

**Approved by:**

- Governing Council's Academic Committee, 2 March 2012
- Governing Council on 8 May 2012
- Board of Trustees on 26 July 2012

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- University of Barcelona Senate, 12 July 2012
- Universities Council, 19 September 2012

## **THE UNIVERSITY OF BARCELONA'S ACADEMIC PROGRESS REGULATIONS FOR STUDENTS OF BACHELOR'S DEGREES AND UNIVERSITY MASTER'S DEGREES**

The academic progress regulations in force to date were approved by the Board of Trustees on 24 July 2009, as established in Article 46.3 of the Spanish Organic Law on Universities (LOU) and Article 129 of the UB Statutes.

These regulations were applied during the first three years of implementation of bachelor's degrees and master's degrees within the framework of the European Higher Education Area. After three years, the regulations could be considered effective, as they helped to promote the objectives established within them, such as ensuring that students get the most out of their studies, with the resulting improvement in academic performance.

Without detracting from this general evaluation, at the end of the period it was determined that the content of the regulations needed to be revised, basically due to three main factors.

First, it is essential to simplify the academic progress regulations. The current text is complex, which makes it very difficult to apply, both for students and those who manage and resolve the situations described within the regulations.

Second, 2011-2012 is the last academic year of the transition period established in the Regulations for the Assessment and Marking of Learning Outcomes. Therefore, from academic year 2012-2013, there can only be one examination sitting for all subjects. This will have a considerable impact on students' curriculum development.

Thirdly, we cannot ignore the Catalan social and economic context, which directly affects academic progress and teaching in all public universities, and consequently also in the University of Barcelona. Its impact is due to the freezing (and sometimes cuts) in teaching resources, as well as the substantial increase in public fees that are approved for each academic year.

These factors, as well as the general objective of efficiently using the public resources that are provided for the University and therefore also for students, mean that the previous Regulations need to be revised. The aim is not so much to alter the main objective, but to adapt the academic instruments used to attain the objectives of improving academic performance and making effective use of available teaching resources.

Therefore, the main elements of these Regulations are based on a simple, effective academic mechanism, in which the two variables that should be considered are the number of credits that students must enrol for, and the number of credits required to pass. This ensures that students can study part-time or full-time, which covers the

needs of students from a range of economic and social backgrounds. In turn, this flexibility is increased by the distinction between the requirements that must be met in the first year of enrolment and the following years. An overall limit to the time spent at university is established, depending on the number of credits in the degree. Finally, schools and faculties can resolve in a reasoned, fair way, through offices of the dean and in accordance with the interests and needs of each degree, any exceptional situations that arise and address any individual cases that require resolution.

These Regulations have been drawn up with the participation of the sectors that are affected, and UB schools and faculties. They have passed through the required stages of consultation and information, as stipulated in current legislation.

### **Art. 1. Area of application**

These regulations apply to all students who are taking bachelor's degrees and university master's degrees at the University of Barcelona (UB).

### **Art. 2. Enrolment and academic progress conditions**

2.1. Enrolment and academic progress conditions during the first year after joining a university bachelor's degree course:

1. The first year that students join a UB bachelor's degree course, they must enrol for either 60 credits (full-time mode), or 30 credits (part-time mode).
2. Students who have enrolled for 60 credits must have passed at least 18 credits by the end of the first year to remain on the bachelor's degree course.
3. Students who have enrolled for 30 credits must have passed at least 6 credits to remain on the bachelor's degree course.

2.2. The enrolment and academic progress conditions from the second year onwards and for first year students who have previously completed all or part of other official university studies at any university:

1. Students can enrol for between a minimum of 18 credits (except if fewer credits are left to complete the course) and a maximum of 60.
2. Students will be part-time if they enrol for between 18 and 45 credits, and full-time if they enrol for between 46 and 60 credits.
3. In duly justified, exceptional cases, the Head of Studies may expressly authorise enrolment for over 60 credits and up to a maximum of 78 credits in an academic year.

4. If students wish to enrol for compulsory credits from a subsequent academic year, they must also enrol for all the pending compulsory credits from previous academic years.
5. If, for a second consecutive year, students have not passed at least 50% of the credits they have enrolled for, they cannot remain on the bachelor's degree course.
6. When students have less than 10% of credits remaining to complete the bachelor's degree, they must enrol for all of them.

2.3. Enrolment and academic progress conditions for students of university master's degrees:

1. Students can enrol for between a minimum of 20 credits (unless they have less credits remaining to complete the master's degree) and a maximum of 60. Students will be part-time if they enrol for between 20 and 48 credits, and full-time if they enrol for 49 or more credits.
2. In duly justified, exceptional cases, the coordinator of the university master's degree may expressly authorise enrolment for over 60 credits up to a maximum of 78, and enrolment for less than 20 credits down to a minimum of 18 per academic year.
3. If, for a second consecutive year, students have not passed at least 50% of the credits they have enrolled for, they cannot remain on the master's degree.

