

General Teaching Organization Regulations



UNIVERSIDAD
NEBRIJA

Preamble

Article 27 of the Spanish Constitution consecrates the autonomy of Spanish universities and recognizes, among other aspects, their power to design their own internal organizational regulations, within the legally established framework and with full respect for constitutional values. In development of said provision, the Organic Law of the University System recognizes the autonomy of the Universities, in order, among other things, to establish the proposal and determination of the structure and organization of the official university education offerings, as well as of any non-official university education, including lifelong training, in addition to the preparation and approval of study plans that would lead to obtaining official university Undergraduate or Master's Degrees, or that would lead to obtaining non-official degrees, as well as the Doctoral program offerings.

Article 1 of [Royal Decree 822/2021, of September 28, which establishes the organization of university education and the quality assurance procedure](#) establishes the organization and structure of university education, based on the general principles that define the European Higher Education Area (EHEA). At the same time, it organizes the official academic offer and the offer of other titles, specifically that referring to permanent training, and regulates the specific curricular structures and external academic practices that universities may incorporate into their study plans, setting the guidelines, conditions, and procedures for quality assurance of the study plans whose passing allows students to obtain official university degrees valid throughout the national territory.

In application of the previous faculty, the Antonio de Nebrija University (hereinafter, Nebrija University) prepares these Regulations whose purpose is the general regulation of the academic activities of the University, within the applicable regulatory framework.

Section I. General Provisions

Article 1. Purpose and Scope of Application

The purpose of this regulation is to establish general criteria for the organization of teachings and is applicable to all of the official and non-official study plans that are taught in the Faculties, Centers and Schools that are part of Nebrija University, as well as to its Affiliated Centers, without prejudice to its specific regulations.

Article 2. Definitions

1. For the purposes of these regulations, the following definitions shall be taken into consideration:
 - a) **Academic year:** Time period that elapses from September 1 of year xx to September 30 of year xx+1. Any academic activity after said date will be considered as belonging to the subsequent academic year and as such will be reflected in the Student's academic record or any other academic document. Exceptionally, by agreement of the Governing Council, a different period may be established, provided that the verification report of the study plan allows it.
 - b) **Semester:** Each of the two time periods into which the academic year is divided. The verification reports of the different degrees will indicate to which semester the teaching and evaluation activities of each subject are attributed.
 - c) **Subject:** Set of contents referring to the same area of knowledge in which the teaching and evaluation activities of each subject are structured.
 - d) **Study Plan:** Instrument through which the training objectives of an official or unofficial university degree are structured, the knowledge and contents that are intended to be transmitted, the competencies and skills that characterize it and that are sought to be mastered, the external academic practices that reinforce its training project and the learning evaluation system of the student body enrolled in said degree.
 - e) **Official Study Plan:** Any study plan that has been recognized as official by virtue of a resolution of the competent university authorities, in accordance with the applicable regulations.
 - f) **Continuous Evaluation:** Set of tests, reports, projects, or systematic controls carried out during the teaching period, used partially or totally for the evaluation of the student.
 - g) **Exam:** Any theoretical or practical test that contributes to assessing the students' knowledge.
 - h) **Partial Exam:** Exam covering part of a subject's content.
 - i) **Final Exam:** Exam covering all of a subject's content.
 - j) **Record:** Document that includes the final qualifications and declares, where appropriate, the passing of the subject being evaluated.
 - k) **Session:** Period in which final and/or extraordinary exams are carried out, or the evaluation of the subjects is completed for the purpose of obtaining the final grade for the students enrolled in each subject. Passing the subject will always be understood to have occurred on the day the session ends, according to the academic calendar approved by the competent vice-rectorate in matters of academic organization, regardless of the date on which the evaluation activities for each subject were completed and the records were definitively closed.

Section II. Academic Programs

Article 3. Official and Non-official University Degrees

1. In accordance with the provisions of [Organic Law 2/2023, of March 22, on the University System](#), official university education is structured into three cycles: Undergraduate Degree, Master's Degree and Doctorate. Passing these courses will give the right to obtain the corresponding official certificates.
2. All other degrees offered by the University will be considered non-official degrees or permanent training degrees, according to the provisions of articles 36 et seq. of [Royal Decree 822/2021](#) and are governed by its specific regulations¹.

