

REGULATIONS FOR THE RECOGNITION AND TRANSFER OF CREDITS IN OFFICIAL BACHELOR'S AND MASTER'S DEGREES OF THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA

Approved by the Governing Council on December 23, 2021, and amended by the Governing Council on December 22, 2022.

I

The Governing Council of April 26, 2018, approved the Regulations for the recognition and transfer of credits in official Bachelor's and Master's degrees of the Universitat Politècnica de València. The purpose of said regulations was to regulate within the scope of this University the criteria and rules applicable in the recognition and transfer of credits in accordance with the provisions of Royal Decree 1393/2007 and its subsequent updates.

The aforementioned regulation has been repealed by Royal Decree 822/2021 of September 28, which establishes the organization of university education and the procedure for quality assurance.

Royal Decree 822/2021 establishes in article 10.1 that, to facilitate students' mobility between official Spanish or foreign university degrees, the universities will approve specific regulations to regulate the procedures for the recognition and transfer of credits subject to the provisions of the aforementioned Royal Decree.

Additionally, the Governing Council of the Universitat Politècnica de València, in its session on July 22, 2021, approved the regulations establishing the general conditions for the recognition of credits for activities in undergraduate university studies. This possibility is also included in article 10.9.c) of Royal Decree 822/2021.

In order to achieve greater efficiency and provide greater legal certainty to the regulations approved by the Universitat Politècnica de València, it has been considered appropriate to incorporate both regulations into a single rule.

Based on the above, to comply with the aforementioned precept established in article 10.1 of Royal Decree 822/2021 and aware of the importance of an adequate credit recognition system that avoids students having to be evaluated repeatedly to demonstrate the acquisition of the same skills, the Governing Council, at the proposal of the Academic Committee, approves the following regulations for the recognition and transfer of credits in official undergraduate and Master's degrees of the Universitat Politècnica de València.

II¹

The Governing Council, in its session of December 23, 2021, approved the Regulations for the Recognition and Transfer of Credits in official Bachelor's and Master's degrees of the Universitat Politècnica de València.

Subsequently, the opportunity to introduce some modifications concerning the requirement of the minimum number of credits to be taken at this University to obtain a bachelor's or master's degree at the Universitat Politècnica de València has been assessed. The strict application of the limitation foreseen in article 3.5 of the regulation in force until now, whose purpose is to avoid the automatic obtaining of a degree from this University by taking a very small number of credits at this institution, has caused some undesired situations, especially in the case of students who take double degrees of university master's degrees. For this reason, the exceptions to this requirement have been revised.

Additionally, at the proposal of the Master's Degree Credit Recognition Committee, the possibility is established, on an exceptional and justified basis, of recognizing credits in Master's Degree studies when subjects taken in undergraduate studies are provided as merits. RD 822/2021 defines in its article 10.3 the recognition of credits without establishing any limitation on the type or level of the official studies provided as merit. On the other hand, its first additional provision on the efficacy of official university degrees corresponding to the organization prior to the EHEA establishes the possibility of access with these degrees to Master's Degree studies. Also, it regulates the possibility of recognizing credits in a Master's Degree from these previous studies. However, the recognition based on credits taken in a degree is not expressly regulated when there is a coincidence in the knowledge, competencies, and skills between the subjects taken and those to be recognized in the Master's degree. That is why a provision in this regard is included in this regulation.

On the other hand, and in order to avoid confusion, the term "exceptionally" has been eliminated in article 5.5 since it could be interpreted as a possible way to overcome the maximum limitation of 15% established for the recognition of joint credits for non-official university studies and accredited work and professional experience.

In addition, a typo detected in the numbering of the paragraphs of article 4 has been corrected.

In addition, a review of the most recent university regulations has revealed the convenience of replacing the terms "pupil" or "student body" with the terms student or student body, which are more in line with the university education stage.

Finally, corrections are included for a better use of inclusive and non-sexist language, resulting in a higher standard of quality.

In view of the above, the Governing Council, at the proposal of the Academic Committee, agrees to the following partial modification of the Regulations for the recognition and transfer of credits in official bachelor's and master's degrees of the Universitat Politècnica de València.

¹Text added by Agreement of the Governing Council of December 22, 2022.

**Article 1. Purpose of these regulations.**

The purpose of these Regulations is to establish the rules for the recognition and transfer of credits applicable at the Universitat Politècnica de València, for Bachelor's and Master's Degree studies, in accordance with the basic criteria and rules set out in Article 10 of Royal Decree 822/2021, of September 28, as well as the provisions of Royal Decree 1618/2011, of November 11, on the recognition of studies in the field of Higher Education.

Article 2. Basic criteria for the recognition and transfer of academic credits in official university degrees.

