

Academic regulations for university master's degrees

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Preamble

The master's degree programmes are aimed at the students' acquiring advanced a specialist or multi-disciplinary education, geared to academic or professional specialisation or initiation to research work.

The master degree's official studies have an extension, in number of ECTS credits, that depend on the Governing Council's agreement whose criteria and procedure for curricular amendments to the UdG's university master's degrees were approved at ordinary session 08/09, of 1 October of 2009, generally establishing that the master's degrees shall have 60, 90 or 120 credits, according to whether they are programmed in 2, 3 or 4 semesters, respectively.

The University's Governing Council is the body that approves the academic regulations of the UdG's university master's degrees and reviews it every year, if necessary, to update it, in accordance with the rules of application that have been amended and the internal criteria that have undergone some change since the previous academic year.

Scope of application

These regulations apply to the official university studies that lead to the university master's degrees promoted and approved by the University of Girona. The joint and international master's degrees that the University of Girona takes part in collaboratively shall be governed by the regulations of the university coordinator and the corresponding mandatory agreement.

Article 1. Access

1.1. Access information

Before the beginning of the general pre-enrolment period, the coordinator for each master's degree shall verify, at the request of the administrative units responsible for the pre-enrolment processes, the relevant information on the available master's degrees. It shall take into account the following at the least:

- The means, place (where appropriate), dates and timetables of the pre-enrolment, admission and enrolment processes.
- Places available.
- The specific admission requirements and criteria for assessing merits and selecting candidates.
- Curriculum
- The study's system of dedication.
- The teaching method or methods.
- The teaching language or languages.
- Other requirements established in the report.

Acting in collaboration with the unit responsible for promoting the studies, it will establish the means for publicising the master's degrees on offer.

Such means shall include in all cases the publication of this information on the UdG's institutional website.

1.2. Access conditions

Before they can access official university master's degree programmes, candidates shall be required to have an official degree from either a Spanish university or a higher-education institution within the European Higher Education Area (EHEA) that entitles its holders to access master's degree programmes in the country the degree is issued from.

Graduates of educational systems from outside the European Higher Education Area may likewise access these master's programmes, without the need for having their degrees officially recognised, where the University of Girona has checked their degrees in advance and confirmed they are at a level of education equivalent to the corresponding official university degrees from Spain and that they entitle their holders to access to postgraduate programmes in the country they were issued from. Access through this channel shall not in any case imply official recognition of the previous degree that the candidate or its recognition for purposes other than attending master's programmes.

As for students who have an official university degree obtained in accordance with curricula prior to when Royal Decree 1393/2007, of 29 October, came into force, they shall be able to access a university master's degree where they have an official bachelor's, engineer's, architect's, graduate's or technical engineer's degree.

1.3. Candidates' admission requirements and merit-assessment and selection criteria

Students shall be able to access any university master's degree from the UdG, whether or not related to their university curriculum, where previously admitted by the body responsible for the structural unit assigning master's degrees, under the specific requirements and merit-assessment criteria established in each master's degree's report.

It falls to the Technical Master's Degree Unit (UTM) to administratively verify the documents produced electronically by pre-enrolled students and determine whether they meet the general access requirements. It also falls to the UTM to consider quantifiable admission criteria and provide the data necessary for the process for assigning places which the master's degrees' study councils have to carry out.

1.4. Pre-enrolment procedure

Pre-enrolment involves the procedure for applying for places on a university master's degree programme. This shall have to be done through a web application designed for these purposes and under the terms and conditions established in the academic and administrative calendar, which the Governing Council approves every year, at the proposal of the competent committee on the matter of official studies, and the data of access and this must feature the student's access data and personal details.

However, a period for reserving places shall open at the start of the year.

In any case, the fees established for each academic course by the University's Board of Trustees or by the Government of Catalonia through the decree on fees, must be paid under the heading of pre-enrolment and document management, which shall not be considered enrolment fees, let alone refundable, under any circumstances. Where these amounts are not be paid within the established deadline, the pre-enrolment applied for shall be invalidated.

