



REGULATIONS FOR THE ACADEMIC REGIME AND EVALUATION OF *STUDENTS*¹ IN OFFICIAL UNDERGRADUATE AND MASTER'S DEGREE COURSES OF THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA

Approved by the Governing Council on February 3, 2022, and amended on April 28, 2022, and December 22, 2022.

EXPLANATORY

MEMORANDUM I

The Regulations for the Academic Regime and Evaluation of Students in Bachelor's and Master's Degrees at the Universitat Politècnica de València were approved by the Governing Council on May 28, 2020.

Previously, the Governing Council, in its session on May 29, 2014, approved the rules regulating the performance of extraordinary evaluation acts in bachelor's and master's degree studies. The experience accumulated in the application of said regulation makes it advisable to modify and make it more flexible, simplifying the procedure for requesting and authorizing attendance at these extraordinary assessment events and adding a period, which will generally be set in the first months of the following academic year, so that students may be in a position to obtain the corresponding official degree without having to wait to complete an additional academic year.

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.

On the other hand, a recurring issue is the publication of students' grades. The twenty-first Additional Provision of Organic Law 4/2007 already protected the publication of student grades without the consent of the person concerned. This situation has not changed with the current General Data Protection Regulation and the new Organic Law 3/2018 on Personal Data Protection and Digital Rights Guarantees. However, even if the publication is lawful, it should be specified that it complies with the rest of the general principles of the regulation, such as transparency, data minimization, or limitation of the retention period, among others. This implies that the publication must be made in such a way as to entail the least interference in the rights and freedoms of the persons concerned, which excludes the possibility of generalized knowledge of the qualifications. On the other hand, it must allow all the students of a subject to know the grades of their classmates since, even though the evaluation is not a competitive procedure, the grades obtained will have an impact on the awarding of honorary degrees limited to a number of students, as well as on the awarding of prizes so that a legitimate interest of the students of a subject in knowing the grades of the rest of the group can be appreciated.

¹ Redaction given by Resolution of the Governing Council of December 22, 2022.



Additionally, in relation to the evaluation by the curriculum, it has been considered appropriate to incorporate in the regulations some provisions regarding the minimum length of the curricular blocks since exceptional cases have been detected in which it is advisable to authorize a block with less credit load than the one established so far in the regulations.

With regard to the calculation of the average grade of the student's transcript, since the implementation of the evaluation by the curriculum in the first Regulations on Academic Regime and Student Evaluation approved in 2010, which applied to bachelor's and master's degree studies, the aforementioned average grade had been calculated by weighting the grades of the curricular blocks and of the individual subjects not included in any of said blocks.

Having reviewed this circumstance, it has been considered more appropriate -given that the grade of the subjects passed by curriculum evaluation are included in the student's transcript with a grade of 5 points- to calculate the average grade of the transcript considering the grade of 5 points that appears in the transcript, for greater consistency with what is expressed in Royal Decree 1125/2003, which establishes the grading system in university degrees and for a better understanding of the information contained in the official academic certificates issued by the University.

In addition to the aforementioned modifications, several technical improvements have been made to the wording of the standard.

In view of the above, the Academic Committee proposes to the Governing Council the approval of the present Regulations of Academic Regime and Student Evaluation.

II²

The Governing Council, in its session of February 3, 2022, approved the Regulations for the Academic Regime and Evaluation of Students in Undergraduate and Master's Degrees at the Universitat Politècnica de València.

On March 10, 2022, the Governing Council approved the document modifying the evaluation systems in the bachelor's and master's degrees. Since article 15 of the Regulations of the Academic Regime and Student Evaluation includes the acts and means of evaluation, it must be updated according to the approved modification. Likewise, Annex I of the regulations includes the definition and purpose of each of the evaluation systems.

On the other hand, the approved text incorporated a first transitory provision concerning the calculation of the average grade of the student's transcript to which the evaluation by curriculum has been applied. In contrast, the calculation procedure was enabled to adjust to the provisions of the regulations. Considering that this procedure has already been implemented, it is appropriate to eliminate said first transitory provision.

² Item added by Resolution of the Governing Council on April 28, 2022.



In addition, some technical improvements and corrections have been made to improve understanding and facilitate the application of the standard.

In view of the above, the Governing Council, at the proposal of the Academic Committee, approves the following modification of the Regulations for the Academic Regime and Evaluation of Students in Undergraduate and Master's Degrees at the Universitat Politècnica de València.

III³

The Governing Council, in its session of February 3, 2022, approved the Regulations for the Academic Regime and Evaluation of Students in Bachelor's and Master's Degrees at the Universitat Politècnica de València, which was modified in the session of the Governing Council of April 28, to incorporate in its annex the definition and purpose of each of the systems and means of evaluation.

Subsequently, the opportunity to introduce some modifications to some aspects related to the ordinary evaluation regulated in Title III has been assessed. On the one hand, it is specified the need for the final grade of a subject to consider the partial results of the different evaluation acts according to the conditions established in the corresponding teaching guide. It also stresses the need to identify and define in the teaching guides all the evaluation acts. It describes the minimum weight that an act of evaluation must have in the final grade so that it can be associated with a minimum grade requirement that prevents compensating with the other acts in the final grade. It also establishes the obligation to be able to recover all the acts of evaluation with a weight equal to or greater than thirty percent in the final grade. It guarantees that at least, seventy percent of the final grade of a subject can be recovered. As for the minimum grade required, it is established that it may be a maximum of four points out of ten.

It is also established the possibility that the students may attend the course recovery events, even if they have passed the course, in order to improve their final grade. Each Degree Academic Committee will be responsible for establishing the application procedure, if applicable, and the possible repercussions on the final grade.

As for the custody of academic work, written tests, and projects, the time of custody has been increased until, at least, the end of the two academic years following the one in which they have been carried out or presented to have the necessary evidence to attend to the accreditation processes of the degrees adequately.

As a guarantee for the students who have to attend a recovery act, it is established the obligation that the provisional grade of all the acts previously performed whose score has weight in the final grade of the subject is published at least four calendar days before the date scheduled for the realization of the recovery act.

³ Item added by Resolution of the Governing Council dated December 22, 2022.



Additionally, it is specified that the e-learning platform of the UPV (PoliformaT) will be the medium for the publication of the resolution methodology and the results of the exercises proposed in the practical written tests, where they will remain accessible throughout the academic year.

With regard to the Extraordinary Evaluation Events regulated in Title IV, and to minimize the number of requests made by students who finally do not attend the evaluation test authorized and organized by the Structure Responsible for the Degree, it is specified in the regulation that students who meet the requirements to attend them, may only make one request to attend one event per subject and academic year. Consequently, even in the case that the result of the evaluation is Not Presented, the student will not be able to request a new extraordinary evaluation event for the same subject in the same academic year.

On the other hand, a review of the most recent university regulations has shown the convenience of replacing the terms "pupil" or "student body" with the terms student or student body, which align with the university training stage.

In addition, corrections are included for 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 of the Academic Regime and Evaluation of Students in Bachelor's and Master's Degrees at the Universitat Politècnica de València.

TITLE I OF THE ACADEMIC STRUCTURES RESPONSIBLE FOR THE OFFICIAL DEGREES AND THEIR COMMISSIONS

Article 1. Scope of application.

1. These regulations are applicable to the university courses taught by the Universitat Politècnica de València, leading to Bachelor's and Master's degrees of an official nature and valid throughout the national territory (hereinafter official degrees).
2. Joint degrees offered with other universities shall be governed by what is established in the agreement or in the corresponding verification report. Subsidiarily, the present Regulations shall be applicable.

Article 2. Academic structures responsible for the academic officers.

The Academic Structures Responsible for the Official Degrees, in charge of the organization of the teaching and the academic, administrative, and management processes leading to the

obtaining official degrees that are valid throughout the national territory are as follows:

- a) For undergraduate degrees: Faculties and Schools.
- b) For Master's degrees that qualify for the exercise of the different regulated professions: Faculties and Schools.
- c) For Master's degrees: Faculties and Schools, University Departments, and University Research Institutes.

Article 3. Academic Direction of the Degree.

1. Each degree program will have an Academic Director or a Degree Academic Director whose competencies will be:

- a) Preparation of the proposal for the degree management report.
- b) Follow-up of Program Contracts.
- c) Validation of the Teaching Guides.
- d) Definition and coordination of teaching innovation programs.
- e) Horizontal and vertical coordination of the programs of the degree courses.
- f) Analysis of academic results: rates and indicators.
- g) Proposal of admission criteria and conditions.
- h) Analysis of admission results.
- i) Proposal of modifications to program contracts, curriculum teaching methods, and methods and evaluation systems.

2. The Academic Director of the Degree will be appointed by the Rector, at the proposal of the Dean's Office and after approval by the highest-ranking collegiate body of the Structure Responsible for the Degree from among the full-time civil servant or contracted faculty staff, who teach in the Degree and who have a positive evaluation of at least one teaching section. Exceptionally, a full-time professor may be proposed for appointment as Academic Director of the Degree, provided that they have served at the university for a minimum period of 5 years full-time or an equivalent period, and with the equal recognition of at least one teaching section. Requests for recognition and validation of these exceptional cases must be approved by the Vice-Rector's Office responsible for teaching staff.