Royal Decree 822/2021, of September 28, defines the criteria to be followed for the transfer and recognition of credits.

The general criteria are established in article 10, "Procedures for the recognition and transfer of academic credits in official university degrees" of the aforementioned regulatory text, in the following terms:

- 1. The procedures for the recognition and transfer of academic credits in official university degrees are intended to facilitate the mobility of students between official Spanish university degrees and between these and foreign university degrees. The universities will approve specific regulations to regulate these procedures in accordance with the provisions of this Royal Decree.*
- 2. The universities must reflect in the syllabus of each degree the volume of credits that can be used in these procedures and the conditions and generic characteristics of the same. These recognized or transferred credits will be included in the student's transcript and the European Diploma Supplement.*
- 3. The recognition of academic credits refers to the procedure of acceptance by a university of credits obtained in other official studies, in the same or another university, to form part of the student's transcript to obtain an official university degree other than the one from which they originate. In this procedure, credits corresponding to Bachelor's or Master's degree final projects may not be recognized, except those specifically developed in a mobility program.*
- 4. The accreditation of professional and work experience may be recognized as academic credits used to obtain an official degree. This option may be given when such experience is closely related to the knowledge, competencies, and skills of the official university degree. In the same way, the credits passed and taken in university studies of the universities or other official higher studies may be recognized.*
- 5. The volume of credits recognizable from professional or work experience or those from non-official university studies (own or continuing education) may not exceed, globally, 15 percent of the total number of credits that comprise the degree's curriculum to be obtained. These recognized credits will not have a numerical qualification and, therefore, may not be used when evaluating the student's transcript.*



6. As an exception to what is established in the preceding paragraph, this percentage may be exceeded up to the point of recognizing the totality of the credits that come from non-official university studies, provided that the corresponding non-official degree ceases to be taught and is extinguished and replaced by the new official university degree in which the academic credits are recognized. In this case, the internal quality assurance systems will ensure the academic suitability of this procedure.

7. In the case of the subscription of an agreement between a higher vocational training center and a university center, approved by the governing body of the university and the competent Department for vocational training of the Autonomous Community, the proportion of credits recognizable in an official university degree may be up to 25 percent of the total credit load of such degree.

8. The transfer of academic credits refers to the inclusion, in the academic transcript and the European Diploma Supplement, of all the credits obtained in official courses previously taken, regardless of the university, which has not led to the award of an official university degree.

9. In any case, specifically for undergraduate degrees, it should be kept in mind that:

a) Up to the totality of the basic training credits between degrees in the same field of knowledge will be subject to these procedures.

b) These procedures will be applied to the credits of the remaining subjects between degrees in the same field of knowledge or different fields, always considering the academic and formative coherence of the knowledge, competencies, and skills that define the subjects to be recognized with those existing in the syllabus of the degree to which access is sought.

c) Credits related to student participation in university cooperation, solidarity, cultural, sports, and student representation activities, which together will be equivalent to at least six credits, will be subject to these procedures. Likewise, other academic activities organized by the university for teaching purposes may be subject to these procedures. In no case may the total number of credits subject to the recognition established in letter c) of this article represent more than 10 percent of the total number of credits of the study plan.

Article 3. General criteria for the recognition of credits in bachelor's and master's degree studies at the Universitat Politècnica de València.

The effective recognition of credits in any official degree will require the applicant to be previously admitted and formalized in the corresponding enrollment in the official bachelor's or master's degree.

Exceptions to the above are *students*² who apply for admission to an undergraduate degree through the procedure foreseen for change of university and/or partial official Spanish university studies or foreign university studies, taking into account that for the arrangement and prioritization in the allocation of places through the aforementioned admission procedure for continuation of studies, prior study and resolution on the recognition of credits obtained in the degree of destination is required.

²Redaction given by Agreement of the Governing Council of December 22, 2022.



3.1. Credits obtained in official university studies.

In the case of official university studies, the credits passed at origin in any subject/subject may be recognized, taking into account:

a) The adequacy between the competencies and knowledge associated with the subjects passed by the *student*³ and those foreseen in the syllabus of the destination degree or those of a cross-curricular nature.

b) The indicated adequacy must also evaluate the contents and credits associated with the subjects previously passed and their equivalence with those of the subjects or subjects that develop them, for which recognition of credits is requested.

c) For the purposes indicated in the previous section, the minimum equivalence of contents that must be given in order to be able to carry out the corresponding credit recognition will be 75%.

Regarding the equivalence of credits, the number of credits taken and the number of credits recognized must be identical. In the event that the number of credits taken is less than the number of credits recognized, a reasoned report from the Academic Committee of the degree will be required to endorse the proposal. In no case may the equivalence in the number of credits be less than 75%.