### **Art. 3. Time limit for bachelor's degree courses**

3.1. In 240-credit bachelor's degrees, full-time students must complete their studies within a maximum of seven years. Part-time students have ten years to complete a bachelor's degree.

3.2. In bachelor's degrees that are comprised of over 240 credits, full-time students have a maximum of eight years to complete their bachelor's degree, and part-time students have eleven years to complete their studies.

3.3. In the above two sections, students are full-time if in the first five years of enrolment they take an annual average of forty-six or more credits per year. When they take an average of less than forty-six credits per year in the five-year period, they are part-time students.

### **Art. 4. Calculation of credits**

4.1. Recognized credits and transferred credits do not count towards the number of credits that must be passed to remain on the course, and do not count towards the

number of credits that must be enrolled for in an academic year.

4.2. In cases of semestral enrolment, the number of credits passed and those enrolled for are calculated annually.

#### **Art. 5. Academic progress and student support**

5.1. Prior to the enrolment period, the school or faculty must inform students, particularly incoming students, of the Academic Progress Regulations and provide guidance on the number of credits that they must enrol for, depending on whether they are full- or part-time.

5.2. Likewise, the school or faculty must establish a form of preventive action focused on students who could be affected by the Academic Progress Regulations. It should be implemented after the first semester for students who are taking between thirty and sixty credits, and centre on those who have not passed 50% of the credits that they enrolled for.

#### **Art. 6. Withdrawal from the degree course**

6.1. Students are considered to have withdrawn from a bachelor's degree or university master's degree when two consecutive academic years have passed without them having enrolled.

6.2. Students who passed some credits before they withdrew from the course may address the office of the dean to request readmission. In the case of university master's degrees, the office of the dean will then ask the master's degree coordination committee to issue a report before a decision is made.

6.3. If students have not passed any credits prior to withdrawing from a bachelor's degree, they may request a new place through the university pre-enrolment process. If they have withdrawn from a master's degree before they have passed any credits, the procedure for access and admission is that determined by current legislation.

#### **Art. 7. Students with special needs**

The University must promote the effective adaptation of academic progress and enrolment regulations to the characteristics of students with special needs by assessing each specific case and adopting the appropriate specific regulations.

#### **Art. 8. Students on mobility programmes**

Students who participate in mobility programmes are not required to comply with the conditions established in the Academic Progress Regulations during the year that they are taking credits at another university.

#### **Art. 9. Non-compliance with the academic progress provisions**

9.1. Students who do not meet the academic progress conditions established in Articles 2 and 3 of these Regulations must withdraw from the bachelor's degree or university master's degree in which they are enrolled.

9.2 In requests for exceptional conditions, the office of the dean shall consult the school or faculty's academic committee or the coordination committee of the master's degree, depending on the course. It shall then assess the supporting documentation and make a decision.

#### **Art. 10. Interpretation of Regulations**

10.1. The Rector is responsible for interpreting and clarifying these Regulations, and may delegate this responsibility to the Vice-Rector who acts as chair of the Academic Committee delegated by the Governing Council (CACG).

10.2. In any case, interpretations and clarifications can only be made after consulting the Academic Committee delegated by the Governing Council.

#### **Art. 11. Information on students' progress for the Board of Trustees**

The University must draw up the required annual reports on students' progress and on the impact of implementing these Regulations. The Academic Committee delegated by the Governing Council must submit these reports to the Board of Trustees and make them available to all schools and faculties to facilitate the task of providing guidance and information to students.

#### **First additional provision**

Heads of studies could waive the obligation to enrol for remaining compulsory credits from previous academic years if the request is made by a conversion student or students from a pre-EHEA degree course or diploma that has been adapted to a bachelor's degree. Conversion students are those who have chosen to convert a pre-EHEA qualification to the corresponding bachelor's degree.

### **Second additional provision**

These regulations do not affect any specific requirements that may be described in the corresponding official reports for bachelor's degrees and university master's degrees, in course curricula approved by the Governing Council, or any requirements among subjects approved for bachelor's degrees.

### **Third additional provision**

In the case of bachelor's degree courses with simultaneous study pathways, the enrolment conditions shall be those indicated in the curricula of pathways approved by the University and academic progress conditions shall be applied considering each bachelor's degree separately.

### **First transitory provision**

All students who started bachelor's degree or official master's degree studies before the entry into force of these Regulations will be subject to the academic progress regulations described herein.

### **First repealing provision**

The University of Barcelona's Academic Progress Regulations approved by the Board of Trustees on 24 July 2009, and any other regulations or provisions of a similar or lower status that contrast with the provisions established in these Regulations shall be repealed.

### **Final provision**

These Regulations come into effect in academic year 2012-2013 from the day after their approval, and shall be published on the University of Barcelona website.