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UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

SPECIFIC ACADEMIC REGULATIONS

Academic Year 2024-25

Master's degree studies at Euncet

Approved by the Academic Committee of 10/07/2024

Document bases on the [ACADEMIC REGULATIONS FOR MASTER'S DEGREES OF THE UPC](#)

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Preamble

This document contains the rules of specific application that affect or may affect Euncet students in the development of their master's studies, both from the administrative point of view and the evaluation of their activity and permanence at the UPC. The aim of these regulations is to provide the university community with a clear, comprehensive organisational tool that is adapted to the current university environment.

Euncet's Academic Committee is the body that approves Euncet's specific academic regulations and reviews them every year to update them in accordance with the UPC's general regulations and with any internal criteria that have changed since the previous academic year. With the UPC's regulations and academic calendar for master's studies, the Academic Committee approves Euncet's regulations and academic calendar on an annual basis.

Students who apply for any Euncet academic service such as enrolment, assessment, etc. are obliged to know and respect the conditions of [the UPC Academic Regulations for Master's degrees](#), as well as those contained in these specific Academic Regulations which complement the previous one.

These regulations will be made public before the enrolment period, together with the UPC Academic Regulations for master's degrees.

ADMISSION

The aim of this section is to set out the specific rules that regulate student admission to Euncet and which complement the general regulations of the UPC.

Admission to official master's degree studies is regulated by [the UPC Academic Regulations for Bachelor's and Master's degrees](#).

All the information necessary for admission to Euncet's university master's degree studies is public and can be consulted on our website.

With regard to visiting students, Euncet's director authorises the enrolment of these students, following the academic conditions stipulated in the general academic regulations of the UPC. The admission process in this case consists of three phases: application for admission to the Euncet's director, admission and enrolment.

ENROLMENT

The aim of this section is to set out Euncet's specific administrative rules and procedures related to enrolment for master's degree courses.

As a general rule, enrolment at Euncet is annual.

Minimum number of credits to be enrolled

Students who do not wish to enrol for all the credits of the master's degree in one academic year may enrol for part of the courses, which cannot be less than 15 ECTS per academic year.

Enrolment for the Master's Thesis

The Master's Thesis (TFM) is a 15-credit subject in the last semester of the scheme of studies.

In order to be able to register for it, it is necessary to have previously registered for all the subjects in the scheme of studies.

If the TFM is not passed in the academic year in which it is registered, it will be necessary to register again in a subsequent academic year, which implies full payment of the registration fee with the corresponding retake increase.

Withdrawal of enrolment

As a general rule, students may not withdraw their enrolment. However, in duly justified cases and once only, students may ask to completely withdraw their enrolment and entitlement to receive the academic services, provided that they do so within the period established in the academic procedures calendar for the current year, and that the conditions established in the general academic regulations of the UPC are met.

Changes in enrolment

Any changes to enrolment must be requested to the Euncet Secretary's Office and will only be dealt with within the periods established for this purpose in the Euncet's academic procedures calendar. No change in enrolment may be requested outside the established period.

Changes in enrolment requested within the deadline and accepted by the centre will result in the issuing of a new financial settlement.

Please note that changes in enrolment may be subject to the payment of a fee for changes in enrolment.

Likewise, if an enrolment withdrawal request is rejected during the first semester, and the second semester has not yet begun, the academic cancellation of the subjects corresponding to this second semester can be requested.

Enrolment for complementary courses

Students who do not have the recommended entry profile for the master's degree in which they have enrolled must take and pass a series of complementary training courses to ensure that they have an adequate knowledge base to correctly follow their master's degree studies.

ASSESSMENT

The assessment of the master's degree is carried out at subject level and each subject has a workload that is determined by the number of ECTS credits of the subject.

1 ECTS = 25 hours of work for the student, adding up all the activities necessary to achieve the learning objectives (including lectures and face-to-face activities in the classroom and independent work and study).

The lecturers responsible for each subject draw up a teaching guide that includes, among other things, the assessment criteria and the grading method.

