



## NCG183/2: Revised Text of the UGR Academic Management Regulations

---

- Approved in an ordinary session of the Governing Council on 29 June 2022

**Translated version:** *This document has been translated by the UGR's Language Services Unit (Vice-Rectorate for Internationalization). In the event of any conflict or discrepancy between any translated version of this document and the Spanish language version, the Spanish language version shall prevail.*



**UNIVERSIDAD  
DE GRANADA**

**UGR ACADEMIC MANAGEMENT REGULATIONS**

**PRELIMINARY TITLE**

**General provisions**

Article 1. Purpose.

Article 2. Scope of application.

Article 3. Definitions.

**TITLE I**

**Regulations on Formal Registration**

**CHAPTER I**

**Procedure**

Article 4. Procedure

**CHAPTER II**

**Registration periods and modes of registration**

**SECTION 1. UNDERGRADUATE STUDIES**

Article 5. Application periods and documentation.

Article 6. Undergraduate curricula in the process of being discontinued.

Article 7. Mobility students.

Article 8. Minimum number of credits to be taken and modes of study.

Article 9. Modifications to registration.

**SECTION 2. MASTER'S DEGREE STUDIES**

Article 10. Application periods and documentation.

Article 11. Curricula in the process of being discontinued.

Article 12. Mobility students.

Article 13. Minimum number of credits to be taken and modes of study.

Article 14. Modifications to registration.

**SECTION 3. DOCTORAL STUDIES**

Article 15. Application periods and documentation.

Article 16. Mobility students.



## UNIVERSIDAD DE GRANADA

Article 17. Modes of study.

Article 18. Modifications to registration.

Article 19. Reactivation of registration.

### CHAPTER III

#### Fees

Article 20. Fees.

Article 21. Fee payment deadlines.

Article 22. Consequences of non-payment.

Article 23. Consequences of withdrawal.

### CHAPTER IV

#### Financial aid and grants

Article 24. Financial aid and grants.

Article 25. Students from large families.

Article 26. Special awards and "*matrícula de honor*" distinctions.

Article 27. Grants.

Article 28. Students with disabilities.

Article 29. Victims of terrorism.

Article 30. Victims of gender-based violence.

Article 31. UGR staff.

Article 32. Grants awarded by the Regional Government of Andalusia for credits passed on first registration.

Article 33. Grants for doctoral students.

Article 34. Other causes.

### TITLE II

#### Recognition and transfer of credits

### CHAPTER I

#### Recognition of credits in undergraduate degree programmes

Article 35. Recognition of credits from other undergraduate degree programmes.

Article 36. Recognition of credits from master's degrees.



## UNIVERSIDAD DE GRANADA

Article 37. Recognition based on degrees from the former university education system.

Article 38. Recognition of official programmes completed in foreign universities that are not subject to the international mobility regulations of the University of Granada.

Article 39. Recognition of non-official university studies (*enseñanzas universitarias no oficiales*).

Article 40. Recognition of professional or work experience.

Article 41. Credits to be recognised on the basis of professional or work experience and non-official university studies.

Article 42. Recognition based on non-university higher education programmes.

Article 43. Recognition of participation in university activities.

Article 44. Credits to be recognised for participation in university activities.

Article 45. Recognition for the accreditation of language competence.

### CHAPTER II

#### **Recognition of credits in official master's degree programmes**

Article 46. Recognition of credits.

Article 47. Criteria for the resolution of applications.

Article 48. Studies carried out in joint master's programmes at national or international level within the framework of agreements signed by the University of Granada.

### CHAPTER III

#### **Credit transfers**

Article 49. Credit transfers.

### CHAPTER IV

#### **Competent bodies and procedure**

##### SECTION 1. COMPETENT BODIES

Article 50. Competent body for undergraduate degrees.

Article 51. Competent body for master's degrees.

##### SECTION 2. PROCEDURE

Article 52. Recognition tables.

Article 53. Initiating the procedure.

Article 54. Required documentation.



**UNIVERSIDAD  
DE GRANADA**

Article 55. Fees.

Article 56. Administrative decisions and appeals.

Article 57. Grades.

**TITLE III**

**Admission through partial recognition of studies and readmission to undergraduate and master's degree studies**

**CHAPTER I**

**Applications and available places**

Article 58. Applications for admission and readmission.

Article 59. Number of available places.

**CHAPTER II**

**Prerequisites and admission criteria**

Article 60. Prerequisites for a change of university and/or official university programme in Spain.

Article 61. Admission criteria for a change of university and/or official Spanish university programme.

Article 62. Admission requirements for students with foreign university studies.

Article 63. Admission criteria for students with foreign university studies.

**CHAPTER III**

**Procedure**

Article 64. Submission of applications and documentation.

Article 65. Application periods.

Article 66. Processing of applications and administrative decisions.

Article 67. Competence.

Article 68. Effects.

Article 69. Registration.

**TITLE IV**

**Admission and registration of students who are not allowed to continue their studies due to non-compliance with the UGR Continuance Regulations**



## UNIVERSIDAD DE GRANADA

### CHAPTER I

#### Scope of application

Article 70. Scope of application.

### CHAPTER II

#### **Admission and registration as set out in article 10.1 of the UGR Continuance Regulations**

Article 71. Procedure.

Article 72. Registration process.

Article 73. Terms of new admission and registration.

### CHAPTER III

#### **Admission and registration as set out in article 10.2 of the UGR Continuance Regulations**

Article 74. Procedure.

### CHAPTER IV

#### Competence

Article 75. Application periods.

Article 76. Competence.

### TITLE V

#### **Undertaking different programmes simultaneously**

Article 77. Undertaking different programmes simultaneously.

Article 78. Simultaneously completing studies that have previously been initiated.

Article 79. Simultaneous study tracks and/or specialisations.

Article 80. Undertaking undergraduate or master's studies simultaneously with doctoral studies.

Article 81. Limitations on the authorisation of simultaneous studies.

Article 82. Exceptions regarding simultaneous studies.

Article 83. Procedure.

Article 84. Competent body.



## UNIVERSIDAD DE GRANADA

### PROVISIONS

First additional provision.

Second additional provision.

Third additional provision.

First transitory provision.

Second transitory provision.

Single repealing provision.

Final provision.

### ANNEXES

Annexe I. Registration for undergraduate studies: documentation.

Annexe II. Registration for master's degree studies: documentation.



## UNIVERSIDAD DE GRANADA

### PRELIMINARY TITLE

#### General provisions

##### Article 1. *Purpose.*

The purpose of these Regulations is to govern the following academic management procedures at the University of Granada:

1. The Regulations on Formal Registration for official undergraduate, master's degree and doctoral programmes.
2. Credit recognition and transfer procedures within the framework of official undergraduate and master's degree programmes regulated by Royal Decree 1393/2007, of 29 October, which establishes the organisation of official university studies.
3. Admission through partial recognition of studies and readmission to official undergraduate and master's degree programmes.
4. The readmission and registration of students who cannot continue their studies due to non-compliance with the UGR Continuance Regulations for Undergraduate and Master's Students (hereinafter referred to as the "UGR Continuance Regulations").
5. The simultaneous completion of official undergraduate and master's degree programmes.

##### Article 2. *Scope of application.*

These Regulations apply to students undertaking official undergraduate degree, master's degree and doctoral programmes at the University of Granada.

##### Article 3. *Definitions.*

For the purposes of these Regulations, the following definitions shall apply:

1. *Official university studies*: studies leading to the award of a degree that is valid throughout Spain. They have full academic validity and, in certain cases, qualify students to exercise regulated professions, in accordance with the regulations applicable in each case.
2. *Students enrolled through an ordinary mode of registration*: students who have formally registered at the University of Granada to receive the teaching and/or assessment services outlined in the curriculum of an official university degree that is valid throughout Spain, with the aim of ensuring that the academic results obtained lead to the award of this degree.

Furthermore, based on the number of times a student has registered, a distinction is drawn between:

- a) *New official students*: students who register for the first time on an official university degree at the University of Granada.
- b) *Official continuing students*: students who have an active academic record on an official





## UNIVERSIDAD DE GRANADA

degree at a UGR faculty or school and who register for a second or subsequent time at the same faculty or school and on the same degree.

3. *Students enrolled through an extraordinary mode of registration*: students who (i) fulfil the entry requirements, (ii) have not obtained a place through the admissions procedures, and (iii) have formally registered at the University of Granada to receive the teaching and/or assessment services outlined in the curriculum of an official university degree that is valid throughout Spain, but whose academic results will not lead to the award of this degree.

4. *Students enrolled through an extracurricular mode of registration*: students who fulfil the requirements for the award of a degree but wish to take additional courses. Any academic results obtained will be added to their academic record and included in their official academic transcript.

5. *Students in joint or inter-university programmes*: students who have already registered at another university to follow a validated joint curriculum established between that university and the University of Granada and who register at the University of Granada solely to receive the university services foreseen in the degree validation report (*memoria de verificación del título*).

6. *Recognition of credits*: the procedure by which the University of Granada accepts any of the following as credits towards an official university degree:

- a) Credits obtained in other official university programmes.
- b) Credits obtained in other official non-university higher education programmes.
- c) Credits obtained in university programmes leading to the award of other degrees.
- d) Accredited professional or work experience.
- e) Participation in university cultural, sports, student representation, volunteering and cooperation activities.

7. *Simultaneous studies*: the completion of two or more official university programmes at the same university or at different Spanish public universities during the same academic year.

8. *Credit transfer*: the inclusion in a student's official academic records of all credits earned in previous official degree programmes that have not led to the award of an official degree.

9. *Original degree programme*:

- a) In the context of credit recognition or transfer procedures, the degree programme on which a student took credits that are subject to adaptation, recognition or transfer.
- b) In the context of simultaneous studies, the first degree programme on which a student registers (in chronological order).

10. *Degree to be completed*: the official degree programme for which the adaptation, recognition or transfer of credits is requested.



# UNIVERSIDAD DE GRANADA

## TITLE I

### Regulations on Formal Registration

#### CHAPTER I

##### Procedure

###### Article 4. *Procedure.*

1. All students at the University of Granada will complete the standard registration process through the self-registration system available for each level of studies, following the instructions and requirements specified by the system, except for the following students:

- a) Transferring students.
- b) Continuing students whose registration application was withdrawn in the previous academic year due to partial or total non-payment of fees, except in the case of non-payment of modifications to registration.
- c) Students authorised to apply for an extraordinary mode of registration, as stipulated in articles 8 and 13 of these Regulations.
- d) Students taking part in incoming mobility programmes.
- e) Students who have been authorised to undertake simultaneous studies.
- f) Students who voluntarily drop out of a programme and subsequently re-apply to resume their studies.
- g) Students who were not allowed to continue their studies due to non-compliance with the UGR Continuance Regulations and who are re-applying for admission and registration.

2. Some undergraduate courses require students to fulfil specific requirements before registering for them (e.g. Work Placement and/or Undergraduate Dissertation), so certain students may not be able to self-register for these courses during the regular registration periods. It is therefore possible to register for these courses at the administrative office of the corresponding faculty or school.

3. Undergraduate and master's degree students who have dropped out of their studies and meet the minimum academic performance requirements set out in the UGR Continuance Regulations may apply for readmission. Their application for admission will be considered either by the dean or director of the faculty or school of the degree programme in question, or by the coordinator of the relevant master's degree. If readmission is granted, registration will be completed according to the instructions of the faculty or school in question, or the International School for Postgraduate Studies (EIP).

