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UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH

# **ACADEMIC REGULATIONS**

## **Executive Education Programmes (EE)**

**Approved by the Academic Committee on 28/01/2025**

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## 1 PREAMBLE

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These regulations establish the academic organisation and operation of the Master's and Postgraduate programmes taught at EUNCET.

These regulations apply to all students registered at Master's and Postgraduate programmes within the framework of the Executive Education (hereinafter EE).

## 2 ADMISSION TO THE EE PROGRAMMES

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### 2.1 Access information

Before the start of the general pre-registration period for EE postgraduate and master's programmes, Euncet Business School will publish at least the following information:

1. The means, place, dates and times of the pre-registration, admission and registration processes.
2. The postgraduate and master programmes on offer.
3. The specific admission requirements and selection criteria for candidates.
4. The syllabus.
5. The timetable of study.
6. The mode(s) of teaching.
7. The language of instruction.

### 2.2 Access conditions

The following candidates are admitted to these studies:

- Former Spanish 1st cycle university graduates (diploma and technical engineering), former 1st and 2nd cycle university graduates (bachelor's degrees, architecture and engineering) or those who hold a Spanish university degree (grado universitario).
- Holders of an official bachelor's degree issued by a higher education institution in the European Higher Education Area that entitles to access a master's degree in the country issuing that bachelor's degree.
- Holders of degrees from educational systems outside the European Higher Education Area without needing to have their degrees recognised. However, Euncet Business School will check that they accredit a level of training equivalent to the qualifications required for access to postgraduate studies. To this end, the EE director may request the documentation it deems necessary to carry out the verification. Access by this route will not imply, in any case, the recognition of the previous qualification held by the interested party, nor its recognition for any other purposes other than that of studying the EE programme.
- Candidates without a university degree, but with verifiable professional experience.

## 2.3 Specific Admission Requirements and selection of candidates

The specific requirements for admission to EE postgraduate and master programmes are the responsibility of Euncet Business School and aim to ensure equal opportunities for all candidates. In all cases, the aspects to be assessed are:

- University degree or equivalent.
- DNI or NIE or valid passport.
- Curriculum Vitae showing professional experience.

## 2.4 Students admission

The EE programme director will resolve application for admission in accordance with the corresponding selection criteria and will notify candidates whether they have been admitted or not, and will publish the corresponding resolution.

In case of disagreement with the resolution, the candidate may appeal to the Academic Director.

## 3 REGISTRATION

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The student will exercise their right to enroll voluntarily and responsibly. The registration application will involve the payment of the fees established for the provision of academic services corresponding to the postgraduate or master's programmes.

### 3.1 Information prior to registration

Before the registration period begins, the student must have the necessary information to formalize the registration. Euncet Business School will publish the following information:

- The dates and times of the registration process.
- The list of postgraduate courses corresponding to the academic period and the scheduled times for the sessions of each programme.
- The deadlines for credits transfer.
- The conditions that regulate the presentation of the final studies' thesis.
- The teaching guide for each of the courses that make up the curriculum. This information may not be modified, under any circumstances, during the academic year.
- The documentation to be provided to formalize the registration.

### 3.2 Application for registration

Candidates who have obtained a position to begin their studies must enrol in accordance with the provisions of point 2.1. of these regulations.

Candidates who have requested any credits transfer may formalise their registration in accordance with the report issued for this purpose by the the EE programme director.

Only foreigners who are yet to present their NIE or passport may formalise their registration conditionally.

### **3.3 Academic conditions for registration**

To be entitled to the corresponding degree or certificate, the person who enrolls in an EE programme must pass all the credits established in the syllabus of that programme.

### **3.4 Concepts included in the registration and prices**

The concepts and prices included in the programme registration are regulated by the EUNCET academic services pricing policy.

### **3.5 Withdrawal of registration**

As a general rule, students may not withdraw their registration, although in duly justified cases and only once, students may request a total withdrawal from the programme and cancellation of all academic services associated to their registration, provided that they do so within the period established in the academic calendar. The student must submit the request stating the reasons for the withdrawal.

