

**REGULATION OF OFFICIAL UNIVERSITY EDUCATION FOR
MASTER'S AND DOCTOR'S DEGREES
AT THE UNIVERSIDAD EUROPEA DE MADRID**

Statement of Motives

Royal Decree 1393/2007 of October 29, which establishes the organization and planning of official university education, provides a new regulation of the education leading to the obtainment of the accredited University Master's and Doctor's degrees.

The Universidad Europea de Madrid, by virtue of its own university autonomy, applies this Regulation of Official University Education for Master's and Doctor's degrees to regulate the necessary academic matters to provide the education leading to obtainment of the University Master's and Doctor's degrees.

This regulation applies exclusively to the education regulated in Royal Decree 1393/2007 of October 29. Master's and Doctor's degree education not covered in the present regulation will be regulated by its own system and by the University rules in place for it, without detriment to the provisions of the transitory provision.

Article 1. Official Master's and Doctor's Degree Education.

1. The purpose of Official University Education for Master's and Doctor's Degrees is the specialization of students in their academic, professional and research training, and it is implemented in educational programs leading to the obtainment of a Master's or Doctor's degree.

2. The Universidad Europea de Madrid organizes Official University Education for Master's and Doctor's Degrees in accordance with current general legislation and with this regulation, the purpose of which is to regulate the procedures of admission, enrollment and evaluation of the programs leading to the accredited Master's and Doctor's degrees and the conditions that must be met.

Article 2. Postgraduate Committee.

1. In accordance with Royal Decree 1393/2007 of October 29, which establishes the organization and planning of official university education, the training programs leading to the Master's and Doctor's degrees will be drawn up and organized in the way determined by the university, based on the academic criteria and requirements contained in the decree.

2. The Postgraduate Committee of the Universidad Europea de Madrid is the academic body responsible for the Master's and Doctoral training programs and its functions include the following:

a) Propose the general admission requirements and criteria and validate the proposed recognition of the previous educational contents of each student.

b) Propose, at its own initiative or of the School responsible for developing the degrees, possible modifications to this regulation for approval by the Academic Board.

c) Any other function that may be assigned to it by law, by the Academic Board or by the Management Committee of the University.

3. The Postgraduate Committee of the Universidad Europea de Madrid is formed by the Vice Rector of Academic Innovation and Faculty, the Secretary of the University and the Dean or Head of each School responsible for the education.

Article 2 bis. School Doctoral Committee

1. Each School's Doctoral Committee will be formed, at the very least, by the dean/head of the School, who will serve as chairperson, one department head, who will serve as secretary, and one research director of the School. In addition, any assistant professors appointed for this purpose may be part of the committee.

2. The way these committees function will be determined by each one according to the provisions of this regulation.

3. The decisions adopted by these committees will be referred to the Postgraduate Committee of the University for final approval pursuant to the provisions of this regulation.

I- UNIVERSITY MASTER'S DEGREE EDUCATION

Article 3. Organization of Official University Education for Master's Degrees

1. University Master's Degree teachings are structured around subjects and/or modules that, according to each Degree, will be of a mandatory or elective nature.

2. The different subjects or modules will be structured around ECTS credits.

3. To determine the student's total time commitment, it is considered that an ECTS credit is equal to 25 hours of study.

Article 4. Access to Official University Education for Master's Degrees.

1. To access a University Master's degree, the student must meet the access requirements provided in R.D. 1393/2007:

- To be in a possession of an accredited Spanish university degree or another degree issued by an institution of higher learning of the European Higher Education Area, which in the issuing country provides the right of access to Master's degree education.
- To be in possession of a degree from educational systems outside the European Higher Education Area without the need for recognition of their degrees, subject to verification by the University that it accredits a level of training equivalent to the corresponding Spanish official university degrees and that in the country issuing the degree it entitles the holder access to postgraduate education. Access through this channel will under no circumstance imply recognition of the previous degree that the interested party holds, nor its recognition for purposes other than studying for a Master's degree.

2. Students may access any official university Master's degree education, whether or not it is scientifically related to their university curriculum. They will be admitted by the School responsible

for each program and the admission will be validated by the Postgraduate Committee.

The merit assessment criteria to be used will be as follows:

- o Previous education and transcript.
- o Other studies or jobs related to the selected program.
- o Knowledge of foreign languages.
- o Other merits.