4. The Network and IT Services Centre (CSIRC) will provide activation codes to students who have been admitted to doctoral programmes. This activation code will grant them access to the UGR's "Oficina Virtual" Student and Staff Portal and to the Academic Monitoring Portal for Doctoral Students. This code will serve as a means of identification and as a digital signature in the registration process of the concerned students, as outlined in articles 9.2c) and 10.2c) of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.



## UNIVERSIDAD DE GRANADA

### CHAPTER II

#### Registration periods and modes of registration

##### SECTION 1. UNDERGRADUATE STUDIES

Article 5. *Application periods and documentation.*

1. *Deadlines for registration and modifications to registration*

a) New students.

The registration periods will be determined by the Agreement of the "Distrito Único Andaluz (DUA)" Committee for University Admissions in Andalusia, which establishes the procedure for admission to official undergraduate degrees. Registration will be considered provisional and will be subject to verification of the submitted documents and of other requirements stipulated in current legislation.

b) Students applying for readmission.

The Governing Council of the University of Granada will determine the registration periods for each academic year.

c) Modifications.

The Governing Council of the University of Granada will determine the application periods for modifications to registrations for each academic year.

d) Applications for readmission to studies and any modifications submitted after this deadline will be considered and resolved by the vice-rector responsible for student affairs. If accepted, the applicant will only be entitled to teaching services provided after the application date.

2. *Documents and information.*

The documents and information indicated in ANNEXE I must be included in the student's academic record within the established deadlines. These documents and data will be retrieved by the University of Granada unless the student raises a reasoned objection, or unless retrieval or verification cannot be accomplished through the data intermediation platforms or corporate networks enabled for this purpose. In both of these cases, the student will have to provide the relevant documentation.

Students who have been required to submit any documents or information (in particular, accreditation of compliance with requirements for admission to a new place at the UGR) will not be considered fully registered until they submit the requested documentation. No administrative documents will be processed before this. The application for registration will be rejected if the requested documentation is not submitted following the request by the University.

Article 6. *Undergraduate curricula in the process of being discontinued.*

Students registered on courses that only provide access to exams but not to teaching services, due to the discontinuation of the undergraduate degree in question, will pay the fees per credit established by the autonomous region of Andalusia for the provision of academic and



## UNIVERSIDAD DE GRANADA

administrative services at Andalusian public universities.

Academic incompatibilities arising from the curricula or any other incompatibilities determined by the University will limit the right to examination and evaluation of courses.

Once a course has been discontinued, six examination sessions will be held during the following three academic years.

The exams will be based on the contents, competences and objectives set out in the course guide for the last academic year in which the course was taught.

The department will appoint teaching staff who will be responsible for each course and who will provide tutorials and assistance to these students.

### *Article 7. Mobility students.*

#### *1. Outgoing students.*

These students will register within the periods established for each academic year by the Governing Council of the University of Granada.

If a student's learning agreement is modified, this will necessarily entail modifications to their registration, which will be carried out automatically by the administrative office of the faculty or school concerned to reflect the changes made. If the fees are reduced as a result of this modification, the difference will be refunded.

#### *2. Incoming students.*

These students will register for the courses included in the approved learning agreement at their host faculty or school, through the established procedures.

Any modifications to registrations arising from a change in the learning agreement will be made by the faculties or schools. For this purpose, the deadlines for modifications to registrations indicated in this Title will not apply.

### *Article 8. Minimum number of credits to be taken and modes of study.*

Depending on the mode of study they choose, undergraduate students must register for the following number of credits:

#### *1. Standard registration*

##### *a) Full-time students.*

1. Undergraduate students who take between 60 and 78 credits during their first academic year will be considered full-time students. This is the standard mode of study for new students at the University of Granada.

2. In the remaining academic years, students may take between 42 and 78 credits, both inclusive. Students undertaking official joint degree programmes (PCEO) may register for up to 96 credits.

3. Students may register for more than 78 or 96 credits only in exceptional circumstances, by submitting a reasoned request within the deadlines for modifications to registrations.



## UNIVERSIDAD DE GRANADA

4. In addition, students may register for more than 78 or 96 credits if the credits exceeding this amount are awarded through a recognition process.

*b) Part-time students.*

1. Part-time students are those who take between 24 and 41 credits (both inclusive) or register for fewer credits if this includes all the remaining credits required to obtain the degree in question.

2. New students wishing to register on a part-time basis must initially register for the full first academic year, or at least for 60 credits. Subsequently, they must apply to change their mode of study to part-time within the official registration period and provide documentary evidence as to why they cannot pursue full-time studies. Eligible reasons for the authorisation of this mode of study may include special educational needs, work, family responsibilities, etc.

*c) General observations.*

1. At the time of registering or modifying their registration, continuing students may choose to register on a full-time or part-time basis.

2. In any case, the choice between the two modes of study will be subject to the requirements and limitations set out in the relevant curriculum.

3. In relation to modes of study, students must register for credits that are subject to recognition.

4. Without prejudice to the provisions of this article, students taking part in mobility programmes or agreements must register for the courses and/or number of credits specified in their learning agreement.

5. The dean or director of the UGR faculty or school will be responsible for decisions on applications to change modes of study. These decisions will be issued within one month. Once this period has elapsed, the application will be deemed granted.

6. The administrative decision communicated to the student concerned will specify the deadlines for adjusting the credits for these types of registration.

*2. Extraordinary registration.*

a) This mode of study, which entails a reduced credit load, is only offered on an exceptional basis and is intended for students who wish to take courses at the University of Granada without seeking to obtain an undergraduate degree.

Students who enrol under this mode of study will not be subject to the academic conditions and limitations established in the UGR Continuance Regulations.

b) The number of credits to be taken in this mode of study must range between 6 and 24.

c) It is not possible to register for basic training courses of the corresponding curriculum.

d) Students will only be allowed to register for courses in which there are vacant places.

e) To be eligible for this mode of registration, students must fulfil the University's entry requirements and must not be registered on another undergraduate or master's degree programme taught at a faculty or school of the University of Granada or an associate school



## UNIVERSIDAD DE GRANADA

or faculty.

f) This mode of registration is subject to the same fees, exemptions and grants as those established for students in official university programmes.

g) Applications for this mode of registration will be submitted during the registration modification periods and following the established procedure.

h) The deans or directors of the relevant faculties or schools are responsible for the administrative decisions on applications for extraordinary registration.

### 3. *Extracurricular registration.*

a) This mode of registration is aimed at students who wish to add new courses to their academic record after having completed all the requirements for the issuing of an undergraduate degree.

b) This mode of registration is subject to the same fees, exemptions and grants as those established for students in official university programmes.

c) Applications for this mode of registration will be submitted during the registration modification periods following the established procedure.

d) The deans or directors of the relevant faculties or schools are responsible for the administrative decisions on applications for extracurricular registration.

### *Article 9. Modifications to registration.*

A modification to registration means any change in academic data that occurs after an application for registration has been submitted.

Applications for modifications to registrations must be submitted within the deadlines set for each academic year by the Governing Council of the University of Granada.

Students may modify their registration only once during each of the periods established for this purpose.

No modifications will be granted if the relevant courses have already been assessed.

#### *1. Cancellation of registration.*

a) Cancellation of registration refers to dropping one, several or all courses.

b) Applications to withdraw from annual and semesterly courses must be submitted by the last day of the first semester teaching period. Applications to withdraw from courses that are delivered exclusively in the second semester must be submitted at least one week before the start of the ordinary assessment sessions of that semester. Under no circumstances may students withdraw from any courses assessed in a special assessment session.

c) In exceptional cases, justified cancellations of registrations outside the deadlines established by the Governing Council for each academic year may be accepted, provided that the relevant courses have not been assessed.

d) If a new student fully cancels their registration and subsequently wishes to register on the



## UNIVERSIDAD DE GRANADA

same degree programme, they will be required to do so through the admissions procedure.

e) Partial or complete withdrawal from courses that have already been assessed will not be granted under any circumstances.

f) If a student withdraws from courses that have already been assessed, the administrative offices of the faculties or schools are authorised to rectify the official examination results and delete the grades of the corresponding courses that have been included in the student's academic record.

g) Students who cancel their registration for annual, first- or second-semester courses during the modification period in the first semester will be entitled to a refund of the fees paid.

During the modification period in the second semester, only students applying to withdraw from second-semester courses will be entitled to a refund of the fees paid.

Applications for the complete cancellation of registration submitted between the two registration modification periods will also entitle students to a refund of the fees paid for second-semester courses.

h) Fees for administrative services are not refundable. However, in line with the current pre-registration system, any student who has registered at the University of Granada and who subsequently withdraws from the UGR in order to register at another university will be eligible for a full refund of the fees paid, provided that they can provide documentary proof of this circumstance.

i) Except as established in section g) of this article, students who apply to withdraw from courses after the respective modification period for each semester will not be eligible for a refund, regardless of the reason for withdrawal, except in the following cases:

1. The reason for cancellation of registration is attributable to the University of Granada.

2. Registration was completed after the first modification period. In this case, students will be eligible for a refund if they cancel their registration within one month of completing it.

In cases of force majeure, and following a reasoned report from the administrator of the relevant faculty or school, the University of Granada Director may approve a refund.

j) New students who cancel their registration completely within the official registration period will be eligible for a refund of fees.

### *2. Modifications to registration.*

a) Modifications to registration refers to the process by which a student switches courses or registers for additional courses within the same curriculum.

b) Unless the modification is requested within the periods established in the academic calendar, or as a result of a modification to the learning agreement in the case of international mobility students, this may never lead to a reduction of fees, nor to a refund of fees paid, except for reasons attributable to the University's administration.

c) If a student does not pay the modification fees, the modification will be deemed to have been withdrawn.



## UNIVERSIDAD DE GRANADA

d) Modifications to registration will only be approved once it has been verified that the student has paid the outstanding modification fees owed to the University, and after checking the schedules and capacity of the relevant faculty or school.

### SECTION 2. MASTER'S DEGREE STUDIES

Article 10. *Application periods and documentation.*

#### 1. *Deadlines for registration and modification of registration*

a) New students.

The deadlines for registration will be determined by the Agreement of the "Distrito Único Andaluz (DUA)" Committee for University Admissions in Andalusia, which establishes the procedure for admission to official master's degrees. Registration will be considered provisional and will be subject to verification of the submitted documents and of other requirements stipulated in current legislation.

b) Continuing students.

The Governing Council of the University of Granada will determine the registration periods for each academic year.

c) Modifications.

The Governing Council of the University of Granada will determine the application periods for modifications to registrations for each academic year.

d) The administrative decisions on applications for readmission and applications to modify courses which are submitted outside the established periods will be taken by the person in charge of the vice-rectorate responsible for student affairs. If accepted, applicants will only be entitled to receive teaching services provided after the application date.

#### 2. *Documents and information.*

The documents and information indicated in ANNEXE II must be included in the student's academic record within the officially established periods. These documents and data will be retrieved by the University of Granada unless the student raises a reasoned objection, or unless retrieval or verification cannot be accomplished through the data intermediation platforms or corporate networks enabled for this purpose. In both of these cases, the student will have to provide the corresponding documentation.

Students who have been required to submit any documents or information (in particular, accreditation of compliance with requirements for admission to a new place at the UGR) will not be considered fully registered until they submit the requested documentation. No administrative documents will be processed before this. The application for registration will be rejected if the requested documentation is not submitted following the request by the University.