3.2. Credits obtained in non-official university studies.

In the case of non-official university studies leading to degrees referred to in article 34.1 of Organic Law 6/2001, of December 21, 2001, on Universities, modified by Organic Law 4/2007, of April 12, 2007, credits passed at source in any subject may be recognized in the same terms as those indicated in section 3.1 and with the limitations indicated in section 3.3.

3.3. Limitations on the recognition of non-official university studies or accredited work and professional experience.

In the case of credits recognized for having taken non-official university courses or those recognized based on accredited professional or work experience, the number of credits recognized as a whole may not exceed 15 percent of the total number of credits that make up the curriculum of the degree to be obtained. The recognition of these credits will not include their qualification, and therefore, they will not be taken into account for the purposes of the evaluation of the transcript.

Notwithstanding the foregoing, the credits from the university's own degrees may, exceptionally, be subject to recognition in a higher percentage than that indicated in the preceding paragraph or,

³Redaction given by Agreement of the Governing Council of December 22, 2022.



if applicable, they may be recognized entirely, provided that the corresponding degree has been extinguished and replaced by an official degree.

The exceptionality indicated in the previous paragraph may be accepted by the Governing Council Commission that has been assigned the powers in academic matters or the body to which it delegates, both when the credits provided for recognition correspond to a degree of the Universitat Politècnica de València or other universities, and the circumstances required for this in article 10.6 of Royal Decree 822/2021, of September 28, are met.

3.4. Final Degree and Master's Thesis.

In accordance with the provisions of article 10.3 of Royal Decree 822/2021, of September 28, credits corresponding to Bachelor's and Master's degree final projects may not be recognized, with the exception of those specifically developed in a mobility program.

The provisions of article 9 of this regulation shall apply to Bachelor's and Master's degree final projects carried out during a mobility stay.

3.5. Minimum number of credits to be taken.

Obtaining a Bachelor's or Master's degree from the Universitat Politècnica de València will require the completion of a minimum number of credits, excluding the Bachelor's or Master's Final Project, equal to the greater of 30 ECTS or 25% of the total number of credits of the degree.

*Exceptions to the requirement mentioned in the previous paragraph are the recognition of credits made between official degrees taken at the Universitat Politècnica de València.*⁴

*Students admitted to a degree by a continuation of studies may be exempted from the requirement indicated in the first paragraph by agreement of the competent body for the recognition of credits at the proposal of the Academic Committee of the degree they intend to pursue.*⁵

Article 4. Specific criteria for the recognition of credits in undergraduate degrees.

4.1. Credits obtained in basic training subjects.

The effective recognition of the credits of basic training obtained in the degree of origin for those of basic training of the degree of destination indicated in section a) of article 10.9 of Royal Decree 822/2021 (belonging to the same field of knowledge of both studies) must occur automatically, provided that the general condition is fulfilled.

⁴ Redaction given by Agreement of the Governing Council of December 22, 2022.

⁵ Redaction given by Agreement of the Governing Council of December 22, 2022.



The student must be able to complete the indicated course, and there is a coincidence between the basic training subjects previously passed and those contemplated in the syllabus of the degree program of destination.

If there is no such coincidence, the basic training credits obtained in origin will be recognized as credits corresponding to other subjects or activities in the study plan.

The credits of the remaining subjects and subjects between degrees in the same field of knowledge or different fields indicated in section b) of article 10.9 will be subject to recognition in the degree of destination, always taking into account the academic and formative coherence of the knowledge, competencies, and skills that define the subjects or subjects provided as a merit for recognition with respect to those requested to be recognized in the study plan of destination, as determined in section 3.1.

4.2. Credits obtained in official university degrees corresponding to the system prior to the EHEA.

Persons holding completed or partial studies of an official Spanish degree of Bachelor's degree, architecture, engineering, diploma, technical architecture, or technical engineering and who wish to access official degree courses may obtain the appropriate recognition of credits in academic terms in accordance with the provisions of section 3.1.

4.3. Participation in university cooperation, solidarity, cultural, sports, and student representation activities.

4.3.1. Number of credits to be recognized for participation in university activities.

To enable the academic recognition in credits referred to in article 10.9.c) of Royal Decree 822/2021, the undergraduate curriculum must contemplate the possibility for students to *obtain*⁶, for their participation in the aforementioned activities, recognition of a minimum of 6 credits and a maximum of 18 credits over the total of said curriculum.

4.3.2. University cultural activities.

The proposals for university cultural activities that can be considered within this scope will be those whose organization corresponds to the different Vice-rectorships, Centers, Departments, University Institutes of the Universitat Politècnica de València, or Colleges and private Centers attached to the University.

Cultural university activities organized by other universities may be subject to credit recognition, provided that the corresponding agreement has been established between that university and the Universitat Politècnica de València.