3. The Academic Director of the Degree will be dismissed by the Rector at the proposal of the management or dean's office, at their own request, or with the previous agreement of the highest collegiate body of the Degree Responsible Structure.

4. Once the Social Council has approved the Verification Report of a newly implemented Degree, a provisional Academic Director of the Degree will be appointed, with the same conditions established in section 2 of this article. This appointment will be effective from the moment it is made and until the beginning of the academic year in which the Degree is implemented or until the University receives, if applicable, a definitive resolution from the Council of Universities that is "not favorable"; or



until the Universitat Politècnica de València withdraws the verification of the Degree. In any case, the provisional appointment, which may not exceed twelve months, will entail the corresponding recognition of management activity provided for in the regulations of the Universitat Politècnica de València.

Article 4. Academic Committee.

1. The Structures Responsible for the Degree will create Academic Commissions of the Degree whose competencies will be:

- a) Academic management of the degree and teaching coordination.
- b) Proposal of the conditions of admission and recognition of credits to the commissions that the Universitat Politècnica de València may establish for this purpose.
- c) Resolution of requests for exemption from *student* progress requirements⁴.
- d) Approval of enrollment plans for⁵ students when required.
- e) Definition of the annual quality objectives of the Degree.
- f) Approval of the proposed Management Report of the Degree for its subsequent approval by the highest governing body of the Structure Responsible for the Degree.
- g) Design of the Degree Improvement Plan.
- h) Verification of compliance with program contracts.
- i) Review of teaching guides with anomalous performance and adoption of the pertinent measures.
- j) Any others that may be entrusted by the highest collegiate body of the Structure Responsible for the Degree or by the Commission of Permanence and Evaluation by Curriculum.

Each Degree Responsible Structure may create a Degree Academic Committee for each of the degrees for which it is responsible or a Degree Academic Committee that manages several of these degrees.

2. The composition of the Degree Academic Committees will be as follows:

- a) The Director or Dean of the Structure Responsible for the Degree who will hold the presidency.
- b) *A member of the faculty and research staff who holds the position of Deputy Director or Vice-Dean or Vice-Dean with academic responsibilities, or Secretary of the Structure Responsible for the Degree, who will act as Secretary.*⁶
- c) The Academic Director of the Degree.
- d) Four professors who, preferably, teach in the Degree, from different departments with teaching in the same and who have at least one positively evaluated teaching section. When the number of departments involved in the teaching of the Degree is greater than four or when the Academic Committee of the Degree is involved in several degrees, the number of professors may be increased up to a maximum of six.

⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶ Point modified by Agreement of the Governing Council of April 28, 2022.



- e) Two students.
- f) The Head of the Administrative Services of the Structure Responsible for the Degree.
- g) The Academic Management Technician.

When the Degree Academic Committee manages several degrees, the persons who occupy the Academic Directorships and one student from each Degree will be part of it.

3. In case of vacancy, absence, or illness, the Director or the Dean of the Structure Responsible for the Degree may be replaced in the presidency by the person who occupies the Academic Direction of the Degree or by the person who exercises the secretariat in which case the person who occupies the Academic Direction of the Degree will exercise the functions of the secretariat.⁷

4. When the Academic Committee of the Degree manages a degree offered by a Joint Institute or in collaboration with other universities or institutions, personnel from these institutions who teach the Degree and who are considered necessary for the proper performance of the functions of the committee may attend as guests.

5. The members of the Academic Committee of the Degree who are not ex officio members will be appointed or ratified before the beginning of each academic year by the highest collegiate body of the Structure Responsible for the Degree at the proposal of its Director or Dean. The renewal of the *student body*⁸ representative of their group will be carried out at the end of the election process for student *body* representatives⁹.

6. For the valid constitution of the Academic Committee of the Degree, the presence of the presidency and secretariat and at least half of its members will be required.

7. The resolutions of this committee shall be adopted by an absolute majority of the members present.

8. The Structure Responsible for the Degree, to the extent of its possibilities, will make available to the Academic Committees of the Degree the technical and administrative means that they need for the fulfillment of their functions.

9. The decisions, recommendations, or dispositions emanating from the Academic Committee of the Degree, within the scope of its competencies, must be ratified by the highest collegiate body of the Structure Responsible for the Degree.

10. Once the Social Council has approved the Verification Report of a newly implemented degree, an Academic Committee of the Degree shall be provisionally appointed. The members of the non-ex officio faculty and research staff must meet the conditions established in point 2 of this article. The two representatives of the student body will belong to the Delegation of the Center or the Central Delegation in the case that the Structure Responsible for the Degree is a Department or an Institute. This Academic Committee will be in effect from the moment of appointment until

⁷ Point modified by Agreement of the Governing Council of April 28, 2022.

⁸ Point modified by Resolution of the Governing Council of December 22, 2022.

⁹ Point modified by Resolution of the Governing Council of December 22, 2022.



beginning of the academic year in which the Degree is implemented; or until the University receives, if applicable, a definitive resolution from the Council of Universities that is "not favorable"; or until the Universitat Politècnica de València withdraws the verification of the Degree. In any case, the provisional appointment, which may not exceed twelve months, will entail, in the case of teaching and research staff, the corresponding recognition of management activity provided for in the regulations of the Universitat Politècnica de València.

Article 5. Evaluation Committee.

1. The Evaluation Commissions will be in charge of carrying out the curriculum evaluation of the students and resolving questions related to the application of Title V of these regulations. Each Degree Responsible Structure may create an Evaluation Committee for each of the degrees for which it is responsible or an Evaluation Committee that manages several of these degrees.

2. The composition of the Evaluation Committees shall be as follows:

- a) The Director or the Director or Dean of the Structure Responsible for the Degree who will hold the presidency.
- b) The Secretary of the Structure Responsible for the Degree, with voice but without vote, will act as Secretary.
- c) All the Academic Directors of the degrees managed by the Evaluation Committee.
- d) Between four and six representatives of the Departments that are members of the Academic Committees of the degrees managed by the Evaluation Committee.

3. In case of vacancy, absence, or illness, the Director or Dean of the Degree Responsible Structure may be substituted in the presidency by an Academic Director of the Degree who is a member of the Evaluation Committee.

4. The members of the Evaluation Committees will be appointed or ratified before the beginning of each academic year by the highest-ranking collegiate body of the Structure Responsible for the Degree at the proposal of its Director or Dean.

5. For the valid constitution of the committee, the presence of the presidency and secretariat and at least half of the representatives of the departments shall be required.

6. The resolutions of this Committee shall be adopted by an absolute majority of the members present.

7. The Structure Responsible for the Degree, to the extent of its possibilities, will make available to the Evaluation Committees the technical and administrative means they may need for the fulfillment of their functions.

8. The Evaluation Committee shall act independently and autonomously.



Article 6. Evaluation Claims Committee.

1. Each Degree Responsible Structure will create a single Evaluation Complaints Committee in charge of resolving the complaints referred to in article 19 of these regulations.
2. The Evaluation Complaints Committee shall be composed of at least five professors, preferably from different departments so that all of the following requirements are met:
 - a) They do not form part of the Academic Degree Committees of the Structure Responsible for the Degree.
 - b) They must be civil servants of the university teaching bodies.
 - c) That they are personnel assigned to the Structure Responsible for the Degree.
 - d) They must have at least two positive teaching evaluations.
 - e) As a whole, the specialties or lines of work of the different degrees of the Structure Responsible for the Degree are covered.
3. The members of the Evaluation Appeals Committees will be appointed or ratified before the beginning of each academic year by the highest collegiate body of the Degree Responsible Structure at the proposal of its Director or Dean.
4. The Commission shall appoint the members who shall act as Chairman and Secretary, as well as their respective alternates.
5. The valid constitution of the Committee shall require the presence of at least the person acting as Chairman and the person acting as Secretary or their substitutes and at least one-half of its members.
6. The resolutions of this Committee shall be adopted by an absolute majority of the members present.
7. The Structure Responsible for the Degree, to the extent of its possibilities, will make available to the Evaluation Complaints Committees the technical and administrative means that they need for the fulfillment of their functions.
8. The Evaluation Grievance Committees shall act independently and autonomously.

TITLE II
OF THE ACADEMIC ORGANIZATION

Article 7. Programming of teaching activities.

1. The Governing Council shall annually establish the University Academic Calendar. In order to ensure adequate programming of the academic activities of each academic year, said calendar must be approved no later than May 31, prior to the beginning of the academic year.

2. The University Academic Calendar shall contain at least information on the following aspects:

- a) Enrollment periods.
- b) Start and end dates of the school year.
- c) If applicable, days to which different days of the week are assigned.
- d) Festivities for students.
- e) Vacation periods for students.
- f) Final date for evaluation events.
- g) Deadline for submission of grade reports.

