

Consolidated text of the Regulations governing admissions to official degrees at the University of Girona for students over the age of 40 through professional experience and for students over the age of 45 through entrance exams

Approved by the Governing Council in ordinary session no. 5/2014, of 19 June 2014 ([eBOU-649](#)), and amended by the Governing Council at ordinary session n^o. 3/2020, of 19 February 2020 ([eBOU-1853](#))

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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.

In addition to the conditions for accessing the university with previous studies, the Royal Decree establishes other conditions aimed at people who have been unable to access university through the traditional channels. Thus, it incorporates a new access pathway for people over the age of 45, aimed at persons without any qualifications that would grant them access to the

university and who could not provide evidence of employment or professional experience. It also maintains the conditions for people over the age of 25 and establishes others for people over the age of 40 with employment or professional experience linked to the qualification they wish to access.

The only temporary provision of the above mentioned Royal Decree establishes that the admission procedures for the pathways mentioned in the previous paragraph will be applicable from the 2010-11 academic year.

The Royal Decree provides for the possibility of creating committees for organising the access examinations for people over the age of 25 and for people over the age of 45 within the autonomous region. The Inter-university Council of Catalonia made this decision.

However, the Royal Decree does not provide for access to the university through accreditation of employment or professional experience, and this makes it necessary for the University of Girona to establish, in accordance with the aforementioned Royal Decree, the regulation governing access via this route.

The Governing Council, in session no. 2/10, of 25 February 2010, approved the [Regulations governing access to official bachelor's degree university courses at the University of Girona for people over the age of 40 through professional experience](#), that was amended by agreement of the Governing Council in session no. 3/11, of 31 March 2011. Owing to the fact that the CIC, through the Access Office, offers the universities the possibility of using common enrolment procedures for access to the university for students over the age of 40 through professional experience, and university entrance exams for students over the age of 45, these regulations shall have to be adapted to the requirements for the above-mentioned common procedure, which contemplates, above all, a common calendar.

As a result of the experience of applying the aforementioned regulation, with the aim of improving the description of the access procedures for students over the age of 40 through professional experiences and of incorporating the access procedure for students over the age of 45, which although based on an entrance exam organised by the Inter-university Council of Catalonia, provides for a personal interview to be conducted by the University, a new regulation needs to be approved.

Given that RD 412/2014, of 6 June, establishing the basic regulations for admission procedures to university degrees, amends the terms and conditions required for admission to the university through the channels governed by these regulations, Article 3 is hereby updated.

Article 1. Legal system

Admission to the University of Girona for students over the age of 40 shall be governed by the provisions established under the Royal Decree 1892/2008, of 14 November, governing the procedure for accessing official bachelor's-degree university teaching and admissions procedures for Spain's public universities, and under article 42.4 of Framework Act 6/2001, of 21 December, on Universities, under the provisions of Act 4/2007, of 12 April, and those established in these regulations.

Article 2. Nature and purpose of the assessment procedure

2.1. Admission for applicants over the age of 40 allows objective assessments to be made of their work and professional experience as well as their maturity and suitability for successfully pursuing the official university degree chosen, for the purposes of determining which candidates can be admitted to the places on offer for each of the official bachelor's-degree courses that have their channel of admission provided for in the verified curriculum report.

The assessment of the accredited merits will be followed, under the provisions set out in Article 36(4) of Royal Decree 1892/2008, by a personal interview with the candidate.

2.2. Admission for candidates over the age of 45 years allows assessments to be made, through entrance exams, of their maturity and suitability for successfully pursuing university studies, as well as their capacity of reasoning and written expression.

The exam, if passed, will be followed, under Article 38(3) of Royal Decree 1892/2008, by a pre-arranged personal interview with the applicant at the study-centre they wish to apply to.

The entrance exam, if passed, will be valid for an unlimited period, whereas the personal interview, which is compulsory and with a final decision of a pass, will be valid during the year it is held in and for gaining admission to a single centre-study.