⁶Redaction given by Agreement of the Governing Council of December 22, 2022.

4.3.3. Sports activities.

The sports activities that may be subject to recognition will be those proposed for this purpose by the Vice Rectorate with competence in sports or, where appropriate, the highest body of the Universitat Politècnica de València that has attributed such competence.

Likewise, other sports activities proposed by the centers of the Universitat Politècnica de València may be subject to credit recognition within this section as long as they have a favorable report from the Vice-rectorate or highest body of the University competent in sports.

Sports activities organized by other universities or institutions may be subject to credit recognition if the corresponding agreement has been established between the university or institution and the Universitat Politècnica de València.

4.3.4. Student representation activities.

Credits will be recognized for student representation activities when these correspond to the exercise of their own actions for holding unipersonal positions or for their membership in collegiate bodies of the Universitat Politècnica de València.

For this purpose, the Delegation of Students of the Universitat Politècnica de València will make the corresponding proposal for the recognition of credits for each of the corresponding cases.

4.3.5. Solidarity and international development cooperation activities.

Included in this section are activities that aim to disseminate and develop social participation and volunteer programs and those that favor international cooperation for development with vulnerable groups and impoverished environments.

These activities shall be organized or channeled through the vice-rectors' offices responsible for international relations, cooperation, social affairs, and corporate social responsibility, which shall prepare the appropriate specific proposals, either on their initiative or as a result of proposals made by solidarity and cooperation organizations.

Likewise, solidarity and cooperation activities organized by University centers may be subject to credit recognition as long as they are included in the specific proposal mentioned in the previous paragraph.

4.3.6. Equivalence of credits.

In general, the recognition of the activities referred to in these regulations shall require the dedication of 30 hours per recognized ECTS. Exceptionally, other equivalence ratios between ECTS and hours of dedication may be authorized with the limit of 1 ECTS for every 25 hours of dedication.

4.3.7. Incorporation to the file.

Students may apply to the secretary's office of the center where they are studying for their undergraduate degree to have credits for participation in university activities added to their transcript in accordance with the established procedure.

The recognized credits will be computed as elective credits of the corresponding study plan within the subject or subjects considered for this purpose in the Verification Report of the degree.

The grade for these credits will be "Pass or Fail" and will not count toward the grade point average.

The cost of the incorporation in the file of the credits recognized for these activities will be established in the decree of fees published annually by the Generalitat Valenciana.

The activities subject to credit recognition must have been carried out by students after their first enrollment in undergraduate studies.

Exceptionally, at the discretion of the Academic Committee of the Degree,⁷ students who, in their degree of origin, have obtained recognition of credits for this section may apply in their new degree studies the recognition of the same, which in no case will be done automatically.

4.3.8. Catalog of Activities subject to recognition.

The vice-rectorates, centers, departments, institutes, or other entities that wish to propose university participation activities that may be subject to recognition must apply to the vice-rectorate responsible for student affairs within the established deadlines and through the channel provided for this purpose by the Universitat Politècnica de València.

The Commission for Credit Recognition in undergraduate studies of the Universitat Politècnica de València will approve, for each academic year and prior to the beginning of the same, the specific catalog of activities subject to credit recognition for each of the above sections.

⁷Redaction given by Agreement of the Governing Council of December 22, 2022.

This catalog of activities may comprise framework activities (a generic typology of activities for which specific activities will be defined during the academic year) and specific independent activities previously established.

Once the catalog of activities for an academic year has been approved, the vice-rector responsible for student affairs may authorize the inclusion in the catalog of new activities included in these regulations when their interest justifies such recognition and must inform the Commission for the recognition of credits in undergraduate studies.

4.4. Studies in Higher Education.

Credits taken in other official Higher Education programs in Spanish or foreign centers may be subject to recognition, provided that it is accredited that the contents of the training passed and the course load of the same is equivalent to that for which the recognition is requested, in accordance with the criteria indicated in section 3.1.

In accordance with Royal Decree 1618/2011 of November 14, 2011, on the recognition of studies in the field of Higher Education, studies leading to the following official Spanish higher education degrees may be recognized: Graduate in Artistic Education, Higher Technician in Plastic Arts and Design, Higher Technician in Vocational Training and Higher Sports Technician.

In general, only complete studies leading to the official qualifications valid throughout the Spanish territory listed in the previous paragraph may be subject to recognition. However, the periods of studies passed leading to official Spanish degrees of university or artistic degree, and the specialization courses referred to an official degree of Higher Technician of Vocational Training or Higher Sports Technician of Sports Education may be subject to recognition, provided that they are officially accredited in ECTS credits.

In the case of the subscription of an agreement between a higher vocational training center and a university center, approved by the Governing Council of the university and the Department responsible for vocational training of the Autonomous Community, the proportion of credits recognizable in an official university degree may be up to 25 percent of the total credit load of such degree.