## UNIVERSIDAD DE GRANADA

### *Article 11. Curricula in the process of being discontinued.*

Students registered on master's degree courses which only give access to exams and not to teaching will pay the fees per credit established by the autonomous region of Andalusia for the provision of academic and administrative services in Andalusian public universities.

Academic incompatibilities arising from the curricula or any other incompatibilities determined by the University will limit the right to examination and evaluation of courses.

Once a course on the master's degree has been discontinued, six examination sessions will be held during the following three academic years.

The exams will be based on the content, competences and objectives set out in the course guide for the last academic year in which the course was taught.

Students registered on these courses will be entitled to tutorials and assistance, which will be provided by the teaching staff responsible for the course during the last academic year in which it was taught.

### *Article 12. Mobility students.*

#### *1. Outgoing students.*

These students will register within the periods established for each academic year by the Governing Council of the University of Granada.

If a student's learning agreement is modified, this will necessarily entail modifications to their registration, which will be carried out automatically by the International School for Postgraduate Studies to reflect the changes made. If the fees are reduced as a result of this modification, the difference will be refunded.

#### *2. Incoming students.*

Incoming students will register for the courses included in the approved learning agreement at the International School for Postgraduate Studies (EIP), through the established procedures.

Any modifications to registrations resulting from an authorised change in the learning agreement will be made by the International School for Postgraduate Studies (EIP). For this purpose, the application periods for modifications to registration indicated in this Title will not apply.

### *Article 13. Minimum number of credits to be taken and modes of study.*

Depending on the mode of study chosen, master's degree students must register for the following number of credits:

#### *1. Standard registration*

##### *a) Full-time students.*

1. In order to be considered a full-time student, a student must take between 42 and 60 credits, both inclusive. This is the standard mode of study for new master's degree students at the University of Granada.



## UNIVERSIDAD DE GRANADA

2. In the case of master's degrees of 75 ECTS or more, students may take up to 75 ECTS per academic year. Exceptionally, students may register for a higher number of credits by submitting a reasoned request within the deadlines for modifications to registrations.

3. In addition, students may register for more than 75 ECTS credits if the credits exceeding this amount are awarded through a recognition process.

### b) Part-time students.

1. Part-time students are those who take between 24 and 41 credits (both inclusive) or register for fewer credits if this includes all the remaining credits required to obtain the degree in question.

2. New students wishing to register on a part-time basis must initially register for at least 60 credits. Subsequently, they must apply to change their mode of study within the periods established by the Governing Council for each academic year. Likewise, they must provide documentary evidence as to why they cannot pursue full-time studies. Eligible reasons for the authorisation of this mode of study may include special educational needs, work, family responsibilities, etc.

### c) General observations.

1. At the time of registering or modifying their registration, continuing students may choose to register on a full-time or part-time basis.

2. In any case, the choice between the two modes of study will be subject to the requirements and limitations set out in the relevant curriculum.

3. In relation to modes of study, students must register for credits that are subject to recognition.

4. Without prejudice to the provisions of this article, students taking part in mobility programmes or agreements must register for the courses and/or number of credits specified in their learning agreement.

5. The Director of the International School for Postgraduate Studies (EIP) will be responsible for decisions on applications to change modes of study. These decisions will be issued within one month. Once this period has elapsed, the application will be deemed granted.

6. If the application is approved, the administrative decision communicated to the student concerned will specify the deadline for adjusting the credits for these types of registration.

### 2. *Extraordinary registration.*

a) This reduced-time mode of study is only offered on an exceptional basis and is intended for students who wish to take courses at the University of Granada without seeking to obtain a master's degree.

b) Students who enrol under this mode of study will not be subject to the academic conditions and limitations established in the UGR Continuance Regulations.

c) The number of credits to be taken in this mode of study must range between 6 and 24.

d) Under no circumstances may these students register for the following courses:



## UNIVERSIDAD DE GRANADA

### 1. Master's Dissertation.

2. On courses with a limited number of places (on official programmes), unless there are vacant places left after the admissions process.

e) Students can only register for courses that have not yet started and have vacant places.

f) To be eligible for this mode of registration, students must fulfil the University's entry requirements for master's degrees and must not be registered on another undergraduate or master's degree programme taught at a UGR faculty or school or an associate school, except in exceptional cases authorised by the Directorate of the International School for Postgraduate Studies (EIP).

g) This mode of registration is subject to the same fees, exemptions and grants as those established for students in official university programmes.

h) Applications for this mode of registration will be submitted during the registration modification periods following the established procedure.

i) The application will be accompanied by a report from the coordinator of the master's degree and a decision will be issued by the Director of the International School for Postgraduate Studies (EIP).

### 3. *Extracurricular registration.*

a) This mode of registration is aimed at students who wish to register for new courses and add them to their academic record after having completed all the requirements for the issuing of a master's degree.

b) This mode of registration is subject to the same fees, exemptions and grants as those established for students in official university programmes.

c) Applications for this mode of registration will be submitted during the registration modification periods following the established procedure.

d) The Director of the International School for Postgraduate Studies (EIP) is responsible for the administrative decisions on applications for extracurricular registration.

### 4. *Registration on a joint or inter-university master's degree programme.*

Students who have already registered at another university to follow a validated joint curriculum established between that university and the University of Granada may register for the same courses as those on which they are enrolled at their home university, for the sole purpose of receiving the university services foreseen in the degree validation report (*memoria de verificación del título*).

### Article 14. *Modifications to registration.*

A modification to registration means any change in academic data that occurs after an application for registration has been submitted.



## UNIVERSIDAD DE GRANADA

Applications for modifications to registrations must be submitted within the periods set for each academic year by the Governing Council of the University of Granada. Students may modify their registration twice in each of these periods.

Students requesting a modification outside of these periods must submit their application through the established electronic procedure. It will be an essential requirement that no more than 20% of the course has been taught by the time of the request, except in unforeseen and sufficiently accredited circumstances.

No modifications will be granted if the relevant courses have already been assessed.

### *1. Cancellation of registration.*

- a) Cancellation of registration refers to dropping one, several or all courses.
- b) Applications to withdraw from second-semester courses will not be granted if these courses have been assessed in a special assessment session.
- c) In exceptional cases, justified cancellations of registration outside the deadlines established in the official calendar may be accepted, provided that the relevant courses have not been assessed.
- d) New students must remain enrolled on a minimum of 24 credits, unless they request complete cancellation of registration. If a student fully cancels their registration and subsequently wishes to register on the same degree programme, they will be required to do so through the admissions procedure.
- e) Partial or complete withdrawal from courses that have already been assessed will not be granted under any circumstances.
- f) If a student withdraws from courses that have already been assessed, the administration of the International School for Postgraduate Studies (EIP) is authorised to rectify the official examination results and delete the grades of the corresponding courses that have been included in the student's academic record.
- g) Students who cancel their registration for annual, first- or second-semester courses during the modification period in the first semester will be entitled to a refund of the fees paid.

During the modification period in the second semester, only students applying to withdraw from second-semester courses will be entitled to a refund of the fees paid.

Applications for the complete cancellation of registration submitted between the two registration modification periods will also entitle students to a refund of the fees paid for second-semester courses.

h) Fees for administrative services are not refundable. However, in line with the current pre-registration system, any student who has registered at the University of Granada and who subsequently withdraws from the UGR in order to register at another university will be eligible for a full refund of the fees paid, provided that they can provide documentary proof of this circumstance.

i) Except as established in section g) of this article, students who apply to withdraw from



## UNIVERSIDAD DE GRANADA

courses after the respective modification period for each semester will not be eligible for a refund, regardless of the reason for withdrawal, except in the following cases:

1. The reason for cancellation of registration is attributable to the University of Granada.
2. Registration was completed after the first modification period. In this case, students will be eligible for a refund if they cancel their registration within one month of completing it.

In cases of force majeure, and following a reasoned report from the head of service of the Master's Degree Service, the University of Granada Director may approve a refund.

j) New students who cancel their registration completely within the official registration period will be eligible for a refund of their registration fees.

### *2. Modifications to registration.*

a) Modifications to registration refers to the process by which a student switches courses or registers for additional courses within the same master's degree.

b) Unless the modification is requested within the periods established for each academic year by the Governing Council, or as a result of a modification to the learning agreement in the case of international mobility students, this may never lead to a reduction of fees, nor to a refund of fees paid, except for reasons attributable to the University's administration.

c) If a student does not pay the modification fees, the modification request will be deemed to have been withdrawn.

d) Modifications to registration will only be approved once it has been verified that the student has paid the outstanding modification fees owed to the University, and after checking the schedules and capacity of the master's degree.

e) If a student's registration must be modified as a result of an application for the recognition of credits being submitted after the deadline established for each academic year, the application will be accepted in order to enable the student to complete the degree programme. However, the courses on which students have already enrolled cannot be replaced by recognised credits.

## SECTION 3. DOCTORAL STUDIES

### *Article 15. Application periods and documentation.*

1. The registration period for doctoral programmes will be determined for each academic year by the Governing Council of the University of Granada.

2. After the first registration, if a student does not renew their registration within two years of the last renewal, they will be considered to have left the doctoral programme and will be permanently removed from it.

New students who are required to take complementary training courses as part of their doctoral programme must register for all such courses in the first year of their programme.

Full-time students will have one calendar year to complete their complementary training



## UNIVERSIDAD DE GRANADA

courses. This period will be extended to two calendar years for part-time students.

3. Each academic year, until the management committee of the relevant doctoral school authorises the thesis defence, doctoral students must register for academic supervision, and also register for any complementary training courses they may be required to take.

4. Second and subsequent registrations must be completed through the Academic Monitoring Portal for Doctoral Students, an online application which can be accessed through the UGR's "Oficina Virtual" Student and Staff Portal. To renew their registration, students must upload a monitoring report (*informe de seguimiento*) through this platform. This report must be validated by their tutor and thesis supervisor and favourably assessed by the relevant doctoral programme academic committee.

5. If a student fails to complete their registration without a justified reason, or if their registration is cancelled due to non-payment of fees, in whole or in part, the time that has elapsed will count towards their maximum period of study.

6. In compliance with the UGR Regulations for Doctoral Programmes, the International School for Postgraduate Studies (EIP) will cancel the registration of new doctoral students who fail to pay their registration fees without a justified cause.

Students who have been permanently removed or who have withdrawn from a programme may only be readmitted to that programme by submitting a new application for admission. In any case, under exceptional circumstances, readmission will be granted by the UGR Management Committee of the Doctoral School, following a report from the doctoral programme academic committee.

7. Once the maximum period established by current regulations for the thesis defence has elapsed, a doctoral student will not be allowed to register again unless they have been granted an extension.

8. Students must be fully registered and have paid all pending fees in order to submit their doctoral thesis.

### Article 16. *Mobility students.*

#### 1. *Outgoing students.*

These students must register within the deadlines set for each academic year by the Governing Council of the University of Granada. Once authorised, the mobility period will be automatically added to the academic record.

If changes are made to a learning agreement, the student's registration will need to be modified to reflect these changes. In this case, the deadline established in this Title for modifications to registrations will not apply.

#### 2. *Incoming students.*

Incoming students must register in line with the instructions provided by the International School for Postgraduate Studies (EIP). During their stay, these students will be registered as part-time doctoral students and, where applicable, must register for the complementary



## UNIVERSIDAD DE GRANADA

training courses included in their approved learning agreement.