Article 3. Requirements

3.1. Whoever applies to take part in the admissions process for the University of Girona through accredited work or professional experience will have to meet the following requirements:

- a) Being 40 years old in the very year they apply for admission to the university.
- b) Not have any qualification enabling them admission to the university.
- c) Accredited work or professional experience for the bachelor's degree whose admission they are applying for.

3.2. Anyone who applied to take part in the admission to the University of Girona through the university's entrance exams for candidates over the age of 45 will have to meet the following requirements:

- a) Be at least 45 years old in the calendar year that the exam is taken in.
- b) Not have any qualification enabling them admission to the university.

Article 4. Exam sessions

Admission for candidates over the age of 40 and entrance exams for candidates over the age of 45 are called for once a year for the official bachelor's degrees that are taught at the University of Girona. The University of Girona shall follow the admission processes for both types of admission in accordance with the calendar established by Inter-University Council of Catalonia. The calendar and the call will be published on the University of Girona's webpage, in the University admissions section: www.udg.edu/acces.

- [Admission for candidates over the age of 40](#)
- [Admission for candidates over the age of 45](#)

Under Article 50 of Royal Decree 1892/2008, 1% of each official university degree's places is to be reserved for these two channels, unless stated otherwise in the report, and by rounding down to the nearest unit.

Article 5. Enrolling for admission

Applicants will have to formally enrol for admission through the Internet, on the accesuniversitat.gencat.cat portal, within the period established in the CIC's calendar.

5.1. Admission for candidates over the age of 40 each candidate shall have to state the official university degree which they wish to study and will only be able to apply to take part in a single study from one university, when they enrol through the Internet, on the University admissions portal: accesuniversitat.gencat.cat. That same portal will have a link which will refer the candidate to the University of Girona's webpage specifying the documents they will have to deliver – where necessary – within the period established by the Inter-University Council of Catalonia.

The documents and enrolment slip required for this admission must be presented to the main University Admissions Guidance Office, located in Girona, in the UdG's Student-Assistance and Admissions Section, or at any other of its offices, during the enrolment period established in the call.

The following documents must be attached to the application:

- a) Proof of enrolment stamped by the bank (or bank receipt) confirming payment of the public fees for admission for people over the age of 40, with the applicable exemptions and discounts established under current legislation.
- b) A photocopy of their national identity card, foreign-national identification number (NIE) or passport.
- c) Documented CV with recent photograph. Every entry in the CV (work experience, education: relating to the degree, Catalan and foreign languages, etc.,) must state the number of the supporting document presented. The CV's listed merits must be supported by documents so they can be appraised.
 - c1. Supporting documents for work or professional experience relating to the university degree: contract or appointment and official certificate confirming Social Security contribution periods or any other medium that enables such confirmation.
 - c.1.1. Working life certificate from Spain's Social Security Authority (original and photocopy).
 - c.1.2. Employment contracts (original and photocopy).
 - c.1.3. Company certificates specifying the duties performed (original and photocopy).
 - c.1.4. As for freelances or self-employed persons, certification from the Spain's Social Security Authority confirming the periods of registration with the Social

Security, under the corresponding special system, and a description of the activity performed and the time it was carried out for (original and photocopy).

- c2. Evidence of the education (whether or not relating to the university degree chosen) will have to be supported with a corresponding certificate of the course (original and photocopy or certified photocopy) which must state: the name of the course, the period it is taught for and how many hours it lasts.
 - c3. Supporting documents confirming knowledge of Catalan, where necessary (original and photocopy).
 - c4. Supporting documents confirming knowledge of a third language, where necessary.
- d) Cover letter. Preferably on a single one- (or double-)side sheet, with interlinear single spacing and between 500 and 600 words, where the candidate must:
- briefly describe the reasons for their having decided to start university studies and the degree in particular that they have chosen;
 - explain why they think these studies are suitable for their personal education;
 - highlight the aspects they consider relevant and important in their education and professional preparation that may help with assessing their aptitude and motivation for studying the degree;
 - state their interests and future aspirations.

5.2. For admission for candidates over the age of 45, applicants who wish to take the entrance exams have to formally enrol on accsuniversitat.gencat.cat.

