

unie*
Universidad

**ENROLMENT AND
CONTINUATION OF STUDIES
REGULATION** of the Universidad
Internacional de la Empresa

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Preamble

Royal Decree 822/2021, of 28 September, establishing the organisation of university education and the procedure for ensuring its quality, determines that the process of student enrolment and continuation of studies must be regulated.

Furthermore, Article 3.2 b) of Organic Law 2/2023 of 23 March on the University System expressly attributes to Spanish universities the power to draw up their internal regulations. And by virtue of Article 3.2 of the Rules of Organisation and Operation of the UNIE – Universidad Internacional de la Empresa, and of the power and autonomy conferred by Organic Law 2/2023 of 23 March on the University System, this regulation is issued to govern student enrolment and continuation of studies, thereby providing legal certainty.

By rector's resolution, dated 3 June 2024, the regulation for admission and enrolment in undergraduate studies of the Universidad Internacional de la Empresa – UNIE was approved in all its terms.

This regulation shall come into force the day after its approval, and will be published through the commonly used internal and external information system of the Universidad Internacional de la Empresa.

Title I.- General Provisions

Article 1.- Purpose

The purpose of this regulation is to lay down the rules on the continuation of studies and enrolment of UNIE students in official university studies for Bachelor's and Master's Degrees.

Article 2.- Scope of application

2.1. This regulation is applicable to students in the programmes taught by the UNIE leading to official university degrees and valid throughout Spain.

2.2. Joint degrees with other universities will be excluded from this regulation and will be governed by the provisions of the agreement regulating the collaboration between universities and in the verification report corresponding to the degree.

Title II.- Enrolment rules

Article 3. Enrolment categories

3.1. There are two categories regarding the time commitments required from students in the official degrees offered by the UNIE. Students enrolled in any of the University's Bachelor's or Master's Degrees may choose between the status of full-time or part-time students, and must enrol in the minimum and maximum number of credits provided for in each degree programme.

3.2. The minimum number of ECTS that a full-time student can enrol in for the first academic year is set at 60 ECTS credits and 48 ECTS credits in successive academic years. The maximum number will be 72 ECTS credits. For studies offering a structure different from the annual structure, the corresponding proportion shall be applied.

3.3. On an exceptional basis, in the case of full-time bachelor's degree students, an enrolment of more than 72 ECTS credits per academic year and a maximum of 90 ECTS credits may be requested. The request, duly justified, shall be addressed to the Dean, or a person delegated by the Dean, and the Dean shall expressly decide on the matter.

3.4 Part-time students must enrol in a minimum of 24 ECTS credits and a maximum of 42 ECTS credits in the same academic year. Students enrolling as part time must indicate their status as part-time students in their enrolment process.

3.5. In exceptional cases, a different enrolment regarding the minimum and maximum number of ECTS credits may be allowed, upon reasoned request addressed to the Dean, School Director or person to whom they delegate, who will expressly decide on the matter. It will be granted ex officio if the student has less than 30 ECTS credits remaining to complete their studies.

3.6. In each academic year in which enrolment is formalised, the student must enrol on outstanding courses from previous years. Outstanding courses are those that have been failed or not presented in previous years. Under no circumstances may enrolment be cancelled in such a way that this requirement is no longer fulfilled.

3.7. Both full-time and part-time students who enrol in the outstanding courses for the completion of their Bachelor's or Master's Degrees will be considered to be enrolled full-time.

Article 4.- Limits and conditions for enrolment in Bachelor's Degrees

4.1. Students in Bachelor's Degrees will enrol in a maximum of 72 ECTS credits and a minimum of 24 ECTS, or the number of ECTS remaining to complete the degree, per academic year.

4.2. In order to enrol in third-year courses, Bachelor's Degree students must have passed at least 60% of the ECTS credits of the first two years, unless authorised by the Degree Management.

4.3. On an exceptional basis, students may enrol with more or fewer ECTS credits, subject to a reasoned request addressed to the Dean, or a person delegated by the Dean, who will decide on each request individually.

Article 5.- Limits and conditions for enrolment in Master's Degrees

5.1. Students in Master's Degrees will enrol in a maximum of 60 ECTS credits and a minimum of 48 ECTS credits or the number of ECTS credits remaining to complete the degree, per academic year. In the case of Master's Degrees with curricula above 60 ECTS credits, this maximum may be extended to a maximum of 72 ECTS credits. The corresponding proportion will be applied to Master's Degrees of a duration other than one year.

5.2. On an exceptional basis, students may enrol in more ECTS credits, subject to a reasoned request addressed to the Dean, or a person delegated by the Dean, who will decide on each request individually.

