

## Regulations to access bachelor's degree programmes with a minimum of 30 recognised credits

Approved by the Governing Council in session 5/2010, of 3 June ([eBOU-6](#)), and amended in sessions 6/2010, of 15 July ([eBOU-24](#)); 10/2011, of 22 December ([eBOU-291](#)); 4/2014, of 29 May ([eBOU-647](#)); 3/2017, of 4 April ([eBOU-983](#)); and 2/2024, of 7 March ([eBOU-3257](#)).

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### Preamble

Articles 6 and 13 of Royal Decree 1393/2007 of 29 October, which regulates the organisation of official university teaching (Official Gazette of the Government of Spain BOE no. 260, of 30/10/2007), establish the conditions for the recognised transfer of credits obtained in previous official studies to the academic record of the programmes of study to which students are applying. It also establishes that universities shall have a standard for applying this recognition.

In Governing Council session no. 5/09 of 28 May 2009, the University of Girona approved the Regulations on Recognition and Transfer of Credits in Bachelor's Degree Studies.

Moreover, Spanish Royal Decree 1892/2008 of 14 November, which establishes the conditions for accessing official university degree programmes and the admission procedures for public universities in Spain (Official Gazette of the Government of Spain BOE no. 283 of 24/11/2008), stipulates that the governing councils of universities shall set the criteria for the rectors' decisions on applications for admission of students who have started Spanish or foreign university studies, with a minimum of 30 credits recognised in the degree programme to which admission is requested.

Accordingly, these regulations aim to establish the procedures to determine the places to be offered for this type of admission and to consider admission applications submitted.

## Article 1. Places available

Each academic year, at the request of the dean or director of the teaching centre and depending on the number of new admission places to be filled for the current or previous academic years as well as on internal University of Girona (UdG) regulations, a call for applications for available places will be established for students with official Spanish university studies and for students with foreign university studies. This proposal will be subject to approval by the Authorised Committee of Teaching Staff and Students in the February session, in accordance with 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 centres, will apply for the admission of applicants:

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

To assess the applications of students coming from foreign programmes, the teaching centre shall verify applicants' competence in the language of instruction of the programme (Catalan, Spanish or English) and may reject the applications of students who do not meet this requirement.

## Article 3. Application submission period

In general, the application submission period is from April 15 to 30. However, exceptionally and with justification, the teaching centres can propose to bring forward or delay this period. Such a proposal must be approved by the Authorised Committee of Teaching Staff and Students in the same session in which available places for the following academic year are approved.

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

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

- a) Students with studies completed previously at the UdG will only have to bring the public fee payment receipt to apply for an evaluation of their case for a transfer of recognised credits and any documents that certify fee reductions or waivers, if required.
- b) Students transferring from partially completed official courses 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 foreign resident identification or NIE);
  - academic record of the programme the student is transferring from (including all the subjects completed, with marks and credits or the equivalent);
  - documentation certifying university admission (unless already certified in the academic record);
  - reference to publication in the Official Gazette of the Government of Spain (BOE) of the curriculum completed, if coming from an official Spanish university degree programme;
  - photocopy of the syllabuses for approved subjects stamped by the teaching centre of the home university;
  - documentation certifying fee payment or exemption;
  - public fee payment receipt to apply for an evaluation of their case for a transfer of recognised credits;
  - students who have completed degree programmes at a foreign university, a Spanish document certifying refusal to officially recognise their degree;
  - other documents that the person concerned considers pertinent.
- c) Documents issued abroad must also meet the following requirements:
- They need to be official and issued by the competent authorities to do so, in accordance with the legal system of the country concerned.
  - They must be legalised by the government of the issuing country or, 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 result in the rejection of 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 credit transfer

Prior to adjusting the academic records, it must be determined whether the applicants meet the minimum requirement of 30 credits recognised in the bachelor's degree studies to which they are applying.

By virtue of the Academic and Accreditation 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 teaching centres are responsible for determining the number of transferred 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 adjustment process.

## 2. Assessment 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 according to the following criteria:

1. The university access and/or admission mark will be assessed as required, up to a maximum of 5 points, according to a scale specific to each centre.
2. The student's academic record of origin will be assessed 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 qualifications (validated or CV, adequate or 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
- Distinction: 10

For academic records of studies not organised into credits, a weight 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, Innovation and Universities, in accordance with Article 57 of Spanish Royal Decree 1892/2008. If the Ministry has not established any equivalences, the academic records will be adjusted maintaining the same proportions. The office of the secretary of each teaching centre will be responsible for proposing qualifications adapted to each application's academic record.

In accordance with the provisions of 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. Deciding on and awarding places

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

According to 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 rector. The availability of places for students coming from official Spanish university degrees will be decided independently of decisions regarding 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 available, all applicants will be given a place.

If not, once the academic records of applicants have been adjusted, the number of places assigned will be equal to the number of places available, and applicants who have not been assigned a place will be placed on a waiting list, in the order established during the adjustment process.

The announcement of the places awarded will be made public on the last working day of the month of May at the teaching centres of the degree programmes in question.

Students with previous studies who have not obtained a place can 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 students with preference, 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 applications at their home universities and pay the corresponding fees. Before enrolment at the UdG they will need to provide documentary evidence of that payment.

If admitted students do not formalise their enrolment within the established dates, the University will assume that they have withdrawn their application and their place may be given to another applicant.

## Final provision. Entry into force

This amendment to admission to bachelor's degree studies with a minimum of 30 recognised credits will take effect in the 2017-2018 academic year.<sup>1</sup>

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<sup>1</sup> It refers to the amendment approved in session 3/2017, of 4 April ([eBOU-983](#)).