

**Regulations for credit
recognition and transfer.
Official qualifications of the
Universidad Internacional de la
Empresa (UNIE)**

Preamble

The purpose of this regulation is to regulate the credit recognition and transfer system in accordance with the general criteria laid down in Article 10 of Royal Decree 822/2021, of 28 September, establishing the organisation of university education the procedure for ensuring its quality. Additionally, this regulation establishes the conditions and management procedures for recognition and transfer records by the corresponding university management centres.

In accordance with the provisions of Article 10 of Royal Decree 822/2021, the procedures for the recognition and transfer of academic credits in official university qualifications aim to facilitate student mobility between official Spanish university qualifications, as well as between these and foreign university qualifications. Universities shall approve specific regulations to regulate these procedures in accordance with the provisions of this Royal Decree. Universities must reflect in the curricula of each qualification the volume of credits that may be used in these procedures, and the conditions and generic characteristics thereof. These recognised or transferred credits will be included in the student's record and in the European Diploma Supplement.

This regulation on the recognition and transfer of credits of the Universidad Internacional de la Empresa (UNIE) was approved by the rector's resolution of 3 June 2024, by virtue of the power conferred by Article 3.2 of Organic Law 2/2023 of 22 March on the University System, which expressly attributes to Spanish universities the power to draw up their internal regulations and by the second provision of Decree 6/2022 of 23 February of the Governing Council of the Region of Madrid, which approves the rules of organisation and operation of the Universidad Internacional de la Empresa (UNIE).

Chapter I: Recognition of credits

Article 1. Definition

1. The recognition of credits is the acceptance by a University of the credits that, having been obtained in official educational programmes, at the same or another university, are counted as part of the student's record for the purposes of obtaining an official university qualification different from the one from which they originated.
2. Accredited work and professional experience may also be recognised in the form of credits, which will count towards the award of an official qualification, provided such experiences related to the competencies inherent to that qualification.
3. The UNIE provides for the recognition of elective credits for university Bachelor's and Master's degree studies through the accreditation of the acquisition of transversal and professional competences.

Article 2. Scope of application

1. The provisions contained in this regulation shall apply to official undergraduate and postgraduate university education offered by the Universidad Internacional de la Empresa, as provided for in Royal Decree 822/2021 of 28 September, establishing the organisation of university education and the procedure for ensuring its quality.

2. Credits corresponding to bachelor's and master's degree final projects, with the exception of those specifically developed in a mobility programme, will not be eligible for recognition.

Article 3. General criteria

1. The number of credits that are subject to recognition based on professional or work experience and unofficial university education may not exceed, as a whole, 15 percent of the total credits that constitute the curriculum of the qualification to be obtained.
2. The recognition of these credits will not include a grading system and, therefore, they will not count towards the student record score.
3. There must be alignment between the knowledge, competences, and skills of the university qualification and the credits associated with the subjects or courses of the original education and those covered in the subjects or courses taken and passed, or those that have a transversal nature. Credits for courses previously validated or recognised will not be eligible for recognition.

Article 4. Recognition of credits in bachelor's degree programmes

1. The following will be subject to recognition:
 - a) Up to the totality of basic training credits between degrees in the same field of knowledge.
 - b) Credits for other subjects and courses among qualifications within the same field of knowledge or across different fields. This is always subject to the academic and training coherence of the knowledge, competences, and skills that define the subjects or courses to be recognised in relation to those existing in the curriculum of the degree to which access is sought.
 - c) Courses taken in regulated Vocational Training, according to the agreement signed between the Universidad Internacional de la Empresa and the Regional Ministry of Education, Universities, Science, and Spokesperson of the Region of Madrid.
 - d) Credits obtained in private university degrees from Spanish universities, always in accordance with what is stipulated in the Verification Report of the degree to which access is sought.
 - e) Professional or work activity carried out within the field of knowledge of the qualification.
 - f) Academic, cultural, sports, and other activities conducted within the university context.

Article 5. Recognition of credits in official Master's Degree programmes

1. In general, in University Master's Degree programmes, only credits corresponding to professional internships may be recognised, except in the cases detailed below.
2. Between official Master's Degree programmes, as determined in the Verification Reports, subjects or courses will be recognised based on the alignment between the competences and knowledge associated with the completed programmes and those outlined in the curriculum of the Master's Degree to which access is sought.
3. In the case of official Master's Degrees that qualify for regulated professions for which educational authorities have established the conditions that curricula must meet, credits for

the modules, subjects, or courses defined in the corresponding regulatory framework will be recognised. In the event a specific module has not been fully completed, recognition will be carried out based on subjects or courses according to the competences and knowledge associated with them.

Article 6. Recognition of credits in mobility programmes

1. Students who participate in national or international mobility programmes arranged by the UNIE, completing a period of studies at other Universities or Higher Education Institutions, will receive the credit recognition outlined in the academic agreement established prior to the start of their stay at the other University or Higher Education Institution.
2. The student and the university will sign a learning agreement before the commencement of the mobility programme.
3. This document will outline the courses to be taken at the host institution and the recognition granted by the UNIE (the courses to be enrolled, regardless of the nature or type).
4. In general, the provisions set forth in this regulation will apply to mobility programmes for dual degrees, without prejudice to the specific terms outlined in their respective agreements.