On the other hand, the TFM has a significant weight in the curriculum with a workload of 15 ECTS, as it is a synthesis of the skills acquired in the training process and is oriented towards the evaluation of the competences associated with the Master's degree to which it corresponds. Information on the assessment of the TFM is detailed in the teaching guide for this subject. In addition, Euncet has its own [specific regulations for the preparation, presentation and defence of the master's thesis](#).

In order to ensure that the process of student assessment is as correct as possible, the specific regulations governing the processes involved in the assessment of master's degree subjects are set out below.

Assessment criteria and grading method for subjects

In accordance with the Bologna Plan, the assessment model rewards constant and sustained student effort.

As a general rule, the final mark of the subject (FM) will be calculated applying the following formula:

- $FM = (\text{Final Exam Grade} \times 40\%) + (\text{Continuous Assessment Grade} \times 60\%)$

The minimum mark in the final exam to calculate the FM must be 40 points out of 100. Otherwise, only

the mark obtained in the final exam will be taken as the FM of the subject.

The final exam has two sittings.

The course is passed with a FM equal to or higher than 50 points out of 100.

The different assessment elements are described below:

- **Continuous assessment.** During the teaching period, a series of evaluable activities will be carried out (cases, oral and/or written tests, reading controls, debates, group work, individual research work, etc.), defined in the teaching guide and which constitute the continuous assessment of the subject. These activities and the corresponding weight in the final grade will be identified in the teaching plan of the subject.
- **Final exam's first sitting.** Once the teaching period is over, the academic calendar will include the final exam period where the final assessments of the subjects will take place.
- **Final exam's second sitting.** Students who wish to improve their grade in the first sitting final exam (either because they have failed it or because they wish to obtain a higher grade) or who have not taken the first sitting exam for whatever reason, may take another final exam referred to as second sitting exam, which is established in the academic calendar for the year. The grade of this exam will only replace the grade of the previous exam if it is higher than the first one.

Justifications, duly accredited, for non-attendance at a face-to-face assessment event will only be accepted in one of the following cases of force majeure:

- Illness, accident or serious pregnancy problems.
- Death of a first and/or second level relative.
- Court summons.
- Sports summons in the case of elite / high level / high performance sportspersons.
- Extraordinary causes to be assessed by the director of the programme.

If, due to any of these circumstances, a student is unable to take part in a duly justified on-site assessment corresponding to the continuous assessment, he/she must agree, within a maximum period of 15 days from the absence of such activity, with the responsible professor of the subject to take it later, always before the first sitting exam, or not to be taken into account in the calculation of the final grade of the continuous assessment, depending on what the professor considers most appropriate.

If, due to any of the above situations, a student is unable to sit either of the two final exams, exceptional measures may be established to enable him/her to take the exam, always within the corresponding academic period. Students who find themselves in this situation must submit a request to director to explain their case and present the corresponding accrediting documents so that it can be dealt with appropriately.

Students may ask the Secretary's Office for proof of attendance at an assessment event.

For students who re-enrol a subject, having previously taken it according to their study programme, it will not be compulsory to participate in the face-to-face activities of that subject, although they must comply with the completion and delivery through the virtual platform, and within the established deadlines, of all the tasks of the continuous assessment and will only be compulsory for them to take the final exam onsite in the ordinary sitting/s established in the academic calendar. Under no circumstances will this situation imply a reduction in the corresponding registration fee.

Conducting examinations

Students must start the exam at the scheduled time. However, there will be a tolerance of half an hour from the start of the exam, without extending the scheduled exam time for those who arrive late. In the event of exceeding this half-hour limit on entering the examination room, students will require special authorisation from the programme director. Reasons related to road traffic or other similar circumstances will not be considered.

No student may leave the examination room until 30 minutes have elapsed since the start of the exam, even if they decide not to take the exam, once it has been established that they are not prepared in view of the exam questions. In this case, the exam handed in blank will obtain a mark of 0 points.

The students will be located in the assigned place in the examination room exclusively with the instruments necessary to take the exam. The supervisor will specify the material that students may use during the exam, leaving out of their reach other objects or material that are not necessary.

Mobile phones and other mobile information and communication technology, as well as programmable calculators, are not allowed and may not be within the student's reach while taking a test or exam, except in those cases in which they are specially authorised by the responsible professor, who will exercise strict control over them, and may manipulate and/or retain the device in question if they deem it appropriate.

