

## **TERMS, CONDITIONS, AND PRACTICES IN CREDIT RECOGNITION PROCEDURES AT CUNEF FOR SHORT PERIOD OF STUDIES ABROAD**

### **ACADEMIC RECOGNITION AND REGULATIONS**

- It is not object of recognition those subjects that are not official in the country of origin.
- Each outgoing student must study an equivalent of 60 ECTS credits for a full academic year or 30 ECTS credits per semester.
- The outgoing student must complete a study contract (Learning Agreement) including those CUNEF courses that will be recognized (with their workload in ECTS), as well as the foreign courses and credits/units offered by the host institution, to be revised and accepted by the Academic Committee at CUNEF.
- The equivalence grading system is established by the Academic Authority at CUNEF using the official grade conversion charts from the Ministry of Education in Spain<sup>1</sup>.
- Students that are studying a degree with a minor at the same time, cannot accredit courses from their minor program. They can only accredit courses from their bachelor's degree.
- Double Degree students who adhere only to Business Administration faculty assigned places will only be able to enjoy international mobility the first semester and only take Business courses.
- Double Degree students who adhere only to Law faculty assigned places will only be able to enjoy international mobility the first semester and only take Law courses.

### **EXAMS AND TOR REGULATIONS**

- The student will perform the foreign course exams at the host university, in accordance with the regulations, systems and deadlines established in said university.
- CUNEF informs all Outgoing students one year in advance about this examination conditions before the mobility and throughout the mobility application process.

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<sup>1</sup> <https://www.educacionyfp.gob.es/dam/jcr:c49dc8ae-8f47-47e5-8ec7-563e98dae077/anexoi-equivalencias.pdf>

- All the listed courses in the Learning Agreement must be included in the Transcript of Records in order to be accredited.
- If the courses that appear in the student's Learning Agreement, do not appear or are different in the Transcript of Records, the corresponding Spanish course will not be recognized and therefore it will not be validated<sup>2</sup>.

#### **LEARNING AGREEMENT TERMS AND CONDITIONS**

##### **All Learning Agreements include these conditions:**

- Through this document, the student agrees to take the courses listed on the Learning Agreement document at the host institution, not being able, under any circumstances, to examine them at CUNEF, neither in ordinary call nor in extraordinary call.
- It is the student's obligation to complete, in a timely manner, the Learning Agreement.

##### **LEARNING AGREEMENT TERMS AND CONDITIONS EXCEPTIONS:**

- **Double Degree students** who adhere only to one faculty must take and reflect all their courses including the ones of their second semester, corresponding to that faculty, in their Learning Agreement.