

## **IE UNIVERSITY**

# REGULATIONS FOR CREDIT RECOGNITION AND TRANSFER IN BACHELOR DEGREES

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## **PREAMBLE**

In these Regulations IE University sets out a single system for the recognition of credits that shall apply to official university Bachelor programmes. These regulations take into consideration the credit recognition regulations included in Spanish Organic Law 4/2007, of 12 April, amending the Spanish Universities Organic Law 6/2001, of 21 December, on Spanish universities, and Spanish Royal Decree 861/2010, of 2 July, amending Spanish Royal Decree 1393/2007, of 29 October, on the organisation of official university education.

## **TITLE I: CREDIT RECOGNITION**

### **Article 1. “Definition”**

1.1. Recognition means the acceptance by IE University of credits, which have been earned in official study programmes at the same or at another university and are computed in other study programmes taken at IE University for the purpose of obtaining an official Bachelor programme.

1.2. Students may earn academic credit recognition for taking part in university cultural, sports, student representation, charity and cooperation activities.

1.3. Credits earned in other official higher education programmes or university education leading to the award of own degrees as well as accredited occupational and professional experience can also be recognised under the terms specified in the syllabus reports submitted for validation<sup>1</sup>.

### **Article 2. “Recognition of credits for official Bachelor programmes”**

2.1. Credits may be recognised by the University taking into account the correlation between the skills and knowledge acquired in other courses or programmes taken by the student or in prior occupational experience and those contained in the programme or which are common to all Bachelor degrees.

2.2. The guiding principle for assessing correlation shall be an analysis of the general and specific skills acquired regardless of formal criteria, based on the contents studied, the workload and allocation of credits given as well as a description of the learning outcomes as set out in Spanish Royal Decree 1027/2011, of 15 July.

2.3. The base unit for the credit recognition system is the course, although the higher structure of which it forms part (area or module) may also be considered when making

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<sup>1</sup> Spanish National Regulations establish that the university must present a degree project for verification by the Spanish Universities Council which requests an assessment report from the Quality Assurance Agency in charge. Thereafter these degrees are included in the Register of Universities, Higher Education Centres and Degrees (RUCT), which contains information concerning the Spanish University System and the degree is considered as Accredited.

the final decision. This unit shall be certifiable through ECTS credits, as regulated in Spanish Royal Decree 1125/2003, of 5 September.

2.4. Applications for recognition of credits shall be based on areas or courses actually taken and passed. Areas or courses previously recognised, validated or adapted are excluded from such applications.

2.5. The entire unit should be recognised in the target Bachelor programme regardless of the number of credits of the earned courses, excluding partial recognition of a course, although attendance or additional academic requirements may also be established.

2.6. Credits shall not be recognised for the Final Project as this assesses skills which are acquired over the completion of a programme and are therefore directly linked to the corresponding degree.

### **Article 3. "Effects of credit recognition"**

3.1. The number and type<sup>2</sup> of ECTS credits recognised for the student and those courses they do not need to study shall be stated in the recognition process. In this case it shall be accepted that the skills and knowledge associated with the recognized courses have been achieved and do not need to be assessed again.

3.2. Recognised credits shall be included in the student's transcript and shall be clearly distinguished from credits earned subsequently when completing programmes leading to an official degree. Recognised credits shall also be reflected in the student's European Diploma Supplement.

3.3. After credits have been recognised, the number of credits remaining to be earned in the target degree at IE University shall be reduced by the same amount as the number of credits recognised. Consequently, the sum of recognised credits plus credits that have to be earned shall not be greater than the total number of credits required to obtain a degree at IE University, with the following exceptions:

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<sup>2</sup> There are different kind of ECTS: core, compulsory and elective.

