

# Procedure for the Creation and Organization of Non-Official Degree Programs, Continuing Education, and University Extension Certificates

VERSIÓN	FECHA	MOTIVO DE LA MODIFICACIÓN	ELABORACIÓN	REVISIÓN
3.0	22/02/2016	New Procedure	VOAP	SGC
4.0	07/06/2016	Study Plan Template	VOAP	VOAP
5.0	01/03/2019	Continuing Education Procedure Review	VOAP	VOAP/DDU
6.0	30/05/2019	Removal of 2.4	VOAP/DDU	ASEJU/VOAP/DDU
7.0	02/2020	Document Review and Update	VOAP	ASEJU
8.0	06/2021	Document Review and Update	VOAP	ASEJU

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## 1. Introduction

Organic Law 6/2001 of December 21, modified by the Organic Law 4/2007 of April 12, establishes, in its Article 34, that Universities, in addition to providing courses leading to official degrees with national validity, "may offer courses leading to other degrees."

This Procedure aims to regulate the Non-Official Programs accredited by a Title, Diploma, or Certificate issued by Nebrija University in accordance with the provisions of the Organic Law on Universities

## 2. Nature of Non-Official Degrees

1. Non-official degrees at Nebrija University are those established by the University itself, exercising its autonomy, leading to the issuance of exclusive titles or diplomas from the University.
2. These teachings may include specialized studies, extension courses, knowledge updates, professional improvement programs, training for staff, and lifelong learning programs.
3. The names of non-official degrees must not coincide with those of official university degrees offered by the University or cause confusion.
4. The University may organize these studies itself or in collaboration with other public or private institutions and entities, through the signing of the corresponding agreement, in accordance with the current regulations of the University.
5. The successful completion of the studies will result in the issuance of the corresponding accreditation document granted by Antonio de Nebrija University.
6. Non-official Titles will be quantified in ECTS (European Credit Transfer System) credits, where one ECTS credit is equivalent to 25 hours of student work in all the activities necessary for their training. It is recommended that each subject have a minimum of 2 ECTS and preferably 3 ECTS.
7. Non-official degrees may be taught in face-to-face, blended, or online mode

## 3. Authority

The Vice-rectorate of Academic Organization is responsible for the implementation and presentation of non-official degrees at Antonio de Nebrija University. However, the academic responsibility will depend on the academic department or entity that offers the degree.

## 4. Types of Non-Official Degrees / Continuing Education

Antonio de Nebrija University may organize and offer the following studies:

<b>4.1 Non-Official Postgraduate Degrees</b> (They require holding an official university degree)	<b>4.2 Other Non-Official Degrees</b> (They require holding an official university degree, but cases in which the corresponding professional experience is presented will be considered)	<b>4.3 University Extension</b> (They do not require holding an official university degree or having any professional experience)
Higher Diploma	Specialization Diploma	Continuing Education Certificates
Master's Degree	University Expert	University Extension Certificates

### 4.1. Non-Official Postgraduate Degrees

The following programs require, for their access, to hold an official university degree or another degree issued by an institution of higher education from another member state of the European Higher Education Area that entitles therein, and, in any case, to meet the legally established requirements for access to the University.

#### **a) Higher Diploma**

These teachings are aimed at providing responses to the needs of the socio-economic environment that are not covered by official degrees. The studies leading to the obtaining of a Higher Diploma must have clearly defined teaching plans, structured into modules, subjects, and courses.

For access, it is required to hold an official university degree or another degree issued by an institution of higher education belonging to a member state of the European Higher Education Area (EHEA) or not.

Likewise, they will have a description of the teaching methodology, training activities, and evaluation systems. They will have a minimum workload of 120 credits. These studies will lead to a non-official Higher Diploma in.....

### **b) Non-Official Master's Degree**

They are postgraduate programs with a clear professional orientation applied to the job market. The studies leading to the obtaining of a Non-Official Master's Degree must have clearly defined teaching plans, structured into modules, subjects, and courses.

