

**REGULATIONS CONCERNING THE SYSTEM FOR THE RECOGNITION AND TRANSFER OF
ACADEMIC CREDITS IN UNIVERSITY MASTER'S DEGREE COURSES**

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RATIONALE

Royal Decree 822/2021 of 28 September 2021, which establishes the organisation of university education and the procedure for quality assurance, states in Article 10.1 "Procedures for the recognition and transfer of academic credits in official university degrees" that "universities will approve regulations to govern these procedures in accordance with the provisions of this Royal Decree". Likewise, Article 10.2 states that "these recognised or transferred credits will be included in the student's transcript of records and in the European Diploma Supplement".

Article 1. Scope of application.

These regulations are applicable to official university Master's degree courses regulated by Royal Decree 822/2021, of 28 September, which are taught at the UAH and its Affiliated Centres.

Article 2. Basic concepts.

The basic units of recognition are the credits and the results of the training and learning process, which take the form of knowledge or content, competences and skills or abilities acquired by students in their studies and in the professional or work experience indicated in article 4.

Article 3. Definition of credits subject to recognition or transfer.

For the purposes of these regulations, recognition is understood to be the acceptance by the UAH of credits obtained in other official studies, in this or another University, so that they form part of the student's transcript in order to obtain an official university degree other than the one from which they originate.

For the purposes of these regulations, credit transfer is understood to mean the inclusion in the academic transcript and in the European Diploma Supplement of all the credits obtained in official studies previously taken at the UAH or another University in the European Higher Education Area, which have not led to the award of an official degree.

Article 4. Studies and professional or work experience for which recognition may be granted.

The following may be subject to recognition:

1. Official Spanish university studies
 - a. Bachelor's, Engineer's or Architect's degree. Those who are in possession of these degrees and access the official Master's degree courses, and those who have taken subjects of the second cycle of these studies.
 - b. Master's degree.
 - c. Doctorate. Credits obtained in doctoral programmes prior to Royal Decree 99/2011 may be recognised.

- d. Teaching aptitude courses, teaching qualification courses and other professional training courses.

At the discretion of the Official Postgraduate and Doctoral Studies Committee, and at the proposal of the Master's Degree Academic Committee, those in possession of the Certificate of Teaching Aptitude, a teaching qualification or professional training may obtain credit recognition.

2. University studies taken at foreign centres. Credits may be recognised for university graduates from foreign education systems or from outside the European Higher Education Area, taking into account the knowledge, competences and skills acquired and their adaptation to the syllabus of the Master's Degree.
3. University-specific studies or Lifelong Learning studies taken in Spanish centres. The credits obtained in university-specific degrees or lifelong learning degrees, both with university access requirements, may be subject to recognition.
4. Professional or work experience

Accredited professional or work experience may be recognised as academic credits provided that such experience is closely related to the knowledge, competences and skills required for the Master's degree.

The Academic Committee of the Master's Degree, or the syllabus, will establish the type of experience to be taken into account, the institutions or companies in which it has had to be developed and the minimum period of time that will be required for its assessment. However, under no circumstances may partial recognition of subjects or external placements be granted.

5. The volume of credits that can be recognised on the basis of professional or work experience or those from the student's own studies or lifelong learning may not exceed, overall, 15 percent of the total number of credits that make up the syllabus of the degree that the student wishes to obtain.

As an exception to the provisions of the preceding paragraph, this percentage may be exceeded up to the point of recognising all the credits from non-official university studies, provided that the corresponding non-official degree ceases to be taught and is discontinued and replaced by the new official university degree in which the academic credits are recognised. In this case, the internal quality assurance systems shall ensure the academic appropriateness of this procedure.

Article 5: Origin of credits that may not be subject to recognition

1. Credits may not be recognised in official Master's degree courses for students who hold an official qualification of Diploma, Technical Architect, Technical Engineer, or Graduate.
2. Credits corresponding to Master's degree final projects shall not be recognised, with the exception of those specifically developed in a mobility programme.

Article 6. Exchange or mobility programmes.

Students who participate in national or international mobility programmes subscribed to by the UAH, in order to carry out a period of studies in other universities or higher education

institutions, shall obtain the recognition of credits established in the corresponding academic agreement, which shall be in accordance with these regulations.

Article 7. Other recognition.

In the case of official qualifications that enable students to carry out regulated professional activities in Spain, for which the Government has established the conditions to which the corresponding syllabuses must be adapted, the credits which, where appropriate, are defined in the corresponding regulatory regulation, shall be subject to recognition.

