

Regulations on recognition and transfer of credits in bachelor's degree courses

Approved by the Governing Council in session no. 5/2009, of 28 May ([PDF](#)), and amended by the Governing Council in sessions no. 8/2012, of 20 December ([eBOU-430](#)); no. 5/2014, of 19 June ([eBOU-648](#)), and no. 1/2016, of 25 February ([eBOU-834](#)), and no. 5/2019, of 16 July ([eBOU-1669](#))

Content

Preamble	1
Article 1. Definitions	2
1. Recognised credit transfer	2
2. Credit transfer	2
3. Academic recognition	2
Article 2. Academic record and diploma supplement	2
Article 3. Recognition and transfer of credits obtained in official university teaching.....	3
Article 4. Procedure of recognised credit transfer for credits obtained in official university education.....	3
Article 5. Recognised credit transfer from higher level degree training cycles	4
Article 6. Recognition and transfer of credits to adapt the old plan to the new bachelor's degree studies that substitute it	4
Article 7. Academic recognition in credits for having taken part in university activities	5
Additional provision	6
Single final provision. Entry into force	6

Preamble

In accordance with the established in articles 6 and 13 of the RD 1393/2007, by which the ordering of the official university teaching is established, universities have to proceed to recognise the credits obtained by students in other official university teaching and to transfer the credits that the students have obtained in official university teaching processed previously.

Likewise, by virtue of that established in article 12.8 of the above royal decree, students can obtain academic recognition in credits for having taken part in cultural and sport university activities, student representation, solidarity and cooperation activities, up to a maximum of 6 credits of the total of the curriculum studied.

The present rules, which regulate the application of these new procedures to the UdG bachelor's degree studies, are based, as well as the RD 1393/2007, on the “criteria for the planning and programming of bachelor's degree studies of the University of Girona”, approved by the Governing Council in the session no. 2/08, of 28 February 2008, and in the memories of programming of bachelor's degree studies, that in accordance with the new ordinance of studies include regulatory contents.

These rules present the agreement of the Academic Committee and of Validations of the University of Girona, of 27 February 2003 (published in the DOGC no. 3937, of 31 July 2003), that delegates competence with respect to validated credit transfer to the deans or directors of teaching institutions. In accordance with this delegation and since the procedure of recognised credit transfer entails the translation of the traditional processes of validated credit transfer and external credit transfer to the new official studies regulated by the Royal Decree 1393/2007, and by virtue of the additional eighth Disposal of the Organic Law 4/2007, of 12 April, by which Organic Law 6/2001, of 21 December, is modified of universities, the competence is attributed to process the procedure of recognised credit transfer to the deans and directors of teaching institutions.

On the other hand, these regulations also regulate the possibility of obtaining recognised credit transfer for having studied certain higher degree education cycles. By virtue of the Agreement about the procedure of validation of credits between higher degree education cycles (CFGS) and university degree qualifications during the year 2008-2009, of 16 October 2008, of the Commission of Access and Student Affairs of the Interuniversity Board of Catalonia, the correspondences established between subjects of the CFGS and university qualifications have to adapt to the new degrees.

Finally, they order and specify the procedure of external credit transfer between the studies of 1st and 2nd cycle organised in accordance with the previous system and the new bachelor's degree studies that substitute them.

Article 1. Definitions

1. Recognised credit transfer

Recognition is understood as acknowledgement in the academic record of the official studies that are accessed of the credits obtained in previous official university education, from the UdG or other universities, and its calculation in order to obtain the degree, in accordance with the basic rules established in the article 13 of the RD 1393/2007.

2. Credit transfer

Transfer is understood for as incorporation in the academic record of the credits obtained in previous official university education, from the UdG or other universities, that has not led to the obtaining of an official degree –and that has not been an object of recognition– only to the effects of accreditation of the academic curriculum.

3. Academic recognition

Academic recognition is understood as incorporation in the academic record of the obtained credits for student participation in cultural, sport university activities, student representation, solidarity and cooperation activities.

Article 2. Academic record and diploma supplement

All the credits obtained by the student in official teaching processed in any university, the transferred ones, the recognised ones and the ones overcome for obtaining the corresponding

degree have to be included in their academic record and have to remain reflected in the Diploma Supplement.

Article 3. Recognition and transfer of credits obtained in official university teaching

1. The actions established in this article affect both incomplete studies of origin and those that have been awarded an official degree and must be carried out at the moment of initiating the academic record of the new studies. For this reason, in the first case, if the student continues doing the studies of origin, the credits obtained there from this moment cannot be transferred to the academic record of the new studies. If credits are obtained that prove that skills and knowledge associated with the subject areas of the curriculum of the bachelor's degree they have accessed have been gained, a request can be made for them to be recognised.

2. Students who access some bachelor's degree studies with previous official university studies can have the following credits transferred:

- a) Those corresponding to basic subjects of the branch of knowledge that the degree to which they have acceded have been assigned, taking into account, on the one hand, the conditions that may be established by the Government in curricula that lead to degrees that qualify for professional exercise, and on the other, the educational needs of the students, so that the recognition does not entail a lack in the training provided in the syllabus.
- b) Those corresponding to subjects that prove the achievement of competences and knowledge associated with subject areas of the curriculum which they access, with the condition that the recognition can only apply to subjects or complete modules defined as such in the curriculum.

In both cases the corresponding qualifications have to be transferred, once weighted, if necessary.

3. Regarding the rest of credits coming from previous studies that have not led to the obtaining of an official degree at the time of opening the degree report, and that cannot be an object of recognition, must be transferred.