Afterwards, once they have passed their entrance exams but before their interview, the candidates will submit their cover letter, preferably on a single one- (or double-) side sheet, with interlinear single spacing and between 500 and 600 words, where:

- briefly describe the reasons for their having decided to start university studies and the degree in particular that they have chosen;
- explain why they think these studies are suitable for their personal education;
- highlight the aspects they consider relevant and important in their education and professional preparation that may help with assessing their aptitude and motivation for studying the degree;
- state their interests and future aspirations.

The candidate who, having passed the entrance exams for candidates over the age of 45 in previous calls, wishes to go through with the personal interview will also have to formally enrol within the period established for the call. In that case they will also be able to opt for sitting the written exam and the best qualifications will always be taken into account with them.

5.3. In both admissions:

- Where appropriate, candidates may present other documents they consider relevant.
- Documents sent by post will have to be certified or authenticated.

- Documents written in a foreign language must be accompanied by a corresponding sworn translation.
- Enrolment will only be valid if the candidate pays and presents all the necessary documents – where appropriate – within the deadline.

Article 6. Structure

The University's admission procedure for candidates over the age of 40 through accredited work and professional experience is divided up into two stages: an assessment and a personal interview.

The University's admission procedure for candidates over the age of 45 is divided up into two stages: an entrance exam and a personal interview.

6.1. Assessment stage, admission for candidates over the age of 40

Merits will be assessed according as follows:

a) Work and professional experience:

Such experience will be assessed, with a three-decimal score up to a maximum of 6 point. Such experience will be assessed by the Centre Assessment Committee, provided the work and professional experience was performed among the professional families affiliated to the branch of knowledge that the chosen university degree is linked to, in accordance with the link established under Annexe II of RD 1892/2008, of 14 November, on drafting, given by Order EDU/3242/2010, of 9 December. For the purposes of determining which professional family the accredited experience corresponds to, the national catalogue of professional qualifications, INCUAL, will be used: incual.educacion.gob.es/administracion_descripcion.

In particular, acquired and demonstrable experience will be assessed in work that relates specifically to the official university degree applied for by the person concerned, up to a maximum of 0.05 per complete month of professional experience and up to a maximum of 0.025 per complete month for the non-specific experience in the professional families affiliated to the branch of knowledge that the chosen official university degree is linked to. Such professional experience will be deemed accredited where official certification confirming Social Security contribution periods or any other medium that enables such confirmation. The resulting score from multiplying months of experience by 0.05 or 0.025 will be weighted by 1 where the contribution group 3 is accredited in the working life report of the Social Security, by 0.5 where contribution groups 4 and 5 are accredited, by 0.25 for groups 6, 7 and 8 and by 0.1 for group 9.

b) Training:

Such training will be assessed with a maximum of 2 points.

Positive assessments will be given for training and improvement courses whose content directly relates to the official university degree applied for, lasting as long as or over 15 hours, which have attended by the person concerned, in accordance with the following scale: 0.002 points per hour.

For training and improvement courses, whose content is included in the professional families affiliated to the branch of knowledge and not directly relating to the official university degree

applied for, lasting as long as or over 15 hours, that have been attended by the person concerned, in accordance with the following scale: 0.001 points per hour.

Proof of this education can be provided by means of the corresponding certificate of the course that must name the studies, the period when they were carried out and the hours of duration.

Nevertheless, the official regulated-training certificates for at least one academic year directly relating to the official university degree applied for will correspond to a score of one point.

c) Knowledge of Catalan:

Knowledge of Catalan will be assessed with a score of 1 point as a maximum, where supporting documents are produced confirming possession of the corresponding certificate either issued or officially recognised by the Catalan government's Secretariat for Language Policy or by modern language schools or services from Catalan universities:

- Elementary level certificate (A): 0.300 points.
- Intermediate level certificate (B): 0.600 points.
- Sufficiency level certificate (C): 0.900 points.
- Higher level certificate (D): 1.000 points.

Knowledge of Catalan will be assessed with a score exclusively for the highest level obtained.

d) Knowledge of third languages:

Knowledge of third languages will be assessed with a total score of 1 point as a maximum.