The EE programme director will resolve the withdrawal requests submitted. For the purposes of the student's file, Euncet Business School may proceed with the academic withdrawal from the programme.

## **4 CREDITS VALIDATION**

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Credits validation means the acceptance by EUNCET of credits that, having been obtained in previous studies at Euncet or another institution, are computed for the purpose of obtaining the corresponding degree. This validation implies the establishment of an equivalence in terms of specific and/or transversal skills and workload for the student between subjects of the studies of origin and the studies of destination.

Credits validations must be requested prior to registration, at the time the candidate wishes to be admitted in a programme and through an application form that will be provided to them and must be delivered to the programme academic office.

In extraordinary circumstances, EUNCET may establish complementary criteria or authorize exceptions to these credits validation regulations.

## **5 ASSESSMENT**

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In a competency-based learning model, assessment means evaluating the progress of students in achieving the proposed objectives. The evaluation must cover all the competencies programmed in the curriculum and must be based on well-founded and sufficiently transparent and public criteria. There must be a coherent relationship between the training objectives, the planned activities and the assessment criteria.

The Final Thesis (FT) is a synthesis of the skills acquired in the training process, and must be oriented towards the assessment of the own competencies associated with the postgraduate and/or master's programme.

### **5.1 Attendance at class sessions**

EE programmes are face-to-face or online. One of the requirements for the programme completion, in addition to having passed the different subjects and/or modules of each program, is that the student has attended a minimum of 75% of the program sessions, whether face-to-face or online.

Justifications for absences for work or medical reasons must be submitted to the school academic office.

### **5.2 Subject assessment**

The assessment of a subject consists of determining the degree of achievement of its objectives. Passing it will mean having achieved the objectives established as basic and will imply obtaining a minimum numerical grade of 50 out of 100.

#### **5.2.1 Rights and duties of students in the assessment process**

Students have the right to the assessment of all the subjects in which they have registered. If a student is unable to take an assessment activity for exceptional and duly justified reasons, at the discretion of the EE programme director, they will be guaranteed the right to take it, always within the corresponding academic period.

Students have the right to obtain documentary proof of attendance at an assessment activity.

Students must be able to identify themselves at any time during an assessment activity.

The total or partial reproduction of academic or research works, or their use for any other purpose, must have the explicit authorization of the authors.

#### **5.2.2 Evaluation criteria and grading method for subjects**

The professor responsible for each subject will develop, together with the subject lecturer, a teaching guide proposal, which will include the assessment criteria, the grading method and the weighting of the assessment tests. It is the responsibility of the EE programme director to approve the proposals before the start of the course, disseminate them as widely as possible using the resources at their disposal, ensure that they are applied correctly and interpret them in the event that any doubt arises.

#### **5.2.3 Results of the subject assessment**

The assessment results must be made known to students within a short period, which is set by EUNCET at the start of the academic year, as they constitute an important element for improving their learning process, especially if the information is complemented by a tutoring action.

The grades for each subject will be published through the MyEuncet campus, in a personalized manner. These grades will be published within a maximum period of three weeks after submission.

For reasons of confidentiality and data protection, EUNCET will not communicate grades by email or telephone.

The numerical grades will be given on a scale of 0 to 100 and the descriptive grades will be assigned according to the following correspondence:

0-49: fail

50-69: Satisfactory

70-89: Very Good

90-100: Excellent/honors' grade

The honors' grade may be awarded to students who have a grade equal to or greater than 90. The number of honors' grades awarded may not exceed 5% of the students enrolled in a subject in the corresponding academic period, unless the total number of students enrolled is less than 20, in which case only one honors' grade may be awarded.

In the case of the Final Thesis (FT), the FT board will propose the honors' grade.

The grade of absent, which means that the student has not been assessed, will be awarded when they have not participated in any of the assessment activities planned for the subject, except in the case that the published teaching guide for the subject specifies something different.