4.5. Accredited work and professional experience.

Credits may be recognized for accredited professional and work experience, provided they are closely related to the competencies, knowledge, and skills inherent to the corresponding degree.

The recognition for this section must be made, in general, concerning the credits of the syllabus corresponding to external practices integrated into the corresponding subjects.

Exceptionally, the Academic Committees may propose the recognition of credits for work or professional experience in other subjects or subjects, taking into account the singularity of the professional activity accredited by the *student*⁸ and its relation with the specific subjects and subjects for which recognition is requested.

The minimum period of accredited work or professional experience required to apply for and obtain credit recognition is 3 months of full-time work experience or the equivalent period if part-time.

The maximum number of credits to be recognized in these cases shall be in accordance with the provisions of section 3.3.

In general, and in any case respecting what may be foreseen in the degree's verification report, a maximum equivalence of 18 credits is established for each accredited year of full-time work or professional experience related to the competencies inherent to the subject in which the external internships to be recognized are included.

In the event that recognition is granted for a subject, a maximum equivalence of 6 credits will be established for each accredited year of full-time work experience related to the competencies of the subject for which recognition is requested. This equivalence will maintain its proportionality according to the time of work or accredited professional experience, with a minimum of 3 months.

Article 5. Specific criteria for the recognition of credits in Master's degrees.

5.1. Master's degree studies in Spain or EHEA countries

Credits previously passed in Spanish Master's Degree studies or another of the same level issued by a higher education institution of the European Higher Education Area may be recognized, provided that they coincide with the contents, course load, and competencies foreseen in the Master's Degree in which the applicant is enrolled.

For these purposes, the equivalence criteria indicated in point 3.1 are applicable.

5.2. Studies completed in higher education institutions outside the EHEA equivalent to Spanish Master's Degree studies.

⁸ Redaction given by Agreement of the Governing Council of December 22, 2022.

Graduates from educational systems outside the European Higher Education Area whose degree has been homologated by the corresponding Spanish Master's Degree may obtain credit recognition.

In the same way, those who have accessed the Master's Degree studies at the Universitat Politècnica de València may obtain credit recognition without the need to homologate their degree, prior authorization to do so in accordance with the provisions of the following article 18.2 of the Royal Decree 822/2021 of September 28 and certify that they have passed the corresponding country studies with a level equivalent to that of a Spanish Master's Degree.

The recognition of credits for the cases indicated in this section will require that the general conditions of equivalence of contents, course load, and competencies foreseen between the studies taken in origin and those established in the Master's Degree in which the applicant is enrolled, as indicated in point 3.1, are met.

5.3. First and second cycle university studies.

Those who hold an official Spanish bachelor's, architecture, or engineering degree and wish to access official Master's degree courses may obtain the appropriate credit recognition in academic terms, taking into account the adequacy between the skills and knowledge associated with the subjects passed in previous studies and those foreseen in the target university master's degree.

Those who hold an official diploma, technical architecture, or technical engineering degree and wish to access Master's Degree courses by taking, where appropriate, the training complements established by this University may obtain, if appropriate, in an exceptional and motivated manner, the recognition of credits in relation to the knowledge, competencies, and skills acquired in previous degrees and their adequacy with the corresponding Master's Degree curriculum.

Likewise, credits may be recognized to graduates with foreign studies equivalent to the first and second cycle when there is evidence of equivalence between the contents, and course load of the subjects passed in such studies and those of the corresponding Master's Degree.

In the case of applicants who have obtained the corresponding Master's degree by meeting the established access requirements but who provide as a merit for recognition unfinished first and second cycle studies or only second cycle studies, credits obtained in these courses may also be recognized in the same terms as those defined in the first paragraph of this section.

Applicants admitted to a master's degree because they meet the access requirements and who provide, as a merit for recognition, unfinished first cycle studies may obtain, if appropriate, exceptionally and with reasons, the recognition of credits in relation to the knowledge, competencies, and skills acquired in the subjects passed in previous studies, in the same terms as those defined in the second paragraph of this section.



For the recognition provided for in this section, the equivalence criteria indicated in point 3.1 shall apply.

In general, subjects from Master's degrees may not be subject to recognition when the merit provided comes from a Bachelor's degree. Exceptionally, and with reasons given, the recognition of credits may be authorized in relation to the knowledge, competencies, and skills acquired in the subjects passed in previous undergraduate studies, whether or not they have been completed⁹.

5.4. University education (non-official) leading to the degrees referred to in Article 34.1 of the Organic Law 6/2001 of December, on universities.