Euncet will provide the sheets that students must use to answer the questions in the exam, so it is strictly forbidden to use sheets other than those distributed by the invigilator at the time of the exam. The name and surname of the student must appear on all the examination papers, otherwise the examination will be invalidated, and the student will be recorded as 'not attended'.

Answers must be written in pen and never in pencil. If the answers contain spelling, syntax or writing mistakes, or if the handwriting is illegible, marks may be deducted and the exam may even be invalidated or failed. The teaching staff will establish the decision they consider most appropriate in accordance with the general criteria of the centre on this point. It should not be forgotten that spelling mistakes devalue the cultural level and discredit those who commit them professionally, seriously compromising a qualified placement in a company.

It is not allowed to leave the classroom momentarily during the examination. If the student decides to leave the room for any reason (never before 30 minutes from the start of the exam), they must hand over the exam to the person in charge of invigilation, and the exam will be terminated.

All examination documents (exam script, answers and draft papers) must be handed in to the invigilator before leaving the examination room.

Any action suspected of dishonest practice in the exam: copying, passing information to a colleague, leaving the exam answers visible to the other students, making indications of any kind, etc. will result in the invalidation of the exam and obviously in a 0 mark for both the student who copies and the student who allows copying. In this respect, we would like to point out the need for the exam papers already written with the answers to be left under the blank papers.

Students have to enter the examination room duly documented, with their ID card or passport, in order to be able to prove their identity, should the person in charge of invigilation so require.

Irregular actions and fraudulent practices

Any irregular action committed by students that constitutes a fraudulent or dishonest practice in the final exam will result in a failing grade of 0 in the final exam and the whole subject, without prejudice to the disciplinary process that may arise as a result of the actions carried out.

The lecturers responsible for the subject will inform the programme director of the irregular action and together they will assess the evidence in order to resolve the situation and open disciplinary proceedings if necessary. The Academic Secretary will inform the affected students of the final decision, which, if it is confirmed that there has been a fraudulent practice, will mean that the subject in question will be automatically marked as a fail and the affected students will have to re-enrol in the subject in a subsequent academic year.

If the student considers the decision to be incorrect, they may register a formal a complaint with Euncet's director and, if the response is not satisfactory, they may appeal with the Rector.

Results of the courses assessment

The results of the continuous assessment activities will reported to the students as soon as possible, as they are an important element for the improvement of their learning process, especially if the information is complemented with a tutorial action. Likewise, as far as possible, before the date of the final exam, students will have as much information as possible about their continuous assessment.

At the end of the teaching period, the lecturers who teach a subject record the numerical grades of the students enrolled in the assessment report, as established in the teaching plan for the subject and within the deadlines set out in the academic procedures calendar.

The grades that appear in the assessment reports will be definitive once the final exam revision period has concluded and they have been subsequently ratified in the assessment committee that will take place on the date marked in the academic procedures calendar.

Calendar of assessment activities

The onsite continuous assessment activities that take place for each subject must be held within the timetable established for the class sessions of the subject. As for final exams, these will take place once the teaching activity has concluded and within a specific period for final exams that will be published together with the class timetables prior to enrolment.

Review of assessment results

Students have the right to request a review of the results of the different assessment activities, including an explanation of the grade awarded, for the purpose of academic guidance. If they are interested in this option, they should contact the teaching staff of the subject in question, requesting the review.

As for the review of final exams, the timetable, place and date of the review will be made public together with the final marks.

ACADEMIC PROGRESS

UPC regulations stipulate that students who enrol for official studies leading to a master's degree must pass a minimum of 15 ECTS credits in the first academic year of studies.

These credits may correspond to subjects from the master's degree curriculum or from the complementary training courses established by Euncet in the student's personalised curricular itinerary. Credits that have been validated, recognised, adapted or waived are not taken into account for the purposes of academic progress regulations.

If the minimum 15 ECTS credits are not passed in the first academic year, the student cannot continue the same studies at Euncet in the following academic year, although they may return to these studies after the year of exclusion if they apply for admission again and are accepted.