

Regulation for access, admission
and enrolment in the Centre's
master's degrees

Approved by agreement of the
Management Committee on 4 February

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1 Preliminary provisions

1.1 Scopes of application and exclusion of the regulations

1.1.1 Areas of application

1.1.1.1 These regulations apply to the following programmes:

- a. University and university-specific master's degrees offered by the EAE Barcelona University Centre in affiliation with the University of Lleida.
- b. EAE University Centre's own master's degrees.

1.1.1.2 These regulations are complemented by those of the "General Regulations of the centre" approved by the University of Lleida.

1.1.2 Exclusion Areas

These regulations do not apply to continuing education programmes of less than 60 ECTS credits.

1.2 Information applicants, access applicants, candidates, admitted, and enrolled

1.2.1 Information Requesters

For the purposes of these regulations, information requesters are those who, having expressed themselves in this regard, are advised by an admissions advisor on the training offer in general, and the academic content and extracurricular activities in particular.

1.2.2 Applicants for access

For the purposes of these regulations, applicants for access are those who request information who formally require access to master's degree programmes.

1.2.3 Candidates

For the purposes of these regulations, candidates are applicants for admission for whom an admissions adviser, or an international admissions delegate, has favourably resolved their application for access to a master's programme

1.2.4 Admitted students

For the purposes of these regulations, admitted students are candidates for whom the Admissions Committee has resolved favourably their admission to a master's programme.

1.2.5 Enrolled students

For the purposes of these regulations, enrolled students are those who have been admitted and who have satisfactorily completed their enrolment process in a master's degree programme

2 Creation of the Admissions Committee

2.1.1 Delegation

The Admissions Committee is created as a delegate committee of the Management Committee.

2.1.2 Presidency and composition

2.1.2.1 The Chair of the Admissions Committee will be represented by the Admissions Directorate, and composed of the Dean's Office, the Marketing Directorate and the General Secretariat.

2.1.2.2 It is the function of the Admissions Committee to review and update annually the criteria for compliance with admission prerequisites, in application of the provisions of the verification reports, and of these regulations. In turn, the initial criteria for financial aid will be reviewed through the corresponding annual Admissions FC. Documentary updates made throughout the academic year will be approved. All the criteria mentioned above will be described in its annual minutes.

3 Access to master's degrees

3.1 Access to university and university-specific master's degrees

3.1.1 Access with university degrees from the European Higher Education Area (EHEA)

3.1.1.1 Master's degrees may be accessed by people who hold a Spanish degree in:

- a. Degree.
- b. Master's degree or equivalent.
- c. Diploma.
- d. Technical engineering.
- e. Technical architecture.

3.1.1.2 Holders of a non-Spanish EHEA qualification may access master's degrees, provided that in the country of issue such qualification entitles them to access master's degree studies.

- a. The admissions advisor, together with the academic secretary, must verify that this condition is met.
- b. The EAE University Centre may ask the interested party for the document accrediting this.

3.1.2 Access for candidates from non-EHEA education systems

3.1.2.1 Master's degrees may be accessed by people who hold a degree issued outside countries belonging to the EHEA if it is approved by the competent Ministry.

3.1.2.2 In the event that candidates have university degrees from countries that are not part of the EHEA and are not recognised, it will be necessary that:

- a. The applicant presents a document issued by the university where the access degree was obtained or by the competent authority of that country that certifies that this degree allows access, in the country where the degree has been issued, to university postgraduate level studies.
- b. The Admissions Area verifies this document.

3.1.2.3 Access by this route does not imply, in any case, the homologation of the previous degree that the interested person has, nor its recognition for purposes other than studying the master's degree.

3.1.3 Access for applicants with unfinished bachelor's degree studies

3.1.3.1 Exceptionally, access to the master's degree can be accepted for people with an unfinished Spanish degree, provided that they have a maximum of 9 ECTS and the TFG pending. This will only be possible if there are vacancies once all students with the completed degree have enrolled.