4. In all cases each Master's program may establish its own admission criteria and may define the prior training contents required for admission to the program.

5. With regard to special education needs of students, part-time studies or others, the student may enroll for a minimum of 24 ECTS credits a year (or, where appropriate, for the series of training program modules that are comparable to this figure) with the authorization of the School's Dean.

Article 5. Evaluation and Grading System.

1. In order to obtain a university Master's Degree, students will have to pass, through the evaluation process indicated in the Master's degree curriculum, the subjects, academic activities and graduation project that have been defined therein.

2. The level of learning achieved by the students in each of the training program subjects will be expressed by numeric grades based on the following scale of 0 to 10, with use of a decimal, to which their corresponding qualitative grade may be added:

- 0.0 to 4.9 Fail (F)
- 5.0 to 6.9 Pass (C)
- 7.0 to 8.9 Very Good (B)
- 9.0 to 10 Excellent (A)

3. Credits obtained via recognition of credits corresponding to training activities not included in the curriculum will not be numerically graded nor will they count for purposes of calculating the transcript grade average.

4. The "cum laude" distinction may be granted to students who have obtained a grade equal to or greater than 9.0. The number of these distinctions may not exceed five percent of the student body enrolled in a subject in the corresponding academic year. In the event that the number of enrolled students is less than 20, only one "cum laude" distinction may be granted .

5. The modules/subjects established for each Master's will be evaluated through a process of continuous evaluation of the student. Each Master's program will determine the applicable continuous evaluation criteria. The University will establish two periods per academic year to determine the final grade (between the two periods, there should be no more than one quarter in the case of 60-credit long Master's programs, and there may be up to six months in the case of Master's programs that are more than 60 ECTS long).

6. Master's degree studies end with the preparation and public defense of a Graduation Project.

7. Passing the subjects contained in the Master's training program will result in obtainment of the University Master's degree.

8. If the student does not pass all the subjects included in the Master's Program within the period in which he/she is enrolled, he/she will have to re-enroll for the entire Master's program in the next period offered by the University. Students who study part-time will have periods adapted to their specific programming.

Article 6. Recognition of Credits

1. Students who have passed subjects with similar proficiency goals in official university Master's courses of the UEM or another University may request recognition of the corresponding credits.
2. Credits obtained in previous training activities may be recognized if the student has passed subjects with similar proficiency goals in other postgraduate studies taken in this or another university, and also has proven professional experience. This recognition will be of a partial nature only and at most will involve 50% of the total credits of the Master's Program. For two-year long Master's Programs, a maximum of 25% of the credits per academic year may be recognized. The Graduation Project is excluded from this recognition.
3. The recognition will be requested of the body responsible for the program (Faculty or School) which, in view of the documentation provided, will issue a report for resolution by the Postgraduate Committee.
4. The student will not have to study those recognized subjects. The subjects equivalent to the recognized credits will be shown in the student's transcript as "recognized". The subjects of an accredited degree that have been recognized will be shown with this denomination and with the corresponding ECTS credits in the student's transcript and they will have the same grade as the one obtained in the original subject.

Recognized subjects of other postgraduate studies without a grade will not count for purposes of the transcript grade average.

Article 7. Specific Criteria in the Case of Degree Termination

The University reserves the right to either continue or not continue to offer a University Master's Degree that has been offered in previous years.

In the event that the University, through the Academic Board, deems it necessary to proceed to terminate the degree, all necessary measures will be taken to ensure that the students will be able to complete their studies.

The Academic Board will establish a specific calendar to terminate the degree program in one or more years. The student may pass the outstanding credits based on the duration of the Master's program:

Master's program of 60 ECTS credits: termination calendar of one academic year.

Master's program with more than 60 ECTS: termination calendar of two academic years.

Whoever wishes to carry on with the studies, once the time periods have expired, must continue them in another program based on credit recognition and transfer.

II- DOCTORAL EDUCATION

Article 8. Student Admission and Access to Studies Leading to Obtainment of a Doctor's Degree.

