

unie*
Universidad

**REGULATIONS OF OWN UNIVERSITY
DEGREES** of the Universidad
Internacional de la Empresa

October, 2023

Content

Preamble	3
Chapter I: General Provisions	3
Article 1. Definition of our teaching	3
Article 2. Subject matter	3
Article 3. Scope of application.....	4
Chapter II: Organisation of Our Teaching	4
Article 4. Typology.....	4
Article 5. Our degrees offered in collaboration with other universities or educational institutions	5
Article 6. Modalities of delivery	6
Article 7. Access requirements	6
Article 8. Language Requirement.....	8
Article 9. Recognition of credits.....	9
Article 10. Registration.....	10
Article 11. Permanence	10
Article 12. Evaluation	10
Article 13. Final thesis.....	11
Article 14. Issuing of our qualifications.....	11
Chapter II: Approval, Modification, Implementation and Discontinuation of Our Degrees	12
Article 17. Proposal for the innovation of our teaching	12
Article 18. Favourable report of the Internal Quality Assurance System (IQAS).....	12
Article 19. Approval.....	13
Article 20. Report on our degrees and teaching guides.....	13
Article 21. Modification of our degrees	13
Article 22. Quality control and follow-up of our degrees	14
Article 23. Implementation of our degrees	15
Article 24. Renewal and lapse of qualifications.....	16
First additional provision	17
Second additional provision.....	17
Third additional provision	17

Preamble

In accordance with the provisions of Organic Law 2/2023 of 23 March on the University System, the autonomy of Spanish universities is recognised for teaching courses leading to qualifications other than official university degrees and for issuing their own degrees (Article 3.2 letters f, g and h).

For its part, Royal Decree 822/2021, of 28 September, establishes the basic lines regulating the degree programmes and refers to the universities the task of approving a regulation governing them (Articles 36 and 37). These degrees shall be issued in the manner determined by the university, bearing in mind the provisions of this Royal Decree, and under no circumstances may their name or the format in which they are prepared and made public lead to confusion with the official university degrees referred to in Article 3.1 of the aforementioned Royal Decree.

In compliance with these regulations and with the aim of guaranteeing the quality of the courses offered by the International Business University (hereinafter UNIE), the rector's resolution approves the approval of these regulations on 10 October 2023.

Chapter I: General Provisions

Article 1. Definition of our teaching

Within the UNIE's university studies, its own degrees are made up of a series of lifelong learning courses whose purpose is to strengthen the training of citizens throughout their lives, updating and extending their knowledge, skills and general, specific or multidisciplinary abilities in the various fields of knowledge.

Article 2. Subject matter

The purpose of these regulations is to establish the framework within which UNIE's degrees are to be defined and developed.

The governing bodies of the UNIE will regulate by means of specific regulations at least the teaching conditions, the places available, the syllabus, the ratios and the participation of the university's own and external teaching staff, as well as the quality systems that will affect the degrees.

Each of the Centres will expressly state in the institutional information that these qualifications are for lifelong learning.

Article 3. Scope of application

These regulations shall be applicable to courses of study leading to the awarding of the UNIE's own degrees and, where appropriate, also by the authorised collaborating entities, by means of the appropriate agreement, which give rise to the awarding of the UNIE's own degree (issued as a degree or certificate), different from the official degrees and valid throughout the national territory, under the terms established in the regulations.

Chapter II: Organisation of Our Teaching

Article 4. Typology

The names of the degrees will always be in accordance with the provisions of these regulations, and any change in the name must be approved by the Academic Governing Board of the UNIE, with the exception of the Lifelong Learning Masters, which will always have this name.

In accordance with the provisions of the Organic Law of the University System and Royal Decree 822/2021, the UNIE-specific degrees regulated by these regulations may correspond to one of the following typologies.

4.1. Lifelong learning qualifications that require a university entrance qualification, or the accreditation of professional experience equivalent to university academic training: these are studies whose aim is to broaden knowledge and skills, contribute to the specialisation or updating of university graduates.

- Master of Lifelong Learning: with a load of 60, 90 or 120 ECTS credits.
- Specialisation Diploma: with a load of between 30 and 59 ECTS credits.
- Expert Diploma: less than 30 ECTS credits.

