

# Credit Recognition and Transfer in University Undergraduate or Master's Degrees

VERSIÓN	DATE	REASON FOR THE AMENDMENT	PREPARATION	REVIEW
2.4	09/01/2016	2016/2017 Academic Year Update	VOAP	General Secretary
2.5	Abril/2020	Procedure Review	VOAP	VOAP

Version approved by the Advisory Council during its meeting held on June 25, 2021.



## Artículo 1. Regulatory Framework

[Royal Decree 822/2021, of September 28th, which establishes the organization of university education and the procedure for ensuring its quality \("Official State Gazette" - BOE, September 29th, 2021](#), states it was stated that universities must develop their regulations for the recognition and transfer of credits, following the general criteria outlined in the aforementioned decree. This measure aims to facilitate student mobility both within the national territory and abroad, in accordance with the provisions of the Royal Decree.

Furthermore, [Royal Decree 1791/2010, of December 30th](#), which approves the Statute of University Students, establishes in Article 6 the right for students, at any stage of their university education, to have their prior knowledge, skills, or professional experience recognized. Likewise, it instructs universities to establish the necessary measures to recognize, wholly or partially, non-degree programs taken or completed by students, provided that the corresponding non-degree title has been discontinued and replaced by an official Bachelor's degree.

On the other hand, [Royal Decree 1618/2011, dated November 14th, establishes the system for the recognition of studies among the various higher education programs](#). The eligible studies for this recognition are as follows: undergraduate university degrees, degrees in artistic education, advanced technical degrees in Arts and Design, advanced technical degrees in vocational training, and advanced technical degrees in sports.

To this end, Nebrija University establishes in this document the general procedure that ensures a consistent approach to recognition and transfer cases, in order to preserve students' rights.

This procedure has been developed with the intention of considering the most favorable position for the student, allowing for flexibility in its implementation by faculties and schools. They will determine, based on the framework established in this procedure, the specific criteria for each degree program, as approved in the verification reports.

## Article 2. Purpose and Scope of Application

The purpose of this procedure is to regulate the recognition and transfer of credits applicable to students enrolled in Undergraduate and Master's degrees in accordance with the provisions of [Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance](#), offered by the University Antonio de Nebrija.

## Article 3. Definitions

### 3.1. Recognition

Incorporation of credits, knowledge, and/or competencies into the official academic record of a student at Nebrija University upon their request, in accordance with the applicable legislation.

Credits, knowledge, and/or competencies may be subject to recognition in the manner and within the limits established by law:

1. Credits obtained in other official university programs.
2. Credits obtained in official non-university higher education programs.
3. Credits, knowledge, and/or competencies obtained in university programs leading to other degrees.
4. Knowledge and/or competences acquired through professional or work experience.
5. Any other credits, knowledge, and/or competencies established by the applicable legislation.
6. Participation in cultural, sports, student representation, solidarity, and cooperation university activities.

### 3.2. Credit Transfer

It consists of including in the student's academic record the credits obtained in official university studies that have not been completed and were not previously recognized, upon the student's request.

### 3.3. Originating Degree Program

Degree program in which the credits subject to recognition or transfer have been taken.

### 3.4. Target Degree Program

Degree program to which the student is requesting the recognition or transfer of credits.

## Article 4. Credit Recognition and Transfer Committee

The members of the Credit Recognition and Transfer Committee are:

- The Vice-Rector for Academic Organization, when deemed necessary or requested by two other members of the Committee.
- The General Secretary, when requested by the members of the Committee.
- The Dean/Director of the Faculty/School corresponding to the recognition performed in the target degree.
- The Director of the Department corresponding to the subject in which the recognition has been performed.

The Committee may delegate its functions to the Governing Bodies of each Center or to the appropriate individuals and/or services.

The Credit Recognition and Transfer Committee or the delegated authority will be responsible for responding to the requests for credit recognition and transfer from different Faculties and Schools.

To this end, more specifically, the Committee is entrusted with the following tasks:

- To implement, maintain, and develop databases that facilitate the prompt resolution of requests with similar precedents.
- To propose to the Rector's Office any measures that help inform students about the credit recognition process.
- To resolve, in the first instance, any difficulties that may arise in the processes of credit recognition and transfer.

