

**GENERAL REGULATIONS ON
ASSESSMENT AND GRADING**
of the Universidad Internacional
de la Empresa
(Instructions and Procedures)



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Preamble

Royal Decree 1125/2003, of 5 September, which establishes the European system of credits and of grading in the official university degrees and is valid in the entire national territory; Royal Decree 822/2021, of 28 September, which establishes the organisation of university studies and the quality assurance procedure, and Royal Decree 1791/2010, of 30 December, which approves the University Student Statute, constitute the basic regulations that govern the assessment and grading process of students of official university education.

At the Universidad Internacional de la Empresa, hereinafter UNIE, and taking into account these State-level regulations, these regulations set out all the aspects related to the assessment systems and tests, their publication and communication, the grading of the students, the review, appeal and compensation mechanisms, as well as recognition of academic merits. These regulations apply to all the subjects of the curricula of any official or proprietary programme, in their different teaching modalities. The assessment and grading of the Final Projects (TFT) and the internships in companies in official and proprietary degrees, which are governed by their own regulations, remain outside their scope of assessment and grading.

Through rectoral resolution, these regulations which establish the general assessment and grading system of the Universidad Internacional de la Empresa were approved on the date of 3 June 2024.

Chapter I: General provisions

Article 1: Purpose of the regulations

- 1.1 The purpose of these regulations is to establish the applicable assessment and grading system of the subjects of the official and proprietary curricula, as well as the recognition procedures of merits, review, appeal of grades and curricular compensation offered by UNIE.
- 1.2 The elements thus delimited in the teaching guidelines for the subject of official and proprietary degrees are considered the subject of assessment and grading.

Article 2: Scope of application

- 2.1. These regulations apply, regardless of their ECTS credit load, to the subjects of the curricula of official and proprietary programmes, in any language and teaching modality, in accordance with the provisions of the Verification Reports or in the respective programme specifications.
- 2.2. In those cases in which any of the cited studies are taught in collaboration with a university, the assessment standards of this University and the specific agreement that is applicable must be taken into account.

Article 3: Scope of exclusion

- 3.1 These regulations do not apply to the assessment and grading of the Final Projects (TFT) and the internships in companies in official and proprietary degrees, which are governed by their own regulations.

- 3.2 These regulations do not apply to elements of the programmes that are not expressly contained in the assessment systems published in the teaching guidelines of their subjects.
- 3.3 These regulations do not apply to the corporate training programmes, in-company programmes, short-term university extension programmes aimed at specific groups, the transversal workshop programme on personal competencies and skills offered by the UNIE, or to any other extracurricular activities that it might organise.

Chapter II: Student rights and duties regarding assessment

Article 4: Rights

- 4.1 Students have the right to be impartially and objectively evaluated in two exam periods in line with the assessment system published in the teaching guidelines of the subjects enrolled in for each academic year. This assessment system will comply with the provisions of the Verification Reports of the official degrees, or, where applicable, to the proprietary degrees and to any of the subjects offered by the University.
- 4.2 Students have the right to know the assessment system before the start of the subjects, through course guidelines, in any of the teaching modalities used.
- 4.3 Students have the right to know the grades of each of the continuous assessment elements, as well as the grade of the final exam, according to the schedule established in the subject.
- 4.4 Students have the right to receive feedback on their grades as an additional element of learning, provided by the professors or teaching assistants. The way of offering the feedback will be determined by the University's policies, objectives and teaching/learning model. In hybrid and online courses, the professors or teaching assistants must provide students with written justification for the grades awarded, both for non-final assessment tests and final exams, regardless of whether the activity evaluated was individual or group-based.
- 4.5 Students have the right to a personal and individualised review and to appeal the final grade that they obtained in the subject, whose content is specified in ad hoc chapters of these regulations.