Article 8. Credit recognition tables

1. Official courses taken at Spanish universities.

In order for students to be aware in advance of the credits to be recognised, the syllabuses for University Master's Degrees may include automatic recognition tables for credits obtained in other official courses, taken at the UAH or at another Spanish university. In order to speed up the procedure, the syllabuses may also allow credits to be recognised without the need for the Master's Degree Academic Committee to issue a resolution proposal.

2. Foreign university degrees.

University Master's degree syllabuses may provide for cases in which credits obtained in foreign university qualifications, whether from within or outside the European Higher Education Area, which give access to the Master's degree, may be recognised, either automatically or by agreement.

3. Content and publicity.

The recognition tables shall contain the credits and subjects and, where appropriate, the modules and subjects that are subject to recognition on the grounds that the competences and knowledge foreseen in the Master's degree have already been obtained.

These tables shall be made public and shall be reviewed periodically.

Article 9. Application for recognition of credits. Procedure and deadline for submission.

The recognition of credits is requested, once only, in the academic year in which the Master's Degree commences, with the exception of the work placement, for which recognition may be requested in the second or successive years of matriculation.

It is compulsory to matriculate in the subjects for which recognition is requested; if recognition is granted, the subject will be recognised; if it is not granted, the student will remain matriculated in the subject, which must be taken.

The application must be completed online and submitted within the administrative deadlines set by the University for each academic year, exclusively through the "Form for online submission of the application and documentation for credit recognition", which will only be active during the period established for applying for recognition.

Article 10. Documentation to be presented.

The following documentation must be submitted together with the application form.

1. For university studies carried out in Spanish centres:
 - a) Personal academic transcript for the studies undertaken.
 - b) Teaching guide or syllabus for each subject taken for which credit recognition is requested, indicating the knowledge or content, competences and skills or abilities developed, the activities carried out and their length in credits or hours. The guide or syllabus must be for the academic year in which the subject was taken.
 - c) Degree curriculum.

It will not be necessary to present this documentation if the studies that are the origin of the recognition have been taken at the UAH.

2. For university studies taken at foreign centres:
 - a) Academic transcript for the studies taken, stating the subjects taken, the grades obtained, the teaching load in hours or credits, the academic years in which they were taken and the grading system in which the academic certification has been issued, with an express indication of the minimum and maximum grade of this system.
 - b) Programme of the subjects taken and passed for which the recognition of credits is requested, indicating the competences and knowledge acquired, the contents developed, the activities carried out and their extension in credits or hours. The syllabus must be for the academic year in which the subject was taken.
 - c) Degree curriculum certified by the corresponding centre.
3. For professional and work experience:
 - a) Up-to-date curriculum vitae.
 - b) Social Security employment record or equivalent document (foreign countries).
 - c) Certificate(s) issued by the institution(s) or public or private company(ies) in which the student has worked, indicating the functions or tasks performed and the time spent.

The Academic Committee of the Master's Degree may request other complementary documentation that it considers necessary to assess the suitability of the curriculum to the syllabus for which the recognition of credits is requested.

Article 11. Requirements for academic documents issued abroad.

Academic documents issued abroad must comply with the following requirements:

- a) They must be official and issued by the competent authorities for this purpose, in accordance with the legal system of the country in question.
- b) They must be accompanied, where appropriate, by their corresponding official translation into Spanish, except if they are issued in any of the following languages: French, English, Italian or Portuguese.

Article 12. Competence to decide.

The Official Postgraduate and Doctoral Studies Committee is the competent body to decide on applications for the recognition of credits, for which it shall take into account the proposal made by the Master's Degree's Academic Committee. However, in cases of credit recognition deriving from study agreements made within the framework of mobility programmes or situations of automatic credit recognition provided for in the syllabus, it shall not be necessary to propose a decision.

Article 13. Deadline for decision.

The period for resolving and notifying the decision on the recognition of credits will be three months from the date on which the application was received by the Secretary's Office for Postgraduate Students and UAH-specific studies. Failure to reach an express decision within the aforementioned period shall mean that the application has been rejected. The rejection of the application due to administrative silence has the effect of allowing the student to file an appeal to the Rector within three months from the day following the day on which, in accordance with these regulations, the effects of administrative silence are produced, as provided in articles 24.2 and 122 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations (BOE no. 236, of 2 October 2015)

Article 14. Content of the resolution.