## Article 5. Effects of Credit Recognition and Transfer

### 5.1. On Economic Conditions

The recognition and transfer of credits in the student's academic record will require prior payment of the fees established by Nebrija University for each academic year.

Annual fees will be established for the following items:

- Credit Transfer
- External recognition: when the recognized courses have been taken at another university.
- Internal recognition: when the courses have been taken at Nebrija University.

In the case of external recognition for concurrent studies, the external recognition fee will be charged for the first degree, plus the internal recognition fee for the second degree.

In the case of internal recognition for concurrent studies, a fee will be charged for internal recognition for each target degree. Previous studies with non-binding recognition will be free of charge.

As a general rule, during the student's enrollment process through the Self-Enrollment Application (SEA), the student will select the subjects for which recognition is being requested, and they will be marked as "pending recognition." Those subjects will not be charged until the recognition process is completed. Once the recognition process is completed and the corresponding record is issued by the Committee, the Administration Department will initiate payment with the corresponding fee for the recognized subject if it is reflected in the record. Otherwise, the student must pay the fees corresponding to the subject taken. This process will be communicated to the student on the self-enrollment screen and during the admission process by the Management Department.

Marking the subject as "pending recognition" during the self-enrollment process does not exempt the student from completing all the necessary administrative procedures (formal recognition request, document submission, etc.).

### 5.2. Grades

The grades will be recorded in the academic record according to the terms established in RD 1125/2003, which establishes the European Credit Transfer System (ECTS) and the grading system.

The recognized subjects will have the same grade as stated in the subjects that lead to such recognition, according to the official academic certification provided by the student.

As an exception to the above, the target subject "Development of Participatory and Solidarity Spirit" (Clubs, Student Representation, and Activities) will be graded as PASS, regardless of the original grade. Therefore, it will not be considered for the calculation of the academic record.

Similarly, the credits recognized based on prior professional experience, as well as those recognized from other non-official university degrees (non-official degrees), will be reflected in the student's academic record as PASS and they will not be considered for the calculation of the academic record.

When several subjects lead to the recognition of a single subject in the target degree, the weighted average of the original subjects will be calculated. In this case, it is advisable to use a maximum of two subjects, each with a minimum of 3 ECTS, to obtain recognition in the target degree for a subject of 6 ECTS.

When the original transcript only contains qualitative grades, they will be converted into numerical grades according to the following equivalency table:

#### Grade / Numerical Value

▶ Pass	6
▶ Good	8
▶ Outstanding	9
▶ <i>Matrícula de Honor</i>	10

### 5.3. Academic Record

All credits earned by the student in official courses, including those taken, recognized, and transferred (upon the student's explicit request), will be included in their academic record and reflected in the European Diploma Supplement (EDS).

The subjects passed by the student through recognition will appear in their academic record as recognized, according to the typology and number of credits specified in the study plan of Nebrija University.

The academic record will clearly differentiate between the credits leading to the attainment of the Undergraduate or Master's degree and any transferred credits which do not count towards the attainment of the degree and are therefore not considered for ranking purposes.

#### **5.4. Concurrent Studies**

Students enrolled in concurrent studies have a separate academic record for each degree, distinguishing between the first and second degree. If one of the degrees corresponds to a regulated profession, it will be considered the first degree.

In the case of undergraduate programs, for shared courses, in the academic record of the first degree, the course will be recorded as "completed," which will appear as "recognized" in the academic record of the second degree.

#### **5.5. Adaptation Courses for Undergraduate Degrees**

In the adaptation courses to undergraduate degrees, Nebrija University will certify in the Student's official academic record the courses completed and recognized in this university, making reference solely to the title that enabled their access and enrollment in these studies.

### **Article 6. Credit Recognition**

#### **6.1. General Criteria**

The basic unit of recognition will be the complete subject, and it is also possible to request recognition by subjects or modules if indicated in the student's application. Partial recognition of a subject in the target program will not be accepted.

Recognition will be based on substantial coincidence of competencies, knowledge, and academic workload.

As a general criterion, the total number of credits that are recognized through all the channels reflected in this procedure may not be, as a whole, greater than 60% of the credits that make up the Study Plan (notwithstanding what has been reflected in this regard in the verification report).