Article 4. Academic Offerings

1. The University's academic offerings are the set of official study plans, non-official degrees and permanent training studies taught by all the Faculties, Schools, or affiliated centers at Nebrija University.
2. Each study plan will include a report that, in the case of officers, will have to be submitted for verification by the competent body in accordance with the provisions of [Royal Decree 822/2021](#). In the case of non-official degrees, they will be approved according to their specific regulations².
3. The approval of new degrees corresponds to the Vice-rector in charge of academic organization, in coordination with the Director of the department in charge of university development and the corresponding Dean or Director. In the preparation of the academic offerings, it must be ensured that there is no confusion between official and non-official study plans.

Section III. General Teaching Organization

Article 5. Subject Organization

1. The subjects will be organized in the manner established in the corresponding study plan report and, in the case of official study plans, according to the provisions of the teaching guide for each subject, which will include the theoretical and practical academic activities and the programmed learning evaluation system, and must be accessible to students prior to the official enrollment period, in the manner established in the academic regulations of the center or university.
2. All subjects, seminars and/or associated programs will be shown with their equivalence in ECTS credits. Each ECTS credit requires an estimated 25 hours of student work to pass, which includes the different training activities defined in the teaching guides, such as teaching hours, both theoretical and practical, supervised work, exams, tutorials, and the Student's work and/or study hours.
3. The subjects, seminars and/or associated programs are evaluated during the academic period determined for each program and are graded upon completion, on the ordinary session or, if applicable, on the extraordinary one, as established in this Regulations, all other the internal University Regulations and the degree record. In the case of official programs, they will also follow what is established in the teaching guide for each subject.
4. The subjects in every study plan must be carried out within each of the two semesters into which the academic year is divided. All teaching and evaluation activities for each subject must be carried out within the same academic year.
5. In general, the subjects in the official study plans that have a total of 60 or more ECTS credits must have a minimum of 4 ECTS credits, unless expressly authorized by the office of the vice-rector in charge of academic organization as proposed by the Faculty.

Article 6. Delivery Method. Bilingual degrees or in languages other than Spanish

1. Study plans may be taught through face-to-face, hybrid or virtual delivery, as established in each study plan report and the applicable regulations.
2. The study plans may be taught in whole or in part in a language other than Spanish. In general, study plans must be taught in the same language, unless the office of the vice-rector in charge of academic organization, as proposed by the corresponding Faculty, authorizes that only one or more subjects be taught in a different language.
3. In order for the corresponding degree or certificate to be considered bilingual, the Student must prove that they have taken at least half of the ECTS corresponding to the study plan in another language. Degrees in another language will only be issued to Students who have completed all the ECTS corresponding to the study plan in said language. For the computation of these percentages, the subjects corresponding to the teaching of other languages will not be taken into account.

Article 7. Academic Calendar

1. The office of the vice-rector in charge of academic organization will issue the annual academic calendar for face-to-face students for approval to the Governing Council, six months before the beginning of the following academic year; it will establish the periods for carrying out the ordinary and extraordinary exams.
2. In the case of virtual or hybrid undergraduate degrees, as well as Master's degrees in any of its modalities, session planning will be established, as indicated in the following article, by the vice-rectorate in charge of academic organization, as proposed by the corresponding Academic Department, and will be published electronically and sufficiently in advance

¹ [Non-official Degree Organization Procedure](#)

² [Non-official Degree Organization Procedure](#)

3. The vice-rectorate in charge of academic organization will carry out the planning and scheduling of the ordinary and extraordinary sessions that will be agreed upon with the Academic Departments. It will be published through the computer systems available to the University. The publication will be made at least two months before the exam session, which will include the name of the subject, course, group, date, time, classroom, and campus, as well as the final opening and closing dates of the grading records. The scheduling and publication of exams, prepared by the competent vice-rector for academic organization and approved by the Academic Departments, may not be altered except for a serious and unforeseeable cause, in which case the provisions of these Regulations and the Teaching Evaluation Procedure³.

Section IV. Organization of Exams and other Graded Activities

Article 8. Exam Sessions

Students have the right to attend two exam sessions for each subject enrolled, with the exceptions provided for in the University regulations⁴.

Ordinary Sessions

- ▶ For face-to-face degrees, the ordinary session will be held in January/February in the case of first-semester subjects and in May/June in the case of second-semester subjects.
- ▶ For Master's degrees and virtual or hybrid degrees, the ordinary session will be held in one of the following periods, according to the corresponding academic calendar: first-semester subjects in November and January and second-semester subjects in March and May.

