

**Procedure for  
the Teaching of  
the Subject  
“Development  
of Participatory  
and Solidarity  
Spirit”(DEPYS)**



UNIVERSIDAD  
NEBRIJA

## 1. Options for Taking the Subject

In Undergraduate degree programs, the acquisition and recognition of 6 ECTS credits for cultural, sports, solidarity, and cooperative university activities are contemplated, as reflected in Royal Decree 822/2021 (Consolidated Law).

At Nebrija University, the attainment of these credits is accomplished through the subject called "Development of Participatory and Solidarity Spirit" (DEPYS). The purpose of DEPYS is to accommodate these activities and contribute to the knowledge and development of Human Rights, democratic principles, gender equality principles, solidarity, environmental protection, universal accessibility, and the promotion of a culture of peace.

To obtain the corresponding credits for this subject, students have 6 options:

**A** Enroll in and pass the subject **Ethics of Volunteering** (offered in the semester and year specified in the verification report of the study plan for each degree program).

**B** Enroll in and pass the subject **Human Rights** (offered in the semester and year specified in the verification report of the study plan for each degree program).

**C** Obtain the 6 credits throughout their degree program by participating in **University Activities**. The activities that will contribute credits to the student are as follows:

### C.1 Participation in Clubs

- Cineclub (2 ECTS)
- Club MEDIALAB (2 ECTS)
- Adventure and Travel Club (2 ECTS)
- Car Club (2 ECTS)
- Design Club (2 ECTS)
- International Club (2 ECTS)
- Art Club (2 ECTS)
- Debate Club (2 ECTS)
- Volunteer Club (2 ECTS)
- Sports Club (3 ECTS)
- AdN/Tocados Club (2 ECTS)
- Business Club (2 ECTS)
- Drama Club (2 ECTS)
- Volunteer Club (2 ECTS)
- BUDDY Club (2 ECTS)

### C.2 Student Representation:

- Member of the Council of Representatives  
Group Representative up to 1 credit/year
- President of the Faculty/Center Council of Representatives  
Degree Representative up to 1 credit/year
- President of the Council of Representatives  
Faculty Representative up to 1 credit/year
- Member of the Participation Committee  
President of the Council of Representatives up to 1 credit/year

**C.2 Various Academic Activities** (lecture series, seminars, summer courses, etc.). Depending on whether the activities are organized by the University or external to it, each academic department will determine which activities are eligible for credit recognition and the number of credits awarded. Maximum 1 credit/year

Credits will not be awarded fractionally for any activity in the DEPYS subject.

The ECTS credits obtained through options A and B, like any other subject included in a degree program, will count towards calculating the minimum percentage of approved credits required to remain at the University, as well as for course progression. Similarly, they will be considered in the calculation of the student's overall grade point average.

These conditions do not apply to section C (University Activities).

## **2. Enrollment, Payment, and Grading**

### **2.1. Enrollment, Payment and Grading for Options A and B (Ethics of Volunteering and Human Rights)**

#### **2.1.1. Enrollment**

Upon completing the self-enrollment process (ATM), students will have the option to enroll in accordance with options A and B.

These subjects will only appear in the ATM for the academic year in which the DEPYS subject is included in the curriculum's verification report (in the degree programs that include it).

The IT Service will provide enrollment lists, as with any other subject.

#### **2.1.2. Payment**

The payment for enrollment in this subject will be made at the beginning of the academic year, similar to any other subject.

For these two options, students will make the payment only once. If the final grade is below 5 (Fail) in both exam sessions available during the academic year of enrollment, the student must retake the same subject in the following year, but no additional fees will be charged.

#### **2.1.3. Grading:**

The subject will be graded on a numeric scale from 0 to 10 and will be assigned by the course instructor through the University's Student Services Platform (SSP) within the established deadlines for the semester in which the subject is planned.

Similar to other undergraduate subjects, students will have a maximum of 6 attempts to pass the course, and it will be mandatory to repeat this subject until it is successfully passed, with no possibility of changing the enrollment once the registration modification deadline set by the Office of Academic Affairs has been fulfilled.