Without prejudice to what is indicated in section 3.2, in the case of Universitat Politècnica de València's own degrees taken in a foreign higher education center based on an agreement signed between this University and the aforementioned center, the appropriate credits may be recognized, taking into account what is established in the agreement, which will necessarily be adjusted to the general criteria established at the Universitat Politècnica de València, and also taking into account the report made in this regard by the Academic Committee of the corresponding Master's Degree, and in the terms and with the limitation established by current legislation.

5.5. Work and professional experience.

Without prejudice to what is indicated in section 3.3, the Master's Degree Academic Committees¹⁰ may propose the recognition of credits for work or professional experience, taking into account the uniqueness of the professional activity accredited by the applicant and its relation to the competencies, knowledge, and skills inherent to the corresponding Master's degree.

The recognition for this section should preferably be made concerning the credits of the syllabus corresponding to external practices integrated into the corresponding subjects.

In general, and in any case respecting what may be foreseen in the Master's degree verification report, a maximum equivalence of 18 credits is established for each accredited year of full-time work or professional experience related to the competencies inherent to the subject in which the external internships to be recognized are included.

In the event that recognition is granted for a subject, an equivalence of 6 credits will be established for each accredited year of full-time work experience related to the competencies of the subject for which recognition is requested.

⁹Text added by Agreement of the Governing Council of December 22, 2022.

¹⁰Redaction given by Agreement of the Governing Council of December 22, 2022.

This equivalence will maintain its proportionality according to the time of work or accredited professional experience, with a minimum of 3 months.

Article 6. General procedure for the recognition of credits.

6.1. Presentation of the application for academic credit recognition.

The application for academic credit recognition must be submitted within the period determined in the university academic calendar for each academic year, according to the procedure established by the university, through the form provided for this purpose on the intranet of *each*¹¹ student.

The application shall specify, as appropriate, the type of training taken, the credits obtained in the same, and the subjects/subjects for which the corresponding recognition of credits is requested.

The application for recognition of credits will be effective when the documentation indicated in the following section is provided. In the event that the interested party does not provide the required documentation within the period indicated for this purpose, the application will be considered withdrawn.

6.2. Documentation.

6.2.1 Recognition of Spanish university studies.

In the case of applicants with Spanish higher education studies that include subjects, courses, activities, or other training for which recognition is requested, they must provide, at the time of submitting the application, programs or teaching guides for these subjects, courses, activities or other training for which recognition is requested.

Additionally, the interested person will provide official academic certification, stating the name of the subjects, courses, and credits, the academic year and call in which they were passed, as well as the grades obtained. If applicable, the European Diploma Supplement.

It will not be necessary to provide any documentation when the recognition refers to studies taken at the Universitat Politècnica de València.

6.2.2 Recognition of foreign studies.

In the case of studies completed in foreign higher education centers of countries outside the European Union, the documentation to be provided will be that indicated in section 6.2.1 (programs or teaching guides of subjects and official academic certification), which must be duly legalized, translated into Spanish by a sworn translator, and be original, or, if applicable, provide a copy of the same for comparison.

¹¹Redaction given by Agreement of the Governing Council of December 22, 2022.



In the case of studies completed in foreign centers of higher education in European Union countries, the documentation to be provided will be the same as in the previous case, with the exception of the legalization requirement, which will not be necessary.

The translation indicated in the preceding paragraphs shall not be required when the original documents are issued in English. The translation of documents issued in other languages may also not be required when, at the discretion of the processing unit, it is possible to evaluate their content in the original language.

6.2.3 Recognition of professional and work experience.

The accreditation of professional and work experience must be made by providing the corresponding documentation in each case, as indicated below:

a) Employment history report that accredits the length of service in the contribution group that the applicant considers to be related to the competencies foreseen in the corresponding studies.

b) Collegiate certificate (if applicable) for those in possession of a university degree with a regulated profession.

c) Census Certificate from the State Agency of Tax Administration for those who work as freelancers not registered in the special regime for self-employed workers.

d) Certification from the company or organization in which it is specified that the person concerned has exercised or carried out the labor or professional activity for which credit recognition is requested, and the time of the same, which must necessarily coincide with that reflected in the aforementioned report of labor life.

6.2.4 Recognition of non-official university education and higher education.

The accreditation of the passing of studies corresponding to non-official university studies will be made by means of the contribution of the academic certification issued by the competent body of the university in which they were studied and, if applicable, the corresponding diploma.

The accreditation of having passed higher education studies will be accredited by means of the corresponding diploma (or receipt of application for the same) and official academic certification.

6.3. Resolution of applications for credit recognition.

Applications for the recognition of credits will be resolved by the Governing Council Committee responsible for academic matters or the body delegated by it once the proposals submitted by the Academic Committee of the corresponding degree have been evaluated.