The pre-enrolment web application shall require the necessary personal and academic documents; even so, for the purposes of facilitating pre-enrolment procedures and sparing candidates any unnecessary expenses, they may produce unauthenticated electronic or paper copies of their required academic degrees and certificates. The declaration of provided data's accuracy that is required in the pre-enrolment process also applies to the documents produced.

Where students obtain a place, they shall have to present duly authenticated original copies of the documents produced during pre-enrolment in order to formalise their enrolment, under the provisions established in the point 2.2 of these regulations.

Students with a degree issued from or studies read at the UdG shall not have to confirm their personal data with documents. They may In any case amend or update them, under the personal data-processing procedures established at the UdG. There shall be no need to confirm with documents any studies read at the UdG. However, candidates shall have to attach an electronic-format copy of their *curriculum vitae* and a cover letter during the pre-enrolment process.

Candidates may pre-enrol for more than on master's degree at the UdG. They shall have to state, however, their order of preference in the electronic pre-enrolment form to facilitate the process for assigning places. Anyone who, failing to meet the access requirements, expects to satisfy them before the enrolment period may also pre-enrol.

Once the pre-enrolment deadline has closed in accordance with the academic and administrative calendar, the master's degree academic council shall assess the specific admission criteria and determine the definite order of valid requests, for the purpose of assigning the established places.

Valid requests that do not obtain a place and which are conditional on pending academic results shall remain on a waiting list until the final closing of the current academic year's pre-enrolment process.

1.5. Admission of students

The body responsible for the structural unit assigning master's degrees shall decide on access applications, in accordance with the academic and administrative calendar approved for each course, following the corresponding selection criteria, and establish the specific curriculum that each student shall have to study, depending on the need for studying training supplements under the provisions established in the master's degree report and the credits that may be recognised, where appropriate, for previous education confirmed in university programmes.

The master's degree coordinator shall inform the Master's Degree Technical Unit (UTM) electronically of the master's degree academic council's agreement, so it notifies the persons concerned. The communication must include:

- A prioritised list of admitted students, stating whether the admission is final or conditional.
- A list of students excluded (the reasons for this shall have to be given).
- A prioritised list of waiting-list students.

Where there is disagreement over the agreement, students may lodge a claim before that same body and present an appeal before the rector.

The Master's Degree Technical Unit (UTM) shall automatically confirm its accepted applications, through its pre-enrolment app website, through an electronic communication to the individuals concerned. Where the programme that they have been admitted to has established a rate for place reservations, it shall also communicate the amount and method of payment. This amount, whose payment shall be an indispensable condition for final admission, shall be considered the enrolment fee and discounted from the total fee on formalising the enrolment. Where the enrolment is not formalised, this amount shall not be returned.

Final admissions shall be conditional on meeting the general and specific master's degree access requirements, as defined respectively in the sections 2.2 and 2.3 of these regulations, during the enrolment's formalisation.

1.6. Visiting students

The acceptance of visiting students shall be governed by the University of Girona's specific regulations.

Article 2. Enrolment

2.1. Enrolment terms and conditions and pre-enrolment information

The general enrolment terms and conditions at the UdG are published every year in the academic and administrative calendar for the studies of first- and/or second-cycle, bachelor's-degree, university-master's-degree and doctorate studies approved by the Governing Council for every academic course.

Enrolment on the UdG's university master's degree programme is annual. Students who apply for a scholarship must enrol with the credits required at the same exam session and at the start of the academic year.

The body responsible for the structural unit assigning master's degrees publishes, for each academic course and prior to enrolment, the subjects on offer that will be taught during the two four-month periods, stating the programme's competencies, activities and types of assessment.

2.2. Enrolment documents

The documents that students have to produce must be presented during enrolment within the periods stated on the academic and administrative calendar in the Academic Secretary's Office at the teaching centre the programme is assigned to.