### **2.2. Enrollment, Payment, and Grading for Option C.1. (Clubs)**

#### **2.2.1. Enrollment**

The list of active clubs will be available on the University's website and will be updated each academic year. The criteria for reducing or expanding clubs will be based on the number of enrolled students in previous years, as well as requests from students and Academic Departments.

Students can enroll in clubs through the ATM at the beginning of the academic year, where they will receive information about club organization. Enrollment in clubs is done on an annual basis.

Students can select this option in all years of their degree program, from 1st to 5th, even if they have already obtained the 6 ECTS associated with DEPYS.

A maximum of 2 clubs can be enrolled in each academic year, regardless of whether the student also takes the subjects "Ethics of Volunteering" and/or "Human Rights."

Students must have obtained 6 ECTS through clubs during the different academic years of their enrolled degree program. They are not required to enroll/pass these credits in a specific academic year.

If a student enrolls in clubs and receives a grade of FAIL in an academic year, they are not obligated to enroll in clubs in the following year.

Once the academic year starts, the Club Department at Nebrija University will establish deadlines for students to switch clubs. Coordinators of the clubs will consider late incorporations when evaluating students.

If a student decides to obtain DEPYS credits through option C.1 (Clubs), they will not be able to obtain them through options A and B in subsequent years. They must complete the 6 ECTS through option C.1, along with any credits they obtain through options C2 (student representation) and C3 (academic activities).

#### **2.2.2. Payment**

The payment will be made upon enrollment, each time the student enrolls in a club. It will not be a one-time payment, but rather for each enrollment instance.

The price will be different if the club enrollment grants ECTS or if it does not because the student already exceeds the 6 ECTS. In the latter case, only the club fee will be charged, which will be lower than the price per credit. Each academic year, the list of prices per ECTS and club fee will be updated.

In case of exceeding the credit limit, if a student enrolls in a 2-ECTS club and only receives 1 credit due to exceeding the limit, they will be charged for 1 ECTS only.

#### **2.2.3. Grading**

Each club has a coordinator who will grade and sign the records with PASS or FAIL for each student using the University's Student Services Platform (SSP), as with any other subject.

Intermediate values, such as 1 ECTS in a club that offers 2 ECTS/year, will not be assigned. Only PASS or FAIL will be recorded for the total ECTS assigned to each club.

When the specific club subject is graded through SSP at the end of the academic year, if the grade is PASS, the Information Technology System will transfer the obtained credits to the generic subject "Clubs," adding them to any previously earned credits. They will appear as PASS on the transcript, with the academic year and course information.

The IT System will allow consulting this internal notation, even if it is not visible on the academic record.

#### **2.2.4. Excess Credits**

The student's enrollment record will accept up to a maximum of 6 ECTS for this subject, adding to the total number of ECTS the student has only the credits needed to reach the final 6 ECTS.

The system shall always allow enrollment by clubs, even if the student has already exceeded the 6 ECTS credits (for the purpose of including the corresponding student's name in each club's roster), but it shall not be added to their academic record. Internally, the system will retain this information to generate the list of students for that specific club.

If a student is short of 1 ECTS credit and enrolls in two clubs, the 1 ECTS credit will only be recorded in the first club they join, although both clubs will include the student's name in their respective lists internally.

The list of each club will comprise students who are taking credits and others who are not. The complete list of students for each club will be provided to the coordinator of the respective club, distinguishing between students who are earning credits, and their grades will appear in the SSP, and students who do not have pending credits and, therefore, do not require grading.

## **2.3. Enrollment, Payment and Grading for Options C.2 and C.3 (Student Representation and Academic Activities)**

### **2.3.1. Enrollment, Grading and Payment through Option C.2 (Student Representation)**

Credits granted through option C.2 (Student Representation) must be requested by the student, if desired, at the end of the academic year by submitting a formal application to the Coordinator of the Delegates' Council at the Secretary of Courses, accompanied by the corresponding favorable report from the supervisor (Annex I).

