

REGULATION OF ACCREDITED MASTER'S DEGREE TUITION AT UNIVERSIDAD EUROPEA DE MADRID

Statement of Rationale

Official Decree 822/2021, of September 28th establishes the regulations for accredited university tuition, and for the quality assurance procedure, establishes a new regulation for tuition that leads to the achievement of accredited Master's Degrees.

As an autonomous body, Universidad Europea de Madrid issues this Regulation for Accredited Master's Degree Tuition to regulate the academic aspects necessary to teach the programs that lead to the achievement of accredited Master's Degrees.

This regulation solely applied to the tuition as contained in Official Decree 822/2021 of September 28th.

Article 1. Accredited Master's Degree Tuition

1. The aim of Accredited Master's Degree Tuition is for the student to achieve a specialization through their academic, professional and research training based on educational programs that lead to the achievement of Master's Degrees.
2. The University teaches qualifying Master's Degrees for professional practice in addition to specialized Master's Degrees.
3. A qualifying Master's Degree is a degree program with an advanced level of specialization that qualifies its holder to undertake regulated professional activities in Spain with a curriculum that includes the conditions established by the Government for the corresponding professional work.
4. A specialized Master's Degree is a degree program with an advanced or cross-disciplinary level of specialization, geared towards academic or professional specialization, or programs that promote research activities however do not qualify their holders to undertake regulated professional activities in Spain.

Article 2. Admission to Accredited Master's Degree Tuition

The University reserves the right of admission and, as applicable, the right not to renew the annual enrollment of those students whose behavior or actions represent a bad example for the University and for the other students. In particular, the following are highlighted:

- any action, event or offense that contravenes the ethical code of the University
- being found guilty of a willful offense in a criminal proceedings
- any other behavior, event or situation that the University deems to upset the normal course of the educational activity of its students.

Article 3. Graduate Degree Bodies.

1. Pursuant to the current legislation, that establishes the regulations for accredited university tuition, the educational programs that lead to the achievement of Master's Degrees are drawn up and organized under the format established by the university, on the basis of the criteria and academic requirements contained in the aforementioned Official Decree.
2. The duties of the body responsible for Graduate degrees at each School include:
 - a) Proposing the general admission requirements and criteria and validating the recognitions proposal of the prior academic achievements of each student.
 - b) Proposing, on its own initiative or on that of the Faculty/School responsible for the implementation of the

- degree programs, possible modifications in this regulation for its approval by the Academic Council.
- c) Any other duty to which they may be assigned by law, by the Academic Council, or by the Management Committee of the University.

CHAPTER I. ACCREDITED SPECIALIZED MASTER'S DEGREES

Article 4. Admission to accredited university tuition for specialized Master's Degrees

1. For admission to the Master's Degree the student is required to comply with the legal admission requirements contained in Official Decree 822/2011:
 - The possession of an official Spanish Bachelor's degree or equivalent is a condition for access to a University Master's degree, or, where applicable, the holding of another University Master's degree, or degrees at the same level as the Spanish Bachelor's or Master's degree issued by universities and higher education institutions in an EHEA country that allow access to Master's level studies in that country.
 - Similarly, access to a Master's Degree in the Spanish university system may be granted to persons holding degrees from educational systems that do not form part of the EHEA, where these are equivalent to a Bachelor's Degree, without the need for official recognition of the degree, but with verification by the university of the level of training involved, provided that in the country where the degree was issued that degree allows access to postgraduate university studies. Under no circumstances will access via this route imply the validation of the previous degree held by the interested party, or its recognition for purposes other than that of undertaking the Master's Degree studies.
 - In the case of qualifying degrees, the University may require prior validation of the Bachelor's degree that gives access to the Master's degree.
2. Undergraduate students who have yet to pass their Graduation Project and a maximum of up to 9 ECTS credits may exceptionally be able to access and enroll on a Master's degree, after signing the relevant conditional enrollment document and subject to the specific enrollment conditions, although they may not obtain the Master's degree if they have not first obtained the Bachelor's degree.
3. Nevertheless, if the Master's degree is in Engineering and Architecture, related Bachelor's degree students who have yet to pass their Graduation Project and one or more subjects, which in no case may jointly (GP and subjects) exceed 30 ECTS credits, may access and enroll, after signing the relevant conditional enrollment document and subject to the specific enrollment conditions. They may not obtain the Master's degree if they have not first obtained the Bachelor's degree. Admission and conditional access for Bachelor's degree students related to the Master's degree will only be possible if the academic planning proposed for the syllabus has received a favorable report from the competent quality agency.
4. Students may be admitted to any accredited university Master's Degree program whether scientifically linked or not to their university curriculum. Admission will be carried out by the School responsible for each program.
5. The criteria used to assess merit shall be as follows:
 - Previous training and academic transcript.
 - Other studies or tasks relating to the chosen program.
 - Knowledge of languages.
 - Other merits.
6. In any event, each Master's Degree program may set their own admission criteria and may establish the academic achievements held prior to the Master's Degree that are required for admission or that complement the program.