### *3. International cotutelle students.*

Cotutelle students whose home institution is the University of Granada must complete the standard registration process at the International School for Postgraduate Studies (EIP) and pay the corresponding fees.

Doctoral students whose home university is not the University of Granada must register as cotutelle students and pay the annual fees, in accordance with the terms of the agreement regulating the cotutelle.

### *Article 17. Modes of study.*

#### *1. Standard registration.*

Registration will normally be done on a full-time basis. Students who wish to pursue part-time studies must expressly request it and provide documentary proof each academic year of their inability to pursue full-time studies. The doctoral programme academic committee will issue a decision within one month from the date of receiving the request.

#### *2. Extraordinary registration.*

This mode of registration will only apply to students admitted to a doctoral programme who are required to complete complementary training consisting of a research project that is equivalent to a master's dissertation or methodology-based credits, for which a favourable report must be obtained from the relevant master's degree coordinator.

This mode of registration is subject to the same fees, exemptions and grants as ordinary registrations.

### *Article 18. Modifications to registration.*

1. A modification to registration is any change in the academic data of the complementary training courses that appear in the registration file issued by the University of Granada.

2. The application periods for modifications to registrations will be determined for each academic year by the Governing Council of the University of Granada.

Unless the modification is requested due to a change in the learning agreement in the case of international mobility students, applications for modifications to registrations submitted after the deadline set by the Governing Council will not lead to a reduction of fees, nor to a refund of the fees paid, except for reasons attributable to the University's administration. However, for subsequent registrations, students will be eligible for a refund if they cancel their registration within one month of completing it.

In cases of force majeure, the University of Granada Director may decide to refund a student's fees, following a reasoned report from the Head of the Doctoral Service.

Under no circumstances will any fees for administrative services be refunded.

#### *1. Cancellation of registration.*



## UNIVERSIDAD DE GRANADA

a) Complete cancellation of registration refers to full withdrawal from a programme for a full academic year, whereas partial cancellation means withdrawal from one, several or all complementary training courses.

b) If a student withdraws from courses that have already been assessed, the administration of the International School for Postgraduate Studies (EIP) is authorised to rectify the official examination results and delete the grades of the corresponding courses that have been included in the student's academic record.

### *2. Modifications to registration.*

a) Modifications to registration refers to changing the complementary training courses on which a student is registered, as well as extending a student's registration.

b) If a student does not pay the modification fees, the modification request will be deemed to have been withdrawn.

c) Modifications to registration will only be approved once it has been verified that the student has paid the outstanding modification fees owed to the University. The modification must be authorised by the International School for Postgraduate Studies (EIP).

d) Each student may modify their registration only twice during the established modification period.

### *Article 19. Reactivation of registration.*

1. If a student pays the fees they owe to the University of Granada during the academic year, their academic record may be reactivated. Proof of payment must be submitted to the Doctoral Service. In order for reactivation to be authorised, one of the following conditions must be met:

a) The doctoral student must have submitted their doctoral thesis proposal and their supervision agreement must be signed.

b) They must have been granted an extension to continue in the programme and not have exhausted their maximum period of study.

c) Any other circumstance that prevents the student from continuing in the doctoral programme.

2. The doctoral programme academic committee is responsible for approving the reactivation of registrations. For late applications or cases of repeated non-compliance, the UGR Management Committee of the Doctoral School will issue an administrative decision, following a report from the doctoral programme academic committee.





## UNIVERSIDAD DE GRANADA

### CHAPTER III

#### Fees

##### Article 20. *Fees.*

The fees charged by the University of Granada for the provision of higher education services will be those established by the autonomous region of Andalusia for the provision of academic and administrative services at Andalusian public universities.

##### *1. Fees for administrative services.*

To be eligible to receive administrative services (including the issuing of certificates), students must have paid all outstanding fees owed to the University and have provided proof that they are entitled to grants and/or subsidies.

In this regard, students must at least have paid all overdue instalments in order to be able to apply for administrative services.

For the purposes of calculating the corresponding fees, an official academic transcript is understood as the document that specifies a student's grades in the programme that they are currently taking or have already completed.

##### *2. Associate schools.*

Students from associate schools must pay the University of Granada 30% of the established fees for academic services. Any other fees for administrative services provided by the University must be paid in full.

##### *3. Recognition of credits and transfers.*

The fees to be paid by students for credit recognition or transfer procedures will be established by the autonomous region of Andalusia.

Students from the University of Granada will not bear any academic or economic costs for the process of adapting former undergraduate or master's degree curricula to new curricula. Therefore, any assessment sessions taken for equivalent courses from the former curriculum will not be taken into account. For the purpose of calculating fees, all courses included in the new curriculum will be treated as first-time registrations.

##### *4. Curriculum compensation.*

Students requesting assessment via curriculum compensation must pay 30% of the credit value (which will vary according to the number of times the student has registered for a course) if they have not previously registered for that course due to having used up the maximum number of assessment sessions.

##### *5. Curricula in the process of being discontinued.*

Students registered on courses which only give access to exams and not to teaching will pay the fees per credit established by the autonomous region of Andalusia for the provision of academic and administrative services in Andalusian public universities.



## UNIVERSIDAD DE GRANADA

### Article 21. *Fee payment deadlines.*

#### 1. *Deadlines.*

Registration fees must be paid in line within the periods established by the autonomous region of Andalusia.

#### 2. *Payment methods.*

As a general rule, students may choose to pay their fees in one of the following ways:

- a) One single payment at the time of registration.
- b) Payment in two equal instalments. Students must pay the first instalment when they apply for registration, and the second instalment during the second fortnight of December of the year in which the registration is completed.
- c) Payment in up to ten instalments, on a case-by-case basis and at the student's request. If this latter form of payment is chosen, a monthly instalment plan will be established for the student concerned with one of the financial institutions with which the University of Granada has an agreement and which are listed on the corresponding application form. This payment method, which is available for all students free of charge and which does not require any guarantees, is governed by the following stipulations:
  1. Only the registration fees shown on the payment form will be financed. Students cannot request a higher or lower amount to be financed.
  2. The minimum amount to be financed through this method will be that established in section 3.a) 3 of this Article.
  3. Financing is available for one-off payments and for the second payment if the student opts to pay in two equal instalments. In the latter case, the student concerned will be required to provide proof of payment of the first instalment.
  4. The applicable financing conditions and any possible amendments will be established in the agreements between the University of Granada and each financing institution. These agreements will be published immediately after approval by the UGR.
  5. The student's registration and any grades they may obtain for semester courses or partial assessments will be conditionally accepted until the student can demonstrate full payment of the fees that have been financed.
  6. The financed amount will be paid in monthly instalments, with the final payment due by the last working day of May.
  7. Students who wish to use this payment method must sign the corresponding agreement with the financing institution and agree to the conditions set out in this Title by filling in the application form established for this purpose.
  9. Failure to pay two of the agreed instalments will be deemed as non-compliance with the conditions established for this payment method.



## UNIVERSIDAD DE GRANADA

### 3. *Observations.*

a) Paying fees in instalments is not permitted in the following cases:

1. For modifications to registrations.
  2. For additional payments made after the deadlines established for registrations completed in person due to justified reasons.
  3. If the outstanding amount is lower than the amount established each academic year in the resolution of the Rector or through its inclusion in the "Bases de Ejecución del Presupuesto" budgetary document for the financial year.
  4. If the credits are for courses for which students register in order to attend a special assessment session (*convocatoria especial*).
- b) Under no circumstances may fees for administrative services or the student insurance premium be paid in instalments. In case of payment in instalments, these fees will be included in full in the first instalment.

### 4. *Payment methods.*

Fees must be paid using the correct payment form and one of the following methods:

- a) Online payment through the "Oficina Virtual" Student and Staff Portal, available on the University of Granada website.
- b) Payment via online banking or at an ATM of any of the University of Granada's partner banks.
- c) Payment at a branch of any of the University of Granada's partner banks.

### Article 22. *Consequences of non-payment.*

1. Timely payment of academic and/or administrative fees, in part or in full, is a prerequisite for both receiving administrative services (including the issuing of certificates) and for the processing of registration applications. Registrations will not be complete until the student provides proof that they have paid their fees in full or that they are eligible for an exemption (in the latter case, indicating the name of the institution or body that will cover the fees).
2. If the payment has not been received by the established deadlines, the student's academic record will be blocked. From that moment on, the student will not be able to access a number of university services. An order for payment will then be issued and a period of ten days will be given for the payment to be made, starting from the date of notification. For undergraduate studies, the order for payment will be issued before the start of the ordinary assessment session.

Failure to pay any outstanding fees (whether the fees are due in full or in part) or failure to provide proof of payment will result in the withdrawal and archiving of the registration application. Any amounts previously paid will be forfeited.

3. However, in accordance with the general rules for admission to undergraduate and master's degree programmes during the selection phases for new students, if fees are not paid



## UNIVERSIDAD DE GRANADA

in part or in full within a non-negotiable period of fifteen calendar days from the date of issuing the payment form, the registration application will be presumed withdrawn and archived, without the need to issue the order for payment mentioned in the previous paragraph. The purpose of this is to avoid allocating a place to someone who will not take it, which would be detrimental to the students on the waiting list who opt for the same programme. This waiting list is made public by the UGR, together with the procedures for applying for a place on the University's study programmes or at its faculties and schools.

4. The administrative decisions on withdrawals issued by the dean or director of the faculty or school or of the International School for Postgraduate Studies (EIP) will be communicated to the student concerned, indicating that their registration application will be rejected and that the student may appeal this decision before the Rector based on documented, well-founded and supervening reasons.

5. If the student lodges the aforementioned appeal and it is upheld by the Rector, the student will be allowed to sit the exams not yet held as long as they submit proof of payment before the start of the official exam period. However, for exceptional and justified reasons in accordance with the UGR Continuance Regulations, the administrative decision may specify otherwise. A new payment form for the amount due will only be issued if strictly necessary. This outstanding payment cannot be paid in instalments.

### *Article 23. Consequences of withdrawal.*

1. New students who withdraw or are removed from their studies will lose their status as University of Granada students and will be removed from the electronic system.

2. For any other students, if the withdrawal affects their entire registration, they will only lose their student status for the academic year in question. In the following academic year, these students must apply to register in line with the instructions provided by their faculty or school, once all the online self-registration periods have ended. This form of registration will be treated as a second or subsequent registration, depending on the type of registration that was cancelled or withdrawn the previous year.

## CHAPTER IV

### **Financial aid and grants**

#### *Article 24. Financial aid and grants.*

The circumstances giving rise to the financial aid and grants contemplated in this Title must be expressly communicated and accredited, if required, by means of a valid supporting document within the period established for registration or modification. These circumstances may also be cited by the student at the time an administrative service is requested.

In any case, any grants or fee exemptions must be reported to the University of Granada within the period established by the Governing Council for registrations or modifications to registrations.



## UNIVERSIDAD DE GRANADA

### Article 25. *Students from large families.*

1. Beneficiaries of large family exemptions and grants stipulated by law will be understood as (i) students who can provide documentary evidence that they are members of a large family, or (ii) students in the process of applying for this status. In both cases, students will be required to present an official certificate issued by the relevant regional administration under the conditions indicated below.

2. Students from large families in the special category will receive a full exemption for all registration fees, while students from large families in the general category will receive a 50% exemption.