The Coordinator of the Delegates' Council will inform whether the students who have applied for ECTS recognition are PASS or FAIL. For the student to be awarded the corresponding ECTS for the successful performance of the function undertaken, the supervisor's favorable report must include the grade. PASS or FAIL will not result in the awarding of said ECTS.

The Office of Academic Affairs will record the credits in the student's academic record (thus not graded through SSP), and the IT Service will notify the Administration Department to proceed with the payment at that time, effectively enrolling and grading simultaneously.

The Office of Academic Affairs will file the supervisor's favorable report in the student's academic record. In this option, therefore, enrollment, grading, and payment are carried out in a single procedure. The payment will be made each time and only when the student enrolls through option C.2.

If the student has already completed the 6 ECTS corresponding to DEPYS and, by mistake, requests enrollment through option C.2, no notation will be made in their academic record.

### **2.3.2. Enrollment, Grading and Payment through Option C3 (Academic Activities)**

Credits granted through option C.3 (Various Academic Activities), as defined by the Department, can also be requested by the student, if desired, at the Office of Academic Affairs, by submitting the corresponding certificate from the Department (Annex I). The certificate should include the academic year, the activity undertaken by the student, the number of credits (which will be a maximum of 1 ECTS per year and indivisible), and the grade, which will always be PASS, as otherwise, it will not be recorded in the academic record.

The payment will be made each time and only when the student enrolls through option C.3.

Similar to option C.2, enrollment, grading, and payment are processed simultaneously.

Just like in options C.1 and C.2, the system will transfer and accumulate the obtained credits into the generic subject.

## **3. Annotation in the student's academic record**

In the student's academic record, any of the following subjects corresponding to each option may appear with the following names:

(Corresponding Code) Development of Participative and Solidarity Spirit: Ethics of Volunteering

(Corresponding Code) Development of Participative and Solidarity Spirit: Human Rights

(Corresponding Code) Development of Participative and Solidarity Spirit: Clubs

(Corresponding Code) Development of Participative and Solidarity Spirit: Academic Activities

As previously mentioned:

For options A and B, the grade will be a numerical value ranging from 0 to 10.

For option C.1 (Clubs), the grade can be PASS or FAIL.

For options C.2 and C.3, the grade will only be annotated if it is PASS, and the possibility of a FAIL is not considered.

The year in which the student takes and passes the corresponding subject will be recorded as the completion date for the DEPYS subject in options A and B. In this case, the period, course, credits, and grade will be annotated.

For options C.1, C.2, and C.3, the dates will correspond to the year of the last annotation for each of them. The period will be designated as "C" (complete course). Internally, the system will allow viewing the detailed breakdown of the year in which each subject was taken.

For options C.1, C.2, and C.3, the first examination attempt will always be displayed as the examination date; for the other options, the examination date for passing the subject will be shown.

## **4. Subjects Related to Participation and Volunteering For the Nursing and Physiotherapy Degrees.**

In the case of the study plans for Undergraduate degrees in Nursing and Physiotherapy, DEPYS is not an individual subject; rather, it is a module worth 6 ECTS that consists of two optional courses:

- Volunteering Activities (3 ECTS)
- Participation Activities (3 ECTS)

#### 4.1.4.1. Volunteering Activities

The student can enroll in the subject "Development of Participative and Solidarity Spirit" at any stage of their degree, from 1st to 4th year.

The duration of volunteering activities can vary, resulting in the assignment of 1, 2, or 3 ECTS during the enrollment and grading process each year.

The timing of these activities can also vary, as they may take place throughout the academic year or during vacations, in which case the student would enroll in the following academic year.

Once enrolled for the first time, the student is obligated to complete the 3 ECTS for this subject throughout their academic journey.

Enrollment will be initiated by the student, who must submit a request to the Office of Academic Affairs at any time during the academic year, after completing the volunteering activity.