Article 7. Recognition of credits for university and academic activities

1. Students may obtain academic recognition for participation in university cultural, sporting, student representation, solidarity and cooperation activities.
2. The curriculum must provide for the possibility that students obtain a recognition of at least 6 credits out of the total curriculum for participation in these activities.
3. Under no circumstances may this type of recognition account for more than 10% of the total credits in the curriculum.

Article 8. Recognition of credits for professional activities, private degrees and non-university studies

1. Professional experience and credits obtained from any non-official university programme at a Spanish University may be recognised under the same terms as laid down in Article 3 of this regulation.
2. Credits for the completion of private qualifications that are not recognised as course-specific credits in the curriculum may be recognised as credits within the transversal and professional competences module of Bachelor's Degrees.
3. Credits from private qualifications may, exceptionally, be recognised in a percentage higher than 15%, as determined by the Academic Committee of the qualification. In certain cases these credits may be recognised in full, provided that the private qualification is discontinued and converted into an official qualification with recognised academic credits. In such cases, the internal quality assurance systems will ensure the academic appropriateness of this procedure.
4. Vocational Training studies may be recognised according to the collaboration agreement with the Regional Ministry responsible for vocational training in the Autonomous Region.
5. The recognition of these credits does not include numerical grades, and thus will not count towards the student record score.

Article 9. Effects of credit recognition

1. Recognised credits will be explicitly incorporated into the student's academic record by indicating the course (number and type of ECTS credits) as “recognised”, along with the grade obtained in the original course. If the recognition pertains to multiple original courses, the grade of the target academic record will be the weighted average based on the credits of these courses.
2. In this case, it is understood that the corresponding knowledge has already been passed and will not be subject to further evaluation.
3. If the origin grades are in a literal format, the following equivalences will be applied:

Literal grade	UNIE GRADE
Pass	6
Credit	8
Distinction	9.5
Honours	10

4. The student’s academic record must include the University, faculty or school and the original qualification where the recognised credits were earned.
5. Credits recognised for university activities, work or professional experience and non-official university qualifications will not carry a grade and, therefore, will not be considered to establish the average grade of the academic record.
6. When the original courses are ungraded, the recognised credits will be recorded with the grade “Satisfactory” and will not be calculated for the purposes of calculating the average grade of the academic record.

Chapter II: Credit transfer

Article 10. Definition

Pursuant to Article 8 of Royal Decree 822/202, the transfer of academic credits “refers to the inclusion, in the academic record and in the European Diploma Supplement, of all the credits earned in prior official studies, irrespective of the University, that did not result in the awarding of an official university qualification”.

Article 11. Scope of application

Credits for courses previously completed by the student in unfinished university studies that are not eligible for recognition will be transferred to their academic record for the studies they have enrolled in, along with the original grade, and will be reflected in official academic documents certifying the student’s academic progress, as well as in the European Diploma Supplement.

Article 12. Request for credit transfer

1. The transfer will be made at the request of the student after having passed at least 50% of the credits in the programme in which they are enrolled.
2. The transfer of credits cannot be requested after the completion of the programme.
3. The documentation that the student must provide is as follows: Personal academic certificate issued by the University of origin.
4. In the case of foreign studies, the documentation must be legalised (with the exceptions provided for by law) and translated into Spanish by a sworn translator.
5. If the original degree is from the UNIE, it is not necessary to provide any document.
6. The information incorporated into the academic record will be the literal transcript of the official academic certificate submitted by the student: University of origin, original qualification, course name, number of credits, type of course, grade, and academic year.

Article 13. Grades

In the transfer of credits, the grade obtained in the original courses will be recorded. If there are multiple original courses and only one target course, a weighted average will be calculated. If there is no grade in the original course, the transfer credits will carry the grade "Satisfactory" and will not count towards the average grade of the academic record.

Chapter III. Credit recognition and transfer procedure

Article 14. Committee responsible for the recognition and transfer of credits

At the UNIE, the Credit Recognition Committee shall be set up to act, within the scope of its competence, in matters of credit recognition and transfer.

Article 15. Credit recognition through the accreditation of official university studies

DEADLINE: Within the first 30 calendar days of each academic year. The response to the request will be issued within a maximum of 60 calendar days after the request deadline has passed.

WHERE: The secure access application on the UNIE website for enrolled students. Only one credit recognition request may be submitted.

HOW:

- You must first enter the course(s) completed in another official university qualification that you believe could be used for credit recognition.
- Then, you must link the selected course(s) to the course(s) of the qualification you are currently enrolled in.

DOCUMENTATION REQUIRED:

For UNIE studies no documentation needs to be submitted with the request.

For studies at other universities: The following documents must be scanned in PDF format:

1. The programme(s) or course syllabi from the original qualification, stamped by the originating University. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.
2. Personal academic certificate. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.