For access, it is required to hold an official university degree, or another degree issued by an institution of higher education belonging to a member state of the European Higher Education Area (EHEA) or not.

Likewise, they will have a description of the teaching methodology, training activities, and evaluation systems. They will have a minimum of 60 ECTS and will include, as a mandatory requirement, the preparation and defense of a Final Master's Project with a workload between 6 and 18 ECTS. Their completion will entitle students to an Official Master's Degree Certificate in.....

## **4.2. Other Non-Official Degrees**

The following programs require, for their access, to hold an official university degree or another degree issued by an institution of higher education from another member state of the European Higher Education Area that entitles therein, and, in any case, to meet the legally established requirements for access to the University.

Similarly, in the case of Expert and Specialization Diploma programs, access may be granted through the accreditation of relevant professional experience related to the studies to be undertaken (subject to approval by the Admissions Committee and Academic Directorate).

To evaluate the accredited professional experience, it will be necessary to submit a company certificate indicating the duties performed and the duration of employment, a certificate of work history, Curriculum Vitae, and a favorable admission letter from the Academic Directorate.

### **a) Specialization Diploma**

They are teachings aimed at training highly specialized professionals in specific fields of knowledge for professional application and specialization, not explicitly covered by official degrees.

These are studies with a duration ranging from 30 to 59 ECTS. These studies must have clearly defined teaching plans, organized into modules, subjects, and assignments. Likewise, they will have a description of the teaching methodology, training activities, and evaluation systems. To enroll in these studies, it is necessary to meet the legally established requirements for access to the university.

Students who have a minimum of three years of relevant professional experience, corresponding to the studies they wish to pursue, will be considered, providing the documentation indicated in section 4.2.

Their completion will entitle students to a Specialization Diploma in...

### **b) University Expert Studies**

These are teachings that will focus on specialized subjects aimed at professional improvement and specialization, with a duration ranging from 16 to 29 ECTS.

The studies leading to the obtaining of a University Expert Degree must have clearly defined teaching plans, structured into modules, subjects, and courses. Likewise, they will have a description of the teaching methodology, training activities, and evaluation systems.

To enroll in these studies, it is necessary to meet the legally established requirements for access to the university. Students who have a minimum of two years of relevant professional experience, corresponding to the studies they wish to pursue, will be considered, providing the documentation indicated in section 4.2.

Their completion will entitle students to a Non-Official University Expert Degree in...

All Non-Official Degrees issued will include the text "Titulación Propia de la Universidad Antonio de Nebrija." (Antonio de Nebrija University Non-Official Degree).

## **4.3. University Extension**

Access to university extension certificates does not require holding an official university degree.

### **a) Continuing Education Certificate**

These are studies with a duration equal to or less than 15 ECTS. They may be offered as continuing education courses related to official programs. Their completion will entitle students to a Training Certificate in...

### **b) University Extension Certificate**

Other non-official degrees that Nebrija University may offer, with a duration of less than 15 ECTS, include:

1. Conferences
2. Symposiums
3. Conventions

## **5. Documentation Required for the Approval of Non-Official Degrees and Continuing Education**

- a) In Annex I, the report for the creation of a Non-Official Degree is provided, which must be completed and signed by the Dean of the Faculty or the person in charge of the collaborating entity to which the degree belongs, and by the Vice-Rectorate for Academic Organization. The report must include the justification for the creation of the degree, the competencies, the access requirements, the study plan, and the necessary resources to implement it. Based on these requirements, the University will request the students to provide the corresponding notarized documentation that certifies the suitability for admission.
- b) For the continuing education programs or courses, Annex III contains the necessary form that must be completed and signed by the Academic Director or person in charge of the degree, and in which the information related to it must be recorded.

## 6. Enrollment / Documentation Safekeeping

In the case of the Non-Official Degrees mentioned in points 4.1 and 4.2, the list of candidates and the required access documentation will be provided to the designated department in each case, in order to enroll the students in the system.