3.1.3.2 In the event that the student finishes the master's degree without having completed the degree, they will have the status, for all purposes, of a person who does not hold a degree, applying the provisions of the regulations on the issuance of degrees.

3.1.4 Specificities of access to lifelong learning master's degrees

3.1.4.1 When established in the report of the master's degree for which access is requested, the admissions advisors, or the international admissions delegates, may propose the admission of candidates who do not have an access qualification recognised in the sections. 3.1.1, 3.1.2 and 3.1.3, in view of their entrepreneurial profile or their extensive professional career.

3.1.4.2 In the latter case, students admitted to university-specific master's degrees who do not have a university degree will not receive the University of Lleida's own degree and will only receive the EAE Barcelona University Centre's own degree, which must comply with the provisions of the Centre's regulations on the issuance of degrees and current legislation.

3.1.5 The access files

3.1.5.1 The access file is generated for each student applying for access, and must consist, in any case, of the following documentation:

- a. Curriculum vitae written in the language of teaching of the university master's degree for which admission is required.

- b. Valid Spanish national identity card or passport.
- c. University degree that gives access to the master's degree, or, where appropriate, a certificate that proves the payment of the fees corresponding to its issuance, or supplementary documentation that accredits the completion of the access studies. Students who are studying for a bachelor's degree at the time of starting the access procedure will have time until the start of the program to complete the file.
- d. Official certificate of qualifications of the university degree that gives access to the master's degree.
- e. Letter of motivation.
- f. In the case of applicants whose native or vehicular language does not coincide with the language of teaching of the master's degree for which they are applying for access, accreditation of the level of said language or documentary proof for exemption from the language level.
- g. Signing the terms and conditions
- h. Test Predictive Index
- i. Other documentation that may be required from the admissions area to prove the applicant's financial solvency.

3.1.5.2 This documentation must be provided by the applicants for access to the admissions advisers, or to the international admissions delegates, in electronic format.

3.1.5.3 In any case, all the documentation of the access file must have been submitted no later than 45 days after the start of the academic year.

3.1.5.4 Admitted students, when formalising their enrolment, must present the originals or legalised copies of the documents described in sections c) and d) of this article to the Secretary's Office, so that this area can verify their authenticity. They must also provide for these documents, if they are not in Spanish, Catalan or English, the sworn translation of the same.

4 Admission

4.1 Admission system, specific requirements and assessment of merits

4.1.1 Admission system

4.1.1.1 The admission system of the EAE Barcelona University Centre for master's degrees is continuous; that is, it does not require pre-registration by the applicants for access, nor a joint decision, and on all pre-registrations by the Admissions Committee.

4.1.1.2 The admissions advisors, through the criteria reviewed and approved by the Admissions Committee, will decide on the individualised admission of all those candidates in which the specific admission requirements are verified, following a sequential order that is established by the order in which the applicants for access would have made the application.

4.1.2 Specific requirements and assessment of merits

4.1.2.1 The specific admission requirements are those determined by the report of each master's degree.

4.1.2.2 The specific weighting of the elements to be assessed in accordance with the verification reports is established in the procedures of the quality management system.

4.2 Accreditation of language level

4.2.1 Time to submit certification

4.2.1.1 As a general criterion, the language certificate must be submitted before the admitted students formalise their enrolment.

4.2.1.2 The possibility of accrediting the language level after enrolment may only be recognised by the admissions advisors, or by the admissions delegates who, having carried out the interview in the language of teaching the university master's degree, have verified that the knowledge of the applicants for access in that language is adequate.

4.2.2 Minimum level required

4.2.2.1 In general, the minimum level of knowledge of English and Spanish required by the EAE Barcelona University Centre is B2 of the Common European Framework of Reference for Languages (CEFR) or equivalent.

4.2.2.2 Without prejudice to the foregoing, and if contemplated in its verification report, a specific range within the aforementioned level may be specified for certain master's degrees.