3. Once the University Academic Calendar has been approved, it will be made public by the General Secretariat through its publication in the Official Bulletin of the Universitat Politècnica de València, and this information must appear on the website of the Universitat Politècnica de València, for the information of the entire university community.

4. *The academic year shall begin on September 1 and extend during the period established in the academic calendar for each academic year. During the academic period established in the academic calendar of the corresponding academic year, all scheduled academic activities shall be carried out, including teaching and all the evaluation events referred to in article 15¹⁰.*

Exceptionally, the presentation, defense, and grading of the Final Degree or Master's Thesis may be carried out during the month of September after the end of the course, while the external internships may be carried out up to and including August 31.

5. Taking into account the University Academic Calendar, the Structure Responsible for the Degree will establish each academic year the Academic Activities Programming of its degrees. This program will consist of:

- a) A specific calendar specifying school periods, vacations, holidays, evaluation periods, and any other periods deemed necessary.
- b) A weekly timetable that will include the schedule of weekly teaching activities, indicating the place where the activity will take place and the professors

¹⁰ Point modified by Resolution of the Governing Council of December 22, 2022.



foreseen for each group.

- c) The schedule of non-regular teaching activities, with indication of place, date, and time, including external visits, internships, end-of-course or other trips.
- d) If applicable, the dates for holding final examinations in the subjects that require them.
- e) The due dates for the submission of transcripts for all degree courses.
- f) The calendar for holding curricular evaluations.

6. The Structure Responsible for the Degree will publish on its website the Programming of Academic Activities of the degrees it offers before the beginning of the enrollment period of each academic year. For this purpose, the necessary agreements will be established between the corresponding managers of the resources involved.

7. The acts of evaluation, which are defined in article 15, must always be carried out from Monday to Friday within the teaching or evaluation periods established in the Academic Activities Program. During the teaching period, the acts of evaluation will be carried out either within the timetable of the subject or outside it, at the discretion of the Structure Responsible for the Degree and provided that the normal course of the face-to-face teaching activities is not altered.

8. The Structure Responsible for the Degree will establish the Programming of Academic Activities of the degrees under its jurisdiction, leaving at least two consecutive hours per week available for students to carry out non-teaching activities: cultural, sports, artistic, social, and student representation, among others. In general, and in any case, this free time should include Thursdays from 12:30 to 14:30 hours.

9. The Structure Responsible for the Degree will coordinate and facilitate trips so that they do not interfere with the rest of the academic activities. Included in this foresight are Final Year trips and trips for participation in sports competitions. These trips and visits must be scheduled prior to the beginning of each academic year. Trips and visits not scheduled must be approved by the Academic Committee of the Degree.

Article 8. Tutorials.

1. Faculty tutorials with their students, individually or in groups, are part of the regular teaching activity and should extend throughout the academic year.
2. There are two possible tutoring modalities: face-to-face and non-face-to-face.
3. Regardless of the modality, there are two possible ways of planning tutorials: periodically, through the definition of a fixed schedule, or on demand, by appointment through the channel established for this purpose.

4. In the case of face-to-face tutoring:

- a) The faculty will establish their tutoring schedules or appointments on demand in such a way that the tutorial consultation and the face-to-face teaching activities of their students can be made compatible.
- b) When a professor teaches at several campuses, they will divide their tutorials among them.

5. When the planning is periodic, the faculty may decide that some of the sessions will not be face-to-face, giving sufficient advance notice to the students enrolled in the subjects they teach and indicating how such tutoring will be carried out (chat, email, virtual classroom, or any other available means).

6. Each professor will choose how they plan their tutorials at the beginning of each semester, which cannot be modified during the semester. The way of planning the tutorials of each professor must be made public for students, administrative and service staff, and teaching and research staff through the Intranet of the Universitat Politècnica de València.

7. When tutorials are planned on a regular basis, the following two conditions must be observed:

- a) The scheduled tutoring hours shall not exceed three hours per day.
- b) The timetables will be defined by the faculty before the beginning of each academic year. They will remain available until its end as public information for students, administration and services staff, and teaching and research staff through the Intranet of the Universitat Politècnica de València.
- c) When a professor modifies their tutoring schedule, an automatic email notification will be sent to the Director of the Department and to all the *students* enrolled in the subjects in which they teach.¹¹

8. When tutorials are planned on demand:

- a) The Intranet application that reports the tutorials of each professor must include the contact email address and/or the means of requesting an appointment or consultation.
- b) Any consultation or appointment request made by the established means must be attended no later than two working days.
- c) If applicable, the appointment for tutoring must be made no later than six working days after the day of the request.

9. Regardless of the modality and schedule chosen by the professor to carry out the tutorials, these must be attended during working hours from Monday to Friday.

¹¹ Point modified by Resolution of the Governing Council of December 22, 2022.



10. If the student's request for tutoring is not attended, either due to the absence of the professor in the corresponding schedule or due to lack of response to the request for a previous appointment as indicated in the previous section, the student must notify this circumstance - through the Student Delegation, which will preserve the student's anonymity- to the Structure Responsible for the Degree and to the Department to which the professor is assigned.

11. Upon receipt of a complaint of lack of tutorial attention, the management of the Structure Responsible for the Degree may propose to the Rector's Office the initiation of preliminary proceedings or a disciplinary procedure.

12. Repeated failure to provide tutorial attention, without prejudice to any penalties that may apply, may be cause for review of the teaching assignment.

Article 9. Delivery of minutes.

1. Each subject will have a professor in charge who will be responsible for teaching the subject and will be in charge of signing the official grade reports. In subjects taught by only one professor and when there are incompatibility conditions due to family ties, the department will appoint another professor in charge. When the only professor of a subject is the only professor because they have a *venia docendi*, the professor in charge will be their tutor.

2. At the end of all the evaluation acts, the Professor in charge will send the minutes of their subject to the Secretary's office of the Degree Responsible Structure, according to the deadline and procedures established by the Universitat Politècnica de València. Within this period, the responsible faculty will send the final grades of their course to the students by the means provided by the Universitat Politècnica de València.

3. The due date for the delivery of minutes must be explicitly stated in the program contract signed between the Degree Responsible Structure and the department in charge of teaching.

4. In those cases in which the subscription of a program contract is not required, the dates of delivery of the minutes corresponding to each official call must be established by the Degree Responsible Structure.

5. In any case, the delivery of minutes must be programmed in such a way as to allow the processes of enrollment, scholarships, exchange, teaching organization, or any other procedure that depends on the grades to be attended to.

6. Without prejudice to the corresponding sanctions, once the deadline for submitting the minutes has expired, the Secretary of the Structure Responsible for the Degree will require the professor in charge to submit them within a maximum period of time and give reasons for the delay.



Article 10. Program Contract.

1. A program contract is established, to be signed between the Structure Responsible for the Degree and the departments in charge of teaching, as a tool to regulate the conditions under which the teaching of a subject is given.
2. A program contract must be signed for each subject of a degree program. Exceptionally, it will not be necessary to do so when the Structure Responsible for the Degree coincides with the department to which all the professors in charge of teaching that subject are assigned.
3. The program contract will be valid for one academic year, must be formalized sufficiently in advance of the beginning of the academic year, and will be reviewed in accordance with the quality assurance system of the Universitat Politècnica de València and with the teaching coordination systems enabled by the Structure Responsible for the Degree for the review of the Degree.
4. The program contracts must be approved by the maximum collegiate bodies of the Structure Responsible for the Degree and the department involved.
5. The Academic Committee of the Degree will be responsible for ensuring compliance with the program contracts and informing the Degree Responsible Structure of any anomaly.
6. In those subjects in which an anomalous performance rate is observed with respect to the context in which they are taught, the Academic Committee of the Degree will study the situation by requesting reports from the Professor in charge, the Department and, where appropriate, the Institute of Education Sciences, to propose an improvement plan. Generally speaking, performance rates of more than 25 percentage points below the target performance rate of the Degree contained in its management report are considered anomalous.
7. In the event of non-compliance, the review of the teaching assignment shall comply with the provisions of the current regulations on teaching assignments.
8. The content and scope of the program contract will be subject to regulatory development by the Governing Council.

Article 11. Enrollment Process.

1. Enrollment for official degrees will be carried out considering what is determined in this regard by the applicable regulations and what is established explicitly by the Universitat Politècnica de València within the scope of its competencies.
2. Information regarding the date and time for self-enrollment for each academic year will be available on each student's intranet sufficiently in advance and no less than two calendar days before the beginning of the enrollment period.