4.2. Lifelong learning qualifications that do not require a university entrance qualification, lifelong learning courses that seek to broaden and update knowledge, competences and training or professional skills that contribute to improving the labour integration of those citizens who do not have a university qualification: advanced programmes, university courses or any other denomination as long as it does not lead to confusion with the qualifications included in section 4.1. of this article. A certificate will be issued with the name of the respective course, which must include the corresponding credit load.

4.3. In-house courses of less than 15 ECTS, whether or not they require a previous university

degree, in the form of micro-credentials or micro-modules, which make it possible to certify learning outcomes linked to short-term training activities. Under no circumstances may these courses be confused with the qualifications offered by Intermediate or Higher Level Vocational Training centres.

The accumulation of credentials, according to the corresponding syllabus, may lead to the award of the corresponding certificates or diplomas. In this case, the award of the corresponding degree or diploma shall be subject to the fulfilment of the access and admission requirements established for the study.

4.4. The name of the degree programmes must be clearly differentiated from any official UNIE university degree in order to avoid confusion. Likewise, the contents of a specific degree proposed by a collaborating entity may not coincide by more than 50% with any other degree offered by UNIE, whether official or specific.

4.5. For the purposes of these regulations, the ECTS credit of the UNIE's own degrees comprises a total of 25 hours of training, divided between teaching, training activities and autonomous work of the student according to the competences and learning outcomes expected in each degree.

4.6. These studies shall be governed by the provisions of these regulations and those applicable to them and by what is established in the corresponding degree report.

4.7. The incorporation of new types of own degrees will require the prior approval of the Academic Governing Board.

Article 5. Our degrees offered in collaboration with other universities or educational institutions

5.1. UNIE may collaborate with other national or foreign universities or institutions of recognised prestige in the field of the programme it wishes to offer, in the design or delivery of its own degrees. In any case, the terms of the collaboration must be set out in the corresponding agreement, which must respect, in all cases, what is established in the academic regulations of the University.

5.2. Partnership agreements shall contain at least the following information:

- a) Title of the degree(s).
- b) Define the type of collaboration and the roles assumed by each party.

- c) Indicate the academic coordinator of the programme and, if foreseen, the co-director. If the coordinator and co-director have not yet been designated, the agreement shall expressly state that the coordinator may be a lecturer at the UNIE, while the co-director may be a professional of recognised prestige in the field, staff from social and business organisations or entities, or members of other administrations.
- d) In the case of joint degrees, this condition must be expressly indicated and it must be stated that enrolment, academic coordination of the degree, approval of teaching staff and content, assessment reports and the issuing of the degree will be managed directly by UNIE staff. In the case of content, the appropriate agreements will be signed between the parties to guarantee UNIE the exploitation rights. It will also indicate the constitution of a Joint Commission formed by two members of the UNIE who will belong to the PDI (teaching and research staff) appointed by the Rector, and by two members of the collaborating entity who will belong to the PDI appointed by this institution.
- e) The financial terms of the agreement, if any.
- f) In the case of joint degrees or degrees that qualify for the exercise of a profession, the specifics that should appear on the diploma shall be recorded: logos of the parties, legislation regulating the course that qualifies for the exercise of a profession, whether it is a joint degree or a degree given in collaboration with that institution, etc.

5.3. The academic head of the degree will always be a lecturer at UNIE.

5.4. The name or logo of the UNIE may only appear on any information, advertising or diploma support, when previously authorised in the agreement and in the degree report.

Article 6. Modalities of delivery

These specific courses may be carried out in the classroom, hybrid or virtual teaching modality.

Article 7. Access requirements

7.1. In accordance with the provisions of the seventeenth additional provision of Organic Law 2/2023 of 23 March on the University System and articles 36 and 37 of 822/2021 of 28 September, which establishes the organisation of university education and the procedure for quality assurance, the following access conditions are determined:

- Hold an official university degree or other equivalent qualification that qualifies for access to official postgraduate studies in accordance with current legislation.