Article 5. Organization of accredited university tuition for specialized Master's Degrees.

1. The Master's Degree tuition is structured into courses and/or modules that together comprise each Degree Program and that may be Degree Requirements or Required Electives. The various courses or modules are structured into ECTS Credits.

2. To establish the overall workload of the student it is understood that one ECTS Credit is equivalent to 25 hours of study.

3. The specialized Master's Degrees are offered under **ordinary editions** and to respond to the specific academic needs of its students, such as part-time studies, depending on the type of degree program or other circumstance established by the University, programs are offered under **extended editions**.

- *Ordinary Edition* Master's Degrees: 60 ECTS Credits with a duration of one year (approximately).
- *Extended Edition* Master's Degrees: 60 ECTS Credits with a duration of two years (approximately)

Article 6. Enrollment for specialized Master's Degrees.

1. Students enrolling for an **Ordinary Edition** Master's Degree will enroll for all the courses or modules contained in the corresponding edition.

2. Students enrolling for an **Extended Edition** Master's Degree will enroll for the modules offered by the University for each period. Students may request an extension to their enrollment for the different modules or courses within the periods established by the University for such purpose.

Article 7. Assessment of specialized Master's Degrees.

1. The achievement of an Accredited Master's Degree requires that, by means of an assessment procedure stated in the curriculum of the Master's Degree, the student has passed the courses and academic activities and Master's Thesis that are defined therein.

2. Students will be assessed on an ongoing basis in the modules/subjects for each master's degree. Each master's degree will determine applicable ongoing assessment criteria and assessment dates.

All educational activities included in a subject's assessment must be completed by the last day of class of that subject.

Feedback and grades for assessable educational activities must be uploaded to the virtual campus within one working week from the day the subject ends.

Grade reports must be uploaded and signed within two working weeks from the day the subject ends.

Exceptions: (i) Online degree courses with on-campus exams. In these cases, the reference date will not be the day of the subject's last class, but the day of the ordinary on-campus exam. (ii) Curricular internships. This subject does not have a "last class" and is therefore delimited by the last day of the degree program. The grade reports for this subject must be uploaded by that day.

3. Master's degrees end with the public defense of a final master's project. Assessment will be carried out by a defense panel in accordance with the "General regulations for graduation projects and final master's projects." Defense panels will be scheduled for specific days. The grade reports must be uploaded and signed within two working weeks from the day of the panel.

The grade reports for all subjects must be uploaded within two weeks from the day the degree ends, except for final master's projects and internships. The director of the master's program is responsible for ensuring compliance with this timeline.

4. If the student does not pass the course or module during the ordinary exam period, a second exam period is made available for re-sits that will take place within two months following the date on which the ordinary or extended editions corresponding to each Master's Degree finalize.

5. The Evaluation Committee

- a. Any student of the European University of Madrid, once the ordinary review procedure has ended, will be able to submit to review the final grade obtained in a subject, (except for the Master

Thesis that according to its specific regulations does not admit the Evaluation Commission), in accordance with the procedure establishes in the following sections.

- b. The procedure will be initiated at the student's or professor's request of the corresponding subject before the Dean of the Faculty of the Director of the school to which they belong.
- c. The deadline to request the review of the mark will be three working days from the date of the ordinary review.
- d. The Dean or the Director, once the request has been examined, may reject, or confirm the Evaluation Committee.
- e. The Evaluation Committee will be composed of:
 - A President, who shall be the Director of the department to which the subject is assigned, or a person appointed by the Dean, among the professors of the Department.
 - A secretary who will be the Director of the Master, or a person appointed by the Director.
 - A board member who will be a teacher of the area of knowledge of the subject under review.