Title III.- Continuation of Studies Rules

Article 6.- Conditions of continuation of studies for Bachelor's Degrees

6.1. The maximum period for the continuation of students in Bachelor's Degrees will be eight academic years for full-time students, starting from their first enrolment. In the case of part-

time students, an extension of up to two more academic years may be requested from the Continuation of Studies Committee, calculating the total time from the first enrolment. A part-time student is one who has applied for this status for at least two academic years.

6.2. When combining full-time and part-time study periods, the maximum number of academic years of continuation of studies shall be:

- a) 10 academic years: 1 year full time and the rest part time.
- b) 9 academic years: 2 years enrolled full time and the rest part time.
- c) 8 academic years: 3 or 4 years are enrolled full time and the rest part time.

6.3. Years of continuation of studies are those in which the student has formalised their enrolment and has not cancelled it or had their enrolment cancelled due to non-payment.

6.4. The time limits for continuation of studies that are generally laid down for Bachelor's Degrees necessarily presuppose that the degree in question remains available. If a particular degree is in the process of being phased out, the student will have the right to an examination and tutoring, but not to teaching, unless the Degree Verification Report indicates another procedure.

6.5. Years in which studies have been interrupted will not be included in the calculation, unless the degree has been definitively terminated and is therefore not included in the academic courses offered by the UNIE.

6.6. On an extraordinary basis, the Rector may authorise, at the request of the interested party made to the Academic Committee, the continuation of studies in those particular cases in which force majeure, duly documented and proven, has affected the student's academic performance.

Article 7.- Minimum performance in Bachelor's Degrees

7.1. Full-time Bachelor's Degree students enrolling for the first time in an undergraduate programme must pass a minimum of 24 ECTS credits. In the case of part-time enrolment, a minimum of 6 ECTS credits must be passed.

7.2. Students who do not pass the minimum number of credits set out in the previous sections may request, on a single occasion, authorisation from the Dean of the Faculty or the Director of the School to continue their studies. To this end, the student will send a request explaining in a justified manner the circumstances that have not allowed them to pass the indicated number of credits.

7.3. If authorisation is not granted or, if the authorisation to continue studies is granted, but the student does not pass the minimum number of credits, the Dean of the Faculty or the Director of the School will determine that the studies begun at the UNIE may not continue, and the student may begin studies in another official degree programme offered at the University, provided that they obtain a place through the established admissions process.

7.4. Recognised and transferred credits will not be counted as having been passed for the purposes of the continuation of studies, nor will they be taken into account in relation to the number of credits for which enrolment is required.

7.5. In cases of students with poor academic performance, the University may set conditions and limit the student's full enrolment under the conditions laid down by the centre responsible for teaching:

- In these cases, the student must pass in the corresponding academic year 100% of the enrolled courses in either the ordinary or extraordinary exam sessions.
- If the student does not pass all of the enrolled courses in the corresponding academic year, they will not be able to continue the undergraduate studies in which they had enrolled.

Article 8.- Rules on exam sessions for Bachelor's Degree students

8.1. The enrolment in each subject or course, in each academic year, will entitle the student to two exam sessions (ordinary and extraordinary).

8.2. Students may enrol a maximum of four times to pass each of the courses in the curriculum, not counting previous cancellations of enrolments.

8.3. Failure to take the assessment tests that are set as determining factors for the final grade of each course does not count as a use of the exam session.

8.4. In exceptional cases, the Rector may grant, on a one-off basis and only for the academic year in which it is requested, an extraordinary exam session by special dispensation, at the request of the student made to the Academic Committee, which will be decided on in a reasoned manner, following a report from the Continuation of Studies Committee.

8.5. Students who, in order to obtain the degree, have a maximum of two subjects yet to be passed, excluding the Final Project, may apply to bring forward the official exam sessions for those courses located in the second semester of the academic year providing that, in the case of theoretical courses, they have already been enrolled beforehand. The application shall be addressed to the Academic Secretary's Office.

Article 9.- Conditions of continuation of studies for Master's Degrees

9.1. The maximum period for the continuation of students in Master's Degrees of 60 ECTS credits will be two academic years for full-time students, starting from their first enrolment. In the case of part-time enrolment, it will be four academic years from the first enrolment.

9.2. The maximum period for the continuation of students in Master's Degrees equal to or greater than 90 ECTS credits will be three academic years for full-time students, starting from their first enrolment. In the case of part-time enrolment, it will be five academic years from the first enrolment.

9.3. Years of continuation of studies are those in which the student has formalised their enrolment and has not cancelled it or had their enrolment cancelled due to non-payment.

9.4. The time limits for continuation of studies that are generally laid down for Master's Degrees necessarily presuppose that the degree in question remains available. In the event that a particular degree is in the process of being phased out, the student will have the right to an

examination and tutoring, but not to teaching, unless the Degree Verification Report indicates another procedure.

9.5. Years in which studies have been interrupted will not be included in the calculation, unless the degree has been definitively terminated and is therefore not included in the academic courses offered by the University.

