



CREDIT RECOGNITION AND TRANSFER IN MASTER PROGRAMMES

CUNEF Universidad

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1. DEFINITIONS

Degree of Origin and Degree of Choice

The degree of origin is the one previously pursued. The credits obtained in the degree of origin are the ones that the student seeks recognition of. The degree of choice is the degree the student wishes to pursue, seeking to include the credits previously obtained in the degree of origin.

Credit recognition

Credit recognition is the process by which CUNEF Universidad accepts credits obtained in the different forms of training included in these regulations, in this or another university, and counts them as obtained in the degree of choice, replacing a number of credits in said degree.

As established in Royal Decree 822/2021, students may apply for recognition of credits for both official and non-official university degrees.

It also establishes that accredited work-related and professional experience may be recognized in the form of credits for the purposes of obtaining an official degree, provided that said experience is related to the skills inherent to the degree in question.

Recognised credits

Recognised credits are those obtained for courses in the degree of origin and counted toward the obtention of the degree of choice.

Any courses recognised in the degree of choice will be counted as obtained, and the student will not need to pursue them.

Credit transfer

Credit transfer is the inclusion in a student's official academic record of all the credits for official teachings obtained previously, in this or another university, that have not led to the obtention of an official degree.

2. TYPES OF CREDIT RECOGNITION IN MASTER PROGRAMMES

CUNEF Universidad can recognise credits for official Master's Degrees in the following cases:

- a) Official Master's degrees
- b) Official Master's or Doctoral degrees pursued in a foreign university
- c) Non-official university degrees
- d) Work-related or professional experience

3. GENERAL RECOGNITION CRITERIA

Recognition will be awarded based on the following criteria:

First: The credits obtained for the Final Dissertation will not be recognised.

Second: No partial recognition will be awarded for courses or internships.

Third: The total number of credits recognised for non-official degrees or work-related and professional experience can never exceed 15% of the total credits of the degree of choice, unless it is an official degree that has been declared a replacement of a former non-official, university-specific degree.

Fourth: The credit recognition process will take into account the equivalences between the courses or subjects previously pursued by the student and those included in the curriculum for the degree of choice, according to the following rules:

1. For the recognition of credits obtained for courses that are included in the degree of choice, the requirements are the following:
 - The number of credits obtained must be at least 75% of the number of credits assigned to the course that the student seeks to validate in the degree of choice.
 - The courses pursued include at least 75% of the content included in the courses that the student seeks to validate, and the skills acquired are similar.
2. Exceptionally, credits obtained for courses that are not equivalent to those included in the degree of choice will be recognised, as long as the following requirements are met:
 - The skills or contents of the courses previously pursued must be related to the skills included in the curriculum for the degree of choice.
 - The curriculum for the degree of choice must include elective credits. In this case, the number of credits recognised will be subtracted from the number of elective credits that the student must pursue in the degree of choice.

Fifth: A mandatory requirement when courses are validated in the degree of choice based on previously obtained credits is for students to obtain at least the same number of compulsory and elective credits by the end of their studies as those included in the curriculum for each type of subject.

Sixth: The grade for the courses validated in the degree of choice will be the same as the grade originally awarded for the course in the degree of origin. If necessary, the grade will be a weighted average of several grades when the credits for more than one course in the degree of origin are validated as one or more courses in the degree of choice.

4. COMPETENT BODIES IN CREDIT RECOGNITION AND TRANSFER

The university will establish a Credit Recognition and Transfer Committee that will be in charge of processing applications.

This Credit Recognition and Transfer Committee will be chaired by the Vice-Rector of Academic Planning and Quality Assurance or the person he or she delegates in, and made up of the Deans and Directors of the different schools of CUNEF Universidad.

To process the applications, the Committee may request all the necessary reports and technical advice from other faculty members at CUNEF Universidad.

The Committee's decisions may be appealed before the Governing Council, who will be in charge of issuing a final ruling.

5. CREDIT RECOGNITION FOR COURSES PURSUED AS PART OF AN OFFICIAL MASTER'S DEGREE

Courses pursued as part of an official Master's degree will be recognised based on the equivalences between the skills and knowledge acquired in the degree of origin and those covered in the modules, subjects or courses included in the curriculum for the Master's programme, explicitly identifying those equivalences.

All common modules, subjects or courses between different Master's degree will be recognised automatically.