The professor or professors who have evaluated the student may not be part of the Evaluation Committee.

- f. Once the Committee has been created, the Dean of the Faculty or the Director of the School will give the whole documentation to the Committee so that, within a maximum period of two days since the receipt of the documentation, the Committee draw up a reasoned report and a motion for a resolution. The Committee will summon the student and the professor to provide all the information required.
- g. The Committee shall submit the reasoned and the motion for a resolution to the Dean of the Faculty or to the Director of the School so that they may adopt the final report as appropriate.
- h. Against the decision of the Dean or the Director there is no claim allowed.

Article 8. Continuing study for a specialized Master's Degree.

In the case of specialized Master's Degree, those students that have not passed the corresponding exam period, *Ordinary Exam Period* or *Second Exam Period* within the established timeframe, may continue the Master's Degree if the beginning of the new edition to which they opt occurs until a maximum period of two years later, with its corresponding ordinary and extraordinary periods, enrolling the module(s) needed and providing a motivated report developed by the master's director with the authorization of the Dean or the Schools Director. All of this, without prejudice of the faculty of being able to start other master's degree courses offered by the University.

Article 9. Exceptions applicable to specialized Master's Degrees.

By way of exception to the provisions of the above sections of Chapter I, specialized Master's Degree that are considered to be programs adapted from former second cycle programs as a result of convergence with the European Higher Education Area (the Bologna Process) and that qualify the student to work professionally, will be treated in the same way as a Qualifying Master's Degree as regards the organization of tuition, enrollment, assessment and continuity.

For these purposes, articles 11, 12, 13 and 14 of these Regulations shall apply in place of articles 5, 6, 7 and 8 above.

Each School will provide information in the assessment Guide as regards this circumstance.

CHAPTER II. ACCREDITED QUALIFYING MASTER'S DEGREES TUITION

Article 10. Admission to accredited university tuition for qualifying Master's Degrees.

1. The University, in accordance with the curriculum of the corresponding qualifying Master's Degree, requires specific admission conditions for admission to a Master's Degree that qualifies its holder to undertake regulated professional activities in Spain, under the terms established by current legislation.
2. Specifically, for access to the qualifying Master's degree, the student must comply with the access requirements laid down in RD 822/2010:
 - The possession of an official Spanish Bachelor's degree or equivalent is a condition for access to a University Master's degree, or, where applicable, the holding of another University Master's degree, or degrees at the same level as the Spanish Bachelor's or Master's degree issued by universities and higher education institutions in an EHEA country that allow access to Master's level studies in that country.
 - Similarly, access to a Master's Degree in the Spanish university system may be granted to persons holding degrees from educational systems that do not form part of the EHEA, where these are equivalent to a Bachelor's Degree, without the need for official recognition of the degree, but with verification by the university of the level of training involved, provided that in the country where the degree was issued that degree allows access to postgraduate university studies. Under no circumstances will access via this route imply the validation of the previous degree held by the interested party, or its recognition for purposes other than that of undertaking the Master's Degree studies.
 - In the case of qualifying degrees, the University may require prior validation of the Bachelor's degree that gives access to the Master's degree.
3. Undergraduate students who have yet to pass their Graduation Project and a maximum of up to 9 ECTS credits may exceptionally be able to access and enroll on a qualifying Master's degree, after signing the relevant conditional enrollment document, although they may not obtain the Master's degree if they have not first obtained the Bachelor's degree.
4. Nevertheless, if the Master's degree is in Engineering and Architecture, related Bachelor's degree students who have yet to pass their Graduation Project and one or more subjects, which in no case may jointly (GP and subjects) exceed 30 ECTS credits, may access and after signing the relevant conditional enrollment document. They may not obtain the Master's degree if they have not first obtained the Bachelor's degree. Admission and conditional access for Bachelor's degree students related to the Master's degree will only be possible if the academic planning proposed for the syllabus has received a favorable report from the competent quality agency.

Article 11. Organization of accredited university tuition for qualifying Master's Degrees.

1. The Master's Degree tuition is structured into courses and/or modules that together comprise each Degree Program and that may be Degree Requirements or Required Electives. The various courses or modules are structured into ECTS Credits.
2. To establish the overall workload of the student it is understood that one ECTS Credit is equivalent to 25 hours of study.
3. Qualifying Master's Degrees are structured into modules or courses whose tuition is offered pursuant to the academic calendar and shall continue up until the degree program is terminated.