3. The order of citation to proceed to the self-enrollment of new *students*¹² for undergraduate degrees will follow the same order in which places are assigned in the university pre-enrollment process.
4. The order of citation to proceed to the self-registration of *students*¹³ newly enrolled in the Master's degrees will be determined by the Academic Committee of the Degree, considering the academic record and the specific requirements and criteria for evaluation of merits of the Degree that are established in accordance with *the*¹⁴ regulations that may be applicable.
5. Except in the cases indicated in sections 3 and 4 of this article, the order of citation of the¹⁵ students for self-enrollment, which will be set by the University, will be established according to their equivalent academic performance obtained as a result of multiplying their performance rate by the factors of academic achievement and by those resulting from the consideration of the singular social circumstances that may be applicable, as provided in section 8 of this article.
6. The yield rate will be calculated as the quotient between the number of credits passed and the total number of credits enrolled in the previous academic year.
7. The academic achievement factor shall be calculated as the weighted average, according to credits, of the factors corresponding to the grades of the subjects or other graded credits. The factors applicable to the grades earned shall be as follows:
 - a) Grade equal to or higher than 9: 1.20.
 - b) Grade equal to or higher than 8 and lower than 9: 1.15.
 - c) Grade equal to or higher than 7 and lower than 8: 1.10.
 - d) Grade equal to or higher than 6 and lower than 7: 1.05.
 - e) Grade equal to or higher than 5 and lower than 6: 1.00.

The social circumstances considered are as follows:

- a) The disability factor, which will be calculated according to the Degree of disability recognized by the competent public administration, with the following values:
 - 1º. Degree equal to or higher than 66%: 1.50
 - 2º. Degree equal to or greater than 33%:
1.25
- b) Other unique circumstances to which the factors indicated will be applied, as appropriate:
 - 1º Elite or high competition athlete: 1.10.
 - 2º student under 35 years of age, with minor children in their care: 1.10.
 - 3º Student victim of gender violence: 1.10.

¹² Point modified by Resolution of the Governing Council of December 22, 2022.

¹³ Point modified by Resolution of the Governing Council of December 22, 2022.

¹⁴ Point modified by Agreement of the Governing Council of December 22, 2022.

¹⁵ Point modified by Resolution of the Governing Council of December 22, 2022.



4º Student representatives in official collegiate bodies of the Universitat Politècnica de València: 1.05.

Article 12. Request for Cancellation of Registration.

1. The¹⁶ students may obtain the cancellation of the enrollment made in an academic year by submitting the corresponding request to the management of the Structure Responsible for the Degree in which they are enrolled, in accordance with the deadline established for this purpose in the university academic calendar.

2. Cancellations of enrollment accepted in accordance with the previous paragraph will involve the reimbursement to¹⁷ students of the amount paid up to the date on which the cancellation takes place.

3. Outside the established general term, only requests for cancellation of enrollment due to supervening causes duly accredited and previously assessed by the respective Degree Responsible Structures will be considered, and will not imply in themselves the reimbursement to¹⁸ students of the amount paid.

The authorization of cancellations of enrollment outside the established general term must be resolved by the Vice-Rector's Office responsible for *student* affairs¹⁹. For this purpose, a committee under the aforementioned vice-rectorate may be entrusted to assess the concurrence of supervening situations or force majeure to formulate the resolution proposal.

Article 13. Monitoring of teaching activities.

1. It is the right *and* duty of the²⁰ students to follow the programmed teaching activities in the group in which they have enrolled.

2. It is the responsibility of the Structure Responsible for the Degree to ensure the correct monitoring of all scheduled teaching activities (periodic and non-periodic face-to-face classes, face-to-face evaluation events, teaching trips, etc.). For this purpose, the Structure Responsible for the Degree will provide the teaching staff with the corresponding reports for the monitoring of the teaching activities, which must include at least, the following information:

- a) Qualification.
- b) Subject.
- c) Teaching space used.
- d) Date.
- e) Time.
- f) Type of activity (classroom, laboratory, computer classroom, field practice, etc.)
- g) If applicable, group.

¹⁶ Point modified by Resolution of the Governing Council of December 22, 2022.

¹⁷ Point modified by Resolution of the Governing Council of December 22, 2022.

¹⁸ Point modified by Resolution of the Governing Council of December 22, 2022.

¹⁹ Point modified by Resolution of the Governing Council of December 22, 2022.

²⁰ Point modified by Resolution of the Governing Council of December 22, 2022.

- h) Name and signature of the professor in charge of the activity.
3. In the absence of a follow-up report of any teaching activity, the Structure Responsible for the Degree will require the Professor in charge of the subject to justify it.
4. The suspension or postponement of a scheduled teaching activity, except when due to unforeseen circumstances, must be notified by the faculty member in charge of the activity sufficiently in advance, both to the Structure Responsible for the Degree and to *the students affected*²¹.
5. The dates scheduled for the exams cannot be modified, except in case of force majeure, and always with sufficient notice before the exam is held. The modification of an exam date will be notified by the Structure Responsible for the Degree to all *students*²² affected by email and published on the website of the Structure Responsible for the Degree.
6. Unexcused absences or repeated changes of date of scheduled activities, attributable to the faculty member responsible for the teaching of a subject, may be cause for review of the teaching assignment without prejudice to the possible disciplinary responsibility that may be incurred.
7. When the methodology and evaluation system of a subject, or any of its teaching activities, requires the compulsory attendance of the *students*²³, the monitoring report of the activity must include the list of students attending. The specification of the attendance obligation, in what terms and to what extent, must be included in the Teaching Guide of the subject. The Universitat Politècnica de València will provide the procedures and mechanisms to make this follow-up possible.
8. To facilitate the monitoring of face-to-face teaching activities, *students*²⁴ may request a change of group, in one or more subjects, using the form provided for this purpose on the intranet. This request must state the reasons for the request and may be made during the period established by the Structure Responsible for the Degree. The Structure Responsible for the Degree will resolve the request by means of objective criteria that will be made public. The resolution period will be ten working days from the end of the application period.
9. Exceptionally, *students*²⁵ who, for reasons of sporting activity, work, family situation, long-term illness, or others that deserve similar consideration, are unable to attend the normal monitoring of classroom activities in periods of more than fourteen school days, must request a waiver of the obligation of

²¹ Point modified by Agreement of the Governing Council of December 22, 2022.

²² Point modified by Resolution of the Governing Council of December 22, 2022.

²³ Point modified by Resolution of the Governing Council of December 22, 2022.

²⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

²⁵ Point modified by Resolution of the Governing Council of December 22, 2022.



attendance, in writing addressed to the Director or the Director or Dean of the Structure Responsible for the Degree, indicating the reasons for the same and the period for which it is requested, attaching the documents accrediting the exceptional situation.

10. Within fifteen working days following receipt of the request, the Structure Responsible for the Degree will evaluate the requests for dispensation and decide whether or not to grant the exemption, indicating the subjects affected. The Structure Responsible for the Degree will notify the applicants and, if the request has been granted, the faculty staff responsible for the subjects affected, who will be asked to report on the possible repercussions of the evaluation acts and, if applicable, an alternative evaluation proposal.

The Academic Committee of the Degree will be informed of the resolutions of the Structure Responsible for the Degree.

11. When the exemption from the obligation of attendance to the face-to-face activities affects the monitoring of the evaluation processes, an alternative system must be enabled to verify the Degree of acquisition of the expected learning outcomes. This alternative must be approved by the Academic Committee at the proposal of the Professor in charge of the subject.

TITLE III OF THE ORDINARY EVALUATION

Article 14. General aspects.

1. The *student body*²⁶ has the right to be evaluated with guarantees of equity, objectivity, and fairness and in accordance with the level of education provided.

2. The purpose of *student assessment*²⁷ is to determine the Degree of achievement of the learning outcomes and competencies to be acquired in a degree program.

3. *The final grade of a subject must consider the partial results of different evaluation acts carried out throughout the course as established in the Teaching Guide in order to stimulate the progressive learning of the students and adequately determine the Degree of achievement of the expected learning results*²⁸.

4. The evaluation system of each subject, as well as the faculty responsible for it, must be specified in the teaching guide of the subject before the beginning of the course. The evaluation system cannot be modified during the course.

5. The evaluation system of each subject will include the means of evaluation used, the number of evaluation acts, the weight of these in the final grade, and the recovery procedure.

²⁶ Point modified by Agreement of the Governing Council of December 22, 2022.

²⁷ Point modified by Resolution of the Governing Council of December 22, 2022.

²⁸ Point modified by Agreement of the Governing Council of December 22, 2022.



6. The faculty in charge of teaching a subject shall evaluate the *students*²⁹ enrolled in such subject in accordance with the provisions of paragraph 1 of this article.

*7. The evaluation acts must be conveniently identified and sufficiently defined in the teaching guide. All evaluation acts with a weight equal to or greater than thirty percent will be recoverable, and, in any case, at least seventy percent of the final grade of the subject must be recoverable. Only the acts of evaluation with a weight equal to or greater than thirty percent may have a minimum grade associated to compensate with other acts of evaluation in the final grade. This minimum grade cannot be higher than four points out of ten. This aspect will be clearly reflected in the teaching guide*³⁰.

8. It is the function of the Structure Responsible for the Degree to establish the teaching and *student* evaluation criteria³¹ according to the objectives of each degree program and the available resources.

*9. The student may attend the acts of recovery of the subject, even having passed the acts of continuous assessment, in order to improve their final grade. However, the grade obtained in the recovery acts may involve a modification of the final grade both upward and downward. In this case, the Academic Committee of the Degree will establish the application procedure to attend the recovery act and its implications*³².