Article 5: Duties

- 5.1 Students have the right to proceed honestly in all the assessment processes in which they participate, avoiding their involvement in any fraudulent situation laid out in the regulations of the UNIE.
- 5.2 Students must be able to be identified in any assessment test, whether in-person or virtual, in accordance with, in the latter case, a technology system that ensures their effective participation in exams and tests. This system is used solely and exclusively for this control function and never for any other purpose.
- 5.3 Students must know and accept the privacy policy, as well as the terms and conditions of use established by the UNIE in order to access in-person or virtual assessment tests. Students can exercise their rights regarding data protection through: dpo@planeta.es

Article 6: Assessment periods

- 6.1 In official degrees, enrolment in each subject in each academic year will give students the right to assessment periods on the published dates.
- 6.2 In order to attend any of the assessment tests, students must be up to date in their payments.
- 6.3 Students who have obtained a grade of “Failed” or “Not Attended” will be eligible for the second exam period. Under no circumstances may the second exam period be used to improve a grade achieved in the first exam period.
- 6.4 The same competencies will be assessed in each exam period and, therefore, the same systems, weighting of the different assessment elements, and grade range will be used. The aspects related to both exam periods will be contained in the teaching guidelines.
- 6.5 The date of the first exam period will coincide with the final test or final delivery in the subject. The date of the second exam period will be that indicated in the UNIE’s academic calendar.

In exceptional cases and for official degrees, the Rector may grant, on a one-time basis, a discretionary exam period, upon the student’s request by email to the Academic Committee (comision.academica@universidadunie.com).

- 6.6 Students who have a maximum of two pending subjects to complete their degree, excluding the Final Project for the master’s or bachelor’s degree, may request bringing forward the exam periods. The request shall be addressed to the Academic Secretariat (secretaria.academica@universidadunie.com). When these subjects are scheduled in the second semester of the academic year, students must have been enrolled in them during the academic year prior to the request for the exam period to be brought forward.

Article 7: Assessment of students with functional diversity

- 7.1 Students with a type of functional diversity have the right to personalised and special attention in the assessment, which must be adapted to their circumstances.
- 7.2 The adaptations for the assessment(s) will be carried out according to the Protocol for Action for Students with Functional Diversity or any other provision issued by the University that is applicable.
- 7.3 The assessment tests with non-in-person tests will be designed to meet accessibility criteria for all students, from the most common aspects (enlargements and font adjustments, size, colours, spacing) as well as other more specific aspects incorporated in the virtual campus tools (images, pictograms, graphs, tables, highlighters...).

Chapter III: Assessment systems

Article 8: Generalities

- 8.1 In general terms, the UNIE assessment system is continuous, as this has been shown as ideal for the optimal assessment of the achievement of the competencies and the results of learning associated with each curriculum. In any case, the assessment of the academic performance of the students will always respond to strictly academic criteria, and will be carried out impartially

and objectively.

8.2 The assessment systems will be adapted to the provisions of the Verification Report of the official undergraduate degrees, university master's degrees and to the proprietary master's degrees, as well as those of other courses of the UNIE.

Article 9: Course guidelines and teaching guidelines

9.1 In the course guidelines of each official or proprietary degree, a general overview of the assessment system is described.

9.2 All the subjects of the official and proprietary degrees, including supplementary training, must have teaching guidelines.

9.3 The teaching guidelines of the subjects are the principal mechanism of publication of the assessment systems where as a minimum the following aspects will be included:

- The continuous and final assessment system in the different exam periods.
- The need or no need to conduct assessment tests.
- Their modality (in-person or virtual) and the necessary requirements for conducting them.
- The assessment criteria and their weighting.

9.4 Only the assessment tests outlined in them can be taken into account by the professors and the teaching assistants for the final exam and grading of the subjects and they must be taken into account in any complaints that students may raise regarding the assessment.

9.5 The assessment systems cannot be modified once the teaching guidelines that contain them have been published and, therefore, communicated to the students. In exceptional and duly justified circumstances, this assessment system can be modified to adapt to an unexpected context and to ensure, in any case, the learning outcomes, as determined in the Programme Report.

9.6 Any other activities planned after the publication of the teaching guidelines cannot be subject of grading.

Article 10: Continuous assessment system

10.1 Continuous assessment involves clearly and transparently assessing the progress and the results of learning achieved in each subject by the students through a set of activities, and through, if applicable, a final exam.

10.2 The continuous assessment system must be formative and give a comprehensive or holistic view of the contents, competencies, skills and aptitudes acquired by the students. In addition, it must be consistent with the objectives of each subject, module or degree in which the subject is integrated.