Article 4. Procedure of recognised credit transfer for credits obtained in official university education

1. The procedure of recognition and/or transfer of credits officially begins once the UdG has been informed of the contents of the student's previous record or records, from the receipt of the corresponding official certification sent by the university of origin, or of a personal academic certification provided by the student.

2. The student can withdraw from the part or all of the recognised credit transfer if they prefer to study the corresponding subject areas. This withdrawal can be done only once and is definitive.

3. To incorporate the recognised or transferred credits into the academic record what is determined by the Decree of prices of the Government of Catalonia has to be applied.

4. The competence to process and resolve the procedures of recognition and transfer of credits corresponds to the deans and to the directors of teaching institutions.

Article 5. Recognised credit transfer from higher level degree training cycles

1. Recognition of credits or validated credit transfer for the subjects passed in higher vocational training (CFGS) in bachelor's degree qualifications must be governed by the regulations that can be promulgated to this effect.

2. In the absence thereof, the agreement of the Commission of Access and Student Affairs of the CIC of 16 October of 2008, which provides for the adaptation to the new degrees of correspondence between CFGS and university degrees, must be applied. This adaptation must be specified in a proposal of validated credit transfer, which has to be presented to the technical support body determined in the above agreement and, in case it is approved, has to be published to the web page of the corresponding studies.

3. To incorporate the recognised credits into the academic record it is necessary to pay the price determined by Decree of prices of the Government of Catalonia.

Article 6. Recognition and transfer of credits to adapt the old plan to the new bachelor's degree studies that substitute it

1. The recognised credit transfer has to be governed by the board of adaptations of point 10 of the report of the corresponding curriculum.

2. The credits of free choice studied with core, compulsory, optional or free choice subjects provided in the curriculum of origin can be recognised as subjects or modules of the new plan, as long as they prove the achievement of competences and knowledge associated with subject areas of the curriculum of degree.

3. The credits of free choice that have not been recognised as subjects or modules can be recognised as credits of academic recognition, so that the students who have progressed in their studies do not see this progress diminished in the change of plan. In this case a 1:1 relation has to be established between the credits of the old plan and the ones corresponding to the degree.

4. All credits achieved in the curriculum of origin that are not recognised have to be transferred to the new report in order to incorporate them into the Diploma Supplement of the degree when it corresponds.

5. Unless the corresponding Decree of prices of the Government of Catalonia establishes the contrary, the incorporation of the credits recognised by external credit transfer from the old plan to the new studies does not require any payment.

Article 7. Academic recognition in credits for having taken part in university activities

1. The student will be able to obtain academic recognition in credits for taking part in university cultural, sports, solidary, cooperation, and student representation activities. These activities are linked to promoting the students' status as belonging to the University of Girona community, and the co-responsibility of the social function of the university.

Recognised activities apply to students of any of the UdG's bachelor's degrees and have the same credit value.

2. The Authorised Committee of Teaching and Students will be in charge of annually approving which cultural, sport, solidary, cooperation, and student representation activities carried out by the UdG shall be recognised, and the corresponding credits for each activity. The list of activities, including the activity codes, will be published in the university's e-Office.

However, the Authorised Committee of Teaching and Students can approve the incorporation of recognised activities and their corresponding number of credits at any time during the year, at the proposal of the structural units that organise them.

3. The Governing Commission of teaching institutions can approve the academic recognition of other activities addressed to students of bachelor's degrees imparted and carried out within the framework of the teaching institution, with indication of the credits that correspond to each. Although no further approval is required, the centre will notify the vice-rector responsible for the academic regulations of the approved activities.

To make sure that the recognitions that are incorporated in the academic records of the students identify the specific activities carried out, these activities will require prior coding. The office of the vice-rector will transfer the agreements to the Planning and Assessment Office, which will verify that the activities are not already coded and will communicate the code assigned in the centres. Once the activities have a code, the relation has to be made public across the web.

4. Participation in these activities only allows recognised credit transfer in one academic record per student. The recognition of activities already recognised in previous records of the students is not possible, unless it is a matter of a transfer from an unfinished academic record, but that closes to start the new study..

5. When required, enrolment in the activity must be done in front of the unit that organizes it and under the conditions established by the same unit. The participation in university or centre government bodies requires the accreditation of attendance of a minimum of 80% of the sessions of every academic year to obtain the recognised credit transfer. It falls to the secretary of the government body of the corresponding unit to certify the attendance of the students.

6. The participation in cultural, sport, solidarity or cooperation activities is accredited in that same way as the previous point, the responsible academic or administrative officer, whether or not registration is required. Some of these activities can require attendance of specific training courses outside the curricula.

7. Activities not organised directly by the UdG must be accredited by the body of the UdG that assumes the co-organisation. In the case of IJLV summer courses the accreditation corresponds to the body organising the summer courses in the UdG. In all cases, once the

organising unit has certified the participation or achievement of the activity, the recognised credit transfer from the linked function towards the electronic academic record to which the students of the UdG have access can be requested in any point in they year. To incorporate the recognised credits into the academic record it is necessary to pay the fee determined in the Decree of prices of the Government of Catalonia.

8. Students who do not carry out activities that allow them this academic recognition can achieve the credits required for the completion of studies by doing more optional credits, or obtaining the recognised credit transfer achieved in other official studies previously processed; in this last case, the recognition can only apply to subjects or complete modules, defined as such in the curriculum.

Additional provision

The vice-rector responsible for academic regulations in the bachelor's degree studies is required to issue instructions related to the operation of the academic recognition of the activities referred to in article 7.

Single final provision. Entry into force

The present regulations of recognition and transfer of credits in bachelor's degree studies will come into force in the academic year 2009-2010.

The modification of article 7 will come into force in the academic year 2013-2014.