Therefore, in general, to obtain an Undergraduate or Master's degree from Antonio de Nebrija University, it will be an essential requirement that the Student take at least 40% of the credits that make up the Study Plan. The exceptions that may occur Regarding the maximum number of credits subject to recognition must be approved by the Vice Rector in charge of Academic Organization and by the General Secretary.

Recognition will prioritize credits from the subjects completed in the originating institution, considering the competencies and knowledge associated with the courses taken in the first originating degree.

In the case of concurrent national or international studies offered by Nebrija University, the recognition of credits will be governed by the provisions set forth in the corresponding collaboration agreement signed by the participating institutions. If the aforementioned limit of 60% is exceeded, prior approval will be sought from the Vice-Rector in charge of Academic Organization and the General Secretary.

The number of credits recognized from previous professional, or work experience and non-official university studies will be determined by the current applicable legislation.

Under no circumstances will the Final Degree Projects or the Final Master's Projects be recognized.

Recognition will not be granted retroactively for the academic year of assignment, nor for subjects that have been failed in the ordinary or extraordinary exam session at Nebrija University

Together with the application for recognition of subjects and/or modules, the student must submit supporting documentation that justifies their request for credit recognition. This documentation may include study plans, official academic certifications, syllabi of completed subjects, as well as any other relevant documentation that supports the recognition of specific subjects.

All this documentation must be original and stamped by the originating university (or corresponding entity in the case of non-academic documentation) or notarized for authentication.

#### **6.2. Specific Criteria for Official Undergraduate Programs**

Whenever the degree to be accessed belongs to the same field of study, a minimum of 15 percent of the total credits of the degree, corresponding to basic subjects in that field, or, failing that, the ones established by the current applicable legislation, will be subject to recognition.

It is not necessary to establish a correspondence between the credits corresponding to basic subjects in the originating degree and the credits corresponding to basic subjects in the target degree. Normally, the basic subjects in the originating degree correspond to basic subjects in the target degree. However, if there is no reasonable correlation of competencies, subjects of a different type (compulsory and elective) in the Target degree may be recognized.

If a basic subject has been taken in a degree within the same field and has a higher number of credits than the corresponding subject in the target degree, the credits for the target subject will be recognized, and the excess credits will be recognized in another subject, as long as the total number of credits for basic subjects within the field does not exceed 15 percent of the total credits. The excess credits will be recognized in another subject, preferably a basic subject with similar competencies.

If it's not possible to find a suitable match, the recognition will be made in mandatory or elective subjects, ensuring that the legal obligation to recognize all basic credits up to 15 percent of the total credits is fulfilled for the student.

The remaining credits can be recognized by the University, considering the alignment between the acquired competencies and knowledge.

In the case of regulated degrees, the recognition of credits will be ensured by establishing a strong correlation between the competencies specified in the corresponding Ministerial Order. The Recognition Committee will ensure that the basic training meets the requirements specified in the said Ministerial Order, and it may require following educational paths that guarantee strict compliance with the minimum requirements for access to the respective profession.

The recognition of credits based on studies completed in university degrees under the previous university system, such as Technical Architect Degree, Undergraduate Degree, Technical Engineer Degree, Teaching Degree, Licentiate Degree, Architect Degree, Engineer Degree, or the teaching period of a doctoral degree, will be resolved considering the alignment between the competencies and knowledge acquired in the completed subjects and those outlined in the curriculum of the target degree program.

### **6.3. Specific Criteria for Official Master's Programs**

Individuals who hold an official Licentiate Degree, Architect Degree, or Engineer Degree and wish to pursue a Master's degree program may be eligible for credit recognition. Likewise, credits obtained in official University Master's programs, regulated by [Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance](#), may also be eligible for recognition within Master's degree programs.

In any case, recognition will be carried out considering the alignment between the competencies and knowledge derived from the completed courses and those envisaged in the curriculum of the requested Master's degree program.

### **6.4. Recognition Criteria for Credits Obtained from Foreign Official University Studies**

Recognition of credits for courses completed in a foreign higher education program leading to an official degree may be requested when the acquired competencies, content, and workload are equivalent to those of corresponding courses included in a program leading to an official degree.

As stated in Royal Decree 967/2014, of November 21, the recognition of foreign studies by partial Spanish university studies corresponds to the Spanish university to which the interested party has requested such recognition to continue their studies.