10.3 For obtaining the final grade of the subjects with continuous assessment, the weighting percentages contained in the teaching guidelines will be applied to each of the continuous assessment tests and, where applicable, to the final exam.

- 10.4 The weighting percentage of each assessment test of a subject must be within the parameters established in the Verification Reports of the official undergraduate and master's degrees, and in the report of the proprietary degrees of the UNIE.

Chapter IV: Assessment tests

Article 11: Type of assessment tests

- 11.1 The assessment tests can be conducted in or not in person, in physical or virtual scenarios, as considered in the report of the degree.
- 11.2 The University will verify the identity of students in any of the assessment tests, establish controls to ensure the authorship of submitted work, and control academic fraud during the assessments.
- 11.3 UNIE has a state-of-the-art visual and anti-fraud accreditation system, involving authentication by a human invigilator and a second camera to monitor the student's surroundings for online exams, along with screen activity tracking for both online and face-to-face exams. These systems have been developed specifically to supervise online and in-person exams within an academic context. This allows us to ensure the absolute security and integrity of the exams taken to support you in earning your qualification with full protection and quality assurance. All procedures comply with legal requirements regarding privacy, security and data protection. Technological innovation at the service of your security and privacy.
- An exam with complete assurance and security for the student, and with the official recognition granted by ANECA.
- 11.4 The assessment tests can adopt the form of final exams, partial exams, objective content tests, individual work and group work. Attendance and active participation can be taken into account as assessment elements, provided it is set forth in the teaching guidelines of the subject.
- 11.5 Assessment tests that are not specified as such in the teaching guidelines of the subject prior to its commencement will not be considered as valid assessments.

Article 12: Final exams

- 12.1 Final exams are those exams and other academic activities of an individual nature that evaluate, as a whole, the knowledge and competencies of a subject, and whose weight in the weighting of the final grade thereof will be determined in the teaching guidelines.
- 12.2 Regardless of whether the programme is in the in-person or virtual modality, the final exams must always be safeguarded so that they are available as evidence in national or international accreditation processes.
- 12.3 The final exams that evaluate the subjects of the curriculum can be held any day of the week and will have a duration under three hours.
- 12.4 While the final in-person or virtual exams are being conducted, the supervisors in charge of monitoring the exams may require the identification of the students through their student

ID card, national identification card, foreigner's identification card or passport.

Article 13: Partial exams or objective content tests

- 13.1 Partial exams or tests are those of an individual nature that evaluate, as a whole, the knowledge and competencies corresponding to a part of the subject, and whose weight in the weighting of the final grade thereof will be according to the provisions of the teaching guidelines.
- 13.2 If the Verification Report for the official undergraduate degree or the university or proprietary master's degree or other courses offered by the University permits it, exams or partial assessments may be eliminatory; that is, they can determine that the knowledge and competencies evaluated in them will not be re-evaluated in the final exam or test, provided that the student has passed that assessment. The eliminatory or non-eliminatory nature of the partial exams or tests must be expressly recorded in the teaching guidelines.
- 13.3 Regardless of the in-person, hybrid, or virtual modality of the programme, the partial exams or tests, once conducted and delivered, must always be safeguarded so they are available as evidence in national or international accreditation processes.

Article 14: Attendance and active participation the classroom

- 14.1 Attendance and active participation in the classroom can be taken into account in the assessment system of the subjects provided it is included in the course guidelines. In any case, the inclusion of the cited elements in the assessment system must be reflected in the subject's teaching guidelines.
- 14.2 In any case, the assessment of attendance and active participation in the classroom must be appropriately justified by the professor, or by the teaching assistant, through the attendance records and/or their own notes.

Article 15: Utilisation of illicit means in the assessments

- 15.1 If the supervisor verifies that an assessment test, regardless of its type and modality, has been taken by the student fraudulently or using illicit means, the measures stipulated in the UNIE Code of Conduct and Disciplinary Regulations will be enforced.
- 15.2 Once the assessment test of the student has begun, whether in-person or virtual, the student will only have access to the authorised materials expressly indicated in the instructions.
- 15.3 During exams, both the use and possession of any reference or aid materials, as well as communication devices, data storage devices and computers, are prohibited without the prior authorisation of the professor. Mobile telephones and intelligent watches must remain turned off in all cases. In the event of online exams that require the use of specific technology, the appropriate instructions to the students will be given for such purpose.
- 15.4 Students must abstain from using, cooperating in fraudulent procedures or carrying out inappropriate behaviours during the assessment tests, including, among others:
 - Copying by any means.
 - The presence of other persons in online tests.