Students with a degree issued from or studies read at the UdG shall not have to confirm their personal data with documents. They may in any case amend or update them, under the personal data-processing procedures established at the UdG. There shall be no need to confirm with documents any studies read at the UdG. Even so, they shall have to attach an electronic-format copy of their *curriculum vitae* and a cover letter during the pre-enrolment process.

It shall be necessary, however, for them to confirm (with an original document or certified photocopy), all training outside the UdG or professional or any other type of experience that the person concerned considers relevant.

For all other students, the following documents shall be required:

- Photocopy of national identity card (DNI) or valid passport (in the case of foreign students, foreign-national identity code (NIE) or passport).
- A certified photocopy of the university degree or certification confirming its issue.
- Academic certification of the studies taken for obtaining the degree, which states, among other things, the duration of the studies programme followed, the subjects taken stating the teaching load in hours and the degrees and average grade obtained.
- The *curriculum vitae*
- and a cover letter

There may be a requirement, in addition, of other documents considered necessary for confirming equivalence between the education leading to the candidate's obtaining the foreign degree produced and the education required for obtaining the corresponding Spanish Bachelor's degree by included, if necessary, the programmes of the subjects that the content is reflected in and the breadth they were studied in, or the academic documents that confirm the

degrees entitle their holders to access to postgraduate studies in the country they were issued from.

Should there be any doubt over the authenticity, validity or content of the documents provided, the necessary due diligence may be carried out to confirm them and the issuing authority contacted to validate the points in question, including countries that are part of the European Union.

2.2.1. Authenticating documents issued abroad

The authentication process for the above-mentioned documents shall follow several channels, depending on the country of origin.

Authentication will not be required for documents issued by European Union (EU) member states or signatories of the European Higher Education Area agreement.

In all other cases, documents issued in foreign countries must be authenticated in accordance with the following conditions:

- Documents issued in countries that have signed the Hague Agreement of 5 October 1961 may be authenticated by the corresponding authorities of the country.
- Documents issued in countries that have signed the Andrés Bello Agreement must be authenticated through diplomatic channels. This can be done by submitting the documents to:
 - The ministry of education of the country of origin for degrees and certificates and to the corresponding ministry for birth certificates and nationality documents.
 - The ministry of foreign affairs of the country where the documents were issued.
 - Diplomatic or consular representatives of Spain in the country where the documents were issued.
- If the country has also signed the Hague Agreement, the simpler procedure established in that agreement may be used.
- Documents issued in all other countries must be authenticated through diplomatic channels. This can be done by submitting the documents to:
 - The ministry of education of the country of origin for degrees and certificates and to the corresponding ministry for birth certificates and nationality documents.
 - The ministry of foreign affairs of the country where the documents were issued.
 - Diplomatic or consular representatives of Spain in the country where the documents were issued.

If the documents have been issued by diplomatic or consular authorities of countries other than Spain, they must also be authenticated by the Spanish Ministry of Foreign Affairs and Cooperation.

2.2.2. Translation of documents issued in a foreign country

Article 36.1 of Act 30/1992, of 26 November, on the Legal System of Public Authorities and Common Administrative Procedure, states that the procedures processed by the State's General Authority shall be in Spanish or the regional community's official language. As a consequence, the rules governing these procedures require documents issued abroad to be accompanied by an official translation into Spanish or Catalan. The official translation may be made:

1. By a sworn translator, duly authorised or registered in Spain.
2. By any diplomatic or consular representative of the Spanish State abroad.
3. By the diplomatic or consular representative in Spain from the country that the applicant is a citizen of or, if appropriate, where the document comes from.

Even so, given that English is regarded as a lingua franca in the global university community, documents sent in English shall be accepted, provided the conditions for authenticating documents established in the point above are guaranteed.

2.3. Enrolment processing

Students who have their access confirmed and are accepted shall be enrolled as established under the university's Enrolment Regulations, as approved for each academic course, through the University of Girona's IT app, in person or by self-enrolment, as determined by each study, within the deadlines set out by the academic and administrative calendar and prior tutorial.