When the studies have been completed with the attainment of a foreign degree that grants access to a regulated profession, the individual may choose between requesting the official approval from the corresponding official Spanish university degree or the recognition of studies, bearing in mind that both possibilities cannot be requested simultaneously.

When the official approval of the degree has been requested and it has been denied, the individual may apply for partial recognition of their studies, provided that the denial was not based on any of the reasons specified in Royal Decree 967/2014 (Article 3.2) above.

Nebrija University, using the reference of the equivalence of average grades from university studies completed in foreign institutions, as established by the Ministry of Education, will proceed to make the equivalence between grades. In the student's academic record, the converted grade to the grading system regulated by Royal Decree 1125/2003, of September 5, which establishes the European Credit System and the qualification system for official university degrees, as well as its validity throughout the national territory.

### **6.5. Credit Recognition Criteria Based on Previous Work Experience and Non-Official University Degrees**

#### **a) Credit Recognition Criteria Based on Non-Official University Degrees**

Requests for credit recognition based on studies completed in non-official university degrees that do not have official recognition and validity throughout the national territory will be assessed considering the alignment between the competencies and knowledge acquired in the completed subjects and those specified in the curriculum of the target degree program. The recognized subjects or modules will be indicated for the student, and they will not be required to take those subjects as part of their studies.

Credits obtained from non-official university degrees may, under exceptional circumstances, be subject to recognition in a percentage higher than the 15 percent stated in this regulation or, if applicable, be fully recognized (except for the Final Degree Project/Final Master's Project) provided that the corresponding non-official degree has been discontinued and replaced by an official degree. To this end, in the newly proposed study plan report submitted for verification, this circumstance shall be stated, and in addition to the usual documentation, the curriculum design related to the non-official degree shall be provided, including: the number of credits, teaching planning, objectives, competencies, evaluation criteria, grading criteria, and calculation of the grade point average, final Degree or Master's project, etc., in order for the competent evaluation body to verify that the degree being submitted for verification maintains sufficient similarity with the previous non-official degree and to express its opinion regarding the proposed credit recognition by the University.

#### **b) Credit Recognition Criteria Based on Professional or Work Experience**

Credits will be recognized for accredited work and/or professional experience if such experience is related to the competencies inherent to the degree.

The accreditation of such experience will be based on reports and/or certificates requested by the Academic Department responsible for the degree. The submission of such reports and/or certificates attesting to work and professional experience will be a necessary but not sufficient condition for the recognition of those credits. The Department will decide whether the experience (based on the performed functions, duration, acquired competencies, and developed skills) is sufficient for the acceptance of the recognition.

In any case, what is stated in the degree verification report will be respected, and an alternative criterion may be considered as long as it does not contradict the aforementioned report. In this case, each Faculty/School may use the criterion that it deems most suitable for fulfilling the acquisition of competencies.

As indicative documentation, the following may be requested from the student to accredit work experience:

- Work contract.
- Employment history or company or government certifications.

- A professional activities report, including a description of the professional activities performed during the work period(s), which should encompass information about the company, tasks carried out, acquired competencies, skills, and abilities. Verification of any information provided in the aforementioned report or any other additional information that the Department deems necessary may be requested.

The recognition of these credits will not include a grade, and therefore, they will not be taken into account for the assessment of the student's academic record.

## **6.6. Recognition Criteria for Credits Obtained Through University Activities**

Applications for credit recognition based on participation in cultural, sports, student representation, solidarity, and cooperation activities at the university will be evaluated according to the approved internal regulations for this purpose.

The maximum number of credits that can be recognized for participation in these activities will be 6 ECTS credits.

## **6.7. Recognition Criteria for Credits Obtained From Higher Education Degrees**

The following official Spanish higher education degrees can be subject to recognition:

- Undergraduate Degrees
- Undergraduate Arts Degrees
- Advanced Technical Degrees in Arts and Design
- Advanced Technical Degrees in Vocational Training
- Advanced Technical Degrees in Sports

As stated in Royal Decree 1618/2011, of November 14, on the recognition of studies in the field of Higher Education, the number of credits that can be recognized for a Grado (Bachelor's degree) from other official higher education programs cannot exceed 60% of the credits that make up the Study Plan.