Article 15. Acts and means of evaluation.

1. An act of evaluation is defined as any activity that allows the systematic collection of information on the teaching-learning process of the *students*³³ through one or more means of evaluation for its subsequent analysis and interpretation in order to determine the Degree of achievement of the learning results expected in the subject.

*2. The means of evaluation that can be established in the teaching guide, detailed in Annex I of this regulation, are the following: evaluation with student participation, oral exam/defense, project, written test, laboratory/field/computer/classroom practical test, academic work and observation, without prejudice to others that the University may consider including to be used in their teaching guides.*³⁴

3. At the request of the person concerned, the professor in charge of a face-to-face evaluation event shall provide documentary proof of attendance at the evaluation event.

²⁹ Point modified by Resolution of the Governing Council of December 22, 2022.

³⁰ Item added by Resolution of the Governing Council of December 22, 2022.

³¹ Point modified by Resolution of the Governing Council of December 22, 2022.

³² Item added by Resolution of the Governing Council of December 22, 2022.

³³ Point modified by Resolution of the Governing Council of December 22, 2022.

³⁴ Point modified by Agreement of the Governing Council of April 28, 2022.



4. The professor may request, at any time during the evaluation, the identification of the persons attending the face-to-face evaluation.

5. The faculty may establish the conditions under which an evaluation event will take place to ensure that each student can be evaluated individually when this has been established.

6. *The evaluation events that have not been included in the calendar of evaluation events previously published by the Structure Responsible for the Degree will be announced through a call that will be made public among the students³⁵ of the subject, at least five working days prior to its date of realization and will be notified, at least, through the email of the Universitat, as well as by the means that the faculty deems that guarantee the knowledge of all the students³⁶*

³⁷

7. *When a face-to-face evaluation event, understood as a supervised and timed activity, includes as a means of evaluation the written test, oral examination/defense, or practical laboratory/field/computer/classroom test, the place, date, and time of its realization will be indicated in the call for the same. The duration, the authorized material, and any other consideration or special condition for its realization to ensure the quality and fairness of the same shall be communicated to the student body³⁸ at least five working days before the date of its realization.*

When an evaluation event includes a delivery related to academic work, projects, or laboratory/field/computer/classroom practical test, the call for the same shall include the form and deadline for such delivery. The evaluation events that use only observation or evaluation with student participation do not require a prior notice.³⁹

8. *The weight of an evaluation act that includes as a means of evaluation the written test or the oral exam/defense may not exceed forty percent of the final grade of the subject. Likewise, evaluation acts that include the aforementioned means of evaluation may not be scheduled on the same date with an accumulated influence of more than forty percent of the final grade of a subject. Exceptionally, the highest-ranking collegiate body of the Structure Responsible for the Degree may approve justified proposals for the accumulation of the aforementioned evaluative acts up to a maximum influence of sixty percent in the subject's weight.⁴⁰*

³⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

³⁶ Point modified by Resolution of the Governing Council of December 22, 2022.

³⁷ Point modified by Agreement of the Governing Council of April 28, 2022.

³⁸ Point modified by Agreement of the Governing Council of December 22, 2022.

³⁹ Point modified by Agreement of the Governing Council of April 28, 2022.

⁴⁰ Point modified by Agreement of the Governing Council of April 28, 2022.



9. As a general rule, the evaluation acts established in the recovery system must use the same means used in the ordinary acts, being able, in this case, to exceed forty percent⁴¹ of the weight of the final grade.

10. The maximum duration of a face-to-face evaluation event will be four hours, which may be extended up to five hours in the evaluation events contemplated in the recovery system.

*Custody of academic papers, written tests, and projects.*⁴²

1. *As a general rule, academic work, written tests, and projects must be kept in custody, at least⁴³ until the end of the following two academic years⁴⁴ to which they have been submitted or carried out. In the case of evaluation acts of a practical nature that consist of the completion of academic work or projects materialized in physical elements, the digital record⁴⁵ may replace the custody of such elements. It shall be considered valid for the purposes of the documentary contribution required to resolve any possible claims that may be made.*⁴⁶

2. The obligation of custody falls on the professor responsible for the corresponding subject, being the physical space of such custody, his or her own office, or the space provided for that purpose by the department to which he or she belongs.

3. *The academic papers, projects and laboratory/field/computer/classroom practical tests will be returned to their authors at their own request once the term established in paragraph 1 has expired, without prejudice to the provisions of paragraph 5 of this article.*⁴⁷

4. The aforementioned works, reports, and projects may not be published or reproduced in whole or in part, nor may they be used by any means or for any purpose except with the express authorization of the author(s) in accordance with intellectual property legislation.

5. The⁴⁸ students, once the term established in paragraph 1 has elapsed, may not invoke the provision of documentation as evidence in a possible correction of material errors that may have occurred in the incorporation of grades to the academic record.

6. *In the event that a complaint or appeal has been filed within the deadlines indicated in article 19, all academic work, projects, written tests, laboratory/field/computer/classroom practical tests, and*

⁴¹ Point modified by Resolution of the Governing Council of December 22, 2022.

⁴² Point modified by Agreement of the Governing Council of April 28, 2022.

⁴³ Point modified by Resolution of the Governing Council of December 22, 2022.

⁴⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁴⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁴⁶ Point modified by Agreement of the Governing Council of April 28, 2022.

⁴⁷ Point modified by Agreement of the Governing Council of April 28, 2022.

⁴⁸ Point modified by Resolution of the Governing Council of December 22, 2022.



*materials of the group and subject, as well as those that may be generated as a consequence of the claim, as long as a final administrative or judicial resolution is issued.*⁴⁹

7. The custody of the documentation referred to in the previous section shall be the responsibility of the person who is the Secretary of the Structure Responsible for the Degree who, if applicable, shall claim it from the Professor Responsible for the subject.

Article 17. Results of the evaluation of the subjects.

1. The results of the evaluation acts must be made known to the students within a maximum period of fifteen working days after they have been carried out since they constitute an important element for the improvement of their learning process.

However, in the event that a recovery act is called, the provisional grade of the act to be recovered, without prejudice to the modifications that may result from the revision thereof, shall be published at least four calendar days prior to the performance of the recovery act.

*Likewise, the provisional grade of all the evaluation acts carried out, whose score has weight in the final grade of the course, will be published at least four calendar days before the final recovery act*⁵⁰.

2. The consent of the⁵¹ students will not be required for the publication of the results of the evaluation acts within the legally established framework.

3. The results of the evaluation acts will be published preferably on the *student's* intranet⁵² or on the e-learning platform enabled by the University, to which access is limited to faculty and *students*⁵³ of the subject.

In accordance with the principle of minimization, only the name and surname of the student and the grade obtained will be published. Only in the case of a coincidence of name and surname, four random digits of the student's national identity card, foreigner's identity number, passport, or equivalent document will be published.

4. The place, date, and time of the review of the evaluation results will be notified by one of the following means:

- a) E-learning platform provided by the Universitat de Barcelona
- b) By individualized message service (email, SMS, or other).

⁴⁹ Point modified by Agreement of the Governing Council of April 28, 2022.

⁵⁰ Item added by Resolution of the Governing Council of December 22, 2022.

⁵¹ Point modified by Resolution of the Governing Council of December 22, 2022.

⁵² Point modified by Resolution of the Governing Council of December 22, 2022.

⁵³ Point modified by Resolution of the Governing Council of December 22, 2022.



5. Each student must have access to the grades of all his or her evaluation acts and those of all the *students*⁵⁴ enrolled in the subject at any time during the academic year.

6. *In the case of a written test of a practical nature, the resolution methodology and the result of the exercise must be published on the e-learning platform provided by the University for each subject within the period indicated in paragraph 1 of this article. They will be published throughout the academic year*⁵⁵.

7. The final grades obtained in each subject will be recorded in the corresponding report, together with the percentages of students qualified in each of the qualitative qualification levels, referring to the total number of students enrolled.

8. The qualitative grades to be awarded to students in accordance with the provisions of Royal Decree 1125/2003 are as follows:

- a) Between 0 and 4.9 points: Fail.
- b) Between 5 and 6.9 points: Pass.
- c) Between 7 and 8.9 points: Notable.
- d) Between 9 and 10 points: Outstanding.

9. The mention of "Matrícula de Honor" may be awarded to students who have obtained a grade equal to or higher than 9.0 in accordance with current regulations.

10. ⁵⁶The grade of not presented, which means that the student has not been evaluated, will be assigned when the evaluation acts in which the student has participated represent less than twenty percent of the final evaluation of the subject or when the student has failed to comply, without justification, the minimum percentage of compulsory attendance established in the teaching guide. In this second case, the Professor in charge will send the Director or Dean of the Structure Responsible for the Degree to the Director or Dean of the Structure Responsible for the Degree in writing with the proposal to assign the grade of not presented. The Structure Responsible for the Degree will send a copy of this letter to the affected *students*⁵⁷, who may present allegations within five working days. Within fifteen working days from the presentation of the professor's proposal, the Academic Committee of the Degree will resolve said proposal and the Structure Responsible for the Degree will communicate the resolution to the Professor in charge and to the affected *students*⁵⁸.