- Those who do not hold a university qualification that qualifies them for access to lifelong learning qualifications and who can accredit work or professional experience with a level of competence equivalent to university academic training, may access university lifelong learning courses by means of a procedure for the recognition of work or professional experience.

7.2. In order to access a UNIE-specific degree, the access and admission criteria set out in the Degree Report must be met. In order to guarantee the maximum use of the degree and according to its degree of specialisation, other specific access and/or admission requirements may be demanded -also for specific degrees that do not require a university qualification- which will be established in said Report.

7.3. In the case of qualifications from educational systems outside the European Higher Education Area, the Centre's Academic Secretary's Department will verify that the qualification in question is official and issued by a university or higher education institution recognised by the competent authorities in the country and that it gives access to postgraduate studies in the country of issue. For the purpose of such verification, the UNIE may request additional supporting documentation.

7.4. The requirements for access to the degree programmes that do not require a previous university degree or that have a credit load of less than 15 ECTS credits will be expressly determined in each programme and set out in the corresponding specifications for each degree programme. These requirements will be in accordance with the specific objectives of each programme.

7.5. In any case, the system of access to each specific degree will be determined in the Report of each specific degree, where additional requirements may be established, in addition to access, for admission, if considered appropriate.

7.6. Access to a Lifelong Learning Master's Degree may also require the fulfilment of additional requirements that may have been determined in the corresponding Master's Degree Verification Report.

These additional access requirements may refer to the language level, which is detailed in Article 9, or to the need to take certain additional courses, depending on the student's previous training and experience. These training complements may form part of the Master's syllabus, provided that the total number of credits to be taken does not exceed the equivalent of 20 per cent of the

credit load of the degree.

If the student does not accredit the required language level, or does not pass the training complements, he/she will not be able to obtain the chosen Master's degree.

7.7. Admission will not imply, under any circumstances, any modification of the academic and, where appropriate, professional effects corresponding to the previous qualification held by the interested party, nor its recognition for purposes other than that of studying for a Master's degree.

Article 8. Language Requirement

8.1. Students from countries or educational systems with a language other than Spanish must accredit a knowledge of Spanish at level B2 according to the Common European Framework of Reference for Languages. In relation to the accreditation of the level of Spanish language for admission to an official degree, one of the following alternatives may be chosen:

- a. Presentation of the document justifying the B2 level of Spanish.
- b. An internal level test at the Centre.

8.2. They are exempt from this requirement:

- a. Those who can prove that they are Spanish nationals or nationals of any country where Spanish is the official language.
- b. Those who hold a university degree awarded by any Spanish University or a foreign degree equivalent to: Hispanic Philology, Translation and Interpreting (with Spanish language), Spanish Literature and/or Linguistics.
- c. Those who have taken a Language Level Test with the Centre.
- d. Those who can prove, by means of the corresponding certification, that they have taken previous studies in Spanish.

8.3. In the event that the degree to which the student is applying is taught in English, the applicant must accredit level B2 of the Common European Framework of Reference for Languages in English:

- a. Presenting the document that proves the B2 level of English.
- b. If they do not present the accreditation, they will have to take a specific language

test organised by the Centre.

8.4. They are exempt from this requirement:

- a. Those who can prove that they are English nationals or nationals of any country where English is the official language.
- b. Those who hold a university degree, the curriculum of which has been taught in English, awarded by any English University or a foreign degree equivalent to: Anglo-Saxon Philology, Translation and Interpreting (with English language), Anglo-Saxon Literature and/or Linguistics.
- c. Those who have taken a Language Level Test with the Centre.
- d. Those who can prove, by means of the corresponding certification, that they have taken previous studies in English.

8.5. If it is found that the student does not have a language proficiency level of B2 according to the Common European Framework of Reference for Languages, a placement test will be carried out at the Centre.

Article 9. Recognition of credits

9.1. For Master's, Specialist and Expert degrees and courses aimed at obtaining a lifelong learning certificate, the recognition of credits will be carried out in accordance with the provisions of the UNIE's Regulations on the Recognition and Transfer of Credits, without prejudice to the peculiarities established in the degree report. For the rest of the degrees, what is established in the corresponding Reports approved by the UNIE will be applied.