The students who enrol in person shall have to produce the original documents they cited for their pre-enrolment and which helped to secure them their assigned place. Students who self-enrol shall have to produce these documents within a period of 10 days as from the start of the specific teaching on each master's degree programme. Should they fail to do this, their enrolment shall be officially annulled by the academic secretary's office for the area of studies that their master's degree is assigned to.

So that the enrolment can be accepted, students will have to pay the public-sector charges determined by the Government of Catalonia as well as the fees established by the University for providing certain academic services. Where they are entitled to allowances or exemptions over the payment of these fees, students shall have to have this duly confirmed.

Acceptance of the enrolment implies recognition of the specific commitment between the student and the University of Girona to implement the education provided for in the curriculum. For any information relating to enrolment, students must contact the Academic Secretary's Office for the area of studies that their master's degree is assigned to.

The body responsible for the structural unit assigning master's degrees shall decide on the number of credits to be enrolled for each student, depending on the credits that can be recognised, where appropriate, for the confirmed previous education and knowledge, competencies and skills already attained from university programmes, official or otherwise, or for the confirmed work and professional experience, in accordance with the provisions established in Section 3 of these Regulations: "Recognition and transfer of credits". Credits obtained through recognition count for the purposes of the obtaining of the official degree.

Under the regulations on eligibility for continuing master's-degree studies, the enrolment minimum for enabling part-time dedication is set at 30 credits for the first year and 24 credits

for the following years, not including recognised credits or educational or levelling supplements.

Students will be able to enrol for 20% more of the total of credits required for the obtaining of the degree they opt for, provided they have not passed all the credits necessary for obtaining it. Once all the required credits have been passed, the file will close as completed studies and the student will no longer be able to enrol for any more subjects or modules on the same master's degree.

Credits obtained through recognition do not count for the purposes of enrolment limitations.

2.4. Enrolment on a new course

To register for new subjects in any academic year, students must also register for all compulsory subjects/modules they had registered for the previous year but failed or for which they didn't take the exam.

In special cases, the responsible person or persons from the organisational unit associated with the master's programme may set additional, complementary criteria or authorise exceptions to this regulation.

2.5. Enrolment fees

The concepts and fees that enrolment on the university's master's degrees may include shall be governed by the Decree establishing the fees for providing academic services at the state universities, which the Government of Catalonia publishes every academic year.

The University may establish other fees for concepts approved by the Board of Trustees, under the current regulations in force.

2.5.1. Allowances and exemptions for enrolment fees

The annual Decree on fees from the Government of Catalonia establishes the possible allowances and exemptions for enrolment fees and linked fees, as well as the way of confirming each right. In any case, applicant students shall be governed by the terms and conditions established in university's enrolment regulations approved for every academic course.

2.5.2. Scholarships and financial aid for studies

Students who have applied for a scholarship when formalising their enrolment may opt for the fee exemption set out under the current decree on fees, provided they meet the academic requirements established for taking advantage of the scholarship and the latter remains duly accredited.

Where scholarships are refused, students who opted for the payment exemption will have to pay the enrolment fees or cancel their enrolment within the deadline given in the letter notifying them of the refusal. However, they may present accrediting documents of another type of discount or exemption where they are so entitled.

Presenting or lodging some type of appeal against a scholarship's refusal does not stop or suspend the mandatory requirement for paying the fees.

The deduction only applies to enrolled subjects, so the academic record management fees have to be paid, as do the compulsory and accident insurance policies, the hired services and voluntary contributions.

2.5.3. Payment system for enrolment fees

The payment system is based on the Enrolment Regulations that are approved for every course.

2.6. Enrolment cancellation

Enrolment cancellation refers to all the subjects in which students are enrolled in an academic year. First-year students who wish to resume their studies will have to obtain a pre-enrolment place again.

Enrolment cancellation does not require any type from justification and can be requested from the academic secretary's office at the teaching centre on the dates established on the academic calendar. Annulments have no financial effects and do not result in refunds of fees that have been paid.