For degrees that require submission of access documentation by the students, the designated department in each case will request and collect the necessary documentation. Once all the documentation has been collected, it will be digitized, archived, and stored by the Vice Rectorate for Academic Organization.

In the programs taught in collaboration with an external entity, this information will be provided by the external entity.

The programs of the subjects that make up the curricula of the degrees must be sent to the Vice-Rectorate of Academic Organization, whether the degree is taught from a Nebrija University center (school/faculty) or from an external collaborating entity.

## 7. Degree Issuance and Registration

1. The attainment of a degree or diploma will require the successful completion, through the appropriate evaluation process, of the academic studies and activities corresponding to the said degree or diploma.
2. Non-official degrees and diplomas will be recorded in the Nebrija University Registry for Non-Official Degrees, assigning a unique registration number to each student and degree/diploma.
3. For the sake of consistency, the text and format of the degrees will be prepared by the University in a way that avoids confusion with official university degrees that have validity throughout the national territory.
4. All degrees, diplomas, and certificates issued by the University will follow the model and format established by the institution and will bear the signature of the competent authority.

## 8. Approval of Courses Leading to Non-Official Degrees and Continuing Education Certificates

The approval of the different educational programs will be carried out according to the following procedures:

- **Non-Official Degrees:** The authorization of these programs will be carried out by the Vice-Rectorate of Academic Organization, for which the submission of the Degree Approval Report (Annex I) is an essential requirement, signed by the faculty if it is a non-official UNNE degree or by the responsible person of the Collaborating Entity. Likewise, the Vice-Rectorate of Academic Organization will be responsible for the custody of this documentation.
- **Continuing Education:** The authorization of these programs will be carried out by the Academic Development Department.

## 9. Final Degree Follow-Up Report

After each non-official degree ends, the Director or person in charge of each study plan or program will send the final follow-up report (ANNEX II) to the Vice-Rectorate of Academic Organization and to the Faculty, which will have the approval of the person in charge of the external entity in the case of joint programs with other entities.

## 10. Enforcement and Scope of Application

This procedure applies to all non-official degrees and continuing education certificates at Antonio de Nebrija University, San Rafael-Nebrija University Center, and any Collaborating Centers from the date of entry into force of this regulation.

# ANNEX I.

## APPROVAL REPORT FOR THE CREATION OF A NON-OFFICIAL DEGREE

Faculty \_\_\_\_\_

All fields are required.

<b>NAME:</b> (The name stated here will be the one that appears on the diploma issued to the students.)		
No. of academic years <input type="text"/>	Seats (per year) <input type="text"/>	Academic year implemented <input type="text"/>
<b>DEGREE TYPE</b> <input type="checkbox"/> <b>HIGHER DIPLOMA</b> (120 ECTS - Issued as an A3 horizontal certificate) <input type="checkbox"/> <b>MASTER'S DEGREE</b> (60 ECTS - Issued as an A3 horizontal certificate) <input type="checkbox"/> <b>SPECIALIZATION DIPLOMA</b> (30 to 59 ECTS - Issued as a B4 horizontal certificate) <input type="checkbox"/> <b>UNIVERSITY EXPERT</b> (16 to 29 ECTS - Issued as a B4 horizontal certificate)		
<b>FACULTY AND DEPARTMENT</b> (To which the course belongs) _____		
<b>UNNE Representative:</b> _____		
<b>Collaborating Entity:</b> _____		
<b>DELIVERY METHOD:</b> <input type="checkbox"/> Face to face <input type="checkbox"/> Blended <input type="checkbox"/> Remote		
<b>Access documentation required from students, if applicable</b> _____		
<b>TEACHING LOCATION:</b> <input type="checkbox"/> Colaborador <input type="checkbox"/> Princesa <input type="checkbox"/> Dehesa <input type="checkbox"/> Berzosa		
<b>WILL NEBRIJA VIRTUAL CAMPUS BE USED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>TEACHING:</b> <input type="checkbox"/> Semesters <input type="checkbox"/> Academic Years		
<b>SEA TYPE:</b> <input type="checkbox"/> <b>Normal</b> (students carry out self-enrollment) <input type="checkbox"/> <b>Transparent</b> (Enrollment is done automatically by submitting the corresponding mass enrollment template to the assigned department in each case).		
<b>CERTIFICATE REQUEST:</b> <input type="checkbox"/> <b>Individual</b> (The student requests the certificate and directly pays the corresponding fees to the UNNE) <input type="checkbox"/> <b>Collective</b> (The UNNE representative requests the diplomas for the group upon the completion of the degree; the student does not need to pay fees to the UNNE)		