11. Once the minutes have been validated, any modification or correction must be made by means of a report signed by the Professor in charge of the subject.

⁵⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁵⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁵⁶ Point modified by Resolution of the Governing Council of December 22, 2022.

⁵⁷ Point modified by Resolution of the Governing Council of December 22, 2022.

⁵⁸ Point modified by Resolution of the Governing Council of December 22, 2022.



12. The grades will be stored in the personal academic record, the processing of which corresponds to the Student Management processing activity.

Article 18. Review of Qualifications.

1. Any student who attends an evaluation event has the right to a review of his or her test. The review is voluntary for the student⁵⁹ and can only be requested by the author⁶⁰ of the test.

2. The purpose of the review is that, to the extent that the faculty deems necessary, the⁶¹ student may receive explanations on the evaluation criteria and, where appropriate, on the scoring criteria and the scales used.

3. The professor will schedule the place, dates, and times of the review on working days beginning no earlier than twenty-four hours after the provisional publication of the results and concluding no later than five working days after the publication of the results. The review will take place on the campus where the affected student⁶² is enrolled and must be announced at least forty-eight hours in advance. Exceptionally, if there is agreement between the parties, this review may be carried out telematically.⁶³

4. At the request of the student⁶⁴, the professor will issue a document accrediting his/her presentation to the review in which, together with the name and surname of the *student, and identification of⁶⁵* the subject and the test, will appear the place date and time, as well as, and if applicable, the modification of the score that may have occurred.

5. The final results of each evaluation event shall be made public, at the latest, two working days after the final date of the review.

Article 19. Complaints on the qualifications.

1. Any student who attends an evaluation act whose influence is equal to or higher than twenty percent of the final grade of the subject will have the right to claim the qualification. A complaint about the final grade of the course may also be lodged.

2. The claim on the grades of an evaluation act may be filed before the Structure Responsible for the Degree by *the student⁶⁶* who, justifying by means of

⁵⁹ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶⁰ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶¹ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶² Point modified by Resolution of the Governing Council of December 22, 2022.

⁶³ Point modified by Agreement of the Governing Council of April 28, 2022.

⁶⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶⁶ Point modified by Resolution of the Governing Council of December 22, 2022.



document accrediting that he/she has gone to the review of the evaluation act if he/she does not agree with the explanations received or with the final result.

3. The complaint on the final grade may be filed to the Structure Responsible for the Degree by the student dissatisfied with the final grade ⁶⁷.

4. The claim must be submitted at the official registries of the Universitat Politècnica de València or through the Electronic Headquarters, providing a copy registered in the Structure Responsible for the Degree, within eight working days from the day following the date of review that appears in the accrediting document in the case of claims on the qualification of an evaluation act, or from the day following the day of the publication of the qualification, in the case of claims on the final qualification.

5. *Within a maximum period of two working days from the day following receipt of the claim in the Structure Responsible for the Degree, the Secretary of the same shall send the claim to the President of the Evaluation Claims Committee. The Evaluation Complaints Committee will have fifteen working days from the date of the complaint lodging to resolve and communicate the resolution to the Structure Responsible for the Degree, in writing, addressed to the Secretary of the same, stating the reasons for the resolution. The Evaluation Complaints Committee may request from the teaching staff or from the corresponding university services the reports it deems necessary for the performance of its function. These reports shall be issued within a maximum period of three working days.*⁶⁸

6. Once received, the Structure Responsible for the Degree will notify the resolution to the interested party within a maximum period of two working days by means of a written document containing the agreements taken and the motivation. Said notification will be made by the legally established means and provided that there is a record of its receipt.

7. The Secretary of the Degree Responsible Structure will keep a complaints register in which all the incidents related to the complaints provided for in these Regulations will be included.

8. Against the reasoned resolution of the Evaluation Complaints Commission, the student may *appeal* to⁶⁹ the rectorate of the University within one month from the day following the day of its notification.

9. The resolution of the rectorate, which exhausts the administrative channel, will be notified to the person concerned as well as to the Degree Responsible Structure, in accordance with Law 39/2015 of October 1 of the common administrative procedure of public administrations.

10. If, as a result of the resolutions of the claims or appeals filed, a new

⁶⁷ Point modified by Resolution of the Governing Council of December 22, 2022.

⁶⁸ Point modified by Agreement of the Governing Council of April 28, 2022.

⁶⁹ Correction of erratum by Resolution of the Governing Council of December 22, 2022.



should it be necessary to modify the final qualification, said change will be reflected in the corresponding minutes by means of a document signed by the Secretary of the Structure Responsible for the Title, indicating the reason for the change. Likewise, if such modification would allow access to the evaluation by curriculum of a curricular block, what is indicated in Title V of the present regulations will be applicable.

Article 20. Modifications of qualifications.

1. The grades included in a grade report that has already been signed by the professor responsible for the course may be modified for any of the following reasons:

- a) At the initiative of the responsible professor, exclusively as a consequence of the detection of any material error during the evaluation process.
- b) At the initiative of the Structure Responsible for the Degree in the cases of grades corresponding to subjects taken in mobility, exclusively as a consequence of the detection of some material error during the evaluation process.
- c) As a consequence of the complaint process provided for in Article 19 of these Regulations.
- d) In the execution of a judicial decision so ordering.
- e) By application of the Evaluation by Curriculum process provided for in articles 27 to 29 of these regulations.
- f) As a consequence of the student's administrative leave, when this should imply the total or partial loss of the grades obtained and with respect to the same.
- g) As a consequence of the application of a disciplinary sanction that so determines.

2. The modification of the grade due to the cause foreseen in letter a) of the previous section may be made by the professor responsible for the subject by means of an official notice within a maximum period of one month counted from the date of signature of the minutes in which the grade appears. The report shall include the reason justifying the modification. After the indicated term, any modification at the initiative of the professor responsible for the subject will require the prior favorable reports of the Director of the corresponding Department and of the Director or the Director or Dean of the Structure Responsible for the Degree. If the professor who signed the minutes is no longer linked to the Universitat Politècnica de València, the modification will be made by the Secretary of the Department responsible for the subject.

3. Proceedings in compliance with the resolution of claims or appeals shall be carried out in accordance with the provisions of article 19, section 10 of these Regulations.

4. The change of a grade due to the application of the Evaluation by Curriculum shall be made in accordance with the provisions of article 29, section 1 of these Regulations.

5. The proceedings for the modification of minutes corresponding to the annulment of grades resulting from an administrative withdrawal of the student or the



application of a disciplinary sanction will be made by the Secretariat of the Structure Responsible for the Degree and signed by its Secretary or Secretary.

6. A grade included in the transcript of a student who has applied for the Degree or whose transcript has been transferred to another university may not be modified, except by judicial or Rector's decision.⁷⁰

7. Any modification of a note subsequent to the signing of the minutes shall be notified to the⁷¹ affected student(s) through the institutional email account.

8. All the proceedings that modify the content of the report of a subject shall be incorporated as an integral part of the same. The grades affected shall include an indication in the record that they have been modified.

9. It will not be possible to modify a grade at the initiative of the professor responsible for the subject in the case of grades that are the result of a complaint process or Curriculum Evaluation.

Article 21. Follow-up of the evaluation by the faculty.

1. Faculty will be able to access the following data on their students:

- a) Subjects in which they are enrolled.
- b) Year of entry into the degree program.
- c) Credits enrolled and passed per course.
- d) Performance rates per course and cumulative.
- e) Note on the file.

2. The faculty will be able to access the following data of the Degree in which they teach:

- a) Number of students enrolled in each subject.
- b) Success and performance rates for each subject.
- c) Graduation, dropout, and efficiency rates of the degree program.

Article 22. Follow-up of the evaluation by the *student body*⁷².

1. *Students*⁷³ will be able to access the following data for the courses in which they are enrolled:

- a) Statistical results of each evaluation.
- b) Success and performance rates.

⁷⁰ Point modified by Resolution of the Governing Council of December 22, 2022.

⁷¹ Point modified by Resolution of the Governing Council of December 22, 2022.

⁷² Point modified by Resolution of the Governing Council of December 22, 2022.

⁷³ Point modified by Resolution of the Governing Council of December 22, 2022.



- c) Results of all the evaluation acts of the *student body*⁷⁴ enrolled in the subject.
2. *Students*⁷⁵ will be able to access the following data of the Degree in which they are enrolled:
- a) Success and performance rates for each subject.
b) Graduation, dropout, and efficiency rates of the degree program.

TITLE IV OF THE EXTRAORDINARY EVALUATION EVENTS

Article 23. General Conditions.

1. *The possibility of carrying out extraordinary evaluation acts outside the general established deadlines is established for students*⁷⁶ *who, being enrolled in all the credits required to complete the Degree (with the exception of the final project), lack only a maximum of 20 ECTS in the case of Bachelor's degrees and 10.5 ECTS in the case of Master's degrees, not counting the credits corresponding to the Final Project or the Master's Final Project and, if applicable, external internships, in order to complete their studies.*⁷⁷

2. In order to take part in an extraordinary evaluation of a subject, in general, the student must have a grade in at least one previous session, and a grade of "not presented" will not be considered for these purposes.