Knowledge of each language will be assessed exclusively with the highest level obtained in each of them in accordance with the following scale:

- A2 level certificate (D): 0.100 points.
- B1 level certificate (D): 0.300 points.
- B2 level certificate (D): 0.500 points.
- C1 level certificate (D): 0.800 points.
- C2 level certificate (D): 1.000 points.

These certificates will have to be issued by the 'Escola Oficial d'Idiomes' [Official School of Languages] or by the modern language schools or services at Catalan universities.

Equivalent certificates issued by recognised prestigious academic institutes, in accordance with the Common European Framework of Reference for Languages (CEFR), and other institutes that may be established by the competent authorities, may likewise be assessed by the Assessment Committee.

The assessment stage will result in a score ranging between 0 and 10 points with three decimal figures, which will be published on the above-mentioned university's website: <http://www.udg.edu/acces>.

Candidates will have 3 work days to appeal against the assessment stage's results, as from their date of publication. The appeal will be dealt with by the Assessment Committee Centre before the call for the personal interview stage.

To access the interview stage, candidates will have to have obtained a mark equal to or more than 5 points.

However, during the interview stage the Assessment Committee will be able to adjust the relationship between work or professional experience and the degree that the admission is being applied for.

6.2. Structure of the entrance exam for candidates over the age of 45

As for all other candidates, the entrance exam will consist of three exams:

- a. Comment on text
- b. Catalan language
- c. Spanish language

The syllabuses and structure of each of the three exams can be consulted from: www.udg.edu → Studies at the UdG → University admissions → Entrance exams for candidates over the age of 45 → Syllabuses and structure of the exams.

- Each of the exams results in a mark ranging from 0 to 10 points.
- Candidates are required to take all the exams before they can obtain their final marks.
- Final exam marks are calculated from the arithmetical average of the three exercises making up the exam (comment on text, Catalan language and Spanish language). Averages can only be made where the mark for each of the exams is equal to or above four points.
- A candidate has passed the entrance exam when they obtain a minimum of five points in their final mark.
- Candidates who have passed the admissions exam can re-sit them in subsequent calls to improve their marks.

6.3. Personal interview, for both processes

Anyone who has passed the assessment stage for admissions for candidates over the age of 40 or the entrance exam for candidates over the age of 45 years, with a mark equal or above 5 points, will be given a personal interview at the UdG, even if, in the latter case, they have passed the exam at another university in the Catalan system.

The time for applying for the study-centre, always through the admissions portal, will be:

- in the case of admission for candidates over the age of 40, when enrolling for admission,
- in the case of access for candidates over the age of 45, once the exam has been passed, a specific period will open, generally the first week of June.

The centre Assessment Committee will call candidates for an interview stating its place, day and time, through the University of Girona's webpage, in the University admissions section www.udg.edu/acces (or by email or telephone). Candidates who fail to attend it will forfeit their rights.

The candidates' maturity and suitability for successfully pursuing the official university degree they have chosen will be assessed during the interview. The things that will be identified, at the least, will be maturity, motivation, suitability of previous education, and suitability of work or professional experience. This stage will be marked quantitatively between 0 and 10 points, with three decimal figures, where appropriate. The Assessment Committee will highlight aspects assessed, in the corresponding record of exam marks, and the partial marks obtained by each of the candidates.

The Assessment Committee will highlight the over mark obtained at this stage in the corresponding record of exam marks.

The UdG's entrance exams coordinate will provide the centre Assessment Committees with dossier containing the interview's guidelines and assessment criteria.

Article 7. Final mark

The centre Assessment Committee will determine the final mark for admission to the official university degrees applied for. The corresponding decision will be published on the www.udg.edu/acces/MG40 and www.udg.edu/acces/MG45 webpages.

7.1. The final mark for admission for candidates over the age of 40 is the average between the marks from the first and second stages. Candidates must have obtained a minimum mark of 5 at both stages before they can receive an average mark. The admission mark will have to be quantitative, ranging from 5 to 10, with three decimal places. Otherwise, candidate will obtain a final mark corresponding to a Fail.