The benefits will take effect from the date of submission of the application for recognition or renewal of the official large family certificate. However, if a student completes their registration using the application submitted to obtain large family status, they must present the official certificate to the administrative office of their faculty or school, if required, before the end of the first fortnight of December of each academic year. In the absence of such accreditation, the exemption will be automatically cancelled and a new payment form will be issued to cover the amount due.

3. If the official certificate indicates a lower category than the one previously declared, the corresponding difference must be paid by the student.

4. Large family certificates will remain valid either for the specified period for which they have been granted or renewed, or until it is necessary to change the large family category, or until the conditions for large family status are no longer met.

5. Notwithstanding the above, if a student loses their status as a member of a large family or changes categories during the academic year, this will not affect their entitlement to the exemption or its amount until the end of the academic year.

6. Specific regulations issued by autonomous regions other than Andalusia and by local administrations will not be applicable to registrations at the University of Granada if these regulations grant greater benefits than those provided for in state legislation.

7. Students of Moroccan nationality are eligible for the large family exemption if they present a certificate issued by the Moroccan Embassy in Madrid proving that they fulfil all the requirements set forth by Spanish legislation for obtaining a large family certificate. If a student attaches a large family application form to their registration application, they will be required to present the official large family certificate to the administrative office of their faculty or school before the end of the first fortnight of December of each academic year.

### Article 26. *Special awards and "matrícula de honor" distinctions.*

1. Students who have achieved a "*matrícula de honor*" first class distinction in one or more courses during the previous academic year will be entitled to a one-time grant for their registration fees for the current academic year. This grant will be calculated by multiplying the number of credits in which they have achieved a "*matrícula de honor*" first class distinction by the fees for first-time registration for the credits on which they are enrolling. In this



## UNIVERSIDAD DE GRANADA

calculation, first-time registration fees are determined based on their personal and family circumstances.

For doctoral students, this grant can only be applied to complementary training credits.

Students who obtain a "*matrícula de honor*" first class distinction as a result of a credit recognition process will not be entitled to this grant.

2. Students who have achieved a "*matrícula de honor*" distinction in the second year of post-compulsory secondary education or in advanced vocational training, or who have obtained a special award for post-compulsory secondary education or advanced vocational training, or a medal in the Economics, Physics, Mathematics or Chemistry Olympiads or other accredited Spanish or international Olympiads, will be entitled to a one-time total exemption from academic fees for the first year of an undergraduate degree. The Special End-of-Degree Award for Undergraduate Students (*Premio Extraordinario de Fin de Grado*) will entitle students to a one-time total exemption from academic fees for the first year of studies leading to another official university degree.

### Article 27. *Grants.*

1. In accordance with the Royal Decree approved by the General State Administration for each academic year in relation to income and family wealth thresholds and grants and study aid amounts, students who are awarded a university grant funded by the Spanish Ministry of Education, by any other relevant ministry or by any other body or institution whose call for applications provides for such financial aid, under the terms and to the extent established in the call, and unless other criteria are stipulated, will not be required to pay any fees for academic services. However, they will be required to pay for administrative services.

2. In any case, full registration fees will only be waived if the grant is awarded. If, following their registration, the student does not obtain the grant or if the grant is revoked, they will be required to pay the corresponding fees within the deadlines indicated by the University of Granada. Failure to pay by these deadlines will result in the issuing of an order for payment. If the payment is not made, the student will be removed from all courses, subjects and disciplines, in accordance with current legislation.

Notwithstanding the provisions of the preceding paragraph, and unless the aforementioned regulations establish other criteria, the administrative office of the faculty or school in question may demand payment for academic fees from students who do not fulfil the requirements established in said regulations.

3. The awarding body or institution will reimburse this University for the fees that the students referred to in this section are not required to pay.

4. In accordance with the established agreement on financial aid and exemptions, the provisions of the previous paragraph shall apply to students with grants from the Basque Government.



## UNIVERSIDAD DE GRANADA

### Article 28. *Students with disabilities.*

1. In accordance with the provisions of section 6 of the twenty-fourth additional provision of Organic Law 6/2001, of 21 December, on Universities, students with disabilities will be entitled to a total exemption from fees for studies leading to the award of a university degree.
2. In order to benefit from this legal provision, students must provide proof of the administrative decision acknowledging their disability. The body granting the exemption will compensate the University for any academic fees that the beneficiaries of the provisions set out in this section are not required to pay.

### Article 29. *Victims of terrorism.*

Students referred to in Article 38 of Law 29/2011, of 22 September, on the Recognition and Comprehensive Protection of Victims of Terrorism, and Article 21.3.a) of Law 10/2010, of 15 November, on measures for the assistance and care of victims of terrorism in the autonomous region of Andalusia, are exempt from paying any fees.

Proof of this status must be provided when registering or applying for a service, in accordance with the provisions of Article 4 bis.3, of Law 32/1999, of 8 October, on Solidarity with the Victims of Terrorism.

### Article 30. *Victims of gender-based violence.*

Without prejudice to any grants or financial aid, whether public or private, to which the students concerned may be entitled for university studies or for any other purpose, victims of gender-based violence referred to in Organic Law 1/2004, of 28 December, on Comprehensive Protection Measures against Gender-based Violence, and Law 13/2007, of 26 November, on Comprehensive Prevention and Protection Measures against Gender-based Violence, will be exempt from paying any fees for university services.

1. Students who wish to invoke this provision must prove their status as victims by means of a judicial decision granting them a protection order, a judgement of conviction, a precautionary measure in favour of the victim or any other documentation that proves that a judicial body considers any of the crimes or misdemeanours contemplated in the aforementioned Organic Law to exist.

In exceptional circumstances, a report from the public prosecutor indicating the existence of evidence that the applicant is a victim of gender-based violence may be provided until a protection order or an equivalent judicial decision is issued.

### Article 31. *UGR staff.*

1. At the time of registration, students who take advantage of the system of study grants for University of Granada staff will be exempt from fees for academic services, provided they submit the documents established for this purpose by the Social Action Office (GAS) of the



## UNIVERSIDAD DE GRANADA

University of Granada.

2. If the amount granted by the GAS does not cover the whole fee, the student will be required to pay the difference.

*Article 32. Grants awarded by the Regional Government of Andalusia for credits passed on first registration.*

Students registered at the University of Granada's faculties and schools, as well as associate schools, will be entitled to a fee grant for any credits passed on first registration in their undergraduate and master's degree studies, in accordance with the fees established by the autonomous region of Andalusia for academic and administrative services provided by Andalusian public universities.

*Article 33. Grants for doctoral students.*

Students registered on a doctoral programme who are beneficiaries of a Predoctoral Grant for the Training of University Lecturers (FPU) will be exempt from paying the academic supervision fees for doctoral theses under the terms applicable in the respective call for applications.

Students registered on a doctoral programme who are beneficiaries of a doctoral training grant from the competent Ministry through a UGR research group will be exempt from paying the academic supervision fees for doctoral theses under the terms applicable in the respective call for applications.

Doctoral students who have applied for a grant or financial aid that exempts them from paying fees must notify the International School for Postgraduate Studies (EIP) within seven working days of issuance of the official administrative decision.

*Article 34. Other causes.*

Any other form of exemption or grant expressly provided for in legal provisions may also be invoked.

## TITLE II

### Recognition and transfer of credits

#### CHAPTER I

#### Recognition of credits in undergraduate degree programmes





## UNIVERSIDAD DE GRANADA

Article 35. *Recognition of credits from other undergraduate degree programmes.*

1. *Recognition between degrees belonging to the same field of knowledge.*

Provided that the degree to which admission is sought belongs to the same field of knowledge, all credits passed in basic training subjects on the original degree programme will be subject to recognition.

2. *Recognition between degrees belonging to different fields of knowledge.*

When the original degree and the degree to be completed belong to different fields of knowledge, all credits corresponding to basic training subjects taken and passed that belong to the field of knowledge of the original degree will be subject to recognition.

3. *General considerations.*

a) The basic training courses passed in the original degree will be recognised as basic training courses in the degree to be completed if they belong to the same field of knowledge.

b) Other basic training courses passed in the original degree that cannot be recognised as basic training courses on the degree to be completed may be recognised as optional credits or, if applicable, as equivalent compulsory or elective courses, taking into account the correspondence between the competencies and knowledge acquired.

c) The rest of the credits taken and passed in the original degree may be recognised on the degree to be completed, taking into account the correspondence between the competencies and knowledge acquired.

d) In the case of undergraduate degree programmes that qualify students to exercise regulated professions for which the Government has established conditions to which the curricula must be adapted, the credits passed in modules or subjects that are defined in the relevant regulations will automatically be recognised and taken into account for the purposes of obtaining the degree.

e) With regards to electives, full modules from degrees other than the original degrees and which are offered at the University of Granada will be recognised.

f) Under no circumstances will undergraduate dissertation credits be recognised.

Article 36. *Recognition of credits from master's degrees.*

Applications for the recognition of credits based on studies passed in official master's degrees or specific training periods of doctoral programmes comprising 60 ECTS credits will be resolved taking into account the correspondence between the competencies and knowledge acquired in the subjects passed and those foreseen in the curriculum of the degree to be completed, or in consideration of their cross-disciplinary nature.

Article 37. *Recognition based on degrees from the former university education system.*

Applications for the recognition of credits based on studies passed in university degrees from



## UNIVERSIDAD DE GRANADA

the former academic system, including *arquitecto técnico* (3-year undergraduate degree in Architecture), *diplomado* (3-year undergraduate degree), *ingeniero técnico* (3-year undergraduate degree in Engineering), *maestro* (3-year undergraduate degree in Primary Teacher Training), *licenciado* (full undergraduate degree), *arquitecto* (full undergraduate degree in Architecture), *ingeniero* (full undergraduate degree in Engineering) or doctoral training periods, will be resolved taking into account the correspondence between the competencies and knowledge acquired in the subjects passed and those foreseen in the curriculum of the degree to be completed, or in consideration of their cross-disciplinary nature.

*Article 38. Recognition of official programmes completed in foreign universities that are not subject to the international mobility regulations of the University of Granada.*

Credits may be recognised for these studies taking into account the correspondence between the competencies, knowledge and number of credits associated with the subjects taken by the student and those foreseen in the curriculum, or by taking into account their cross-disciplinary nature.

*Article 39. Recognition of non-official university studies (enseñanzas universitarias no oficiales).*

1. For the purposes of recognition, UGR-specific programmes (*títulos propios*) approved in accordance with the Regulations for UGR-specific Programmes, or university-specific programmes of other universities are considered non-official programmes.
2. Non-official university studies will be recognised in consideration of the correspondence between the competencies and knowledge acquired in the subjects passed and those foreseen in the curriculum of the degree to be completed, or according to their cross-disciplinary nature.

*Article 40. Recognition of professional or work experience.*

Professional or work experience may be recognised as long as the competencies acquired correspond to the competencies inherent to the degree programme to be completed. The competencies acquired through extracurricular work placements may also be recognised.

*Article 41. Credits to be recognised on the basis of professional or work experience and non-official university studies.*

1. The number of credits that may be recognised based on an applicant's previous professional or work experience and non-official university studies may not exceed 15% of the total number of credits that make up the curriculum on the degree to be completed, with a maximum of 6 credits to be recognised for non-official university studies.
2. However, in exceptional circumstances, credits from university-specific degrees (*títulos propios*) may exceed this percentage, or may be recognised in full, provided that the corresponding university-specific degree (*título propio*) has been discontinued and replaced by



## UNIVERSIDAD DE GRANADA

the official degree for which recognition is requested.