Extraordinary Sessions

- ▶ For face-to-face degrees, an extraordinary session will be held in July for all subjects.
- ▶ For Master's degrees and virtual or hybrid degrees, the extraordinary session will be held in one of the following periods, according to the corresponding academic calendar: February or July/September.

In the case of degrees that begin in the second semester, the periods indicated for the first semester will be those of the second semester and vice versa.

The academic calendar approved for each study plan may modify these periods, provided that the maximum deadlines established by the General Secretariat for the closing of records are respected.

Article 9. Rescheduling an Exam Session

Any student who has yet to pass a maximum of two subjects and the Final Degree/Master's Project to finish their degree may request that their session be rescheduled, in which case evaluation will be entrusted to a Tribunal whose composition will be determined by the Academic Department. The rescheduling may be made effective in the following terms:

a) Subjects with Sessions Between September and February

- ▶ Students may request a rescheduling of the session from the department in charge of course secretariat before September 15.
- ▶ The exam must be held before September 30, informing the student at least 7 calendar days in advance.
- ▶ Exceptionally, the department responsible for course secretariat may authorize the holding of the exam at a later date.

b) Subjects with Sessions Between March and July/September

- ▶ Students may request a rescheduling of the session from the department in charge of course secretariat before January 20.
- ▶ The exam must be held before February 28, informing the student at least 7 calendar days in advance. Exceptionally, the department responsible for course secretariat may authorize the holding of the exam at a later date.

c) Final Degree/Master's Projects:

- ▶ The rescheduling of any of the Final Degree/Master's Project sessions is governed by its specific regulations⁵.
- ▶ In the case of degrees that begin in the second semester, the periods indicated for the first semester will be those of the second semester and vice versa.
- ▶ Session rescheduling requires in any case the enrollment of the subject in the corresponding academic year and will not imply any exemption or reduction of the corresponding economic rights.

Article 10. Approach to Exams and Incidents in Carrying Out Graded Activities

The Teaching Evaluation Procedure⁶ will regulate the way in which the exams are set and the management and resolution of incidents during the exams, as well as the cases in which the exams are taken on a different date than the one scheduled, and the cancellation of the session.

3 [Teaching Evaluation Procedure](#)

4 En particular, el régimen de convocatorias de las asignaturas de prácticas y Trabajo de Fin de Grado/Máster se rigen por su normativa específica

5 [Procedimiento para la matriculación y evaluación de la asignatura de TFG/TFM](#)

6 [Procedimiento de evaluación docente](#)

Article 11. Assessment

11.1. Assessment Principles

Students have the right to be rigorously and objectively assessed, guaranteeing equity and justice, in accordance with the assessment systems described in the Teaching Programs or Guides, which must be publicly accessible.

The professor will report on these assessment systems at the beginning of the course.

Subject control and assessment procedures, as well as programs and schedules, will not be subject to modifications during the academic year, except in the event of a serious justified cause.

11.2. Grading

The results obtained by the student in each of the subjects of the study plan will be graded based on the following numerical scale from 0 to 10, rounded to one decimal place, to which the corresponding qualitative grade will be added:

- | | |
|-----------|-------------|
| ▶ 0-4,9 | Fail |
| ▶ 5.0-6.9 | Pass |
| ▶ 7.0-8.9 | Good |
| ▶ 9.0-10 | Outstanding |

When a subject is taught to the same group by more than one professor, the grade will be the result of the weighted average of the grades awarded by each of the professors under the conditions established in the Program or the Teaching Guide for the subject.

The credits obtained by credit recognition corresponding to training activities not integrated into the Study Plan will not be graded numerically nor will they be computed for the purposes of calculating the average of the academic record.

11.3. Obtaining the “Matrícula de Honor” (Distinction with Fee Waiver)

1. As stated in [ROYAL DECREE 1125/2003](#), of September 5, which establishes the European credit system and the grading system for official university degrees valid throughout national territory, the “Matrícula de Honor” distinction may be awarded to students who have obtained at least a grade equal to or greater than 9.0 and whose work is considered deserving of it by the professor. No more than five percent of the students enrolled in the same group of each subject in the corresponding academic year may receive it, unless the number of students enrolled is less than 20, in which case a single “*Matrícula de Honor*” may be awarded.
2. In order to obtain the “*Matrícula de Honor*” distinction, the student must carry out a project that will be evaluated by the professor of the subject and carried out within the period established by the department in charge of course secretariat, unless the professor deems it unnecessary, seen the excellent academic performance of the student in the subject.
3. Obtaining “*Matrícula de Honor*” in a subject will entail a fee waiver for a subject with the same number of credits in the enrollment of the following course.