Said proposals shall be supported by a report issued by the faculty responsible for teaching the corresponding subject/subject of the degree program.

The resolution of credit recognition will contain the totality of modules, subjects, or other training activities whose credits should be recognized to the applicant and the argumentation, if applicable, of those that should not be recognized.

6.4. Deadline and means of notification of the resolution.

The resolutions of credit recognition will be notified to the interested parties within three months from the day following the end of the corresponding period for the presentation of applications. The notification will be made to the interested party electronically, according to the procedure established at the Universitat Politècnica de València.

Applications for credit recognition submitted for admission through the procedure foreseen for students who wish to continue partial Spanish studies or foreign studies will be resolved according to the specific procedure established for this purpose.

6.5. Incorporation to the file and effects of the recognition of credits.

The recognized credits will be incorporated into the file of the person concerned, specifying its typology in each case, indicating the number of credits, the name of "recognized," and the grade previously obtained in the subject/subject of the degree of origin. In the case that the recognition of credits is for several subjects of origin, the grade to be awarded at the Universitat Politècnica de València will be the weighted average grade of the grades considered as merit according to the credits of these.

Once incorporated into the academic record, these grades will be considered for obtaining the average grade of the same, with the exception of credits recognized for university activities, work or professional experience, or non-official university studies, which will be incorporated without qualification into the record of the person concerned.

The cost of the incorporation in the file of the recognized credits will be that established in the decree of fees published annually by the Generalitat Valenciana.

Credits obtained for participation in university cooperation, solidarity, cultural, sports, and student representation activities shall be incorporated into the academic record in accordance with the provisions of section 4.2.7.

6.6. Credit recognition rules.

The credit recognition resolutions established on the basis of the foregoing shall be considered as precedent rules to be applied directly



by the structures responsible for the degrees to attend to new requests that coincide with the same academic situations without requiring a new study.

Likewise, rules shall be established with respect to requests for credit recognition that are denied.

All of the above rules shall remain in effect for at least the academic year in which they were approved and/or applied.

The Universitat Politècnica de València will establish the corresponding mechanisms and general criteria to adapt the credit recognition system for the different official study plans that are approved.

6.7. Claims on credit recognition resolutions.

Against a resolution of credit recognition, the interested party may file an appeal before the Rector's Office of the Universitat Politècnica de València within one month from the day following the receipt of the resolution.

Article 7. General procedure for the transfer of credits.

7.1. Request for transfer of credits.

New students enrolled in a degree program should¹² indicate to their center of studies, if applicable, once their enrollment has been formalized, the credits obtained in the official university courses they have taken previously and which have not been completed so that the transfer of credits can be carried out.

The request for transfer of credits will be made according to the procedure established by the university.

The request for transfer of credits will not, in itself, imply the beginning of the study of the recognition of credits previously passed since it will be indispensable that *each¹³* student specifies in the application that he/she wishes to obtain such recognition, abiding in any case to the provisions to that effect in these regulations.

7.2. Documentation.

In order to carry out the transfer of credits, it will be indispensable to provide the official academic certification issued by the university of origin.

In the case of Master's Degree studies,¹⁴ students who change to a new Master's Degree without having obtained the Master's Degree initially taken must also provide the official academic certification stating such studies.

¹² Redaction given by Agreement of the Governing Council of December 22, 2022.

¹³ Redaction given by Agreement of the Governing Council of December 22, 2022.

¹⁴ Redaction given by Agreement of the Governing Council of December 22, 2022.



In the case of internal transfers at the Universitat Politècnica de València, at the request of the interested party, the receiving ERT will make the transfer of credits based on the existing academic information of the *student*¹⁵ at the Universitat Politècnica de València, also incorporating that which may have already been the subject of a previous transfer.

In the case of transfer of credits corresponding to official courses taken in foreign centers of higher education in countries outside the European Union, the academic certification must be duly legalized, translated into Spanish by a sworn translator, and be an original or, if applicable, a copy of the same must be provided for comparison at the time of presentation.

In the case of studies completed in foreign centers of higher education in European Union countries, the documentation to be provided will be the same as in the previous case, with the exception of the legalization requirement, which will not be necessary.

The translation indicated in the preceding paragraphs shall not be required when the original documents are issued in English. The translation of documents issued in other languages may also not be required when, at the discretion of the processing unit, it is possible to evaluate their content in the original language.

7.3. Procedure for the transfer of credits. Incorporation to the file.

The ERT or Administrative Unit that manages the degree, once the documentation provided by the applicant has been verified, will proceed to incorporate the academic information provided in their academic record, transcribing it as it appears in the official academic certification received. Such information must, at least, refer to the name of the subjects previously passed, the field of knowledge (if any) to which they belong, the credits of the same, the academic year, and the call in which they were passed, as well as the grades obtained.