- Degree Creation Justification

**2.1. General and/or Specific Objectives**

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**2.2. References in your industry**

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- Competencies

**3.1. General**

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**3.2. Specific**

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• Academic Organization

**4.1. Please enter the admission requirements that the student must meet to be admitted to this program, for example (university degree, professional experience, being a university student, etc.)<sup>1,2</sup>, 12 as well as any additional access requirements that may be deemed necessary (e.g., English language proficiency, a specific number of years of professional experience, etc.). Access routes and profile of candidates (if there are specific groups involved or established channels for distribution, they will be included to clarify the preferred candidate profile). Aspects related to credit recognition, if applicable.**

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**4.2. State the documentation that the student must submit for enrollment in this degree.**

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**4.3. Admission criteria and process.**

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**4.4. Credit recognition and transfer system**

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<sup>1</sup> The Admission Committee will establish criteria to assess professional experience, in cases where access is possible through this requirement.  
<sup>2</sup> Students must submit duly certified documentation to the University to demonstrate their eligibility for enrollment

- Academic Organization

**5.1. Study Plan.** Content of the study plan, with varying levels of detail depending on the type of degree in question.

<b>STUDY PLAN DISTRIBUTION AND PLANNING</b>				
<b>1<sup>st</sup> YEAR</b>	<b>Character (*)</b>	<b>ECTS</b>	<b>Grading Type</b> <small>(All subjects within the program must have the same type of grading: Pass / Fail or numerical grading from 0 to 10.)</small>	<b>Category</b> <small>(Normal or Project/Internship)</small>
1 <sup>st</sup> Semester				
Subject Name 1				
Subject Name 2				
Subject Name 3				
Subject Name 4				
Subject Name 5				
Subject Name 6				
<b>2<sup>nd</sup> Semester</b>	<b>Character (*)</b>	<b>ECTS</b>	<b>Grading Type</b> <small>(Pass/Fail or numerical grading from 0 to 10.)</small>	<b>Category</b> <small>(Normal or Project/Internship)</small>
Subject Name 1				
Subject Name 2				
Subject Name 3				
Subject Name 4				
Subject Name 5				
Subject Name 6				
<b>Total 1<sup>st</sup> year</b>				

(\*) Required and/or Elective

**5.2. Methodology**

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**5.3. Schedule.** Only if applicable according to the degree type

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**5.4. Faculty.** Internal or external

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- Material resources and services

**6.1. Resources that will be used, virtual campus, etc.**

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- International

In the case of international programs, references to the institution with which the degree is developed and the collaboration agreement, if applicable, will be included.

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- Degree quality assurance

If the program is going to be developed by an institution other than Nebrija University, it must include how the quality monitoring will be carried out (both for the content and the delivery and evaluation). The person responsible for conducting the follow-up and the evidence that will be generated from such follow-up should also be specified.