As for eligibility for continuing studies, students who have successfully cancelled their enrolment shall be treated as if they had not enrolled.

2.7. Extraordinary and enrolment-amendment period

An extraordinary enrolment period is provided for new students who, having obtained a place, have not been able to enrol within the established periods. Enrolment during this period must necessarily refer to second-semester subjects. The body responsible for the structural unit assigning master's degrees shall decide on enrolment-amendment applications that are exceptional and which have to be fully justified. These will have to be requested from the academic secretary's office at the teaching centre on the dates established on the academic and administrative calendar.

2.8. Conditional enrolment

The teaching centre's Administration, as soon as the body responsible for the structural unit assigning master's degrees has been consulted, shall be able to consider the enrolment's conditional formalisation for students who have met the general and specific admission requirements established respectively in sections 2.2 and 2.3 of these Regulations, but who are awaiting formalisation of supporting documents or other administrative requirements (validation, authentication, document translation etc.)

The maximum period for accrediting satisfaction of these requirements will normally have to be before the first corresponding assessment period. Otherwise, the enrolment will be cancelled by the academic secretary's office at the teaching centre, with notice given to the student and the body responsible for the structural unit assigning master's degrees.

Students shall have to apply again for admission to be re-admitted.

2.9. Enrolment on joint master's degrees

Under the Agreements of the Inter-University Council of Catalonia (CIC), on managing the joint master's degrees between Catalan state universities, students shall have to enrol at the coordinating university, in accordance with its established deadlines and conditions.

As for the joint master's degrees taken part in by the UdG with non-Catalan universities, irrespective of their coordination, the provisions set out under the binding collaboration agreement between the participating universities must be it will be abided by.

In both cases, and for the purposes of complying with the collaboration agreement and thereby ensuring proper access to university services, students of these master's degrees shall have to enrol on the subjects/modules that they study at the UdG. Students do not incur any costs for enrolment processing. It must therefore be specified in the payment as enrolment type: "41 Students Joint Master's Degrees in Mobility".

The Master's Degree Technical Unit (UTM) shall provide the necessary information to the administrations of the corresponding teaching centres so they can formalise these enrolments.

Joint master's degrees coordinated by the UdG shall be treated as the UdG's university master's degrees. There must be, however, a guaranteed transfer of enrolment information to the other participating universities.

This will be managed by the Master's Degree Technical Unit (UTM).

Article 3. Credit recognition and transfer

Recognition shall be understood as acceptance - by the body responsible for the structural unit assigning master's degrees - of credits which, having been obtained during official education, count towards obtaining the university master's degree, under Royal Decree 1393/2007 of 29 October, amended by Royal Decree 861/2010, establishing the organisation and planning of official education. Such recognition implies the establishment of an equivalence for specific and/or cross-disciplinary competencies and work loads for students among the subjects of the curriculum for receiving official degrees.

Credits may also be recognised where they are earned during university education for receiving other degrees referred under Article 34.1 of Organic Law 6/2001, of 21 December, on Universities, as well as accredited work and professional experience provided such experience relates to the competencies inherent in the corresponding degree. Under no circumstances may recognition be given to credits corresponding to the Master's Thesis or Research Work, given their summary-subject nature.

Credit recognition shall have the financial effects established annually by the Decree setting out the fees for the provision of academic services at Catalan state universities, applying to education for receiving an official degree that is valid throughout national territory.

It shall fall to those in charge at structural units assigning master's degrees to decide on applications for academic recognition of university master's degrees, at the proposal of the master's degree coordinator:

- The Dean or Director
- The Director of the Department
- The Director of the Institute

Request shall be presented to the Academic Secretary's Office at the teaching centre the programme is assigned to, following the procedure established for recognising corresponding academic records.

Transferring credits implies that, in the official academic documents confirming the education followed by each student, all the credits obtained in official education previously received which have not resulted in an official degree.