9.2. Credits may be recognised for official or own university courses provided that they have been taught by a legally recognised university and the corresponding diploma or degree accredits the completion of the learning assessment.

9.3. In any case, the recognition of credits will be determined in each programme and will be set out in the file for each specific degree. Under no circumstances may credits corresponding to the Master's Final Project be recognised. The recognition of these credits will not include their qualification and therefore they will not be taken into account for the purposes of the transcript of records.

9.4. These recognitions will be carried out by the department responsible with the information

contained in each degree report. To do so, the student must submit the corresponding documentation to the Department of Recognition. In order to carry out the recognition, it is necessary to assess the credits, contents, competences and learning outcomes provided by the studies passed and those that are intended to be taken.

Article 10. Registration

10.1. The enrolment process for UNIE-specific degrees will be the same as for official UNIE degrees and admitted candidates must provide, at the time of enrolment, the required access and admission documentation. In any case, it will be essential to provide the registration form and identity document in order to enrol.

10. 2. Exceptionally, conditional enrolment shall be permitted on the same terms as for official studies, for undergraduate students enrolling in postgraduate studies that require a university degree.

10.3. In those cases in which enrolment is managed through a company or other collaborating institution (for its employees or associates), the latter may coordinate the collection and sending of candidate data and the required access and admission documentation, being responsible for verifying the veracity of the data sent to the UNIE. In these cases, it will be necessary to previously sign an agreement stating the terms of the collaboration, the data protection policy, the method of issuing the degree and the economic terms of the agreement, among other aspects.

10.4. Compliance with the enrolment requirements and payment obligations is a necessary condition for obtaining the certificate or diploma accrediting the degree.

Article 11. Permanence

For the university's own lifelong learning degrees that require a university entrance qualification, the rules laid down in the UNIE's enrolment and continuance regulations for official courses will be applied, in all that is applicable to them.

Article 12. Evaluation

12.1. Students enrolled in a Degree must pass all the credits of the Programme in order to obtain the corresponding degree or certificate of completion, without the possibility of granting a partial degree in the event of not having passed the entire programme, without prejudice to certifying the credits taken.

12.2. The marks obtained by students in each of the modules shall be expressed by means of numerical marks on a scale from 0 to 10, to one decimal place, to which the corresponding qualitative mark may be added:

- 0.0 to 4.9 Fail (F)
- 5.0 to 6.9 Pass (P)
- 7.0 to 8.9 Good (G)
- 9.0 to 10 Excellent (E)
- 9.0 to 10 With Honours (WH)

12.3. In the case of specialist, expert or certificate courses, the qualification will be PASS or FAIL.

12.4. If irregularities are detected in the evaluation tests -whether activities or online exams-, the activity or exam will be graded with a "zero (0)-fail" to all students involved, and the teacher will inform them warning them of the seriousness of the facts and the possible consequences in case of repetition. Activities or exams failed due to plagiarism, cheating or any other irregularity cannot be made up. In addition, the UNIE regulations on evaluation, as well as the UNIE Student Coexistence and Disciplinary Regime Plan, will apply to students enrolled in their own degrees.

Article 13. Final thesis

The syllabuses of the UNIE degrees may include a final project subject. In this case, the rules that will apply for the preparation and defence of the work - if it is established that there must be a defence ceremony - will be those established for official degrees, without prejudice to the peculiarities foreseen in the degree report.

It will not be compulsory for the defence of the final thesis for the degree programme to be held in public.

Article 14. Issuing of own qualifications

14.1. The diplomas or certificates of own degrees will be issued by the UNIE Academic Secretariat Department in electronic format to students who have passed the corresponding evaluation process (in no case will mere attendance at the course lead to the award of the diploma or certificate), and will be signed by the Rector of the University. There is no possibility of awarding a partial degree in the case of not having fulfilled the requirements of the studies.

14.2. The applicable procedure for the issuing of own lifelong learning degrees that require an

access qualification will be the same as for official UNIE degrees: prior application by the student and payment of the fees for the issuing of the degree are required. For the rest of the own degrees, no prior application is required; the diplomas or certificates will be sent to those who have successfully completed their studies.