3. The recognition of these credits will not include grades.

### *Article 42. Recognition based on non-university higher education programmes.*

1. Those who hold a non-university higher education qualification regulated by the Organic Law of Education (LOE) in force may have credits recognised in undergraduate studies.
2. Studies will be recognised in consideration of the correspondence of competencies, knowledge and learning outcomes between the subjects leading to the award of undergraduate degrees and the modules or subjects of the corresponding advanced technical qualification (*título de Técnico Superior*).
3. The faculties and schools shall draw up and publish tables in order to guarantee the recognition of credits, taking into account the correspondence between competencies, knowledge and learning outcomes.
4. When recognition is requested to undertake studies leading to the award of a degree providing access to the exercise of a regulated profession, the faculties and schools must verify that the studies cited adhere to the conditions required in the curricula, the successful completion of which guarantees the necessary professional qualification.
5. The grade to be included in these recognitions will be the one appearing in the certificate of the studies passed, with the corresponding weightings or the average grade of the full degree being applied, where appropriate.

### *Article 43. Recognition of participation in university activities.*

1. Credits may be awarded for participation in the following types of university activities:
  - a) Cultural, artistic and language training activities organised by the University or by institutions with which it has an agreement.
  - b) Student representation activities proposed by the Student Council (DGE) or by the faculties or schools, services or vice-rectorates of the University of Granada.
  - c) Sports activities organised through the Sports Centre (CAD).
  - d) Volunteering and cooperation activities organised by the Centre for Development Cooperation Initiatives (CICODE), UGR Solidaria, faculties, schools, services or institutes, or those carried out within the framework of agreements signed by the University.

Activities that are complementary to a specific degree programme are not subject to recognition.

2. Applications based on these activities must include information on the title of the activity; the faculty/school, service or body that has proposed, organised and managed it; the dates; number of contact and online hours; credits to be recognised; justification and explanatory report; as well as the activity plan, including, if applicable, the assessment procedure or



## UNIVERSIDAD DE GRANADA

requirements for obtaining the credits requested.

3. Applications must be examined and assessed, according to their suitability with regard to the current regulations, by the person responsible for the school or faculty, service or vice-rectorate of the University, who, after validating them, will send them to the vice-rectorate responsible for undergraduate degree programmes.
4. The vice-rectorate responsible for undergraduate degree programmes will submit applications that meet the requirements to the UGR Undergraduate Programmes Advisory Committee and will send a report to the Governing Council with the proposal of activities that will be subject to recognition and the number of credits to be recognised per activity.
5. For each semester of the academic year, the University, through the Governing Council, will approve the catalogue of cultural, artistic, language competence, student representation, sports, volunteering, and cooperation activities that may be subject to recognition in undergraduate studies, as well as the number of credits to be recognised for each of them.
6. The number of credits recognised for these activities will be subtracted from the optional credits foreseen in the corresponding curriculum.
7. Recognitions carried out under this procedure will not include grades.
8. University activities may only be recognised provided that they have been carried out simultaneously with the studies of the curriculum corresponding to the academic record for which recognition is requested.

*Article 44. Credits to be recognised for participation in university activities.*

Up to 12 credits may be awarded for participation in university cultural, sports, student representation, volunteering, and cooperation activities.

*Article 45. Recognition for the accreditation of language competence.*

1. Accreditation of language competence at levels higher than those required for each degree programme may be recognised, at the rate of 2 credits for each level of the same language.
2. When the language is different from the language used to fulfil the language accreditation requirement of the degree programme, credits can be recognised for a B1 level or higher.
3. Up to a maximum of 6 credits may be recognised for accreditation of language competence, as indicated in this article.

## Chapter II

### **Recognition of credits in official master's degree programmes**

*Article 46. Recognition of credits.*

In official master's degree programmes, the following may be recognised:

1. Subjects or courses related to the master's degree programme, depending on the



## UNIVERSIDAD DE GRANADA

correspondence between the competencies and knowledge associated with the courses that have been passed and those foreseen in the curriculum of the degree to be completed.

2. Credits taken as part of a non-university higher education programme regulated by the Organic Law on Education (LOE).
3. Official programmes undertaken in foreign universities that are not subject to the University of Granada's international mobility regulations, taking into account the correspondence between the competencies, knowledge and number of credits associated with the subjects previously taken by the student and those foreseen in the curriculum to be completed, or by assessing their cross-disciplinary nature.
4. Credits taken as part of non-official university studies (*enseñanzas universitarias no oficiales*), as well as accredited professional or work experience, provided that this experience is related to the competencies inherent to the degree.
5. The number of credits that may be recognised based on an applicant's previous professional or work experience and non-official university studies may not exceed 15% of the total number of credits included in the curriculum.
6. Notwithstanding the above, in exceptional circumstances, credits from university-specific degrees (*títulos propios*) may exceed this percentage, or may be recognised in full, provided that the corresponding university-specific degree has been discontinued and replaced by the official degree for which recognition is requested. To this end, the validation report (*memoria de verificación*) of the new curriculum that has been proposed and submitted for verification shall state this circumstance and shall be accompanied by the curriculum design related to the university-specific degree.
7. Under no circumstances will master's dissertation credits be recognised.

### Article 47. *Criteria for the resolution of applications.*

1. Only courses at the same or higher level of education will be accepted for credit recognition.
2. In the case of applications for the recognition of credits between official master's degrees that qualify students for the exercise of regulated professions, for which the Spanish Government has established the conditions to which the curricula must be adapted, the credits of the modules passed by the student and defined in the corresponding regulations will be recognised. If a specific module has not been passed fully, subjects or courses will be recognised according to the competencies and knowledge associated with them.
3. In the case of master's degrees that are in the process of being discontinued due to the implementation of new curricula, credits in the new degree will be recognised in accordance with the provisions of the adaptation table included in the corresponding validation report of the master's degree in question.
4. In general, whenever the curriculum contemplates the possibility or need for work placements, the recognition of credits for professional or work experience will preferably be applied to this type of subject.



## UNIVERSIDAD DE GRANADA

5. Previously recognised credits from another university or degree may not be recognised, without prejudice to the recognition of what has actually been studied.

*Article 48. Studies carried out in joint master's programmes at national or international level within the framework of agreements signed by the University of Granada.*

In the case of national joint programmes, the calculation of the academic results obtained shall be governed by the provisions of the respective regulations and agreements.

In the case of international joint programmes, the academic results obtained will be calculated in accordance with the International Student Mobility Regulations of the University of Granada and, in a complementary manner, with the corresponding agreement and the learning agreements signed by the students and the faculties or schools of the home and host universities.

### CHAPTER III

#### Credit transfers

*Article 49. Credit transfers.*

All credits obtained in official programmes previously taken and passed at the same university or at another university which have not led to the award of an official degree, and whose recognition or adaptation is not requested or is not possible in accordance with the above criteria, shall be included in the academic transcript of each student.

### CHAPTER IV

#### Competent bodies and procedure

##### SECTION 1. COMPETENT BODIES

*Article 50. Competent body for undergraduate degrees.*

1. The deans and directors of the faculties and schools of the University of Granada are responsible for the credit recognition and transfer procedures governed by these Regulations.
2. The recognition of credits for participation in cultural, sports, student representation, volunteering and cooperation activities is subject to the approval of the Governing Council, following a report from the Advisory Committee (Comisión de Títulos).

*Article 51. Competent body for master's degrees.*

The Directorate of the International School for Postgraduate Studies (EIP) is responsible for the credit recognition and transfer procedures covered by these regulations. In accordance with the regulations in force, this body will resolve applications following a mandatory report from the corresponding master's programme academic committee.



## UNIVERSIDAD DE GRANADA

### SECTION 2. PROCEDURE

#### Article 52. *Recognition tables.*

The faculties and schools will publish and maintain up-to-date recognition tables in order to facilitate recognition procedures for undergraduate studies and make them more reliable and streamlined.

#### Article 53. *Initiating the procedure.*

1. Credit recognition and transfer procedures will be initiated at the request of the student concerned via the established online procedure. The student concerned must be registered on the undergraduate or master's degree programme to be completed. However, this will not be necessary if the credits to be recognised allow the student to fulfil the requirements to complete a degree, with the exception of the undergraduate or master's dissertation.
2. The application period for the recognition and transfer of credits will be determined by the UGR Governing Council each academic year.
3. University activities and non-official studies will be certified by the relevant body in each case.

#### Article 54. *Required documentation.*

1. For applications for the recognition of credits to be processed, they must be accompanied by all the necessary documentation.
2. For the recognition of previously completed university studies, non-university higher education programmes, or other university studies, the following documentation is required:
  - a) An official academic transcript of the completed studies issued by the original faculty or school stating the name of the courses passed, the number of credits (or the number of weekly hours and whether they were year-long or semester courses) and the grade obtained in each course. It is not necessary to submit an academic transcript for studies completed at the University of Granada.
  - b) Course guides for subjects/courses for which recognition is requested, stamped by the original faculty or school.
3. For foreign qualifications, the documentation must be issued by the competent authorities and duly translated into Spanish. Certificates and diplomas obtained in countries outside the European Higher Education Area must be legalised through diplomatic channels or, if the documentation has been issued in a country that is a signatory to the Hague Convention, it must bear the corresponding apostille.

It is also necessary to provide information on the university grading system or marking scale in the country of origin, indicating the minimum grade needed to pass the course along with the grading scales and intervals.



## UNIVERSIDAD DE GRANADA

4. To demonstrate professional or work experience, the student must provide at least one of the following documents or its equivalent in the country of origin, as appropriate:
  - a) Working life report (Informe de Vida Laboral) issued by the Social Security General Treasury (TGSS) stating the name of the employer(s) and the length of service in the corresponding contribution group.
  - b) Employment contracts or appointments registered in the Social Security database.
  - c) To demonstrate self-employment or freelance work, a certification issued by the Social Security General Treasury (TGSS) stating the periods of registration in the Social Security database, the corresponding special scheme (*régimen especial*), description of the work performed, and relevant dates.
  - d) Report including a detailed description of the activities or tasks performed and the dates during which they were carried out.
  - e) Company certificates accrediting the tasks mentioned above, as well as any other document supporting or substantiating the experience claimed and its relation to the competences inherent to the degree programme for which recognition is being requested.
  - f) For the recognition of extracurricular work placements, the official academic transcript must be provided.
5. If an undergraduate student requests the recognition of credits based on participation in university activities, these activities must be certified by the relevant body.
6. Faculties and schools may implement complementary regulations regarding the recognition of credits based on professional or work experience and non-official university studies.

### Article 55. *Fees.*

The recognition and transfer of credits will require the payment of the fees established for the autonomous region of Andalusia for the provision of academic and administrative services at Andalusian public universities.

### Article 56. *Administrative decisions and appeals.*

1. The competent body must issue an administrative decision within three months following the end of the application period. Once this period has elapsed, the application will be deemed to have been granted.
2. The administrative decision must specify the modules, courses and/or subjects or credits in question.
3. The student concerned may submit an appeal against this decision to the Rector of the University of Granada, which will exhaust all available administrative remedies.