9.6. On an extraordinary basis, the Rector may authorise, at the request of the interested party made to the Academic Committee, the continuation of studies in those particular cases in which force majeure, duly documented and proven, has affected the student's academic performance.

9.7. The rules governing the duration of Master's Degrees that qualify students for professional activities may be subject to specific regulations that will be described in the degree's verification report.

Article 10.- Minimum performance in Master's Degrees

10.1. Full-time Master's Degree students must pass a minimum of 24 credits in the first year. In the case of part-time enrolment, a minimum number of 6 credits must be passed in the first year.

10.2 Students who do not pass the minimum number of credits set out in the previous sections may request, on a single occasion, authorisation from the Dean of the Faculty or the Director of the School to continue their studies.

10.3. If authorisation is not granted or, if the authorisation to continue studies is granted, but the student does not pass the minimum number of credits, the Dean of the Faculty or the Director of the School will determine that the studies begun at the UNIE may not continue, and the student may begin studies in another official degree programme offered at the University, provided that they obtain a place through the established admissions process.

10.4. Recognised and transferred credits will not be counted as having been passed for the purposes of the continuation of studies, nor will they be taken into account in relation to the number of credits for which enrolment is required.

Article 11.- Rules on exam sessions for Master's Degrees

11.1. The enrolment in each subject or course, in each academic year, will entitle the student to two exam sessions (ordinary and extraordinary).

11.2. Students may enrol a maximum of two to four times to pass each of the courses in the curriculum, not counting previous cancellations of enrolments. The maximum number will depend on whether the student is enrolled full time or part time, and the total number of credits of the Master's Degree, as determined in Article 9, paragraphs 1 and 2.

11.3. Failure to take the assessment tests that are set as determining factors for the final grade of each course does not count as a use of the exam session.

11.4. In exceptional cases, the Rector may grant, on a one-off basis and only for the academic year in which it is requested, an extraordinary exam session by special dispensation, at the

request of the student made to the Academic Committee, which will be decided on in a reasoned manner, following a report from the Continuation of Studies Committee.

11.5. Students who, in order to obtain the degree, have a maximum of two subjects yet to be passed, excluding the Final Project, may apply to bring forward the official exam sessions for those courses located in the second semester of the academic year providing that, in the case of theoretical courses, they have already been enrolled beforehand. The application shall be addressed to the Academic Secretary's Office.

Article 12.- Withdrawal without notice

12.1. A student is considered to have withdrawn without notice from the Bachelor's or Master's Degree they are studying when one academic year or more has passed without having formalised their enrolment.

12.2. Students who temporarily withdraw without notice from their studies and have passed the minimum credits required for the corresponding degree may continue them, without prejudice to the provisions of Articles 7 (Bachelor's Degree) and 10 (Master's Degree) of this regulation.

12.3. Students who wish to enrol after the year or years of withdrawal without notice from the Master's Degree will be required to enrol in all the courses pending for the completion of the degree.

12.4. If the withdrawal without notice takes place after two years from the last enrolment, the student will have to request continuation of studies, following the established procedure.

12.5. The continuation of studies, after withdrawal without notice, will have to be requested by the student and within the deadlines set by the University.

Article 13.- Cancellation and termination of enrolment

13.1. The UNIE will cancel the enrolment of the student for all the courses they is taking in the event of:

- Non-payment of tuition fees and associated costs, in any of the instalments, within the deadlines set by the University.
- Lack of any of the mandatory documents required to formalise enrolment.
- Application of the disciplinary regime.

13.2. In any case, the interested party will be granted a period of fifteen calendar days to remedy the irregularities noted.

13.3. For the purposes of the rules on the continuation of studies, cancellation of the enrolment will be considered the same as a student who has not enrolled.

Article 14.- Consequences of non-compliance with the rules on continuation of studies

14.1. Students who fail to comply with this regulation will not be able to continue their studies in the degree programme in which they are enrolled and their academic record will be closed. However, they may start other studies at the UNIE, provided there are places available and they meet the requirements for access to this qualification.

14.2. On an extraordinary basis, the Rector may authorise by express resolution, at the request of the interested party made to the Academic Committee, the continuation of studies in those particular cases in which, due to force majeure, the student's performance has been affected.

Article 15.- Exemption from the application of rules on continuation of studies

Students participating in mobility programmes shall be exempt, during the academic year in which they take credits at the host university, from complying with the conditions set out in these rules on continuation of studies

Article 16.- Special educational needs

The University will promote the effective adaptation of the rules on continuation of studies to the characteristics of students with special needs, based on an assessment of each specific case and the adoption of appropriate specific measures.

Title IV.- Exceptional cases

Article 17. Exceptional circumstances

17.1. The UNIE will relax these rules when the student suffers a serious illness for a prolonged period of time that prevents them from effectively pursuing their activity or serious harmful situations that affect the student's academic life.