14.3. Certificates and diplomas shall be issued in accordance with the provisions of the Memories of the different degrees and, in those programmes taught in collaboration with other entities or institutions, the terms of the respective collaboration agreement shall also be taken into account. In any case, the certificates and degrees corresponding to the UNIE-specific degrees covered by these regulations shall be issued by the University in accordance with the format approved by the General Secretary's Office and processed by the University's Academic Secretary's Office.

14.4. Certificates of lifelong learning courses that do not require a university entrance qualification shall indicate the corresponding credit load.

14.5. Students conditionally enrolled in their own studies requiring a university entrance qualification who pass the course but do not provide the required university qualification will not be issued a degree or diploma and may only obtain a university extension academic certificate.

Chapter II: Approval, Modification, Implementation and Discontinuation of Our Degrees

Article 17. Proposal for the innovation of our teaching

The UNIE establishes two annual calls for the proposal of its own qualifications for Lifelong Learning Master's Degrees, Specialisation Diplomas and Expert Diplomas:

- a. One in March (for implementation in the October edition).
- b. And another until September (for implementation in the April edition).

Article 18. Favourable report of the Internal Quality Assurance System (IQAS)

Specifically, in the case of the Lifelong Learning Master's Degree, prior to its approval by the governing bodies, it must have a favourable report from the university's Internal Quality Assurance System, which will be binding for the university. Once this favourable report has been obtained, the university may request its inclusion in the RUCT, always under the name of Lifelong

Learning Master's Degree in the subject in question.

Article 19. Approval

19.1. The approval of a new Master's Degree in Lifelong Learning, Specialisation Diploma and Expert Diploma will be the responsibility of the Academic Governing Board of UNIE, at the proposal of the Rector, once the approval of the Steering Committee of the collaborating centre and the Management of PFU Madrid has been obtained.

19.2. The Vice-Rector's Office for Quality Assurance will manage the registration of the degree in the university catalogue. It will also ensure implementation and assessment in accordance with university regulations and the internal quality system in coordination with the Academic Management of the collaborating centre.

Article 20. Report on our degrees and teaching guides

20.1. The UNIE Vice-Rectorate for Quality Assurance will provide the Academic Management of the centre and/or the Degree Director with the degree report template and the teaching guides before the start of each academic year.

20.2. The director of the degree, together with the centre's Quality Coordinator, will prepare the report and the teaching guides to be sent to the virtual space assigned to the centre by the Vice-rectorate for Quality on the dates indicated in each call for applications.

20.3. The contents of the report and the teaching guides may only be modified for subsequent editions, never for editions that have already begun. If the degree has two editions in the same academic year, there will be a single teaching guide per academic year that will be applicable to all the sessions of the same academic year. Each lecturer must include their updated teaching guide in the space assigned to their subject on the centre's virtual campus.

Article 21. Modification of our degrees

21.1. The proposal for the own title can only be modified for subsequent editions, never for editions already sold or started.

21.2. In exceptional cases, once the proposal for a specific degree has been approved, changes may be requested if they do not exceed 30 per cent of the total of the first proposal.

21.3. It is also possible to request the modification of the name of the degree, in order to adapt it to the professional reality, as long as this change is not significant or misleading or confusing for students and the sale of the degree has not been initiated.

21.4. Any modification affecting a Degree will follow the same approval process as a new proposal, if applicable.

Article 22. Quality control and monitoring of our degrees

22.1. The academic management of the collaborating centre will assign a quality manager or coordinator to carry out the following functions:

- a. Participate in the inter-centre Quality Coordination Commission convened by the Vice-Rectorate for Quality and in the degree quality commissions (CCT) of the centre.
- b. Ensure compliance with applicable UNIE SAIC requirements.
- c. To review and manage, together with the degree management, the report and the teaching guides of the subjects according to the templates sent by UNIE for this purpose.
- d. To ensure the implementation of the degree in accordance with the report and the teaching guides.
- e. Coordinate the procedures for data collection and information analysis of the degree.
- f. To prepare the Annual Degree Report according to the template sent by UNIE for this purpose, within a maximum period of 60 days from the end of the academic year and/or the edition of the degree itself.
- g. Leading the internal and external evaluation and monitoring processes of the degree.