## UNIVERSIDAD DE GRANADA

### Article 57. *Grades.*

1. Recognised courses will be awarded the same numerical grade as that awarded by the original school or faculty. In the event that several similar subjects are to be recognised at the UGR as a single course, the grade awarded will be a cumulative grade point average.
2. However, if the original academic transcript only contains qualitative grades, these will be converted into numerical grades using the following equivalency table:

Grade	Numerical value
<i>Aprobado/Convalidado</i>	6
<i>Notable</i>	8
<i>Sobresaliente</i>	9.5
<i>Matrícula de Honor</i>	10

3. If the student has completed part of their studies abroad, grades will be converted using the equivalency tables established by the Andalusian Directorate General for Universities. This body establishes the criteria for calculating the grade point averages of academic transcripts for students with officially recognised foreign degrees.
4. If no grade is indicated for the original subject or course, the recognised subjects, courses or credits will not be taken into account when calculating the grade point average of the academic transcript.
5. Any credits recognised for non-official university studies or for accredited professional or work experience will not indicate a grade.
6. Transferred credits will not be taken into account for the purposes of calculating the average grade on the transcript, nor will they have any effect on the awarding of the official degree.

### TITLE III

#### **Admission through partial recognition of studies and readmission to undergraduate and master's degree studies**

### CHAPTER I

#### **Applications and available places**

### Article 58. *Applications for admission and readmission.*

1. This Title shall regulate all applications for admission or readmission to an undergraduate or master's degree programme at the University of Granada that are motivated by one of the following reasons:



## UNIVERSIDAD DE GRANADA

- a) A change of university and/or transfer to a new official university programme in Spain after partial completion of the original programme.
  - b) Partial or full completion of a foreign university programme which has not obtained official recognition (*homologación*) in Spain and which is not subject to any of the grounds for exclusion set out in the regulations governing the conditions and procedures for official recognition and equivalency of non-Spanish studies.
  - c) Readmission of students from the University of Granada who were admitted to a different degree programme at the UGR or another Spanish university in the past and who wish to continue their original degree programme.
2. The faculties, schools and the International School for Postgraduate Studies (EIP) will determine the criteria for processing applications for readmission in the cases described in section 1.c) of this article.
  3. This Title is not applicable to students who initiate a procedure for the adaptation of prior studies to the corresponding undergraduate or master's degree.

### Article 59. *Number of available places.*

1. Each academic year, before announcing the offer of places for approval by the Governing Council, the faculties, schools and the International School for Postgraduate Studies (EIP) will submit to the Vice-Rectorates responsible for student affairs and postgraduate studies, respectively, a proposal on the number of places to be offered for (i) applicants changing universities and/or official university studies, and (ii) applicants with foreign degrees that have not been granted official recognition or equivalence. At least one place will be offered for each of the quotas.
2. Places awarded to readmitted students will not be subtracted from those approved by the Governing Council for the admission cases described in the previous paragraph.
3. Under no circumstances will the number of admissions lead to an increase in the teaching needs of a degree programme, or in the fields of knowledge involved.

## CHAPTER II

### Prerequisites and admission criteria

#### Article 60. *Prerequisites for a change of university and/or official university programme in Spain.*

1. Changes of university and/or university programme will only be approved on an exceptional basis and provided that the application meets the academic requirements set out in this Title. There must be exceptional circumstances which, in the opinion of the university authorities in charge of processing the application, justify its approval. The following circumstances, among others, may be regarded as exceptional:
  - a) The student has changed their family residence after registering for an undergraduate or



## UNIVERSIDAD DE GRANADA

master's degree.

b) The student or a family member relocates for a job after starting their studies and this requires a change of residence that justifies the transfer.

c) The student requests this change due to gender-based violence, illness, accidents or humanitarian reasons, all of which must be duly accredited.

d) The student has changed their residence due to being a high-level or high-performing athlete.

2. In order to be admitted to an official university programme at the University of Granada, applicants must submit proof of the following requirements in their application for admission:

a) Recognition of at least 30 credits, according to the regulations of the University of Granada. Under no circumstances will credits for undergraduate or master's dissertations be recognised. Students who do not obtain this recognition will be required to apply for admission through the standard admissions process.

b) The student has not used up the maximum periods of study indicated in the regulations of the University of Granada, without prejudice to the cases of readmission contemplated therein.

3. In no case may any places remain vacant as long as there are applications that meet the minimum requirement set out in point 2(a) of this article.

### *Article 61. Admission criteria for a change of university and/or official Spanish university programme.*

1. With regard to the places offered within the quotas mentioned in Article 59.1, applications for admission will be accepted based on the following order of priority:

a) Admission to equivalent studies.

b) Admission to studies within the same field of knowledge.

c) Admission to studies from a different field of knowledge.

2. Applications for admission will be assessed on the basis of the grade point average of the original academic transcript, as well as any other academic criteria, where applicable. If several applications obtain the same score, the applications with the highest number of credits passed at their university of origin will be selected.

3. Additional criteria may be considered depending on the exceptional circumstances supporting the application.

### *Article 62. Admission requirements for students with foreign university studies.*

In accordance with the provisions of Title II of these regulations, students with partial or full foreign university studies whose degrees have been officially recognised or declared equivalent in Spain must obtain recognition of at least 30 credits.



## UNIVERSIDAD DE GRANADA

Article 63. *Admission criteria for students with foreign university studies.*

1. Admission applications will be assessed based on the grade point average of the original academic transcript, as well as any other academic criteria, where applicable. Any ties in grades will be resolved in favour of the applicant with the highest number of credits passed at their university of origin.
2. For recognised courses, students will be awarded a numerical grade equivalent to that awarded by their original school or faculty. Any recognised credits that have not been awarded a grade will not be considered for weighting purposes.

### CHAPTER III

#### Procedure

Article 64. *Submission of applications and documentation.*

1. The student concerned must submit a reasoned request to the Rector through the established online procedure.
2. In addition, transfer requests must be accompanied by:
  - a) An official academic transcript, if the applicant is not a University of Granada student.
  - b) Self-assessment completed by the student, if applicable, according to the academic criteria established by each faculty, school and the International School for Postgraduate Studies (EIP).
  - c) Any other documentation necessary to process the application, such as the curriculum of the original degree programme, the guides from the courses that have been passed, the degree programme guide or the degree validation report (*memoria verificada del título*).
  - d) Proof of the exceptional circumstances justifying the application for admission, if applicable.
  - e) For foreign studies, in addition to the provisions of points a), b), c) and d), a certificate issued by the competent authority of the country of origin attesting that the degree in question pertains to the university level and, where appropriate, to master's degree level.
  - f) These documents must be accompanied by a sworn translation into Spanish. Certificates and diplomas obtained in countries outside the European Higher Education Area must be legalised through diplomatic channels or, if the documentation has been issued in a country that is a signatory to the Hague Convention, it must bear the corresponding apostille.
3. All documents must be originals or certified copies issued by the relevant official body.

Article 65. *Application periods.*

1. The application periods will be determined for each academic year by the UGR Governing Council.



## UNIVERSIDAD DE GRANADA

2. Applications will be resolved within two months. If this period elapses and no administrative decision has been issued, the application will be deemed to have been granted.

### *Article 66. Processing of applications and administrative decisions.*

1. Applications will be assessed based on the score obtained after the evaluation of any previous university studies, the established criteria, and any justified exceptional circumstances.
2. Once the applications have been ordered according to the above criteria, students will be allocated places until all places on offer are filled.

### *Article 67. Competence.*

1. The Rector will be responsible for resolving applications for admission based on the partial recognition of studies.
2. The applicant may lodge an appeal for reconsideration with the Rector of the University of Granada. The resolution of this appeal will exhaust all available administrative remedies.

### *Article 68. Effects.*

For a change of university and/or official Spanish university programme, the allocation of a place at the UGR will entail a transfer of the original academic record, which will be conducted by the university, faculty or school of origin after payment of the registration fees and once the student concerned accredits that they have been admitted to the UGR or to the new programme.

If approved, changes of official university programme within the University of Granada will be made automatically.

### *Article 69. Registration.*

1. If an applicant is admitted by means of a transfer or through readmission, this will only entitle them to register for the degree programme for which they have been accepted in the current academic year.
2. If an applicant fails to register in the academic year in which they have been awarded the recognition of credits, they will lose the place obtained and the recognition will be revoked.



## UNIVERSIDAD DE GRANADA

### TITLE IV

#### **Admission and registration of students who are not allowed to continue their studies due to non-compliance with the UGR Continuance Regulations**

#### CHAPTER I

##### **Scope of application**

Article 70. *Scope of application.*

This Title IV applies to undergraduate and master's degree students who are not allowed to continue their studies due to non-compliance with the minimum academic performance conditions, or due to having exhausted the maximum periods of study established in the UGR Continuance Regulations, and who wish to invoke one of the following provisions:

1. The provisions of article 10.1 of the UGR Continuance Regulations, provided at least three academic years have elapsed since the issuing of the administrative decision by the competent body.
2. The provisions of article 10.2 of the UGR Continuance Regulations, provided at least three academic years have elapsed since the issuing of the administrative decision by the competent body.

#### CHAPTER II

#### **Admission and registration as set out in article 10.1 of the UGR Continuance Regulations**

Article 71. *Procedure.*

In the event that an undergraduate or master's degree student is not allowed to continue their studies due to non-compliance with the minimum academic performance conditions or due to having exhausted the established maximum periods of study in accordance with the provisions of article 10.1 of the UGR Continuance Regulations, they must comply with the following procedure if they wish to be readmitted to studies at the UGR:

1. Submit an application to the Rector (only once) for admission and registration on the degree programme they were not allowed to continue due to non-compliance.
2. Submit an application for admission through the established electronic procedure.
3. If the Rector's decision is favourable, register at the UGR faculty or school where the degree programme is taught.

Article 72. *Registration process.*

1. The application must be accompanied by the favourable decision issued by the Rector authorising their registration.
2. If the curriculum of the degree programme on which the student was previously registered



## UNIVERSIDAD DE GRANADA

has since been discontinued, the following procedure shall be followed:

- a) Undergraduate students must apply for their studies to be adapted and then register on the new curriculum that has replaced the former one.
  - b) Master's degree students who have failed to comply with the continuance regulations due to insufficient academic performance must submit a pre-registration application for the new master's degree.
  - c) Master's degree students who have failed to meet the continuance regulations as a result of having exhausted the maximum periods of study may be eligible for readmission, in accordance with Chapter III of this Title.
3. All courses that they register on will be considered first-time registrations, both for the purposes of counting the number of assessment attempts and for calculating the registration fees to be paid.
  4. Fees must be paid according to the registration regulations applicable to the academic year for which admission is granted.

*Article 73. Terms of new admission and registration.*

1. Once a student submits their application for registration, the faculty or school must incorporate all the courses passed into the student's academic record, respecting both the number of credits and the grades obtained.
2. If the curriculum of the degree programme in which the credits were obtained is in the process of being discontinued, the following procedure will apply:
  - a) Undergraduate students must adapt from the previous curriculum to the new one. In this case, recognition will be based on the knowledge and skills associated with the courses and their value in credits, as established in the applicable UGR regulations.
  - b) Master's degree students may either (i) complete their studies during the discontinuation period, or (ii) apply for their studies to be adapted to the new curriculum. In this case, recognition will be based on the knowledge and skills associated with the courses and their value in credits, as established in the validation report (*memoria de verificación*) of the new curriculum and in the applicable UGR regulations.
3. In order to determine the maximum periods of study available to these students, one year will be subtracted for every 60 credits passed. The faculty, school or the International School for Postgraduate Studies (EIP) must notify the student concerned of the result of this calculation, indicating the number of years available to complete the studies, in accordance with the UGR Continuance Regulations.