4.2.2.3 Students who do not accredit the level of the language of teaching the master's degree before the 45th day from the start of the master's degree will not be able to take it in that language.

4.2.3 Supported certifications

Those certifications that, in accordance with current legislation on the matter, the Generalitat de Catalunya recognises for official qualifications will be accepted as valid.

4.2.4 Circumstances exempting from the accreditation of the language level

4.2.4.1 Accreditation of the language level may be waived in the following cases:

- a. The candidate is a national of, or has resided for at least five years in, a country whose official or vehicular language coincides with the language of teaching of the master's degree for which he or she has applied for admission.
- b. The candidate has been schooled in systems whose vehicular language coincides with the language of instruction of the master's degree for which they have applied for admission. Specifically:
 - i. If you received most of your primary education (ages 6-14) or all of your secondary education (ages 15-18) in English or Spanish.
 - ii. If you have completed basic university studies with a minimum duration of three years or one-year postgraduate studies in English or Spanish.

4.2.4.2 In any case, it will be an essential requirement for exemption from the requirement of accreditation of the language level to present the legal documentation that demonstrates that the student meets the exonerating requirements established in this article.

4.3 Complementary training and skills

4.3.1 Nature of the training complements

4.3.1.1 The verification reports may establish the obligation to take complementary training for those students for whom, due to their access profile, it is necessary. The award of these supplements will be in charge of the prerequisite area.

4.3.1.2 The complementary training courses at the EAE Barcelona University Centre are taught online.

4.3.1.3 As many virtual classrooms will be created as there are training complements provided for in the verification reports of the university master's degrees offered. Each virtual classroom will have a tutor.

4.3.2 Evaluation and grading of the complementary training

4.3.2.1 The training complements will be evaluated through a single final online evaluation, which will result in "Pass" or "Fail". The maximum number of re-evaluations for compulsory training complements is one.

4.3.2.2 The complements evaluated must be evaluated before the 45th day from the beginning of the teaching period. Students who have not been able to pass the training complements will not be able to take the university master's degree.

4.3.3 Competence Supplements

4.3.3.1 Complementary competencies are courses developed by the EAE University Centre that allow students to acquire a series of knowledge before starting the academic year.

4.3.3.2 The EAE University Centre will make available to all students the complement of competencies, which are not assessable.

4.3.3.3 The admissions area may recommend, for students who teach university-specific degrees, complementary competences.

4.4 Transfer and recognition of academic credits

4.4.1 General

4.4.1.1 For university master's degrees:

- a. The procedure for the transfer and recognition of credits is regulated in Article 10 of RD 822/2021 and in the Academic Regulations of the Official Master's Degrees of the University of Lleida.
- b. The credits recognised or transferred will be included in the student's file and in the European diploma supplement.
- c. The maximum number of recognizable ECTS is set in the verification reports.

4.4.1.2 For university-specific master's degrees, 12 ECTS is set as the maximum number of recognizable credits.

4.4.1.3 These ECTS cannot be, in any case, those of the TFM.

4.4.2 Credit Transfer

4.4.2.1 The transfer of credits will only be possible for university master's degrees.

4.4.2.2 The transfer of academic credits refers to the inclusion in the academic record and in the European Diploma Supplement of all the credits obtained in official studies previously taken, at any university, which have not led to the award of an official university degree.

4.4.2.3 To carry out this transfer, it will be necessary for the student to close the file of the abandoned degree and submit, to the secretary of the University Center, the receipt of the transfer of the file, so that the credits obtained in the degree of origin can be included in their academic record.

4.4.2.4 These credits do not count for the purposes of obtaining the degree.

4.4.3 Recognition of academic credits

4.4.3.1 The recognition of academic credits refers to the procedure for acceptance by a university of credits obtained in other official studies, in the same or in another university, so that they form part of the student's record for the purpose of obtaining a degree other than the one of origin. These recognised credits must be recorded in the academic record and in the European Diploma Supplement with the original grade.