- a) When the number of credits allocated to core, compulsory or elective courses in the programme does not allow for precise adjustment to the number of credits required to obtain the degree.
- b) In degree studies leading to regulated professions, when the sum of the credits that have been recognised plus those assigned by ministerial orders governing these professions to modules or areas that have not been recognised prevent exact adjustment to the number of credits required to obtain the degree.  
In these cases, IE University shall advise its students who have recognised credits about the academic track whereby they have to earn the lowest number of surplus credits.

3.4. If elective courses in the target degree at IE University are organised by tracks, the student shall be given the option to complete the credits needed to finish their studies without having to obtain one of the planned tracks.

3.5. After adding together the credits studied for and recognised, the student may have more ECTS credits than required to obtain the degree. However, they may not obtain credits amounting to more than 40% of the overall workload for the degree by recognition.

3.6. Credits that have been recognised and therefore have not been studied for shall appear on the student's transcript as "recognised" and may not be recognized again later on. By contrast, credits studied for and earned by students may be recognised in other Bachelor programmes.

3.7. IE University shall recognise a maximum of 15 credits for university activities, languages, seminars, summer courses, and other academic activities.

3.8. Credit for extracurricular internships may not be subject to credit recognition.

**Article 4. "Recognition of credits for courses in other Bachelor programmes at IE University"**

4.1. IE University may recognise programme ECTS credits for ECTS courses in other Bachelor programmes at IE University, taking into account the correlation between the skills and knowledge acquired and those contained in the programme or which are common to all degree programmes.

4.2. Whenever the target degree belongs to the same branch of knowledge, at least 36 credits for core courses in that branch shall be recognised.

4.3. Credits earned in other core courses in the branch of knowledge of the degree the student wishes to take shall be recognised.

4.4. Core credits in the original degree shall be automatically recognised in the target degree but not necessarily for core courses in it. Instead they may be recognized for core courses, compulsory courses or elective courses.

4.5. The courses shall appear in the student's transcript as recognised with the grade for the courses that have led to recognition. A weighted average shall be used when several courses involve the recognition of one course in the target degree.

4.6. Credits recognised with a grade shall be computed to calculate the average grade on the student's transcript.

4.7. For Bachelor degrees taken simultaneously according to an established programme, credit recognition shall be automatic as a result of the application of those programmes drawn up by the University.

**Article 5. "Recognition of credits for university activities"**

5.1. IE University shall recognise a maximum of five per cent (5%) of credits for the Bachelor programme (12 ECTS in the case of Bachelor programmes with 240 ECTS and 15 ECTS in the case of Bachelor programmes with 300 ECTS) for the participation of students in university culture, sports, student representation, charity and cooperation activities.

5.2. The number of credits to be recognised shall be calculated at 1 ECTS for each 30 hours of work.

5.3. The number of credits recognised for these activities shall be subtracted from the number of elective credits set out in the relevant programme.

5.4. Recognition of credits for university activities shall not include any grades for them and they shall not count towards the average of the student's transcript.

5.5. University activities that may be recognised are as follows:

a) Being active in student representative bodies or student associations or clubs and playing a significant role in association, cultural and participatory activities with their peers under the conditions established by the University. The application must be accompanied by documentation certifying the activity and specifically mentioning the estimated number of hours that the student has spent on the activity. The documentation shall certify the compliance with pre-established conditions.

b) Taking part in organising activities promoted by the University (conferences, lectures, University presentation activities, quality assurance system activities, helping with teaching research or innovation projects, etc.). The application must be accompanied by a detailed and positive report from the head of the activity in which is specifically mentioned the estimated number of hours that the student has spent on the activity.

c) Taking part in cultural, sports, solidarity and cooperation university activities under the conditions established by the University. The application must be accompanied by a detailed and positive report from the head of the activity in which is specifically mentioned the estimated number of hours that the student has spent on the activity.

#### **Article 6. “Recognition of credits for languages”**

6.1. IE University shall recognise a maximum of 12 ECTS of the total for the Bachelor programmes for language courses different to the Spanish and English courses offered to students during the two first academic years of the Bachelor programmes as long as they are not part of the Bachelor programme. Language level certification shall be provided either by the University's Language Centre or by means of international certifications or ones from official bodies.