All the credits obtained by students in official education studied at any university, whether recognised and passed for obtaining the corresponding degree or transferred, are included in the academic record and reflected in the European Diploma Supplement, as regulated by Royal Decree 1044/2003, of 1 August, establishing the procedure for issuing European Diploma Supplements.

3.1 Recognition and transfer of credits earned during official university education

Under the provisions of Article 6 of Royal Decree 1393/2007, establishing the organisation and planning of official university education, as amended by Royal Decree 861/2010, subjects may be recognised where they have been read in former official studies corresponding to curricula no longer extant or in the process of being phased out.

Similarly, subjects read during university education resulting in other degrees and work and professional experience may also be recognised where they met the requirements established in the sections 3.2 and 3.4 of these regulations.

Credits shall be recognised with records of origin and although this provides for associated subjects/modules validations, adapted and/or recognised, there will be no need to go to the original for recognitions to be made, by keeping the qualification obtained from the studies of origin.

As established by new Royal Decree 861/2010, project work and master's theses may not be recognised in any case. As a result, students must enrol and earn these credits as defined in the curriculum.

Nor may any recognition be given on a university master's degree programme of modules or subjects from a bachelor's degree or first-cycle degrees before RD 1393/2007 (diploma holders, technical architects or technical engineers) came into force. So credits incorporated into an academic record of a university master's degree programme in recognition of other studies read, must have been studied in the area of other university master's degrees or second-cycle degrees of the studies' former organisation.

Similarly, credits earned in no longer extant Doctoral studies governed by RD 778/1998 and former third-cycle academic organisations, shall receive academic recognition.

For foreign studies to be recognised, students shall have to present the documents established for these purposes, bearing in mind that documents from abroad have to be official and issued by the competent authorities, in accordance with the legal system of the country concerned and, where appropriate, be duly authenticated and translated. Where the Master's degree's coordinator decides that programmes will not need to be produced or translated, these will not be required by the academic secretary's office.

As for other credits from previous studies that have not led to an official degree being obtained by the time of the opening of the Master's degree record, and which may not be recognised, these must be transferred, on request from the student.

3.2. Recognition of credits earned during unofficial university education

Credits obtained during university education on a UdG university master's degree study leading to the acquisition of other degrees may be recognised provided there is an equivalence for specific and/or cross-disciplinary competencies and work loads for students among the subjects of both curricula.

The maximum number of credits that may be recognised from university education leading to the acquisition of other degrees referred to in Article 34.1 of Organic Law 6/2001, of 21 December, on Universities, without prejudice to the minimum number of credits that have to be earned for entitlement to the degree, may not exceed 15% of the degree's credits. Where credits are recognised for work and professional experience, this 15% maximum includes both types of recognition.

Recognition of these credits shall not entail grading, so they will not count for the purposes of assessing academic records.

3.3. Internal degrees that have been replaced with official degrees

As provided for under Royal Decree 861/2010, in the case of internal degrees eliminated and replaced with an official university master's degree, over 15% of or even all the internal degrees' credits may be recognised, provided these feature in the report.

Apart from such recognition, only credits from other internal degrees or accredited work and professional experience may be incorporated up to the established 15% maximum and in accordance with the conditions established to these regulations.

3.4. Credit recognition for work and professional experience

Credits may be recognised for accredited work and professional experience only in the master's degree curricula that provide for placements, and provided this continues to be formally provided for in official academic documents. The maximum number of credits to be recognised shall be the one established in the curriculum for these purposes, provided that the number recognised here does not exceed 15% of the degree's credits. Where credits are recognised from university education leading to other degrees, this 15% maximum shall include both type of recognition. All that, without prejudice to the minimum number of credits that have to be earned for entitlement to the degree.

Recognition of professional activity may exempt students from placements but not from the subject's enrolment, tutorials and assessments and therefore the preparation of the placement report which will be the basis for the subject's grade.