- Communication with another student or with another person through any means.
- Identity fraud and document forgery.
- Failure to comply with the responsible professors' instructions.
- Theft or access to the content of the tests before they are given.
- Disruption of the normal administering of the assessment tests.

15.5 Students who carry out any of the above-described behaviours will receive a "Failed" (zero, 0) grade in the subject in which the assessment test was being conducted, with the consequent loss of exam period and, where applicable, the application of the provisions of the Code of Conduct and Disciplinary Regulations.

Article 16: Justification of attendance in the assessment tests

Students may request the issuance of a certificate that officially documents their attendance at the assessment tests. This certificate must be signed by the professor or the student support services responsible for managing the programme, and it must adhere to the format set out in the "Model Certificate of Attendance for Final Assessments."

Article 17: Assessments in extraordinary circumstances

17.1 When, due to appropriately justified reasons, a student could not take the final exam, the date for it will be changed.

17.2 Only the following will be considered justified reasons:

- a) Serious illness or accident.
- b) Hospital admittance on the date of the student's exam or of a first-degree relative by blood or affinity.
- c) Death of a first or second-degree relative by blood or affinity occurring during the forty-eight hours prior to holding the exam.
- d) Judicial summons or requirement that coincides with the date and time of the exam.
- e) Birth or adoption of a child on the date of the exam or in the previous week.
- f) Representation of the University in national or international business or sports competitions.
- g) Other serious causes or those of force majeure that justify the impossibility of attendance in the exam (such as, for example, the international stays under student mobility programmes).

17.3 Under no circumstances will work-related reasons be sufficient justification for students to seek extraordinary considerations in their exam.

17.4 In the case of continuous assessment activities, the professor can propose an equivalent activity on another date, within the exam period, if the student justifies their absence according to the causes described previously.

- 17.5 In reference to the final exams, when due to the reasons specified above, a student is unable to take them on the scheduled date, they may take them during the second exam period established in UNIE's academic calendar of the UNIE.
- 17.6 It is strictly prohibited by the professors or teaching assistants to use the same exam questions within the exam periods of the same academic year.

Chapter V: Grading and standard grade reviews

Article 18: General grading system

- 18.1 Pursuant to Art. 5 of Royal Decree 1125/2003, of 5 September, by which the European system of credits and the grading system is established in the official university degrees and valid in the entire national territory, the learning outcomes obtained by the students in the different subjects that make up the curriculum will be graded according to the following numerical system of 0 to 10, including one decimal, to which will be added their corresponding qualitative grade:
- 0-4.9: Failed (SS).
 - 5.0-6.9: Pass (AP).
 - 7.0-8.9: Merit (NT).
 - 9.0-10: Distinction (SB).
 - 9.0-10: Distinction with Honours (MH).
- 18.2 The subjects of UNIE proprietary degrees are also graded according to the aforementioned Royal Decree.
- 18.3 The grading of the compulsory supplementary training that may be required for students, of both university and proprietary master's degrees, will be expressed using the same grading system; however, these grades will not be included in the calculation of the weighted average grade of the programme.

Article 19: Award of distinction with honour

- 19.1 The professors or teaching assistants of the subject may award the Distinction with Honour in the proportion of 1 distinction with honour for every 20 students of the group or fraction thereof when it is considered that the student's performance in the subject has been exceptional.
- 19.2 The award of Distinction with Honour is limited only to the subjects of university and proprietary undergraduate degrees.

Article 20: Grading of validated, recognised or adapted subjects

- 20.1 The validated subjects will have the equivalence in points corresponding to the grade obtained in the original institution.
- 20.2 In the adapted subjects, the grade obtained in the original institution will be calculated.
- 20.3 The recognised subjects will not have a grade and will not be taken into account for the

purposes of weighting in the final grade of the academic record.