#### **5.2.4 Final Thesis Executive Education**

The assessment system for the Final Thesis (FT) includes a public defense before a board appointed by the EE programme director. For virtual programmes, this defense can be recorded on video and submitted on the virtual campus as part of the final thesis.

The FT board will be made up of a minimum of two members of the teaching staff (chairman and secretary). The EE programme director will establish whether an external member, either teaching or research staff or a person of recognized prestige, can be added to the board.

The student may request the confidentiality of the work from the professor responsible for the direction, coordination or tutoring of the FT, in the event that the project is developed in a company. This request must include the documentation that justifies it, such as, for example, the confidentiality agreement between the company and Euncet. The programme director validates the request and is responsible for activating the corresponding mechanisms to safeguard its confidentiality.

The programme director is also responsible for informing the board of the confidential nature of the FT to activate the signing of the confidentiality commitment by the board members and the defense behind closed doors, if applicable.

For those programmes validated by the Fundació Politècnica de Catalunya (FPC), Euncet will include in the continuing education management system of this university and prior to the issuance of the degrees or certificates, the final master's and postgraduate theses carried out by the students. The university will be considered the depository of these works, will not have any type of exploitation right and will maintain their confidentiality; only at the request of administrative and/or judicial authorities will it be able to reveal their authorship and content and send a copy to the demanding entity, upon request.

### 5.2.5 Calendar of assessment activities

The assessment activities carried out during the teaching period will take place within the academic timetable of the subject, unless the centre establishes otherwise. The assessment activities must always be carried out within the lecture period, in accordance with the EUNCET academic calendar.

### 5.3 Review of assessment results.

Students have the right to review the different results of the assessment activities.

#### 5.3.1 Review of assessment activities.

Students must request feedback from the subject lecturer regarding their assessment. They may do so in person or by telematic means. The lecturer is obliged to respond to this request.

#### 5.3.2 Claims against resolutions of the teaching staff responsible for the subject

Students may submit a reasoned claim against the lecturer's resolution to the EE me director within a maximum period of 7 calendar days from the date of publication of the revised grades that are the subject of the claim.

The EE programme director will mediate the specific procedure it deems appropriate to resolve each claim impartially, a procedure that must always include a hearing with the lecturer responsible for the grade. The resolution will be issued within a maximum period of 15 days from the date of filing the claim.

### 5.4 Student assessment documents

In order to ensure the possibility of carrying out a review, lecturers must keep all the documents on which the assessment is based (evaluated activities), except those that have been returned corrected to the students, at least until the assessment reports are final and there is no possibility of appeal. In the event of an appeal, the aforementioned documents must be kept until the final resolution is issued.

EUNCET will keep:

- Transcripts and curricular assessment reports.
- Documentation that is part of the student's academic record.
- Test statements.
- Postgraduate and master's final theses.

## 6 ISSUE OF THE DEGREE

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### 6.1 Requirements for the issue of the degree

To be entitled to the issue of a degree, all the credits included in the curriculum leading to obtaining this degree must have been passed.



## 6.2 Right to the issue of Euncet's diploma

Once the necessary requirements have been met, students have the right to obtain the Euncet Business School diploma.

## 6.3 Right to the issue of UPC's private degree

For those programmes validated by the Fundació Politècnica de Catalunya (FPC), students, in addition to obtaining Euncet Business School's diploma, have the right to request the issue of UPC's private degree or certificate of achievement.

As stipulated in the continuing education academic regulations of the UPC, successful completion of the continuing education master's degree or postgraduate studies or continuing education courses with a study load greater than 6 ECTS credits entitles students to obtain a degree issued by the rector of the University for students with a previous university degree equivalent to level 2 of the Spanish Framework of Qualifications for Higher Education (MECES), according to a standardized model.

Students who do not provide proof of a previous university degree have the right to obtain a certificate issued by the programme management unit, according to a standardized model.

## 7 FINAL PROVISIONS

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It is the responsibility of the EE programme director to resolve interpretative clarifications of these regulations, as well as allegations regarding aspects not included in them or to make exceptions in justified situations.