3. Students who take part in this extraordinary evaluation call in one or more subjects will maintain their right to be evaluated in those subjects according to the ordinary procedure and to attend the evaluation events scheduled for each subject. Each student may only request one extraordinary evaluation event for each subject in an academic year⁷⁸.

Article 24. Exceptions to compliance with the general conditions.

The structures responsible for the bachelor's and master's degrees may, on an exceptional basis and after evaluating the academic circumstances of each applicant, authorize the attendance at extraordinary evaluation events for *students*⁷⁹ who, although they do not meet all of the requirements outlined in Article 23, are close to completing their studies.

⁷⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁷⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁷⁶ Point modified by Resolution of the Governing Council of December 22, 2022.

⁷⁷ Point modified by Agreement of the Governing Council of April 28, 2022.

⁷⁸ Point modified by Resolution of the Governing Council of December 22, 2022.

⁷⁹ Point modified by Resolution of the Governing Council of December 22, 2022.

Article 25. Procedure and deadlines.

1. *Students*⁸⁰ who wish to attend an extraordinary evaluation event must apply directly to the Structure Responsible for the Degree by writing to the director or dean within the deadlines established in the academic calendar of each academic year, which shall not be less than three working days.

2. Each academic year, there will be three periods to apply to attend the extraordinary evaluation events, in which *students*⁸¹ may apply indistinctly to attend the extraordinary evaluation events of subjects of the first semester, second semester, or annual.

The Schools and Faculties that have anticipated the date for the submission of the second semester of the fourth year of undergraduate courses may allow an additional period in order to facilitate the completion of their studies to the *student body*.⁸²

3. The management of the Structure Responsible for the Degree will resolve the requests for extraordinary exams received within the period established for this purpose in the academic calendar of each academic year. This resolution will be notified to the *student body*⁸³ and to the faculty responsible for the subjects involved, including in the notification to the latter the list of students who have been authorized to attend the extraordinary evaluation.

4. The academic calendar of each academic year will establish the dates of the evaluation events for each period of extraordinary evaluation exams in order to facilitate the academic planning of *students*⁸⁴ for the completion of their studies and attendance at the calls for the defense of the final thesis. All this without prejudice to the limitation for *students*⁸⁵ established in paragraph 3 of Article 23.

5. Likewise, the university academic calendar for each academic year will establish for each period the deadline for submitting the minutes of these extraordinary evaluation acts.

Article 26. Complaints regarding the agreements of the Structures Responsible for the degrees.

The agreements adopted by the management *or deanship*⁸⁶ of the Structure Responsible for the Degree may be appealed on appeal before the Rector of the Universitat Politècnica de València, under the terms and deadlines determined in this regard in articles 112, 121, and 122 of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations.

⁸⁰ Point modified by Resolution of the Governing Council of December 22, 2022.

⁸¹ Point modified by Resolution of the Governing Council of December 22, 2022.

⁸² Point modified by Resolution of the Governing Council of December 22, 2022.

⁸³ Point modified by Resolution of the Governing Council of December 22, 2022.

⁸⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁸⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁸⁶ Point modified by Resolution of the Governing Council of December 22, 2022.



TITLE V
OF THE CURRICULUM EVALUATION

Article 27. General Aspects.

1. Curriculum evaluation consists of determining the Degree to which the learning objectives and competencies of a curriculum block have been achieved.
2. For the purposes of the application of these Regulations, a "curricular block" is defined as a set of subjects of the same official Degree with common training objectives (modules or subjects) or corresponding to the same teaching period (semester or course) that are evaluated globally.
3. At least the complete first year of all undergraduate degrees will be established as a curricular block, excluding, if applicable, the elective subjects of the course.
4. The minimum length of a curricular block shall be thirty credits. Exceptionally, when a semester curricular block composed entirely of compulsory subjects is established or other academic circumstances motivate it, the Commission of Permanence and Evaluation by Curriculum, at the proposal of the Structure Responsible for the Degree and in a justified manner, may approve blocks of lesser extension.
5. The maximum length of a curricular block will be sixty credits. Exceptionally, when a disciplinary curricular block is established, the Commission of Permanence and Evaluation by Curriculum, at the proposal of the Structure Responsible for the Degree and in a justified manner, may approve blocks of greater extension.
6. When the block is defined as a disciplinary block, its structure must coincide with that of the subjects and modules that make up the curriculum.
7. Neither elective subjects, the Final Degree or Master's Thesis, nor external internships, regardless of their nature, may form part of the curricular blocks. Notwithstanding the above, the Permanence and Curriculum Evaluation Committee may, exceptionally, approve curricular blocks that incorporate elective subjects when these are part of an academic pathway in which students have no choice and must take them necessarily to complete said pathway.
8. Likewise, subjects that accredit a certain linguistic level, regardless of their nature, may not form part of the curricular blocks.
9. Without prejudice to the provisions of section 12, each subject may only form part of one curricular block. Excluded from this limitation are the compulsory subjects that make up various curricular blocks together with the optional subjects of the different academic itineraries from which the student must choose to complete his or her studies, as indicated in section 7 of this article. Likewise, excluded from this limitation are the subjects that form part of the specific courses of adaptation to the Degree and that may



form a single curricular block.

10. Prior to the implementation of a degree program, the Structure Responsible for the Degree must propose the definition of the curricular blocks to the Permanence and Curriculum Evaluation Commission for its approval.

11. The modification of the structure of the curricular blocks, which must be approved by the Permanence and Curriculum Evaluation Commission, will be conditioned to the modification of the structure of the study plan within the terms determined by the university for such purpose. In any case, the modification of the structure of the curricular blocks will not be applicable until the academic year following its approval.

12. *Students*⁸⁷ who have taken part in a curricular block that is modified without having completed it will maintain the possibility of applying it under the conditions in which they started it, during the academic year in which the modification is applied for the first time.

Article 28. Procedure for conducting the curriculum evaluation.

1. The competence to carry out the curriculum evaluation is vested in the Evaluation Commission, defined in article 5.

2. Except in exceptional circumstances, the evaluation by curriculum will be carried out when the final grade of all the subjects of the academic year is available, considering for such evaluation the best of the grades obtained in each of the subjects of the block.

3. *It will be a necessary condition to qualify for the evaluation by the curriculum to have a grade in each and every one of the subjects that make up the block. For these purposes, the subjects that have been evaluated as "No presentado" ("no presented") will not be considered as graded.*

*In any case, it will be necessary to have enrolled and graded in the academic year in which the evaluation by curriculum is applied to the subjects to be approved by this procedure.*⁸⁸

4. Likewise, it will be necessary to have passed at least seventy-five percent of the ECTS that make up the block in order to be eligible for the evaluation by curriculum.

5. No more than two blocks in the case of Bachelor's degrees and no more than one block in the case of Master's degrees may be passed by means of a curriculum evaluation.

6. If a student⁸⁹ does not wish to be evaluated by curriculum and chooses to repeat the subject(s) in the following academic period, *they* may waive the evaluation by notifying the Structure Responsible for the Degree within a period of ten (10) days.

⁸⁷ Point modified by Resolution of the Governing Council of December 22, 2022.

⁸⁸ Point modified by Resolution of the Governing Council of April 28, 2022.

⁸⁹ Point modified by Resolution of the Governing Council of December 22, 2022.



working days from its notification.

7. *Without detriment to what is indicated in points 3, 4, and 5, in general, it will be necessary and sufficient conditions to pass the evaluation by curriculum, to have obtained, at least, a 4.0 in all the grades of the subjects corresponding to the curricular block to be evaluated and that the weighted average grade of the grades of all the subjects that compose the block is equal or higher than 5.0 if it is a first year of Degree or, if applicable, of a curricular block corresponding to a specific course of adaptation to Degree, and of 6.0 for the rest of the curricular blocks.⁹⁰*

8. *When, in the absence of any of the circumstances indicated in the previous point and without detriment to that indicated in points 3, 4, and 5, the Evaluation Committee considers it justified, it will issue a reasoned report with the proposal to pass a curricular block. The Structure Responsible for the Degree will send said report to the Commission for Permanence and Evaluation by Curriculum established in the Regulations for Progress and Permanence, which will be in charge of resolving the proposal and notifying its resolution to the Structure Responsible for the Degree.⁹¹*

Article 29. Results of the evaluation by curriculum.

1. When⁹² students pass a curricular block that includes a subject with a grade lower than 5.0, the result of the curricular evaluation will be recorded in a Curricular Record that will be signed by the Secretary of the Structure Responsible for the Degree and will include the original grade of each and every one of the subjects, as well as the numerical value of the curricular block, obtained as the average of the grades of the subjects, weighted by the credits of each one of them.