- 20.4 When this origin consists of several subjects, the grade of the validated/adapted grade will be the weighted average of the grades of the original subjects.

Article 21: Period for publishing grades

- 21.1 The results corresponding to the continuous assessment tests must be published within 15 calendar days after they are conducted and, in any case, before the end of the subject's academic term.
- 21.2 If an assessment test is planned during the last teaching days of the subject, the results will be published in a sufficient and reasonable period that allows students to know the results of all the continuous assessment tests that have been carried out before the date foreseen for holding the final exam.
- 21.3 The results corresponding to the final exams must be published in a maximum period of 15 working days counting from the date of the exam.
- 21.4 In the continuous assessment systems, the final grades resulting from applying the weighted mean of the results of all the assessment tests outlined in the teaching guidelines will be published along with those corresponding to the final exam; that is, in a maximum period of 15 working days counting from the date of the final exam.
- 21.5 If the continuous assessment system does not include a final exam, the final grades of the subject will be published in a maximum period of 15 calendar days from the date of ending the academic term.
- 21.6 In the systems of a single final exam, by coinciding the final grade of the subject with the grade of the single final exam, it will be published in a maximum period of 15 calendar days from the date it was held.
- 21.7 The grades corresponding to the second exam period must be published in a maximum period of 15 working days from the delivery, defence and/or final exam.

Article 22: Grade reports

- 22.1 Once the final grades of a subject are published by the teaching staff in the virtual campus and, where applicable, the standard reviews are carried out (see point 27 of these regulations) and the grade appeals are resolved, the grade report will be prepared and finalised.
- 22.2 Having published the report of each subject, both the student and the professor have seven working days to verify the definitive grades. Once this period is over, the report will be definitive.
- 22.3 Any correction that is needed to be made on the closed reports can only be authorised by the professor in charge of the subject, addressing the Academic Secretariat according to the procedure established for such purpose.
- 22.4 Students have the obligation to review their grades published in the definitive reports in the indicated period. Having finalised and closed the academic year, they will lose their right to

request any modification in the reports.

- 22.5 The Academic Secretariat will ensure compliance with the deadlines established in the institutional academic calendar for the closing of the reports, informing the respective academic authorities of any potential irregularities that may arise in this regard.

Article 23: Communication of grades to the University

The Academic Secretariat will communicate the final grades of the subjects to the Universidad Internacional de la Empresa through the specific procedures established for this purpose and according to the current legislation on the subject of personal data protection.

Article 24: Grading of students in international mobility

- 24.1 The grades of UNIE students who, according to an international mobility agreement or programme, have studied in other universities or business schools, will be adapted to the grading scale provided in these regulations, whether automatically, where the agreement expresses the conversion scale, or manually, by making the pertinent calculations.
- 24.2 The grading of visiting students on international mobility programmes will be carried out in accordance with the present assessment regulations.
- 24.3 It corresponds to the International Mobility Office to receive the grades of the students on international mobility of the UNIE, and the sending to the corresponding academic area for the adaptation, signing and transfer of the records by the timely communication to the academic Secretariat.

Article 25: Standard grade reviews

- 25.1 Standard reviews will be made after publication of the final grades obtained in the different elements that make up the final evaluation of the subject. At that time, the date and time will be made known to the students in order to be able to review the grade and the assessments with the professor who has assessed them.
- 25.2 The period for carrying out the review is 72 hours maximum from the publication of the final grades at the campus. No reviews are admitted outside the periods indicated. The request for review shall have to be requested expressly by e-mail to the professor of the subject.
- 25.3 The standard review procedure shall have the following specificities, depending on the degree programme in which the student is enrolled:
- a) In the case of official and proprietary degrees, the student will address an e-mail to the professor of the subject, requesting the review on the published dates and hours.
 - b) The review will be carried out in person or through videoconference and on an individual basis.
 - c) During the review, the documentation pertinent to the assessment(s) will be analysed, as well as the responses provided by the student in the designated tools and spaces provided for such purpose. Therefore, the professors and teaching assistants must have available in this review all the assessment elements, whether in electronic format or in physical format.