6.2. The number of credits recognised for these activities shall be subtracted from the number of elective credits set out in the relevant programme.

6.3. The number of credits to be recognised shall be calculated at 1 ECTS for each 25 hours of work.



6.4. Recognition of credits for languages shall not include any grades for them. They shall not count towards the average of the student's transcript.

**Article 7. “Recognition of credits for seminars and summer courses”**

7.1. IE University shall recognise a maximum of twelve (12) ECTS per year for attending seminars organised by IE University or summer courses from IE University or another university. The application must be accompanied by the documentation of the course where at least the programme and its duration must be detailed.

7.2. The number of credits recognised for these activities shall be subtracted from the number of elective credits set out in the relevant programme.

7.3. The number of credits to be recognised shall be calculated at 1 ECTS for each 25 hours of work.

7.4 Recognition of credits for seminars or summer courses shall not include any grades for them. They shall not count towards the average of the student's transcript.

**Article 8. “Recognition of credits for participation in other academic activities organised by IE University”**

8.1. IE University shall recognise a maximum of 6 ECTS per year for attending academic activities organised by IE University.

8.2. The number of credits recognised for these activities shall be subtracted from the number of elective credits set out in the relevant programme.

8.3. The application for recognition must be accompanied by the activity certificate for attendance and proficiency.

8.4. The number of Lab ECTS credits to be recognised shall be calculated at 1 ECTS for each 30 hours of work.

8.5. Recognition of credits for academic activities shall not include any grades for them and they shall not count towards the average of the student's transcript.

**Article 9. “Recognition of credits for previous university studies”**

9.1. Credits may be recognised for previous university studies at another Spanish or foreign university. The number of credits recognised shall not exceed the maximum number established by the University.

9.2. Once the student's admission to IE University has been completed, they may make an application for credit recognition following the established procedure.

9.3. In the case of students whose Bachelor programme was designed under previous university systems, their adaptation to the Bachelor programme shall entail recognition of credits earned based on the correlation between the skills and knowledge associated with the courses taken by the student and those in the Bachelor programme. When these skills and knowledge are not specified or cannot be inferred, the number of credits and/or the contents of the courses studied shall be used as a reference.

9.4. The application must be accompanied by a personal academic certificate for the university studies undertaken, the programme for these studies, the grading system and the equivalence in the student's number of hours of work for the credits.

9.5.. Recognition of credits for previous university studies shall not include any grades for them and they shall not count towards the average of the student's transcript.

**Article 10. “Recognition of credits for credits taken in other official higher education studies or in own degrees<sup>3</sup>”**

10.1. Credits may be recognised in Bachelor programmes based on credits from other official higher education institutions or from own degrees<sup>3</sup> under the terms established in the validated study programmes.

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<sup>3</sup> The own degrees are unofficial university degrees.

10.2. The application must be accompanied by a personal academic certificate for the university studies undertaken, the programme for these studies, the grading system and the equivalence in the student's number of hours of work for the credits.

10.3. The number of credits recognised based on unofficial university studies and professional or occupational experience may not when taken together be greater than fifteen per cent (15%) of the total credits making up the programme (36 ECTS in the case of degrees with 240 ECTS).

10.4. If the recognition credits is accepted, the number of credits to be recognised shall be calculated at 1 ECTS for each 25 hours of work done by the student.

10.5. Recognition of credits based on other official higher education studies and own degrees shall not include any grades for them and they shall not count towards the average of the student's transcript.

#### **Article 11. "Recognition of credits for professional experience"**

11.1. Credits may be recognised for professional experience through occupational and professional activity performed and documented by the applicant prior to or at the same time as their bachelor degree studies outside the university environment, or at least outside activities designed in the programme for internships if this has been specified in the validated study programmes .