11.4. Publication, Closing of Records and Grading Review

The teaching evaluation procedure⁷ will establish the procedure and deadlines for the publication of the grades, the closing of the records and the grading review.

11.5. Evaluation by the Credit Transfer Committee

The evaluation of a student may be carried out by a Credit Transfer Committee when the following circumstances occur:

- a) That they are enrolled in the subjects that they intend to compensate in the academic year in which they submit the application.
- b) That they have a maximum of 12 ECTS to pass from the degree as a whole, excluding FDP/FMP, internships and Spirit Participatory Development and Solidarity.
- c) That they have attended at least 4 exam sessions for the subject(s) subject to evaluation for compensation unless it was not possible to do so as a result of the termination or modification of the study plan. For the computation of these four calls from adapted Study Plans, those carried out in the original plans will be counted, provided that an equivalence between subjects can be established.
- d) That they have obtained a minimum grade of 3 in any of the calls I have attended.
- e) That the subjects that are requested for credit transfer are compulsory or part of the basic training. However, the evaluation by credit transfer of an optional subject may be requested when the student certifies that, in their degree, or in the chosen mention or block of electiveness, they do not have any other elective in which he can enroll to obtain the degree.
- f) The external practices (or practicum) or the Final Degree Project or the Final Master's Project may not be subject to evaluation for credit transfer.
- g) Students whose academic record shows a serious or very serious sanction may not request an evaluation by credit transfer.

The Credit Transfer Committee will be made up of the individuals designated by agreement of the Rector, must be chaired in any case by a Vice Rector, and a professor from the field of knowledge corresponding to the subject should be part of it.

The Credit Transfer Committee will meet at least once every semester as long as applications have been submitted and 20 calendar days prior to the final closing date of the corresponding subject record. The resolution period will be a maximum of 20 calendar days from the end of the application submission period.

The Credit Transfer Committee will examine whether the applications meet the established requirements. Then, the Credit Transfer Committee will assess whether or not the granting or denial of a credit transfer is appropriate, issuing a record containing the reasoned resolution, estimating, or rejecting the request. To do this, the Committee will assess the overall trajectory of the student, analyzing the qualifications of their academic record in the degree and the motivation that accompanies their application, considering the following:

- a) The numerical grades obtained in the subjects for which a credit transfer has been requested, in order to assess the student's performance.
- b) Academic performance in the rest of the subjects, especially those that can be considered related to the subjects for which a credit transfer has been requested.
- c) Any other circumstance that is considered relevant.

The resolutions of the Committee will not be appealable before any other body of the University, and the student and the center in charge of their academic record will be notified. In the event that they are positive, a numerical grade of 5.0 will be included in the record, shown as "Pass".

Section V. Special Cases

Article 12. Professional Internships

Students may carry out professional internships in accordance with the provisions of their specific regulations. In the case of curricular internships, the Student must be enrolled in the subject, and they must carry out the training activities provided for in the study plan report. The evaluation of these subjects will be indefinite and therefore will not be adjusted to the session system provided for in these Regulations, but to what is established in its specific regulations⁸.

Article 13. Final Degree and Master's Projects:

The organization and evaluation of Final Degree and Master's Projects subjects will be governed by the provisions of their specific regulations and of the study plan report.

Other Provisions

First Additional Provision Gender Equality

References to the persons with terms identified with the masculine gender are also understood to refer to the feminine gender. In this way, the terms Rector, Professor, Secretary, President, etc. are understood to refer to both male and female holders of the positions.

Second Additional Provision Enforcement and Scope of Application

This document will enter into force for the 2023/2024 academic year.

Sole Repealing Provision

Any previous agreements and regulations are hereby repealed, insofar as they are contrary or oppose the provisions of this Regulation. And as soon as they remain in force, they will be interpreted and applied in accordance with the provisions of this Regulation.

Sole Final Provision

The interpretation and resolution of any issues that may arise in the application of these Teaching Regulations correspond to Nebrija University.