22.2. The University's degrees will be subject to the University's Internal Quality Assurance System (SAIC). The University's Vice-Rector's Office for Quality Assurance will monitor them in accordance with the corresponding SAIC procedures.

22.3. The Degree Quality Committee (CQC) will meet once a year, preferably at the end of the programme. This committee shall be made up of:

- Director of the Degree (will make the call)
- IDP Representative
- Student representative
- Quality Coordinator of the centre

22.4. The measurement of the satisfaction of stakeholders (students, teachers and employers) will be measured through surveys under indications and questionnaire templates provided by

the Vice-Rectorate for Quality Assurance.

22.5. The evaluation of the University's own degrees will be carried out on those aspects and academic indicators that allow for the detection of strong points and areas for improvement, with the aim of maintaining the quality level of the degree and guaranteeing student learning.

These indicators are:

Name	Code	Description
Enrollment	I01	Number of students enrolled in an academic year.
Graduation rate	I02	According to the entry cohort, ratio of incoming students who complete their studies within the stipulated theoretical time +1 or earlier.
Degree drop-out rate	I03	Percentage of students from a cohort of new entrants to studies who are not enrolled in those studies in the following two years.

Name	Code	Description
Rate of return	I05	Percentage ratio between the number of credits passed and the number of credits enrolled.
Success rate	I06	Percentage ratio between the number of credits passed and the number of credits submitted.
Average mark	I10	This is the arithmetic mean of the grades of the academic transcript of the graduating students.
Employment rate per year	I13	% of students who are working, or about to start working, or in their own company or setting up their own company related to the field of study of the degree studied, one year after completion.

Article 23. Implementation of our degrees

23.1. STUDENTS. All students of UNIE degrees must enrol in accordance with the requirements and the specific procedure established by the UNIE for these courses. Students enrolled in the University's degrees will have access to complete information on the programmes, timetables and teaching organisation.

23.2 Guidance system and students with educational needs The institution guarantees transparent and accessible information on admission procedures and has guidance systems in place for students. It will also ensure that such information and admission procedures take into account students with functional diversity or specific needs, and will have appropriate support and counselling services, which will assess the need for possible curricular adaptations, itineraries or alternative studies.

23.3. TEACHING STAFF. The teaching staff that teaches the degrees will be made up of lecturers with an employment or commercial relationship with the UNIE or by means of a collaboration agreement with an external entity and the University, who have the qualifications and teaching experience in accordance with the subjects to be taught. External professionals and lecturers who are specialists in the subjects that make up the syllabus of the degree may also participate.

23.4. MANAGEMENT. All lifelong learning qualifications must have at least one lecturer from the UNIE with a university teaching experience and employment relationship. However, there may be co-directors from other universities, professionals of recognised prestige, staff from social and business organisations or entities, or members of Public Administrations. In these cases, there must also be an Internal Director who will be a lecturer with an employment relationship with the University.

Article 24. Renewal and lapse of qualifications

24.1. The degree may be renewed for subsequent editions at the request of the Academic Directorate of the centre after notifying the Vice-Rectorate for Quality Assurance.

24.2. Those degrees that have not been offered for more than two consecutive editions, or which, once approved, have not been implemented for more than two years, will be cancelled and will have to be processed as new studies if they are to be offered again.

24.3. In any case, the degrees that have begun to be taught must continue until their completion with an extinction plan that guarantees the rights of the students enrolled.

First additional provision

The Academic Governing Board may authorise the application for inclusion in the RUCT of the Lifelong Learning Masters that have obtained a favourable report from the university's SAIC, following a request from the centre that has launched the degree programme. In any case, the name of Lifelong Learning Master's Degree in the subject under consideration must be respected.

Second additional provision

These regulations shall also apply to students enrolled in the Centre's own Master's degrees.

Third additional provision

All the denominations contained in these Regulations that are carried out in the common gender shall be understood to be carried out and used indistinctly in the masculine or feminine gender, depending on the sex of the responsible who carries them out.

Final provision

These regulations shall enter into force on the day following their approval by the competent body of UNIE - Universidad Internacional de la Empresa.