11.2. The credits will be recognized if the occupational and professional activity developed by the student are related with the degree competencies in which

11.3. The number of credits recognised for professional or occupational experience and unofficial university studies may not when taken together be greater than 15 per cent (15%) of the total credits making up the programme (36 ECTS in the case of degrees with 240 ECTS).

11.4.. If the recognition credits is accepted, the relationship between the working hours accumulated during the professional experience and the number of recognisable credits shall be as follows:

a) From two up to four years of professional experience, up to 12 credits may be recognised.

b) From four up to six years of professional experience, up to 24 credits may be recognised.

c) For six or more years of professional experience, up to the ceiling set for this type of recognition.

11.4. The application for recognition must be accompanied by supporting documentation for the professional activity.

11.5. If the recognition of credits is accepted, the number of credits recognised for these activities shall be subtracted from the number of credits for internships, provided they have not been carried out. Credits for other elective courses shall then be recognisable, provided the skills and abilities acquired during the professional activity match or correlate with those in the Bachelor programme.

12.6. Recognition of credits based on professional or occupational experience shall not include any grades for them and they shall not count towards the average of the student's transcript.

## **TITLE II:**

### **CREDIT TRANSFER**

#### **Article 12. "Definition"**

12.1. Credit transfer means that all of the credits earned in official studies previously taken by a student at this or another university, and which have not led to the completion of their studies and consequently obtaining an official degree, shall be included in the official academic documents evidencing the studies done by the student.

12.2. Credits for courses previously passed by the student in unfinished university studies shall be transferred to their transcript in the studies which they have begun with the original grade and shall be reflected in the academic documents attesting to their studies and in the European Diploma Supplement.

12.3. Credits shall be transferred at the request of the student who must:

a) Certify that they have not completed all of the studies for which they are applying for credit transfer and that therefore these credits do not lead to obtaining an official degree.

b) Submit the documents required in the way and under the conditions specified.

12.4. Credits for courses passed in other unfinished official university studies shall be included in the student's transcript. A clear distinction shall be made between transferred credits and credits earned and recognised. Transferred credits shall also be reflected in the student's European Diploma Supplement.

**TITLE III:**  
**POWERS AND PROCEDURE FOR CREDIT**  
**RECOGNITION AND TRANSFER**

**Article 13. “Powers for credit recognition and transfer”**

The bodies with authority for credit recognition and transfer at IE University are:

- a) The academic head of the Bachelor programmes: they review applications and issue rulings.
  
- b) The University Credit Recognition and Transfer Committee: it is the joint body responsible for the credit recognition and transfer system for all official Bachelor programmes at the University.
  
- c) The Rector: who will resolve any appeals filed against a credit recognition or transfer ruling.

**Article 14. “Functions of the academic heads of the Bachelor programmes”**

14.1. The academic heads of the Bachelor programmes are responsible for the specific application of the credit recognition and transfer procedure on their Bachelor programmes. They shall act within their remit in compliance with the joint system at IE University and carry out the following functions:

- a) Study and evaluate the correlation between the courses previously studied and those in the IE University Bachelor programmes for which recognition is sought based on established criteria.
  
- b) Draw up and issue rulings on credit recognition to formalise and ratify decisions taken within the required deadline. The recognition ruling shall indicate the credits recognised and the courses that the student does not have to study since they are held to have acquired the relevant skills in the recognised credits.

c) Set out the conditions for the most appropriate academic track for students who have had credits recognised in their Bachelor programme and put in place academic orientation and monitoring measures.

d) Set up, maintain and develop instruments which can swiftly rule on applications with the same precedents, subject to authorisation by the IE University Credit Recognition and Transfer Committee.

14.2. The academic heads of the Bachelor programmes may seek advice from experts in the field if needed due to the particular complexity of the recognition of credits, although in no case shall these experts' opinions be binding. They may also appeal to the IE University Credit Recognition and Transfer Committee to rule on issues concerning the scope and interpretation of the regulations, mainly in cases where credit recognition applications do not have any precedents in terms of rulings.