2. If, as a result of the curriculum evaluation, a block that includes a subject with a grade lower than 5.0 is passed, the student's transcript will include the subject with the grade of 5.0 and the letter "apta por evaluación curricular" ("apt by curricular evaluation").

3. The curricular blocks passed, with their average grade and those of all the subjects that compose them, will be included in the academic transcript of each student.

4. The average grade of the academic record will be obtained by adding the credits obtained by each student, multiplying each of them by the value of the corresponding grades, considering - if applicable- the grade assigned after the application of the evaluation by curriculum, and dividing these by the number of total graded credits obtained by the student.

⁹⁰ Point modified by Agreement of the Governing Council of April 28, 2022.

⁹¹ Point modified by Agreement of the Governing Council of April 28, 2022.

⁹² Point modified by Resolution of the Governing Council of December 22, 2022.



TITLE VI
*OF THE STUDENT BODY*⁹³ IN SPECIAL ACADEMIC REGIME

Article 30. Exchange Students.

1. Exchange students are considered to be those taking official studies in student mobility programs in which the Universitat Politècnica de València participates.
2. With regard to these regulations, *the*⁹⁴ exchange students will have the same rights and duties as *the*⁹⁵ students of the Universitat Politècnica de València.

Article 31. Visiting Students.

1. Visiting students of the Universitat Politècnica de València are considered to be those national or foreign students or university graduates who, with prior authorization, receive teaching in any of its Degree Responsible Structures, without this implying academic recognition of their previous studies or, in general, of those carried out at this University. To these effects, the teachings received will be exclusively formative in nature. Exceptionally, those applicants who do not have university studies but who can prove, by means of the appropriate justifications, that they have a sufficient level of training in the specific field for which they are applying for enrollment may obtain the aforementioned consideration.
2. The rectorate of the University is responsible for the admission of *this student body*⁹⁶, after a report from the corresponding Degree Responsible Structure.
3. The permanence at the University of the⁹⁷ visiting students will include a minimum period of three months and a maximum of twelve months. With extraordinary character and in attention to the special characteristics of the requested teaching, the permanence may be authorized for periods other than those indicated.
4. For enrollment purposes,⁹⁸ visiting students will pay the fees established by regulation for each academic year in the applicable regional legislation. It must prove at the time of enrollment that they are covered for any contingency for illness or accident during the period of stay at the Universitat Politècnica de València.

⁹³ Point modified by Resolution of the Governing Council of December 22, 2022.

⁹⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

⁹⁵ Point modified by Resolution of the Governing Council of December 22, 2022.

⁹⁶ Point modified by Resolution of the Governing Council of December 22, 2022.

⁹⁷ Point modified by Resolution of the Governing Council of December 22, 2022.

⁹⁸ Point modified by Resolution of the Governing Council of December 22, 2022.



5. This type of tuition will not be included in the scope of application for official scholarships and grants.
6. The condition of visiting students acquired after enrollment will enable them to make use of the facilities and services of the Universitat Politècnica de València and the corresponding accreditation as such.
7. The⁹⁹ visiting students may take evaluation tests and obtain the corresponding grade, which will be recorded in specific minutes.
8. As proof of their stay at the Universitat Politècnica de València and the results obtained, *the*¹⁰⁰ visiting students may request from the corresponding Degree Responsible Structure the appropriate certificate that accredits these extremes, and which will expressly state the condition of the¹⁰¹ student and the nature of the studies taken.

First additional provision. Non-compliance with regulations.

Failure to comply with these Regulations may give rise to the initiation of preliminary proceedings and, where appropriate, disciplinary proceedings in accordance with the applicable regulations.

Second additional provision. Supplementary regulations regarding the legal regime of the commissions established in this regulation.

In the regulation of the Commissions created by these regulations, Law 40/2015, of October 1, 2015, on the Legal Regime of the Public Sector, shall be applicable on a subsidiary basis in all matters not expressly regulated therein.

*First transitory provision.*¹⁰²

No content.

*Single transitory provision. Teaching guides academic year 2022/23*¹⁰³.

The regulation contained in the "Evaluation" section of the teaching guides for subjects taught in the 2022/23 academic year, approved in accordance with the previous regulation, will remain valid throughout the 2022/23 academic year.

⁹⁹ Point modified by Resolution of the Governing Council of December 22, 2022.

¹⁰⁰ Point modified by Resolution of the Governing Council of December 22, 2022.

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¹⁰² Provision left without content by Agreement of the Governing Council of April 28, 2022.

¹⁰³ Item added by Resolution of the Governing Council of December 22, 2022.



Sole repealing provision. Repeal of regulations.

1. They are expressly repealed:

- a) The Academic Regime and Student Evaluation Regulations approved by the Governing Council at its meeting on May 28, 2020.
- b) The Regulations regulating the performance of extraordinary evaluation acts in bachelor's and master's degree studies approved by the Governing Council on May 29, 2014.

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

First Final Provision. Authorization for the development of these Regulations.

The Vice Rector for *Student Affairs*¹⁰⁴ is empowered to issue the necessary provisions for the development and application of the provisions of this regulation.

Second 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.

¹⁰⁴ Point modified by Resolution of the Governing Council of December 22, 2022.

ANNEX I ¹⁰⁵

Evaluation systems for bachelor's and master's degrees

(approved by the Governing Council on March 10, 2022)

1. Evaluation with student participation

Technique in which the students themselves participate in the evaluation of their learning process and the results achieved, either individually (self-evaluation), collaboratively among their peers and professors (co-evaluation), or among themselves (peer evaluation), in order to analyze, improve and/or change them.

Purpose:

- Promote honesty in students when making judgments about themselves.
- Help students to observe different ways of doing things and obtain feedback with a plurality of styles and perspectives in the construction of knowledge.
- Encourage the responsible involvement of each individual in the cooperative team by evaluating both the individual work of each component and the final work of the team.
- Encourage participatory, dialogical, and relational educational situations that allow for an ethical and critical analysis of individual and peer work.
- Enable participatory learning experiences.
- Encourage autonomy and teamwork.
- Encourage professor-student interaction and reduce the limitations of professor-centered evaluation.
- Encourage collaboration and coordination among students to carry out assigned tasks.
- Enable participatory learning experiences.

2. Oral examination/defence

Oral presentation of a specific topic, academic work, project, and practice that allows the evaluation of the learning outcomes that have to do not only with the mastery of the contents but also with the performance of communicative skills.

Purpose:

- Assess knowledge of specific data or facts in relation to the subject matter.
- To value the capacity of interpretation and depth in the understanding of the contents.
- Assess communication and social skills in what and how it is said.
- Encourage critical, creative, and divergent thinking.
- Defend an idea, project, or hypothesis, arguing for or against it.
- To value the capacity of synthesis.

¹⁰⁵ Incorporated into the regulations by Resolution of the Governing Council of April 28, 2022.



3. Project

Means of evaluation allow the assessment of the projects developed by one or more students and the skills, competencies, and knowledge acquired with their production.

Purpose:

- Evaluate the application of knowledge and skills of the discipline in the construction of a project.
- To value the skills, attitudes, and values of teamwork.
- To value autonomy and teamwork.
- To value the ability to research and search for information.
- Value the discernment of reliable information from unreliable information.
- Evaluate the final product with respect to the process carried out.
- Evaluate the planning designed according to the project criteria.

4. Written test

Written exam where the student must demonstrate the mastery of the contents of the subject from the questions posed by the professor, either open response or test type. Purpose:

- Evaluate the capacity for written expression, organization of ideas, analysis, creativity, etc.
- Check the achievement of learning outcomes without focusing only on memory but also on comprehension, interpretation, relationship, etc.
- Objectively score and quantify the results, avoiding biases such as luck, ambiguities in the response, etc.
- Clearly identify content that is not understood.

5. Practical laboratory/field/computer/classroom test

Evaluation test using instrumentation or other specific resources, in which skills or abilities acquired in the development of laboratory, field, computer and/or classroom practices are demonstrated.

Purpose:

- Evaluate the development process of the practice carried out.
- Value the contents acquired as a result/product of the practice.
- To value the ability to transfer learning to different contexts.

6. Academic papers

Elaboration of an academic product (formal text, video, infographics), which is developed individually or in teams on a subject content. It must conform to previously established criteria: format, style rules, structure, length, rules for citations and bibliographical references, etc.

Purpose:

- Evaluate the social dimension of the work through evaluations and arguments based on certain criteria.
- To value the process of elaboration of the work without focusing only on the products.
- Develop skills such as information search and selection, comprehensive reading, organization and exposition of knowledge, etc.



- Promote the use of a diversity of documentary sources, information, knowledge technologies, etc.
- Encourage and evaluate the development of critical thinking and communication skills.

7. Observation

Strategy based on the systematic collection of data, in the learning context itself, on student performance, abilities, skills, and attitudes.

It can be carried out through different instruments, such as anecdotal records, checklists, and rating scales.

Purpose:

- Assess unobservable learning outcomes through systematically collected and contrasted information.
- Obtain attitudinal information from behaviors, skills, and procedures.
- Evaluate the development of certain procedures.
- To value the learning process.