Credits corresponding to final degree projects in university or higher artistic education, final projects or integrated project modules in professional arts and design education, project modules in vocational training, and final project modules in sports education programs cannot be recognized.

## **6.8. Recognition Criteria for Non-Official Target Degrees**

In the credit recognition processes for Nebrija University's non-official degrees as the target degree, the same academic criteria of seriousness and rigor established in this Procedure will be maintained.

Credits may be recognized by the University, taking into account the alignment between the competencies and knowledge acquired, either in other subjects or courses completed by the student, or associated with prior professional experience, and those envisaged in the specific degree program's Study Plan.

## **Article 7. Credit Transfer**

### **7.1. Procedure**

The credit transfer records will be processed upon the student's request. The student must submit the corresponding application within the deadlines set by the Recognition Department, indicating the previously completed studies and providing the necessary supporting documentation.

The inclusion in the student's record will be done by recording the name of the subject literally, the number of credits, and the original grade of the courses taken, as provided by the student. Under no circumstances will they be taken into account for the assessment of the academic record.

The academic record will clearly differentiate between the credits leading to the attainment of the Undergraduate/ Master's degree and any transferred credits which do not count towards the attainment of the degree.

In the case of concurrent studies, the transfer of credits will be recorded in each individual degree's academic record. The fee for credit transfer will be charged only once, regardless of whether the degree is double or single.

## **Article 8. Procedure for Implementation in Credit Recognition and Transfer.**

The University has established the periods for submitting applications for credit recognition and transfer, as well as the timetable for their resolution, as follows.

- Students enrolling in the 1st session (September/October) of the academic year must submit the credit recognition application to the Recognition Department before October 30th.
- Students enrolling in the 2nd session (February/March) of the academic year must submit the credit recognition application to the Recognition Department before March 30th.

For degrees that commence outside this calendar, a maximum period of two months will be established for the submission of this documentation, counting from the start date of the respective degree.

Outside the previously stated deadlines, only requests for recognition that meet one of the following criteria may be accepted for processing:

- Students who are in a position to complete their studies.
- Students who need to complete credits to be eligible for curricular internships.
- Students who need to complete credits to be eligible for the defense of their Final Degree Project.

All credit recognition will require an explicit request from the interested party and will be the result of a detailed study of said request and the accompanying documentation.

The complete original documentation stamped by the originating University or notarially certified is essential for processing the credit recognition in the student's academic record. The recognition cannot be processed without this documentation.

The departments in charge of this procedure and the steps to follow are the following:

- The Academic Development Department will send the student's preliminary recognition study request to the Academic Department responsible for the degree program.
- The Academic Department, through the designated professor appointed by the Dean/Director of each Faculty/School (generally, the Academic Coordinator of the Degree Program will serve as the professor in charge of the Preliminary Recognition Studies), will conduct the preliminary study, which will be forwarded to the Academic Development Department. The Academic Development Department will, in turn, send it to the candidate for enrollment and to the Recognition Area for the processing of the definitive study.
- The Recognition Department will input and validate the corresponding subjects in the student's academic record.

For the credit recognition application to be accepted, the following documentation, duly certified, must be provided along with it, depending on the type of recognition requested:

- Official Degree Certificate.
- Official Academic Certification.
- The program and syllabus of the subjects on which the recognition request is based, stamped by the originating university, or duly notarized.
- Employment History
- Descriptive certification of the functions performed, signed, and stamped by the company where the claimed experience was acquired.
- For a foreign degree, the following documentation must be provided, and it is essential that the submitted documents are translated into Spanish by a sworn translator and legalized.

Recognition of ECTS credits implies the acceptance by the Antonio de Nebrija University of credits obtained in official or non-official higher education and through work or professional experience related to the accessed degree, which will be considered for the purpose of obtaining an official degree.

The necessary annexes for the processing of this procedure are available to Nebrija University personnel in the corresponding internal management procedures for recognition and transfer of credits, accessible through the following route (intranet): <http://www.nebrija.es/rednebrija/normativaAcademica>.

However, the staff of the Recognition Area will address any doubts and inquiries that may arise regarding this procedure at the following email address: [reconocimientos@nebrija.es](mailto:reconocimientos@nebrija.es)

## Article 9. Final Provision

This procedure will come into effect on the day following its publication on the University's website and will remain in force until another internal regulation replaces, modifies, or revokes it.