Likewise, credits recognized for accredited work and professional experience or university activities in the applicant's studies of origin will be subject to transfer without implying that these credits are subject to recognition in the destination degree program.

The subjects that appear as adapted/validated will maintain their grade.

In the case of requests for transfer of credits that come from study plans not structured in credits, the transfer will be understood to have been carried out by incorporating the information referred to above into the new file, except for the information related to the number of credits.

The transfer of credits shall not require an express resolution. The interested party will be informed of the transfer by means of a notice in their institutional e-mail account.

¹⁵Redaction given by Agreement of the Governing Council of December 22, 2022.

The transfer of credits will not be considered to calculate the average grade of the transcript.

The cost of the incorporation in the file of the transferred credits will be established in the decree of fees published annually by the Generalitat Valenciana.

7.4. Claims on credit transfers.

Those who consider that the transfer of credits in their academic record has not been correctly carried out or who notice any error may communicate this to the Structure Responsible for the corresponding degree or Administrative Unit within the academic year in which the transfer is carried out.

In no case shall it be possible to waive credit transfers correctly made. Article 8. Incorporation of the credits obtained in the European supplement to the degree.

All credits obtained by *students*¹⁶ in the official courses they have studied at any university - those transferred, those recognized, and those passed to obtain the corresponding degree- will be reflected in the European Diploma Supplement.

Article 9. Criteria for the transcription of credits taken during mobility stays.

The¹⁷ students who participate in national or international mobility programs subscribed by the Universitat Politècnica de València, taking a study period in other higher education institutions, will obtain the full recognition derived from the established academic agreement.

The aforementioned academic agreement will be subject to approval by the Committee of the Governing Council that is responsible for academic matters or the body to which it delegates prior to the incorporation of the *student*¹⁸ in the host institution and will include all the subjects or credits to be taken during the mobility stay, as well as the subjects or credits that will be transcribed to the *student's* record¹⁹ at the Universitat Politècnica de València once the stay is over. This agreement may be modified at the proposal of the Academic Committee of the degree when there are circumstances that justify it. This agreement may include the bachelor's or master's degree final project in accordance with the Framework Regulations for Bachelor's and Master's Degree Final Projects of the Universitat Politècnica de València.

The equivalence between the contents of the subjects, courses, or credits to be taken by *students*²⁰ at the host institution and those that will be recognized at this university will be established according to the competencies associated with them, with an

¹⁶ Redaction given by Agreement of the Governing Council of December 22, 2022.

¹⁷ Redaction given by Agreement of the Governing Council of December 22, 2022.

¹⁸ Redaction given by Agreement of the Governing Council of December 22, 2022.

¹⁹ Redaction given by Agreement of the Governing Council of December 22, 2022.

²⁰ Redaction given by Agreement of the Governing Council of December 22, 2022.



open and flexible approach to the recognition of credits obtained in another context and paying special attention to the overall educational value of the academic activities developed, without necessarily requiring the identity of content between subjects and programs.

In general, full equivalence will be sought between the number of credits to be taken at the host institution and the credits to be recognized at this university. Notwithstanding the above, exceptions to the identity between the course load taken in mobility and that recognized at the Universitat Politècnica de València may be authorized in justified cases, provided that the proposal has the reasoned report of the Academic Committee of the degree.

Notwithstanding the above, the content and course load of the compulsory subjects at the Universitat Politècnica de València must coincide at least 75% with the subjects taken at the host institution. As for elective subjects at the UPV, the transcription of credits will be done, ensuring that the content of the subjects taken at the host institution is appropriate to the degree and academic level of the *students*²¹.

The transcription of credits foreseen in the agreement of the Governing Council Committee assigned with academic matters will be carried out by the corresponding ERT once the stay has ended and depending on the academic results at the host university.

Sole transitory provision.

All references in these Regulations to the fields of knowledge of the official bachelor's and master's degrees shall be understood to refer to the current branches of knowledge of the degrees until the effective assignment of the same to one of the fields of knowledge established in Annex I of Royal Decree 822/2021, of September 28.

Repealing provision.

1. They are expressly repealed:

a) The Regulations for the recognition and transfer of credits in official Bachelor's and Master's degrees of the Universitat Politècnica de València approved by the Governing Council in its session on April 26, 2018.

b) The Regulations establishing the general conditions for the recognition of credits for activities in undergraduate university studies approved by the Governing Council on July 21, 2021.

2. Likewise, any provisions or instructions of equal or lower rank that oppose the provisions of these Regulations are hereby repealed.

²¹Redaction given by Agreement of the Governing Council of December 22, 2022.



Final provision. Entry into force.

These Regulations shall enter into force on the day following their publication in the Official Bulletin of the Universitat Politècnica de València.