1. Students who meet the following conditions may access the Doctoral Program:

- a. Are in possession of an accredited Master's degree or another of the same level issued by an institution of higher education of the European Higher Education Area.
- b. Have passed at least 60 credits included in one or more university Master's programs in accordance with the university's offerings.
- c. Are in possession of a degree obtained from educational systems outside the European Higher Education Area without the need for recognition, but subject to verification that the degree accredits a level of training equivalent to the corresponding Spanish University Master's degrees and that in the country issuing the degree it entitles the holder access to Doctoral studies. This admission will under no circumstance imply the recognition of the previous degree that the interested party holds, nor its recognition for purposes other than studying for a doctor's degree.
- d. Are in possession of a graduate degree with a minimum duration of at least 300 credits pursuant to Community legislation.
- e. Are in possession of an accredited degree covered by the previous university education regulation prior to RD 1393/2007.

2. The university may establish the admission and selection criteria, provided they comply with the legal access requirements.

In addition, the following will be taken into account:

- Research experience.
- Adaptability of the candidate's research interests to the lines of research of the body responsible for the program.

3. Students who have obtained the Diploma of Advanced Studies in accordance with the provisions of RD 778/98 of April 30, or who have achieved the Research Proficiency Certificate regulated in RD 185/1985 of January 23, may directly access the research period of the Doctoral Program.

4. Once admitted into the research period of the Doctoral Program, students must take the research period study credits corresponding to the program if they have not already taken them previously.

5. During the research period, students must formally enroll and pay tuition every academic year as Doctorate students. This tuition will give them the right to academic guidance, to the use of the resources required for developing their work and to all rights of participation to which students of official doctoral programs are entitled.

6. The admission and enrollment rules and instructions will specify the application procedure and the documentation to be provided.

Article 9. Preparation and Authorization to Defend the Doctoral Dissertation.

1. The doctoral dissertation will consist of original research work performed by the candidate in any discipline. The dissertation must be registered in University Academic Affairs.

2. To prepare the doctoral dissertation, the body responsible for the Doctoral Program will assign a dissertation director to the doctoral candidate; this director will be a Doctor (PhD) with accredited research experience. The dissertation may be co-directed by one or more Doctors. If the dissertation director or directors belong to another university, the University will assign an Adviser to the doctoral candidate.

3. The dissertation may be written in Spanish or English. If it is written in English, at least the abstract, introduction and conclusions should be translated into Spanish.

4. In order to assure the publicity and quality of the doctoral dissertation once it is completed and before the defense session, the doctoral candidate will submit a copy to the pertinent Vice Rector's office, accompanied by the favorable report of the dissertation director.

Once seen and approved by the Vice Rector, the dissertation will be sent to the head of the appropriate department (Secretary of the School's Doctoral Committee). Once the Doctoral Committee has been convened by the secretary, the doctoral candidate will publicly defend the dissertation project before all members of the Committee.

The Doctoral Committee will send the comments that it deems advisable to the doctoral candidate, and the dissertation defense will be approved if half plus one of the members of the Committee consider that it may be defended. In this case, the Doctoral Committee will issue a report approving the dissertation defense, which will be sent to the Postgraduate Committee of the Universidad Europea de Madrid.

In cases in which the dissertation defense is not authorized, the Doctoral Committee must send a written notification to the doctoral candidate, the dissertation director and the Postgraduate Committee indicating the reasons for its decision.

5. The University Postgraduate Committee will be the body ultimately in charge of deciding whether or not defense of the dissertation may proceed.

6. Once the Postgraduate Committee has given permission for the dissertation defense to proceed, the doctoral candidate, after paying the corresponding fees, will deposit a copy of the doctoral dissertation in the pertinent Vice Rector's office, adhering to the format defined by the university.

7. The pertinent Vice Rector's office will inform all the departments of the Universidad Europea de Madrid that the dissertation has been deposited, to allow any department Doctors to submit in writing to the University's Postgraduate Committee the comments they deem pertinent regarding the dissertation. The dissertation will remain in custody for 15 working days.

If any comments are made, the Vice Rector's office will forward them to the school's Doctoral Committee which, in view of their content, will express its opinion to the Postgraduate Committee regarding the necessity of carrying on with or bringing the process to a halt. It has a period of 7 working days as of the end of the custody period to do so.

The University's Postgraduate Committee will decide whether or not to authorize the defense of the dissertation. This decision will be communicated to the doctoral candidate and his/her director within a maximum of 5 working days. The decision of the Postgraduate Committee will be considered as final.