The professor in charge of this subject or the Head of Studies will certify the completion of the volunteering activity, as per Annex II.

The ECTS obtained through enrollment in this subject will not be included in the calculation of the minimum percentage of approved credits required to remain in the University, neither in the numerator nor in the denominator.

#### 4.2. Participation activities

Students can earn the 3 credits for this subject during the course of their degree by participating in university activities. The activities eligible for earning credits include:

##### 1 Participation in Clubs (Option C.1).

- Cineclub (2 ECTS)
- Club MEDIALAB (2 ECTS)
- Adventure and Travel Club (2 ECTS)
- Car Club (2 ECTS)
- Design Club (2 ECTS)
- International Club (2 ECTS)
- Art Club (2 ECTS)
- Debate Club (2 ECTS)
- Volunteer Club (2 ECTS)
- Sports Club (3 ECTS)
- AdN/Tocados Club (2 ECTS)
- Business Club (2 ECTS)
- Drama Club (2 ECTS)
- Volunteer Club (2 ECTS)
- BUDDY Club (2 ECTS)

##### 2 Student Representation (Option C.2)

- Member of the Council of Representatives  
Group Representative 1 credit/year
- President of the Faculty/Center's Council of Representatives  
Degree Representative 1 credit/year
- President of the Council of Representatives  
Faculty Representative 1 credit/year
- Member of the Participation Committee  
President of the Council of Representatives 1 credit/year

**3 Academic Activities (Option C.3 C.2)** (lecture series, seminars, summer courses, etc.). Depending on whether the activities are organized by the University or external to it, each academic department, or, if applicable, the Center Director, will determine which activities are eligible for credit recognition and the number of credits awarded. **Maximum 1 credit/year.**

Credits will not be awarded fractionally for any activity in this subject.

Enrollment and grading for these 3 options will be carried out as indicated in sections 2.2 and 2.3 of this document. The verification of credit excess will be based on a maximum of 3 ECTS instead of 6 ECTS.

## 5. Enforcement and Scope of Application.

This procedure will come into effect in the academic year following its publication and will apply to those degrees that include the subject "Development of Participative and Solidarity Spirit" in their approved study plans.



## ANNEX I

# SUPERVISOR'S REPORT FOR OBTAINING CREDITS THROUGH STUDENT REPRESENTATION

**Subject: "Development of Participative and Solidarity Spirit"**  
**Obtaining Credits through Student Representation**

- Supervisor's report

Student Name and Surnames:

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Academic Year:

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**Position of Representation Held.** Please check all applicable options

Member of the Council of Representatives: 1 ECTS

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President of the Faculty/Center's Council of Representatives: 1 ECTS

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President of the Council of Representatives, member of the Participation Committee 1 ECTS

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Total ECTS:

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Date:

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Name of the supervisor:

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Group:

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Signature:

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## ANNEX I

# PROFESSOR'S REPORT FOR OBTAINING CREDITS THROUGH ACADEMIC ACTIVITIES

**Subject: "Development of Participative and Solidarity Spirit"**  
**Obtaining Credits through Student Representation**

- Report from the Professor in Charge of the Academic Activity

Student Name and Surnames:

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Academic Year:

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**Description of the Academic Activity Carried Out:**

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Total ECTS:

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Date:

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Name of the Professor in Charge:

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Signature:

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## ANNEX II

# ACADEMIC COORDINATOR'S REPORT FOR OBTAINING CREDITS BY PARTICIPATING IN ACADEMIC ACTIVITIES.

**Subject: "Development of Participative and Solidarity Spirit"**  
**Report Template for the Professor in Charge**

- Academic Coordinator's Report

Student Name and Surnames:

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Academic Year::

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**Description of the Volunteering Activity Carried Out:**

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Dates: from \_\_\_\_\_ to \_\_\_\_\_

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Location or Center where it was carried out:

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**Information About the Activity:**

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Number of Credits Granted: ECTS

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Report Date:

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Academic Coordinator Position and Name:

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Signature:

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