The Credit Transfer and Recognition Committee will evaluate the submitted documentation and decide whether the equivalence is sufficient to authorise recognition.

Once a decision has been made, the student will be informed. If the decision is favourable, the student must visit the academic secretary's office to check the original documents against those submitted digitally.

Article 16. Procedure for requesting credit recognition through the accreditation of higher non-university studies (vocational training)

Credits earned in other official higher education programmes may be subject to recognition.

DEADLINE: Within the first 30 calendar days of each academic year. The response to the request will be issued within a maximum of 60 calendar days after the request deadline has passed.

WHERE: The secure access application on the UNIE website for enrolled students. Only one credit recognition request may be submitted.

DOCUMENTATION TO BE PROVIDED: Original and copy of:

1. Higher Non-University Education Study Certification. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.
2. Personal Academic certificate. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.

The Credit Transfer and Recognition Committee will evaluate the submitted documentation and decide whether the equivalence is sufficient to authorise recognition.

Once a decision has been made, the student will be informed. If the decision is favourable, the student must visit the academic secretary's office to check the original documents against those submitted digitally.

Article 17. Procedure for requesting credit recognition by accrediting private qualifications form universities

The credits earned in any non-official university studies, as per Article 34.1 of Organic Law 6/2001 of 21 December, on Universities, amended by Organic Law 4/2007 of 12 April, from a Spanish university, may be recognised.

DEADLINE: Within the first 30 calendar days of each academic year. The response to the request will be issued within a maximum of 60 calendar days after the request deadline has passed.

WHERE: The secure access application on the UNIE website for enrolled students. Only one credit recognition request may be submitted.

DOCUMENTATION TO BE PROVIDED: If the private qualifications are from the UNIE, it will not be necessary to provide documentation. If the private qualifications from other universities:

1. Qualification certificate. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.
2. Personal academic certificate. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.
3. Document detailing the academic content of the courses taken, stamped by the University. If the university of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.

The Credit Transfer and Recognition Committee will evaluate the submitted documentation and decide whether the equivalence is sufficient to authorise recognition.

Once a decision has been made, the student will be informed. If the decision is favourable, the student must visit the academic secretary's office to check the original documents against those submitted digitally.

Article 18. Procedure for requesting credit recognition through the accreditation of work experience

Accredited work and professional experience may also be recognised in the form of credits, which will count toward obtaining an official qualification provided that the experiences related to the competences inherent in that qualification.

DEADLINE: Within the first 30 calendar days of each academic year. The response to the request will be issued within a maximum of 60 calendar days after the request deadline has passed.

WHERE: The secure access application on the UNIE website for enrolled students. Only one credit recognition request may be submitted.

DOCUMENTATION TO BE PROVIDED. The documentation is non-exclusionary, meaning that you must provide all relevant information based on your work experience:

1. Credit recognition request form.
2. Employment history report or equivalent document. If the entity of origin operates in a language other than those officially recognised by the Spanish state, a sworn translation must be provided.
3. Company certificate detailing the functions performed and competences acquired, duly signed and stamped by the employer.

In the case of students with work experience as self-employed workers, the following documents must be provided:

1. Certificate from the General Treasury of the Social Security showing the contribution period under the Special Scheme for Self-Employed Workers and the type of professional activity carried out.
2. Descriptive report of the activities carried out that support the acquisition of the course's competences.

The Credit Transfer and Recognition Committee will evaluate the submitted documentation and decide whether the equivalence is sufficient to authorise recognition.

Once a decision has been made, the student will be informed. If the decision is favourable, the student must visit the academic secretary's office to check the original documents against those submitted digitally.

Article 19. Procedure for requesting credit recognition through accreditation of university and academic activities

The performance of academic, cultural, sports activities, etc. carried out at the university level may also be recognised in the form of credits, which will be calculated for the purposes of obtaining an official qualification.

DEADLINE: Within the first 30 calendar days of each academic year. The response to the request will be issued within a maximum of 60 calendar days after the request deadline has passed.

WHERE: The secure access application on the UNIE website for enrolled students. Only one credit recognition request may be submitted.

DOCUMENTATION TO BE PROVIDED. The documentation is non-exclusionary, meaning that you must provide all relevant information according to:

1. Credit recognition request form.
2. Certificates of participation in university and academic activities where dates of participation and duration times are specified.

The Credit Transfer and Recognition Committee will evaluate the submitted documentation and decide whether the equivalence is sufficient to authorise recognition.

Once a decision has been made, the student will be informed. If the decision is favourable, the student must visit the academic secretary's office to check the original documents against those submitted digitally.

Article 20. Procedure for requesting credit transfers

Credit transfers will be processed at the request of the student. For these purposes, students who join a new programme will indicate, by means of a written document submitted to the Academic Secretary's Office within the enrolment deadlines, whether they have previously taken other official studies without having completed them. If these studies were not carried out at the UNIE, the relevant supporting documentation must be provided.

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 come into force the day after its approval by the Rector, and will be published through the commonly used internal and external information system of the Centre.