Article 10. Dissertation Examining Jury.

1. When the 15 days of custody have passed without any comments having been submitted, or when those that have been submitted have been resolved, the school's Doctoral Committee will propose the Examining Jury to the University Postgraduate Committee in accordance with the following specifications:

a) Five full members and two substitutes, appointed from among Spanish or foreign Doctors with accredited research experience who are specialists in the subject matter and are connected to Universities or institutes of higher learning or research, proposed by the pertinent School.

b) Two of the full members will act as Chairperson and Secretary. The Chairperson will be the most senior Doctor or the Doctor who holds the highest post. A Doctor from the Universidad Europea de Madrid will serve as Secretary.

c) Only two of the Examining Jury members may be from the Universidad Europea de Madrid

d) Neither the dissertation director nor the doctoral candidate's Adviser may form part of the Jury.

2. The proposed Jury must be approved by the Postgraduate Committee of the Universidad Europea de Madrid, with valuation of the curricular profiles of the proposed candidates.

3. With the authorization of the Postgraduate Committee, the Doctoral Committee of the School will send a copy of the doctoral dissertation, which the doctoral candidate will have previously provided it with, to each of the Jury members.

Article 11. Defense and Evaluation of the Doctoral Dissertation.

1. The dissertation defense session will be convened by the Chairperson and communicated by the Secretary of the Jury to the Postgraduate Committee at least 15 calendar days in advance of the meeting.

It will be a public session and will consist of an explanation and defense by the doctoral candidate of his/her research work before the Examining Jury members.

The dissertation may be defended in English, provided that the Jury has been informed beforehand and has expressed its agreement.

2. The members of the Jury will pose as many questions as they deem advisable to the doctoral candidate. The Doctors present in the public session may ask questions at the time and in the way indicated by the Jury chairperson.

3. When the defense and discussion of the dissertation has concluded, each Jury member will provide a written appraisal thereof.

4. The Jury will issue a report and minutes with the overall grade that it has finally given to the dissertation in accordance with the following scale: "unacceptable", "pass", "very good" and "excellent". The Jury may grant the "cum laude" distinction if the overall grade is excellent and it unanimously votes to do so. The grade report will be sent by the Jury secretary to University Academic Affairs for filing. All the Jury members will sign the minute book deposited in Academic Affairs.

5. Once the doctoral dissertation is approved, the University will take charge of filing it and will send a copy, as well as the required information, to the Ministry of Education and Science for all timely purposes.

6. Passing the doctoral dissertation results in obtainment of the accredited Doctor's degree.

Article 12. European Mention on the Doctor's Degree.

1. The mention of "European PhD" may be included on the front of the Doctor's degree, provided that the following conditions are met:

a) That during the training phase required to obtain the doctor's degree, the doctoral candidate has stayed for at least three months outside Spain at a institution of higher education or research center of a member State of the European Union, taking studies or doing research work that has been recognized by the University.

b) That part of the doctoral dissertation, at the very least the abstract and the conclusions, has been written and submitted in one of the official languages of the European Union other than one of the official languages of Spain.

c) That the dissertation has been informed by at least two experts belonging to any higher education or research institute of a member State of the European Union other than Spain.

d) That at least one expert belonging to a higher education or research institute of a member State of the European Union who has a doctor's degree, and who is not responsible for the work or studies mentioned in paragraph a) and is not one of the experts mentioned in paragraph c), has formed part of the dissertation examining jury.

2. The dissertation must be defended in the same Spanish university where the doctoral candidate was registered.

Transitory Provision.

In accordance with the provisions of the third transitory provision of Royal Decree 1393/2007 of October 29, which establishes the organization and planning of official university education, for students who had already begun doctoral studies on the date the Royal Decree took effect, the provisions regulating the doctorate and issue of the Doctor's degree that were in effect when they began these studies will be applicable to them. In all cases, the procedure relative to the doctoral dissertation preparation, jury, defense and evaluation, provided in article 21 of the above mentioned Royal Decree, will be applicable to these students as of October 31, 2008, in accordance with the provisions of this regulation.

Single Final Provision.

This Regulation will take effect on the day following its approval by the Academic Board and the Management Committee of the University and it will be applicable to official Master's and Doctor's education provided as of academic year 2009-2010.