6. CREDIT RECOGNITION FOR COURSES PURSUED AS PART OF AN OFFICIAL DEGREE IN A FOREIGN UNIVERSITY

6.1. Recognition for participation in mobility programmes

CUNEF Universidad will recognise, according to the conditions established in the mobility programme academic management regulations, the credits obtained in foreign universities when students participate in mobility programmes.

6.2. Credit Recognition outside mobility programmes

Credits for courses pursued in a foreign university will only be recognised if the degree is official in the country where it is issued, and all the academic certificates are issued by competent bodies legally authorised to issue degrees by the corresponding government authorities.

If the degree of origin is issued in the European Higher Education Area and follows its credit system, the recognised credits will correspond to the credits of the courses of origin.

If the degree of origin is not issued in the European Higher Education Area, the Credit Recognition and Transfer Committee will decide the number of credits to recognise based on the training pursued, ensuring that each credit recognised accounts for at least 35% of the teaching hours established for the credit.

7. CREDIT RECOGNITION FOR NON-OFFICIAL UNIVERSITY DEGREES

Article 10.5 of Royal Decree 822/2021 establishes that credits obtained for courses pursued as part of a non-official, university-specific degree are subject to recognition.

The Credit Recognition and Transfer Committee will recognise these credits according to the general criteria established in article 3 of this document.

Credits will only be recognised for full courses pursued in the university-specific degree, provided that they covered at least 75% percent of the content and skills included in the curriculum for the courses they seek to validate in the degree of choice.

8. CREDIT RECOGNITION FOR WORK-RELATED OR PROFESSIONAL EXPERIENCE

Credits for accredited work-related and professional experience are subject to recognition, provided that said experience relates to the skills pertaining to the degree of choice and the level adjusts to the characteristics of the degree.

The sum of the credits recognised for professional experience and for non-official university degrees may not exceed 15% of the total credits of the degree of choice.

The Credit Recognition and Transfer Committee will decide what credits to recognise based on type and duration of work and the type of public and private institutions or companies where it took place.

If the curriculum for the degree of choice includes elective or compulsory internships, credits for these internships may be validated based on the student's professional experience, provided that the duration of said experience was 150 hours or more.

Credits for work-related or professional experience can also be recognised and used to validate basic, compulsory or elective courses, provided that the student can accredit that, as a consequence of said work, he or she acquired at least 75% of the skills included in the modules, subjects or courses they seek to validate, accrediting at least a year of full-time professional experience.

For course recognition proposals, the Credit Recognition and Transfer Committee may ask students to take a test or participate in a personal interview to verify their skills.

9. CREDIT TRANSFER

Article 10.8 of Royal Decree 822/2021 establishes that credit transfer consists in the inclusion in each student's official academic record of all the credits obtained for previous official degrees, in the same or another university, that have not led to the obtention of an official degree.

Transfers will be listed verbatim on the record, with the number of credits and grades obtained originally.

10. APPLICATION PROCEDURE

Starting the procedure

Students may apply for recognition and transfer of credits into any Master's degrees that they are formally enrolled in. The application and ruling period will be established by the Governing Council every academic year.

Exceptionally, and for duly justified reasons, the Governing Council may authorise credit recognition or record transfers outside the dates established in the calendar approved by the governing bodies of CUNEF Universidad.

Applications will be submitted, using a standardised model, at the general registry of CUNEF Universidad to the attention of the Rector. They must specify the degree of choice.

Required documents

Applications for credit recognition or transfer must include the following documents:

For courses pursued as part of an official degree or of a university-specific degree pursued in university centres governed by Spanish regulations:

- Certified true copy of the Official Academic Record detailing all the courses completed
- Certified true copy of the curriculum or programme of the courses that the student is seeking recognition of, specifying the skills and knowledge acquired, the content covered, the activities performed and the number of credits or hours, stamped by the corresponding centre

For credit transfers, students will only need to submit their Official Academic Record.

These documents will not have to be submitted if the degree of origin was pursued in CUNEF Universidad.