Article 12. Enrollment for qualifying Master's Degrees.

For qualifying Master's Degrees, students will enroll for the courses or modules comprising the degree program within the periods established for the purpose. In response to the specific needs of the students, the part-time study load or other circumstances as determined by the University, the student may enroll for a minimum of 24 ECTS Credits per year (or as applicable, for the full number of modules or courses corresponding to the curriculum attributed to that figure as established by the University).

Article 13. Assessment of the qualifying Master's Degree.

13.1 Students will be assessed on an ongoing basis in the modules/subjects for each master's degree. Each master's degree will determine applicable ongoing assessment criteria and assessment dates.

All educational activities included in a subject's assessment must be completed by the last day of class of that subject.

Feedback and grades for assessable educational activities must be uploaded to the virtual campus within one working week from the day the subject ends.

Grade reports must be uploaded and signed within two working weeks from the day the subject ends.

Exceptions: (i) Online degree courses with on-campus exams. In these cases, the reference date will not be the day of the subject's last class, but the day of the ordinary on-campus exam. (ii) Curricular internships. This subject does not have a "last class" and is therefore delimited by the last day of the degree program. The grade reports for this subject must be uploaded by that day.

If the student does not pass the enrolled subject or module in the first exam period, the academic calendar provides for a second exam period.

13.2 The Evaluation Committee

- a. Any student of the European University of Madrid, once the ordinary review procedure has ended, will be able to submit to review the final grade obtained in a subject, (except for the Master Thesis that according to its specific regulations does not admit the Evaluation Commission), in accordance with the procedure establishes in the following sections.
- b. The procedure will be initiated at the student's or professor's request of the corresponding subject before the Dean of the Faculty of the Director of the school to which they belong.
- c. The deadline to request the review of the mark will be three working days from the date of the ordinary review.
- d. The Dean or the Director, once the request has been examined, may reject, or confirm the Evaluation Committee.
- e. The Evaluation Committee will be composed of:
 - A President, who shall be the Director of the department to which the subject is assigned, or a person appointed by the Dean, among the professors of the Department.
 - A secretary who will be the Director of the Master, or a person appointed by the Director.
 - A board member who will be a teacher of the area of knowledge of the subject under review.

The professor or professors who have evaluated the student may not be part of the Evaluation Committee.

- f. Once the Committee has been created, the Dean of the Faculty or the Director of the School will give the whole documentation to the Committee so that, within a maximum period of two days since the receipt of the documentation, the Committee draw up a reasoned report and a motion for a resolution. The Committee will summon the student and the professor to provide all the information required.

- g. The Committee shall submit the reasoned and the motion for a resolution to the Dean of the Faculty or to the Director of the School so that they may adopt the final report as appropriate.
- h. Against the decision of the Dean or the Director there is no claim allowed.
- i. Students of degrees that are taught in distance or blended learning modality, that in accordance with the provisions of the academic report or the curriculum of the corresponding degree, requires the realization of face-to-face examinations, they must be carried out in the venues enabled by the University for that purpose. In this case, the following requirements apply:
 - i. The location of both national and international Venues will be communicated to the students one month before the date of the corresponding examination. Besides, if a change of location in the same province of the original venue is necessary, it will be communicated to the students well in advance.
 - ii. The University reserves the right to open and close venues always prior communication to the students.
 - iii. If in a summons the number of students is very limited, the University may consider the closure of the venue for that summons.
 - iv. The student who goes to the corresponding venue must bring a laptop to make the exams. At the venue, all the students will be provided with access to the internet.
 - v. If for any reason the University had to modify the modality of carrying out the exams the University may require the student to install the specific online monitoring software, for the assessment tests, in the equipment from which the tests are going to be carried out. In this case, the tests cannot be carried out by the students without the installation of this software.

Article 14. Continuity of qualifying Master's Degrees.

The student will have to pass a minimum of 6 ECTS Credits during the academic year for which they are enrolled. If the student does not pass the minimum number of ECTS Credits, they may only re-enroll for the Master's Degree with the authorization of the Dean of the School, always provided the reasons for such request are duly justified, taking into account the principles of lifelong learning and particular situations of the students (disability, part-time studies, etc.).

