

# Access regulations to bachelor's degree studies with a minimum of 30 recognised credits

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## Preamble

Royal Decree 1393/2007 of 29 October, which establishes the organisation of official university teaching (Official Gazette of the Government of Spain BOE no. 260, of 30/10/2007), in Articles 6 and 13 establishes the conditions for recognised credit transfer obtained in previous official studies in the academic record of the studies accessed. It also establishes that universities will be endowed with a rule to apply this recognition.

The University of Girona approved, in Governing Council session no. 5/09 of 28 May 2009, the Regulations on recognition and transfer of credits in bachelor's degree studies.

On the other hand, Spanish Royal Decree 1892/2008 of 14 November, which regulates the conditions for accessing official university degree courses and the admission procedures for public universities in Spain (Official Gazette of the Government of Spain BOE no. 283 of 24/11/2008), determines that the governing councils of universities shall establish the criteria to allow the rectorate to respond to admission applications from students who have started Spanish or foreign university studies, with a minimum of 30 credits recognised in the subject for which admission is requested.

In light of the above, these regulations aim to establish the procedures determining the places to be offered for this type of admission and for responding to admission applications submitted.

## Article 1. Places available

Each academic year, on request by the dean or director of the teaching institution, depending on the results in terms of filling new admission places for the year or previous academic year and on internal UdG regulations, a call for available places will be established for students with Spanish official university studies and to admit students with foreign university studies. This request will be subject to approval by the Authorised Committee of Teaching Staff and Students in the month of February, in accordance with that which is established in the Regulations of the authorised committees of the Governing Council of the University of Girona.

## Article 2. Admission requirements

The following requirements, which will be checked by teaching institutions, will be indispensable for admission of applicants:

- a) Having a minimum of 30 credits recognised or validated in the studies in which admission is requested.
- b) Not having lost the right to continue their studies at the university of origin.

For students coming from foreign studies, the directorate of the teaching institution shall check applicants' competence in the course teaching languages (Catalan, Spanish or English) in order to assess applications, and may choose not to accept applicants who do not meet this requirement.

## Article 3. Application submission period

The application submission period will be from 15 to 30 April.

## Article 4. Application for admission and recognised credit transfer

Applications must be addressed to the academic secretary's offices of the teaching institutions, through a specific application form, which may be in electronic format, under the terms and conditions established by the UdG. UdG students will be able to submit applications through the Office of the Secretary online.

- a) Students with previous studies completed at the UdG will only need to bring the payment stub for the public fee paid for recognised credit transfer and documentation that proves the settlement or exemption of fees, if required.
- b) Students coming from partial official studies at other universities will have to bring, besides their application, the following documents:
  - original and photocopy of an ID document (national identity card, passport or NIE foreign residents' documentation)
  - academic certification of the study of origin (which includes all the subjects completed, with qualifications and credit value or equivalent)

- documentation certifying university admission (unless already certified in the academic certificate)
  - reference to publication in the Official Gazette of the Government of Spain (BOE) of the curriculum completed, if coming from Spanish official university studies
  - photocopy of the programmes for approved subjects stamped by the centre of origin
  - documentation certifying payment or exemption of fees
  - payment stub for the public fee paid for recognised credit transfer
  - for students who have completed full courses at a foreign university, document certifying refusal to officially recognise their degree in Spain
  - other documents that the person concerned considers pertinent
- c) Documents issued abroad must also fulfil the following requirements:
- These need to be official and sent by the authorities with the authority to do this, in accordance with the legal system of the country concerned.
  - They must be legalised by the government of the issuing country, if necessary by adding an apostille in line with the Hague Convention. This requirement does not apply to documents issued by the authorities of European Union member states or signatories of the European Economic Area agreement.
  - They must be accompanied, if required, by the corresponding official translation into Catalan or Spanish or into English.

The University of Girona may ask the student for any other documentation it considers necessary at any point in the admission process.

Failure to provide the above documentation may void the application. Likewise, any incomplete documentation may prevent a selection criterion from being assessed and, consequently, affect the final score.

## Article 5. Candidate selection

### 1. Academic record transfer

In order to determine if applicants meet the minimum requirement of 30 credits recognised in the bachelor's degree studies for which they are applying, academic records must be scaled to resolve this question.

By virtue of the Academic and Validations Committee agreement reached in the session on 27 February 2003, on assigning responsibilities (published in Official Journal of the Government of Catalonia DOGC no. 3937 of 31/7/2003), the deans and directors of the teaching institutions are responsible for determining the number of credits and subjects or modules that can be recognised.

Applicants for whom the established minimum of 30 credits cannot be recognised shall not be included in the scaling process.

## 2. Appraisal of applications

Should the number of admission applications meeting the requirements established in Article 3 be greater than the number of available places, applications will be assessed in accordance with the following criteria:

1. The university access and/or admissions mark will be appraised as required, up to a maximum of 5 points, according to a specific scale for each institution.
2. The student's academic record of origin will be appraised up to a maximum of 5 points.

The following formula will be applied: the qualifications of recognised credit transfer subjects will be multiplied by their weight in credits and the results obtained will be added up. Credits that do not contain numeric qualification (CV, AD, recognised credits, pass, etc.) will be given a 5.

Qualifications with no numeric expression will be reduced to a fixed value according to the following table of equivalences:

- Pass: 5.5
- Good: 7.5
- Excellent: 9
- Excellent with honours: 10

For academic records for studies not organised into credits a weighting of 12 will be given to year-long subjects and of 6 to semester subjects. Other weightings will not be used.

Academic records for foreign studies with different qualification systems will be adjusted to the system described above using the equivalences established by the Ministry of Science and Innovation, in accordance with that which is established in Article 57 of Spanish Royal Decree 1892/2008. If the Ministry has not established any equivalences, the academic records will be scaled by keeping their proportions. The office of the secretary of each teaching institution will be responsible for raising a proposal for qualifications adapted to each application's academic record.

By virtue of that which is established in Article 56.4 of Spanish Royal Decree 1892/2008, preference will be given to high-level and high-performance athletes who need to change residence for sport-related reasons.

## Article 6. Responding to applications and awarding places

The deans and school directors are responsible for directing the admission process and sending admission proposals to the rector.

In accordance with Articles 56 and 57 of Spanish Royal Decree 1892/2008, admission of students as governed by these regulations will be resolved by resolution of the Rectorate. Offers of places to students coming from Spanish official university studies will be done differently to students coming from other university systems.

Should the number of admission applications exceeding the minimum requirement of 30 credits be lower than the number of places specifically offered, all applicants will be given a place.

On the other hand, once the academic records from applications have been scaled, an equal number of places will be assigned to that of the places offered, and applicants who have not been assigned a place will be put on a waiting list, in the order established during the scaling process.

The places awarded will be made public on the last working day of the month of May to the teaching institutions with relevant degrees.

Students with prior studies who have not obtained a place can also opt to apply for one through university pre-enrolment.

## Article 7. Enrolment

Students who have been given a place will have to register on the dates established for newly admitted first-preference students, in the month of July, in accordance with the UdG's current enrolment regulations.

Students with prior studies in Spanish universities will have to formalise their transfer application to the university of origin and pay the corresponding fees before enrolment with the UdG, which will need to be proved in document form.

If an admitted student does not formalise their enrolment within the set dates, the University will consider their application to have been withdrawn and their place may be given to another applicant.

## Final provision. Entry into force

This amendment to admission onto bachelor's degree studies with a minimum of 30 recognised credits will come into force the 2017-2018 academic year.