The decision on the recognition of credits shall contain

- a) The name of the subject/s that are the object of the recognition and, if applicable, of the modules and subjects, the typology, the number of credits and the qualification, except in the cases contemplated in article 15^º 2.
- b) The name of the subject/s and, if applicable, of the modules and subjects that are not to be recognised. In this case, the decision will be explained.

An appeal may be lodged against this resolution, which does not bring administrative proceedings to an end, before the Rector in accordance with the provisions of articles 121 and 122 of Law 39/2015, of 1 October, on the Common Administrative Procedure for Public Administrations (BOE no. 236, of 2 October 2015)

Article 15. Qualification.

1. Recognised subjects shall maintain the grade obtained in the subjects of origin, except in the case of university studies taken abroad, in which case, the grades obtained in the subjects of origin of the recognition shall be converted to the Spanish decimal grading system.
2. The recognition of credits from professional or work experience and from the student's own studies or lifelong learning will not have a numerical grade and, therefore, cannot be used when assessing the student's transcript.
3. In the event that the recognition of a subject is requested for the completion of several subjects, the weighted average will be calculated and the resulting grade will be assigned.

4. If the certificate provided by the student only includes the qualitative grade in any subject, the corresponding numerical grade will be assigned to it, according to the following scale: pass (5.5), notable (7.5), outstanding (9) and honours (10).

Article 16. Amount and settlement of recognised credits.

1. Students who obtain the recognition of credits shall pay 25% of the price of the credit corresponding to the university Master's degree they are taking, in accordance with the provisions of the Decree of the Governing Council of the Community of Madrid, which sets the public prices for university studies for each academic year.
2. The justification of the payment of the public fee is a necessary requirement for the inclusion of the credits in the student's academic record.

Artículo 17º. El procedimiento de transferencia de créditos

The credit transfer procedure shall be initiated at the student's request.

1. Application.

This will be made the first year that the student begins the Master's Degree studies for which he/she is requesting the transfer or when he/she joins a new Master's Degree, and will be in accordance with the model established and published on the University's website.

It will be submitted at the Electronic Headquarters or at the Electronic Registry of the UAH, or at any of the places indicated in article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administrations (BOE no. 236, of 2 October 2015), within the administrative period established by the University for each academic year.

2. Required documentation.

a) The application will be accompanied by the official academic certification for transfer of transcript, in the case of studies completed in Spanish Universities, or by the personal academic transcript, in the case of studies completed at universities in the European Higher Education Area.

When the studies for which the transfer is requested have been carried out at the UAH it will not be necessary to present documentation.

b) Academic documentation issued abroad will be in accordance with the provisions of Article 11 of these regulations.

3. Resolution.

Requests for the transfer of credits shall be resolved in accordance with the provisions of articles 14 and 15 of these Regulations.

Article 18. Inclusion of credits on the academic transcript.

In accordance with the provisions of article 10.2 of Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the quality assurance procedure, the credits recognised or transferred will be included in the student's academic transcript and in the European Diploma Supplement.

1. Recognised credits.

- a) Recognised credits shall be applied to the subjects of the corresponding University Master's Degree syllabus, with the code and name of the subject as per the syllabus appearing in the student's academic transcript, preceded by the remark "recognised credits".
- b) All recognised credits shall be taken into account for the purposes of calculating the average mark of the academic transcript with the grades determined for each case by the Official Postgraduate and Doctoral Studies Committee in its resolution, at the proposal of the Master's Degree Academic Committee, and taking into account the provisions established in Article 15 of these Regulations.
- c) Notwithstanding the above, the recognition of credits from professional or work experience and from the student's own studies or lifelong learning studies shall not be taken into account for the purposes of grading the transcript.

2. Transferred credits.

- a) Transferred credits shall be included in the student's academic transcript, with a record of the subjects, modules or subject areas corresponding to said credits, indicating their name, type, number of credits and the grade obtained in the studies of origin and the university where they were taken, preceded by the remark "transferred credits".
- b) Transferred credits shall not count towards the award of the Master's degree in which they are included.

ADDITIONAL PROVISION.

The Regulations Committee shall be responsible for the interpretation of these regulations.

DEROGATORY PROVISION.

The regulations on the system for the recognition and transfer of credits in official postgraduate studies, approved by the Governing Council on 22 June 2010, and amended by the Governing Council on 30 May 2012 and 25 March 2021, are hereby repealed.