For degrees pursued in foreign universities:

- Certified true copy of the Official Academic Record detailing all the courses completed, including all the subjects, the grades obtained, the number of hours or credits for each course, the academic years they were pursued in, and the grade system applied in the academic record, specifying the maximum and minimum grades in said system
- Certified true copy of the curriculum or programme of the courses that the student is seeking recognition of, specifying the skills and knowledge acquired, the content covered, the activities performed and the number of credits or hours, stamped by the corresponding centre
- If the documents have been issued in a foreign country, they must be duly certified and translated into Spanish by a sworn translator before submission, in accordance with the legislation of the Ministry of Education.

For work-related or professional experience:

- Résumé
- Employment history report issued by the Social Security Treasury
- Report or certificate issued by the public or private institution or company the applicant worked for, detailing roles, tasks and duration of each
- Statement from the applicant detailing the skills and abilities they consider acquired during their experience

Credit recognition rulings

Applications will be processed within the periods specified in the calendar approved by the Governing Council of CUNEF Universidad.

Rulings on credit recognition for unfinished official university degrees will include:

- A list of the courses validated in the degree of choice, detailing the corresponding grades and exam sessions that they are recognised for
- A list of the courses passed in the degree of origin that have been recognised and transferred into the student's academic record. This list must include the university where the courses were pursued, as well as the name and type of course, the credits obtained, the academic year and the grade and exam session.

Rulings on credit recognition for official, completed university degrees, or for official degrees pursued in a foreign university outside a mobility programme will include:

- A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for
- Name of university and degree of origin and a list of the courses passed in the degree of origin that have been recognised. This list must include the university where the courses were pursued, as well as the name and type of course, the credits obtained, the academic year and the grade and exam session.

The Credit Recognition and Transfer Committee will process credit recognition applications based either on the degree curriculum provided by the student or on the similarities between the courses included in the degree of origin and the courses included in the degree of choice.

Rulings on credit recognition for non-official, university-specific degrees will include:

- Name of the degree of origin and a list of the courses validated in the degree of choice

Rulings on credit recognition for work-related or professional experience will include:

- A description of the accredited work-related or professional experience and a list of the courses validated in the degree of choice

Interested parties will be informed of the rulings directly. They are subject to appeal before the Governing Council.

After the credit recognition ruling is issued, students may modify the courses they are enrolled in.

11. INCLUSION IN THE STUDENT'S ACADEMIC RECORD

The academic record will include a clear classification of the different types of credits that can be counted towards the obtention of the Master's degree.

Article 10.2 of Royal Decree 822/2021 states that all credits awarded to a student for courses pursued in any university, including transferred, recognised and obtained credits, will be included in the student's academic record and in their European Diploma Supplement.

Their academic record will clearly separate those credits that can be counted towards the obtention of the corresponding Master's degree from those credits that have been transferred but cannot be recognised.

Credits will be included in the academic record based on the following procedure:

Credit recognition

- a) Unfinished official degrees pursued in a Spanish university:
 - A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for
 - A list of the basic, compulsory and elective courses pursued in a different degree or university, for which credits are being recognised or transferred. This list must specify the name of the course and the university, as well as the number of credits, the grade obtained, the academic year and the exam session when each course was passed.
- b) Completed official degrees pursued in a Spanish university or official degrees pursued in a foreign university outside a mobility programme:
 - A list of the courses validated in the degree of choice, detailing the grades and exam sessions that they are recognised for
 - Name of university and degree of origin and a list of the courses passed in the degree of origin that have been recognised. Any courses leading to credit recognition will be included in the student's record specifying the name of the course and of the university, the number of credits, the grade obtained, the academic year and the exam session when each course was passed.
- c) Non-official, university-specific degrees:
 - The academic record will include the name of the non-official degree of origin, as well as a list of the courses that are recognised in the degree of choice.
 - These credits will not include a grade, and therefore will not count towards the average final grade.

d) Work-related or professional experience:

- The academic record will detail the work-related or professional experience, as well as a list of the courses that are validated in the degree of choice.
- These credits will not include a grade, and therefore will not count towards the average final grade.

Credit transfer

In credit transfer processes, the academic record will include the name, type, number of credits, exam session and grade for each course in the degree of origin and, where appropriate, the name of the university and degree.

Final average grade

The final average grade will be calculated according to article 5.3 of Royal Decree 1125/2003, issued on 5 September, which establishes the grading system for official university degrees. The average grade will be calculated using all the grades obtained in the courses included in the curriculum for the degree of choice and excluding non-official university-specific degrees, work-related or professional experience, transferred credits and recognised credits that do not include a grade.