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Signature:

Vice-Rectorate for Academic Organization

Signature:

Dean of the Faculty / Representative of the Collaborating Entity

## ANNEX II

# NON-OFFICIAL DEGREE FOLLOW-UP REPORT\*

- General information on the degree/program

Degree name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Teaching Location: \_\_\_\_\_

Collaborating Partner: \_\_\_\_\_

POC/External Representative): \_\_\_\_\_

UNNE Academic Representative: \_\_\_\_\_

Affiliated Faculty: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

- Academic information on the degree/program

Hours: \_\_\_\_\_

Credits: \_\_\_\_\_

Subjects \_\_\_\_\_ Program Organization semesters/academic years \_\_\_\_\_

### Evaluation system

Exams % \_\_\_\_\_ Date: \_\_\_\_\_

Activities/Projects % \_\_\_\_\_

Attendance % \_\_\_\_\_

Participation % \_\_\_\_\_

- Degree follow-up report

OBJECTIVES TO BE ACHIEVED	1	2	3	4	5	6	7	8	9	10
Enrollment completed on time and as required										
Degree of compliance with program/course delivery										
Degree of faculty attendance										
Degree of compliance with the assessment system										
Degree of compliance with university regulations										
Degree of communication effectiveness with external program stakeholders										
Average student survey results										

- Final degree follow-up report overview

FAVORABLE	CHANGES MUST BE MADE	NOT FAVORABLE
If the report considers the need to make changes to the evaluated teaching, these will be specified in the corresponding annex.		

- Change annex

Aspects that must be modified for the issuance of a FAVORABLE report.

**1. General information**

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**2. Justification**

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**3. Competencies**

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**4. Access and Admission**

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**5. Study Plan**

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**6. Faculty**

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**7. Facilities, Material Resources and Services**

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**8. Degree Quality Assurance**

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**9. Teaching Materials**

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Date: _____	
Signature: Evaluator	Signature: Coordinator / Dean

\* The program director must submit this report to the Vice-Rectorate for Academic Organization, once the first edition of the training program is completed.

# ANNEX III

## UNIVERSITY EXTENSION PROGRAM REGISTRATION FORM

All fields are required.

<b>NAME:</b> (The name stated here will be the one that appears on the diploma issued to the students.)			
Seats (per academic year) <input style="width: 50px;" type="text"/>		Academic year implemented <input style="width: 50px;" type="text"/>	
<b>DEGREE TYPE</b> <input type="checkbox"/> Continuing Education Certificates <input type="checkbox"/> University Extension Certificates <input type="checkbox"/> Conference <input type="checkbox"/> Symposium <input type="checkbox"/> Convention			
<b>FACULTY AND DEPARTMENT</b> (To which the course belongs) <hr/>			
<b>Collaborating Entity or UNNE Representative:</b> <hr/>			
<b>DELIVERY METHOD:</b> <input type="checkbox"/> Face to face <input type="checkbox"/> Blended <input type="checkbox"/> Remote			
<b>TEACHING LOCATION:</b> <input type="checkbox"/> Colaborador <input type="checkbox"/> Princesa <input type="checkbox"/> Dehesa <input type="checkbox"/> Berzosa			
<b>WILL NEBRIJA VIRTUAL CAMPUS BE USED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>Access documentation required from students if applicable</b> <hr/>			
<b>IMPORTANT NOTE:</b> <u>The type of enrollment will be "Transparent" and the records will be finalized with the information provided in the provided template. Students will receive an A4 size certificate with the following information: Student's details: name, surnames, and ID number. Course details: title, start date/end date, ECTS/hours, and content reflected on the reverse side.</u>			
<b>CERTIFICATE REQUEST:</b> <input type="checkbox"/> <b>Individual</b> (The student requests the certificate and directly pays the corresponding fees to the UNNE) <input type="checkbox"/> <b>Collective</b> (The representative requests the diplomas for the group upon the completion of the degree)			
<b>SUBJECT INFORMATION (all fields are required)</b>			
<b>HOURS:</b> <input style="width: 50px;" type="text"/>	<b>CREDITS:</b> <input style="width: 50px;" type="text"/>	<b>GRADING TYPE:</b> <input type="checkbox"/> PASS <input type="checkbox"/> FAIL	<b>CATEGORY:</b> REQUIRED
<b>SUBJECT NAME:</b> "A subject with the same name as the course will be created."			