- d) The review may suppose that the grade obtained in the assessment(s) is maintained or changed, being able to occur that it turns out higher or lower than the initial grade.
- e) Once the period established for the review has passed, in the following three days, the changes must be made to the provisional grades, which will be published in the campus and will be transformed into definitive grades.

Chapter VI: Grade Appeals Committee

Article 26: Regarding the Committee

26.1 The definitive grade for a subject can be appealed by the student provided the standard review of the provisional grade has been carried out. The grades of any subjects of the curriculum of the undergraduate, university and proprietary degrees may be subject to review.

26.2 Once the standard review procedure has ended, when students consider that there are sufficient reasons, they may file an appeal of their grade in a subject before the Academic Committee of the UNIE, or before the committee in which the latter delegates the function, in accordance with the following procedure:

- a) The procedure will begin at the student's request by means of the "Grade Appeal Request Form", available in the virtual campus. This request will be sent by email to the Academic Committee (comision.academica@universidadunie.com). The period for presenting the request will be five nature days from the date of the publication of the definitive grade in the virtual campus after the standard review.
- b) Once the Academic Committee has examined the request, a decision will be made regarding the acceptance or rejection of the appeal within five calendar days from the date of notification of the request. The rejection will be due to a formal defect.
- c) In the event the appeal is accepted, the Academic Committee will appoint an Evaluation Committee composed of two professors from the area of knowledge, who will provide a reasoned written response on the substance of the appeal within a period of ten calendar days from the acceptance of the appeal. This Committee may request any relevant information from the professor or teaching assistant of the subject that it deems appropriate.
- d) The decision and resolution of the committee will be submitted to the Academic Committee, which will confirm or amend the grade awarded during the standard review and communicate the outcome to the student by email.
- e) In the event that the grade must be corrected, the Committee will proceed to communicate it to the programme office and to the professor responsible for the grade so that they may update it in the system.
- f) Against this decision, the student cannot file any claim before the academic bodies of the UNIE.

Chapter VII: Assessment through curricular compensation

Article 27: Regarding curricular compensation

- 27.1 Curricular compensation assessment refers to the compensation of grades between subjects within a course or module.
- 27.2 This curricular compensation assessment will only be admissible in the undergraduate studies, provided the degree does not lead to a regulated profession, as stipulated in the Verification Report of the programme and/or to the specific regulations of the Universidad Internacional de la Empresa.
- The curricular compensation assessment may be requested by the student by email to the Academic Committee (comision.academica@universidadunie.com).
- 27.3 The curricular compensation assessment is not offered in the proprietary degrees of the UNIE.
- 27.4 The Academic Committee, having examined the request, will decide on its acceptance or rejection. If the request is resolved declaring the denial of the compensation, no further request can be made for the same degree programme.
- 27.5 Any subject worth 12 ECTS credits or less may be approved through curricular compensation, except for External Internships and the Final Undergraduate/Master's Degree Project, and it will be necessary for both assessment opportunities (ordinary and extraordinary) to have been exhausted.
- 27.6 Subjects passed through curricular compensation will be graded with a numerical grade of 5.0 and the descriptor "passed by compensation".
- 27.7 Curricular compensation may only be granted once.

Chapter VIII: Personal data protection

Article 28: Generalities

- 28.1 The UNIE complies fully with the current legislation on the subject of data protection; therefore, the grades of the continuous assessment tests and final exam will be processed applying the criteria derived from that legislation.
- 28.2 The professors, or the teaching assistants, will pay special attention to the temporary physical custody of the final assessments, which will occur for the necessary time required to correct and grade them, and they must subsequently be submitted to the Academic Coordination Area for safekeeping and custody.

Article 29: Communication to third parties of students' academic performance

Undergraduate students can authorise the UNIE to communicate data on their academic performance to third parties, such as their parents, or legal guardians, through the "Authorisation Form for communicating data to third parties on student academic performance", available in the virtual campus and they will be delivered to them, along with the rest of the documentation in the standard enrolment periods.

Additional Provision

All the terms used in these regulations that are expressed in a common gender shall be understood and used indistinctly in both masculine and feminine forms, depending on the gender of the individual holding the position.

Final Provision

These regulations will go into effect on the day following their approval, being published through the internal and external information systems commonly used by the University.