17.2. If the student provides evidence (always documentary) of exceptional circumstances that have prevented them from devoting the necessary time to meet the conditions for continuation of studies provided for herein, the Rector may grant them, at the student's request made to the Academic Committee, an extra year to enrol in the degree they were studying, in order to complete the corresponding studies. If the extra year by special dispensation elapses without the conditions for continuation of studies having been met, the provisions of Article 13.1 shall apply.

17.3. In any case, the continuation of studies criteria included in this regulation will be in accordance with the provisions contained in Royal Decree 971/2007, of 13 July, on high-level and high-performance athletes.

Title V.- Continuation of Studies Committee

Article 18.- Composition of the Continuation of Studies Committee

The Continuation of Studies Committee will be made up of:

- a) The Rector, who shall act as Chairperson or Vice-Rector to whom he or she may delegate.
- b) The head of the Academic Secretary's Office (who will act as Secretary of the committee).
- c) One representative from the teaching staff.

Article 19. Functions of the Continuation of Studies Committee

The functions of the Continuation of Studies Committee are:

- a) Monitoring the implementation of this regulation and its results.
- b) Allowing enrolment, one extra time, in the same degree, in cases where the student has not passed the minimum number of credits established herein.
- c) Accepting the granting, on a one-off basis, of an exceptional exam session to students who have not complied with the continuation of studies rules established herein.
- d) Proposing the reform of this regulation.
- e) Deciding on any issues arising from the application and interpretation of this regulation.
- f) Laying down the provisions necessary for the implementation of this regulation.

Title VI.- Doctoral Programmes

Article 20.- Duration of doctoral studies.

20.1. The duration of doctoral studies will be a maximum of four years full-time, counting from the date of enrolment in the Programme to the date of submission of the doctoral thesis.

20.2. If, after the aforementioned four-year period, the application for the submission of the thesis has not been presented, the Academic Committee responsible for the Programme may authorise the extension of this period for a further year, under the conditions established in the corresponding Doctoral Programme.

20.3. Doctoral Programmes may also establish the possibility of part-time doctoral studies, provided that the Academic Committee responsible for the Programme authorises it. In this case, such studies may have a maximum duration of seven years from enrolment to the submission of the doctoral thesis.

Article 21. Special educational needs.

When the doctoral student is a person with a degree of disability equal to or greater than 33 per cent, the duration of the doctoral studies will be a maximum of six years full-time and nine years part-time.

Article 22.- Situations of sick leave or incapacity.

Situations of temporary incapacity, childbirth, adoption, foster care for adoption, fostering, pregnancy risk, breastfeeding risk, and gender-based violence or any other situation provided for in the current regulations during the period of time referred to the above articles will interrupt the calculation of the time limit for the duration of doctoral studies.

Article 23.- Limit and conditions of continuation of studies.

Doctoral students enrolled in doctoral programmes may submit their doctoral thesis after they have completed at least one year since joining the programme. This period may be reduced by means of a justified request to the corresponding Academic Committee, which will determine

the activities that the student must carry out under these exceptional conditions. Consequently, under these circumstances, the defence of the thesis may take place within the second year.

Article 24.- Enrolment categories.

24.1. The category chosen by each student will be included in the Supervision Agreement form signed by the doctoral student, the supervisor and the tutor, and may be changed if circumstances so require.

24.2. The doctoral student may request to move from full-time to part-time. This request must be addressed to and justified before the Academic Committee responsible for the Programme, after the doctoral student has justified the reasons why they wish to study part-time. The Committee will decide whether the request can be granted. Changes must be authorised by all parties signing the Supervision Agreement, and will be recorded in said document.

24.3. The change from one category of study to another may only be requested at the time of enrolment in each academic year. In these cases, the calculation of the duration of the studies will be made taking into account the number of years that the doctoral student has been in each of the study categories.

24.4. A permanent change in the working conditions or occupation of a part-time doctoral student that no longer prevents them from doing the doctorate on a full-time basis must be communicated by the doctoral student to the tutor, who will proceed with the procedures for the change of study category of the doctoral student.

Article 25.- Termination of the Programme.

25.1. The doctoral student may also request a temporary termination of the programme for a maximum period of two years. This request must be addressed and justified to the Academic Committee responsible for the Programme, which will decide whether it is appropriate to grant the request.

25.2. A doctoral student may be dropped from the Programme if they fail to pay the annual tuition fees or do not pass the yearly progress review.

First Additional Provision

These regulations will also apply to students enrolled in the Centre's private Master's Degrees.

Second Additional Provision

All gender-neutral terms used in this Regulation shall be understood to apply equally to both masculine and feminine, depending on the sex of the person performing the function.

Final Provision

This regulation shall enter into force on the day following its approval by the competent body of the UNIE – Universidad Internacional de la Empresa.