CHAPTER III - PROVISIONS APPLICABLE TO QUALIFYING AND SPECIALIZED MASTER'S DEGREES

Article 15. Attendance.

For students taking campus-based studies, their classroom attendance is obligatory and forms an integral part of the assessment process. It is furthermore necessary to give the student the right to receive guidance, assistance, and academic supervision from the professor. In particular, depending on each master's degree, the percentage established by the obligation to attend may be exempted.

For the blended master's degree, the obligation of attendance will be specified in each case.

Article 16. Grading system.

1. The level of learning achieved by the student body for each course under the curriculum will be expressed via numerical grades depending on the following scale from 0 to 10, written as a decimal, to which may also be added their corresponding qualitative grade:

- 0.0 to 4.9 Fail (SS)
- 5.0 to 6.9 Pass (AP)
- 7.0 to 8.9 Above Average (NT)
- 9.0 to 10 Outstanding (SB)

2. The ECTS Credits obtained through the recognition of credits corresponding to academic activities that do not form part of the curriculum will not be graded nor will they count for the purposes of calculating the academic transcript average.

3. The "With Honors" mention may be awarded to students that have achieved a grade equal to or higher than 9.0. No more than 5% of all students enrolled for one course under the corresponding academic year may receive this mention. In the event that fewer than 20 students have enrolled, only one "With Honors" mention may be conferred.

Article 17. ECTS Credits recognition.

1. Students that have passed courses with skills objectives similar to accredited university tuition at Universidad Europea de Madrid or at another University may apply for recognition of the corresponding ECTS Credits.

2. The ECTS Credits achieved through university tuition that leads to private degrees may be recognized, in cases where the student has passed courses with skills objectives that are similar to other graduate studies taken at this or another university, in addition to the professional experience demonstrated, up to 15% of the total ECTS Credits that comprise the curriculum. This recognition does not apply to the Master's Thesis.

3. ECTS Credits recognition is requested from the body responsible for the program (the School) that, having reviewed the documentation provided, will issue a report for the approval of the Graduate Committee.

4. The student does not have to study the courses that have been recognized. The courses equivalent to the recognized ECTS Credits will be recorded in the student's academic transcript as "recognized". The courses of an Accredited Master's Degree that have been recognized will be recorded as such and the corresponding ECTS Credits in the student's academic transcript and will carry the same grade as that achieved for the course of origin.

The courses recognized corresponding to other ungraded graduate studies, shall not count for the purposes of the academic transcript average.

5. To convert the qualifications achieved from foreign universities to the Spanish system, the provisions of Annex I attaching to these Regulations shall apply.

Article 18. Specific criteria in the event the degree program is terminated.

1. The University reserves the right to continue to offer or not an Accredited Master's Degree that has been offered during previous academic years.

2. In the event that the University, via the Academic Council, deems it necessary to proceed with the termination of a Curriculum or Degree Program, it will adopt all the necessary guarantees to ensure that students are able to complete their studies.

Article 19. Language requirements

1. It will be a prerequisite for admission and enrollment in any Master's Degree that the student accredits a level B2.2 of the language in which the degree is taught.
2. The university reserves the right to require the university's language test to all those students whose mother tongue is different to the teaching language of the program and 1) they have not provided the official certificate of the corresponding language, or 2) the university considers it appropriate to check the language level specified in the certificate provided by the student.
3. In case of not passing or accrediting the required level, the university reserves the right not to admit the student in the corresponding Master's Degree, or to cancel their registration.

Additional provision

The provisions of this regulation will apply to the 2021-22 academic year once it is approved by the Academic Council.

ANNEX I

CONVERSION SYSTEM OF NUMERICAL QUALIFICATIONS OF FOREIGN UNIVERSITIES TO THE SPANISH DECIMAL SYTEM.

Conversion of overseas university grades to the Spanish system will be governed by the scales and grade equivalence tables of foreign studies and university degrees published in the Resolution of 21 March 2016 of the Dirección General de Política Universitaria, the resolution of 21 of July of 2016 of the Dirección General de Política Universitaria, and the resolution of 18 of September of 2017 of the Secretaría General de Universidades. These resolutions and their corresponding annexes are published on the website of the Ministry of Education:

<https://www.educacionyfp.gob.es/servicios-al-ciudadano-mecd/catalogo/general/educacion/203615/ficha.html>