### CHAPTER III

#### **Admission and registration as set out in article 10.2 of the UGR Continuance Regulations**

*Article 74. Procedure.*



## UNIVERSIDAD DE GRANADA

1. The student concerned must apply to the Rector (only once) to register on an official university programme.
2. To be readmitted, applicants must follow the same admissions procedure established for those who wish to pursue an official undergraduate degree or master's degree programme at Andalusian public universities.
3. If the student concerned seeks admission to the same programme on which they were previously registered, they must follow the procedure established in Chapter II.

### CHAPTER IV

#### Competence

Article 75. *Application periods.*

1. The application period for each academic year will be determined by the UGR Governing Council.
2. Applications will be resolved within two months. If this period elapses and no administrative decision has been issued, the application will be deemed to have been granted.

Article 76. *Competence.*

1. The Rector will be responsible for resolving applications for admission and registration on degree programmes in which students are unable to continue their studies due to non-compliance with the UGR Continuance Regulations.
2. The student may lodge an appeal for reconsideration against these resolutions with the Rector of the University of Granada. The resolution of this appeal will exhaust all available administrative remedies.

### TITLE V

#### Undertaking different programmes simultaneously

Article 77. *Undertaking different programmes simultaneously.*

Applications to undertake different programmes simultaneously will be submitted and processed in accordance with the procedures established for admission to official undergraduate and master's degree programmes at Andalusian public universities.

Article 78. *Simultaneously completing studies that have previously been initiated.*

1. Students who have previously started undergraduate or master's degree studies at the University of Granada or at another university may apply to undertake them simultaneously with their official studies that are already underway at the UGR, provided there are vacant places in one of the programmes they wish to take in the academic year in which they apply.





## UNIVERSIDAD DE GRANADA

2. Students applying to undertake different programmes simultaneously must meet the following requirements:

- a) Undergraduate degree programmes can be studied simultaneously if the student has passed 60 credits in the original programme.
- b) Master's degree programmes can be studied simultaneously if the student has passed 30 credits in the original programme.
- c) Undergraduate and master's degree programmes can be studied simultaneously if the student has passed 60 or 30 credits in the original programme, depending on whether this programme is an undergraduate degree or a master's degree, respectively.

3. If there are more applications than vacant places, these will be ranked according to the average grades obtained in the original programmes. In the event of a tie, the applicant with the highest number of credits passed will be selected.

### *Article 79. Simultaneous study tracks and/or specialisations.*

Students who have completed their degree programme and undertaken a study track or specialisation may subsequently undertake another one at the same time as other official studies.

### *Article 80. Undertaking undergraduate or master's studies simultaneously with doctoral studies.*

Undergraduate or master's degree programmes can be taken simultaneously with a doctoral programme without the need to apply for authorisation.

### *Article 81. Limitations on the authorisation of simultaneous studies.*

1. A degree programme whose curriculum has been discontinued or modified may not be taken simultaneously with its replacement programme.
2. Studies leading to the same degree or a similar degree at Spanish universities may not be taken simultaneously.
3. Official joint degree programmes are offered by the University of Granada in a specific and separate way, and with their own number of places, as part of the admissions process for undergraduate and master's degrees at Andalusian Public Universities. These programmes will not be subject to these regulations on simultaneous studies.

### *Article 82. Exceptions regarding simultaneous studies.*

1. If an applicant has passed all the credits on a curriculum but has not yet fulfilled the language accreditation requirement, they will not be considered to be pursuing simultaneous studies.



## UNIVERSIDAD DE GRANADA

2. Students who pursue more than one study track or specialisation will not be considered to be undertaking simultaneous studies.

### Article 83. *Procedure.*

1. The pre-registration procedure will be used by applicants interested in (i) pursuing two new degree programmes simultaneously, or (ii) completing a new degree programme simultaneously with another programme that they have already started.

2. All other applications for simultaneous studies must be submitted via the established electronic procedure and within the period determined by the Governing Council:

a) Applications to pursue a UGR programme along with a programme already started by the student at another university must be accompanied by an official academic transcript.

b) If a favourable administrative decision is issued, the faculty or school where the student's academic record is kept will send an official academic transcript to the faculty or school where the student will pursue simultaneous studies. The transcript will include the details of the student's admission to the University and any other circumstances that may affect their academic record.

3. For programmes taught at more than one UGR faculty or school, the academic transcript from the original programme will be issued automatically once authorisation has been granted for simultaneous studies.

### Article 84. *Competent body.*

The vice-rector responsible for student affairs will issue the administrative decisions on applications to simultaneously undertake current studies with a programme that has already been initiated.

## PROVISIONS

### **First additional provision.**

Registration on joint degree programmes that lead to the award of a single official undergraduate, master's or doctoral degree delivered by the University of Granada and another Spanish or foreign university will be governed by the provisions of the validated curriculum (*plan de estudios verificado*), the agreement signed by the participating universities and, additionally, by these Regulations.

### **Second additional provision.**

Recognition of credits from doctoral programmes regulated by Royal Decree 778/1998 and other previous regulations.



## UNIVERSIDAD DE GRANADA

Official doctoral studies taken during the teaching periods of doctoral programmes regulated by Royal Decree 778/1998 and previous regulations may be recognised. To this end, the master's programme academic committee must draw up a report for each application for recognition that includes a table of equivalences between the knowledge and competences associated with the courses from the doctoral programme and those from the master's degree.

As a general criterion, equivalence in credits between doctoral and master's degree programmes will be a maximum of 1 ECTS master's degree credit per each credit from doctoral programmes regulated by Royal Decree 778/1998.

The maximum number of ECTS that may be recognised will be equal to the number of credits taken during the teaching period of the doctoral programme.

### **Third additional provision.**

Cancellation of registration will automatically result in the cancellation of any credits obtained through recognition during the corresponding academic year. Students may, however, reapply to obtain recognition for these credits in future academic years.

### **First transitory provision.**

The term "adaptation of credits" refers to the acceptance by the University of Granada of credits obtained in studies undertaken prior to Royal Decree 1393/2007 at this University.

### **Second transitory provision.**

For students who began their studies prior to the entry into force of these Regulations, the provisions of article 31 of the Regulations on the Creation, Modification, Temporary or Permanent Suspension, and Management of UGR Undergraduate Programmes (approved in an extraordinary session of the Governing Council on 25 May 2015, UGR Official Gazette [BOUGR] no. 96, of 28 May 2015) will apply to the recognition of credits in undergraduate degree programmes.

### **Single repealing provision.**

The following regulations are repealed:

1. Title V. Adaptation, Recognition and Transfer of Credits from the Regulations on the Creation, Modification, Temporary or Permanent Suspension, and Management of UGR Undergraduate Programmes (approved in an extraordinary session of the Governing Council on 25 May 2015, UGR Official Gazette [BOUGR] no. 96, of 28 May 2015).
2. Chapter IV. Adaptation, Recognition and Transfer of Credits in Master's Degrees from the UGR Regulations for Master's Degrees (approved in an extraordinary session of the Governing Council on 18 May 2015, UGR Official Gazette [BOUGR] No. 95, of 25 May 2015).
3. Regulations on Transfers and Admissions to UGR Undergraduate Degrees based on the



## UNIVERSIDAD DE GRANADA

Completion of Non-Recognised University Qualifications Abroad, approved by the Governing Council of the University of Granada on 27 September 2011.

4. Article 24 and Annexe III of the UGR Regulations for Master's Degrees, approved by the Governing Council of the University of Granada on 18 May 2015.
5. Provisions of equal or lower rank that conflict with the provisions of these Regulations.

### **Final provision.**

These Regulations shall enter into force on the day following their publication in the UGR Official Gazette (BOUGR).



## UNIVERSIDAD DE GRANADA

### ANNEXES

#### **Annexe I. Registration for undergraduate studies: documentation.**

In accordance with the provisions of article 5.2 of these Regulations, the following must be submitted:

A. Verification of data or, where appropriate, documentary proof (original and copy).

As a general rule, the following documents must appear in the student's academic record or must be verified at the faculty or school where they are studying, before the last working day of October:

- a) Official identity document.
- b) Documentation accrediting the alleged circumstance that exempts the student from paying fees or entitles them to a grant, applied in the settlement of fees.
- c) Additional documentation required by the faculty or school based on the specific characteristics of teaching and learning for certain undergraduate degrees.
- d) A recent photograph (submitted via the Virtual Office or of the University Smart Card [TUI]).

B. Documentary proof (original and copy).

1. New students must present the documentation required in their pre-registration application, submitted through the "Distrito Único Andaluz (DUA)" Platform for University Admissions in Andalusia, within ten days from the submission of their application at the Service responsible for student access and admissions at the UGR.

2. Students who have been admitted to studies by submitting proof of degrees, diplomas or studies obtained or undertaken in education systems in non-European Union member states with which international agreements have not been signed for the recognition of the baccalaureate through reciprocity, official recognition or equivalency with the baccalaureate degree of the Spanish education system, or who have applied for official recognition, must submit the following documents before the end of the academic year at the faculty or school where they are studying:

- a. Proof of official recognition (*homologación*) of their secondary school leaving certificate in Spain.
- b. Proof of official recognition (*homologación*) of their degree certificate, diploma or foreign studies.

3. Students who have pre-registered or transferred their academic records from another Spanish university that does not belong to the "Distrito Único Andaluz (DUA)" must submit their transfer application to the faculty or school where they are studying, together with proof of having paid the corresponding registration fees at their original faculty or school, before the last working day of October.



## UNIVERSIDAD DE GRANADA

### **Annexe II. Registration for master's degree studies: documentation.**

In accordance with the provisions of article 10.2 of these Regulations, the following must be submitted:

A. Verification of data or, where appropriate, documentary proof (original and copy).

As a general rule, before the last working day of November, the student's academic record at the International School for Postgraduate Studies (EIP) must include the following:

- a) Official identity document.
- b) Documentation accrediting the alleged circumstance that exempts the student from paying fees or entitles them to a grant, applied in the settlement of fees.
- c) A recent photograph (submitted via the Virtual Office or of the University Smart Card [TUI]).

B. Documentary proof (original and copy).

1. Students who have been admitted through the submission, via their pre-registration application, of proof of degrees, diplomas or studies obtained or undertaken in non-Spanish education systems, must present the following documents to the International School for Postgraduate Studies (EIP) before the last working day of November:

#### Foreign students with an officially recognised degree.

The degree certificate they used to gain access to the master's degree (or proof of payment of the issuing fees), or certificate of official recognition of the foreign degree.

Students with foreign degrees that have not obtained official recognition (*homologación*) must submit the following documentation, as appropriate:

- a) Students from the European Union: original undergraduate degree certificate. Certificates issued in a language other than Spanish, English, French, Italian or Portuguese must be accompanied by a sworn translation into Spanish.
- b) Students from non-EU countries: undergraduate degree certificate, which must be diplomatically legalised or, if the degree certificate was issued in a member country of the Hague Convention, bearing the corresponding apostille. A sworn translation into Spanish is also required for degree certificates issued in a language other than Spanish, English, French, Italian or Portuguese.
- c) Degree certificate accrediting that the student's training level is equivalent to that of the corresponding official Spanish university degree and that this degree enables the student to pursue postgraduate studies in the issuing country.

2. Students who have transferred their academic records from other Spanish universities must submit their official academic transcript to the International School for Postgraduate Studies (EIP) before the last working day of November.