Students who regard their work or professional activity as having equipped them with the competencies established in the placements subject of the curriculum must shall have to request exemption from placements, for which purpose they shall have to attach supporting documents to their application confirming their relationship with the institution (employment contract, administrative appointment, inclusion in the census, or other) and a report specifying the work and roles they carried out as well as hours of work and timetable.

It falls to the body responsible for the structural unit assigning master's degrees to assess whether the competencies have been attained and the student may study the subject exempt from placements.

3.5. Credits in mobility

Apart from the recognition referred to in the points above, recognition of activities in mobility shall have to be supported by the curriculum itself or by a studies agreement that will determine which of the curriculum's subjects or modules they correspond to. These subjects shall normally be enrolled and graded based on the communication from the university they were studied at.

Article 4. Academic record

4.1. Placements

For the purposes of carrying out placements in companies and institutions, the Curricular Placement Regulations for Bachelor's and Master's Degrees shall apply as shall the agreements and other regulations currently in force.

4.2. Master's thesis

The university master's degree programme's curriculum degree shall mandatorily conclude, under RD 1393/2007, with the preparation and public defence of a master's thesis. To be able to enrol on the master's thesis, students must also have enrolled on all the subjects required for obtaining the degree, including placements in companies or institutions on the programmes that have these.

Master's theses are presented and assessed during a public-defence event before a panel appointed for this purpose by the body responsible for master degree.

Master's theses shall in any case not be recognised.

4.3. Tutorial and academic-guidance initiatives

All students who enrol on a university master's degree shall be assigned a tutor. Tutorials are an assistance service for providing information, guidance and advice to groups and individuals and which enable students to receive curricular and academic guidance.

4.4. Evaluation and qualification

The students' assessment and grading system shall be the one established in the university's assessment and grading regulations.

Each subject or module has a single final exam session per academic year. Final grades have to be determined by the teaching staff of the subject or module, under the assessment criteria referred to by the regulations mentioned in the previous section. Exam-session grading periods for each subject or module shall be established within the teaching on offer planned for each academic course.

4.5. Academic degree

Once the checks have been made by the Academic Secretary's Office for the area of studies that the master's degree is assigned to, the students' academic degrees shall be issued on condition they meet the academic requirements established in the master's degree's curriculum and the current public fees are paid.

Article 5. Students who require special attention

The university shall promote the effective adaptation of the regulations on eligibility for continued studies and enrolments to the needs of students requiring special attention, by assessing each specific case and adopting special measures.

It shall fall to the Master's Degree Technical Unit (UTM), as the pre-enrolment process's managing body, to identify the situations of students with specific educational needs who have applied for a place and to manage information so that the attention given is suitable for the Support Programme for Persons with Disabilities, which, besides facilitating integration and participation in all areas of university life, it will manage the initiatives it is authorised to carry out in coordination with the master's degree.

Article 6. Reclamations derived from applying these regulations

Decisions on requests relating to the application of these academic university master's degree regulations shall fall to the rector, who shall assess beforehand the circumstances cited by the students and the decision reports or proposals prepared by the bodies responsible for the structural units assigning the master's degrees:

- The Dean or Director
- The Director of the Department
- The Director of the Institute

The rector's decisions shall exhaust the administrative channel and may be appealed through the judicial-review channel.

Additional provisions

First

The rector or delegated vice-rector shall be responsible for setting out the instructions necessary for interpreting, applying and implementing these regulations.

Transitory provision

For the purposes of calculating grading exam sessions, no account shall be taken of exam sessions exhausted up to these regulations' entry into force.

Final provisions

First

These regulations replace section B of the Academic Regulations for Official Postgraduate Studies for 2006-2007 Academic Year (as approved by the Governing Council at session no. 6/06, of 15 June 2006).

Second

These regulations shall have no effect on the academic agreement reached by session 2/07 of Postgraduate Studies Committee (CEP), of 23 May of 2007, on general criteria for recognising

former education (exemption, adaptation, validation and credit recognition) and the sharing and overlapping of studies in official master's degrees.

Third

These UdG university master's degree regulations came into force during the 2012-2013 academic year.