#### **Article 15. “University Credit Recognition and Transfer Committee”**

15.1. The members of the University Credit Recognition and Transfer Committee shall be:

- a) The person in charge of academic affairs or the person they delegate, who shall chair the Board.
- b) The General Secretary
- c) The person in charge of the quality department.

16.2. The functions of the University Credit Recognition and Transfer Committee are to:

- a) Make sure the system works properly by ensuring uniformity in the organisation, implementation and interpretation of credit recognition and transfer in order to ensure use of uniform criteria. The Committee shall answer the questions of the heads of the Bachelor Programmes in the case they ask for it.
- b) Set up the procedure in each academic year, establishing the procedures according to the credits character, the application periods and the schedule for ruling on cases and the subsequent communication to the students concerned.
- c) Approve and supervise the instruments set up in the field of each Bachelor programme to quickly rule on applications with the same precedents.

d) Promote the implementation of transparency measures to provide students with information about the credit recognition and transfer procedure and its requirements and application conditions.

e) Ensure continuous monitoring and regular assessment of the functioning of the credit recognition and transfer system.

f) Rule on recognition and transfer applications in special hardship cases in which the academic heads of the Bachelor programmes have difficulties..

g) Submit appeals against rulings to the Rector.

**Article. 16. "Credit recognition applications and procedure"**

16.1. Credit recognition applications shall be processed at the request of the student, who must be enrolled on the Bachelor programme for which they are seeking recognition.

16.2. Each year the Credit Recognition and Transfer Committee shall set the application conditions and specify the documents required in each case.

16.3. The credit recognition application for university activities, languages, seminars, summer courses, and other academic activities shall be processed through the enrolment application programme.

16.4. Registrar Office will process the credit recognition for Dual programmes at IE University.

16. 5. Applications related to other Bachelor programmes, university activities, previous university studies, other official higher education studies, own degrees or professional experience shall be submitted to the Bachelor programme secretary's office within the established deadlines (which shall generally be the same as the enrolment period) and addressed to the academic head of the Bachelor programme using the single application form.



16.6. In that case, the academic head of the Bachelor programme shall issue a ruling, which in addition to the recognised credits shall also list the courses the student will not have to study based on the provisions of these Regulations.

16.7. The head of the Bachelor programme can ask for the Credit Recognition and Transfer Committee issue the ruling, in special hardship cases.

16.8. Any rejection of an application for credit recognition must be duly justified.

16.9. If the student's application is rejected, they may ask for it to be reviewed in a single proceeding by the Rector within at most 10 days from receiving notification of the ruling.

16.10. Special cases or situations not initially covered by internal regulations shall be resolved directly by the Rector's Committee as the highest academic body at IE University, when the person in charge of academic affairs makes the proposal.

16.11. The Rector's Committee, at the proposal of the Vice Chancellor in charge of academic affairs, will approve the fees applicable in each academic year in accordance with the conditions for requesting recognition of credits set annually by the Commission for the Recognition and Transfer of Credits.

#### **Article 17. “Credit transfer applications and procedure”**

17.1. Credit transfer applications shall be processed at the request of the student. Students shall write to the Credit Recognition and Transfer Committee within the deadlines established for applying for their certificate and the European Diploma Supplement to indicate whether they have previously done other official study programmes without having completed them and shall supply any relevant supporting documentation if these are not official IE University study programmes.

17.2. The Credit Recognition and Transfer Committee shall rule on the application and make any notes in the student's transcript that may be required. The Committee shall set up procedures in order to solve easily and accelerate the applications with equal precedents.

17.3. If the student's application is rejected, they may ask for it to be reviewed in a single proceeding by the Rector within at most 10 days from receiving notification of the ruling.

17.4. Special cases or situations not initially covered by internal regulations shall be resolved directly by the Rector's Committee as the highest academic body at IE University.