7.2. The final mark for admission for candidates over the age of 45 is the one obtained in the exam they pass provided they obtain a minimum of 5 in their interview personal.

For both admission channels 1% of the total number of places is reserved. If there are more successful candidates than places, those who do not obtain a places will stay on a waiting list during the pre-enrolment call they can take part in, in case there is a re-allocation of places.

This final mark is exclusively valid for admission to the academic year that starts after it has been obtained. It is not valid for later years.

Candidates who do not obtain place but have passed the selection process will go on to a waiting list for possible reallocations where those allocated fail to enrol on the course.

Article 8. The centre assessment committee

The University of Girona will appoint a centre Assessment Committee for each of the centres that offer degrees. For the purposes of this admission process, this decision will determine which of the appointed Assessment Committees it links to the centres affiliated to the University of Girona offering degrees.

The centre Assessment Committee will be constituted by the person in charge of the UdG's admissions and coordinator of the exams that presides over it, the dean or director of the teaching centre, the qualifications' studies coordinator where there are candidates and the head of the academic secretary's office at the area of studies of the teaching centre who will act as the committee's secretary.

The Student Assistance and Access Section will forward the candidates' reports to the various centre assessment committees, who will assess the accredited merits of the candidates over the age of 40, which will carry out interviews in accordance with provisions of Article 6, to award the final mark established in Article 7.

For the purposes of possible challenges, the composition of the various centre Assessment Committees will be published on the University of Girona's website, in its University-access section: www.udg.edu/acces.

Members of the centre Assessment Committee will have to abstain and may be challenged by the persons concerned should they satisfy the conditions provided for under Articles 28 and 29 of Act 30/1992, of 26 November.

Article 9. Compatibility with other admissions channels

Individuals able to gain admission to the university through the channel for students over the age of 25 and the channel for students over the age of 40 or 45 and who wish to make use of both, will be able to do so by enrolling for both exams, paying the corresponding rates for both enrolments.

Note, however, that under Royal Decree 1892/2008, of 14 November, governing the terms and conditions for admission to official university degrees and admission procedures at Spain's public universities, admission to the university for candidates over the age of 45 is prohibited to the persons with accredited work or professional experience that allows them to opt for the channel governed by these regulations.

Article 10. Complaints

The person concerned may present a complaint over the final mark obtained. The period for submitting these applications will be three work days, counting from the date of the publication of their marks. Such applications can be presented to any of the University of Girona's register offices, addressed to the Chair of the corresponding centre Assessment Committee.

Once the complaint-submission period has ended and a decision taken on the complaints, where they have been submitted, the Rector's corresponding decision will be drafted and the final list of marks published.

Article 11. Calendar

The annual calendar of the processes governed by these regulations will have to be drafted taking account of the calendar established by the Inter-University Council of Catalonia's University Admissions Guidance Office. It will fall to the Student-Assistance and Admissions Section to prepare the proposed calendar for each year's call for this admissions procedure.

1st transitional provision

The University will see to it that the curriculum records that are drafted after these regulations come into force identify where places are offered for admissions through accreditation of professional and work experience and, where that is the case, which areas specifically connected to university education are the official degree in question.

2nd transitional provision

Unless the curriculum reports state otherwise, it will be assumed that the degree studies offer places for this admissions channel.

However, should the reports do determine this, it will fall to the centre Assessment Committee to determine the areas of professional and work experience relating specifically to the official university degree applied for and those which, despite corresponding to professional families linked to the branch of knowledge that it is affiliated to, do not present any specific relationship.

Repealed provision

The following remain derogated:

1. [Regulations governing access to official university degrees at the University of Girona for candidates over the age of 40 through professional experience](#), approved by the Governing Council at session nº. 2/10, of 25 February 2010, and modified by the Governing Council in session no. 3/11, of 31 March 2011
2. Any other regulations or provision of equal or inferior rank that opposes that which is established in this rule.

Final provision

These regulations will come into force during the academic year 2014/2015.