4.4.3.2 Credits corresponding to the Master's Degree Final Project cannot be recognized, with the exception of those that are specifically developed in a mobility program.

4.4.3.3 The accreditation of professional and work experience may be recognised as academic credits used to obtain an official qualification only when this experience is closely related to the knowledge, competences and skills of the qualification, and this is indicated in the verification report.

4.4.3.4 In order to be able to recognize work experience, it will be necessary for students to present a certificate that demonstrates two years of work experience in a field related to the degree in which they have enrolled, as well as a summary of the skills acquired through said experience and all those documents that, in addition to these, are established as necessary in the academic regulations of official master's degrees of the university of affiliation.

4.4.3.5 Credits passed and completed in university studies of universities may also be recognized.

4.4.3.6 The volume of credits recognised for professional or work experience or those from the universities' own studies may not exceed, overall, 15% of the total credits that make up the curriculum of the degree to be obtained. These recognised credits do not have a numerical grade, and are therefore not used to scale the student's record. This percentage may only be exceeded in the case provided for in article 10.6 of RD 822/2021.

4.4.3.7 The Academic Committee is responsible for approving or rejecting applications for credit recognition.

4.4.4 Request for recognition of credits

4.4.4.1 Students who wish to apply for credit recognition in master's degree courses must indicate this during the admission process, always before enrolment and must submit, within the same period:

- a. The syllabus issued or published by the corresponding centre.
- b. Documents that accredit the skills acquired and susceptible to recognition.

4.4.4.2 Applications for recognition of credits are resolved by the Dean's Office at the proposal of the Prerequisites Area. All resolutions must have been given before the start of the school term. The recognised credits must be enrolled conditionally until the resolution of the dean's office and the amount determined by the centre in its fees must be paid.

4.4.5 Recognition of credits of own degrees that have already been extinguished

In the event that a UAE-specific master's degree offered by the EAE University Centre has been extinguished and replaced by a university master's degree, and if this is included in the corresponding criterion of the latter's verification report, these qualifications may be recognised in their entirety.

4.4.6 Activities not eligible for recognition

4.4.6.1 The activities that may in no case be subject to recognition are:

- a. The subjects of origin that have already been subject to validation, adaptation or recognition.
- b. The master's thesis.

4.4.7 Request

The application for recognition of credits must be made in writing addressed to the Admissions Area, through the Academic Secretary's Office.

5 License plate

5.1 Enrolment in master's degrees

5.1.1 Communication of enrolment lists to the UdL

The EAE Barcelona University Centre will communicate the enrolment lists to the Academic Secretary's Office of the University of Lleida through the system agreed upon by both institutions.

5.1.2 Enrolment for the Master's Degree Final Project

The credits corresponding to the Master's Degree Final Project will be enrolled in their entirety, according to the load expressed in the verification report of the corresponding programme.

5.1.3 Conditional Enrolment

5.1.3.1 In the event that the applicant for access cannot accredit, during the access procedure, any of the requirements established for it, they may be enrolled conditionally. In no case may students be enrolled without having:

- a. Copy of your valid National Identity Card or passport.
- b. Acceptance of the General Conditions.
- c. In the event that any document other than the previous two is missing, a self-responsibility document (EAEBCN-FOR-048) duly completed and signed.

5.1.3.2 The maximum period for accreditation of the pending requirements in conditional enrolment before the General Secretariat will end 45 days after the start of the teaching period. If the students enrolled in this way are unable to accredit the requirements within this maximum period, they must undergo a new admission procedure.

5.1.3.3 Enrolment in the specific subjects for which the admitted student has requested credit recognition will also be considered conditional. The conditional enrolment of these subjects will become definitive once the dean's office has resolved in this regard and has notified its decision to the General Secretariat and the applicant students.

5.1.4 Minimum and maximum number of credits

5.1.4.1 The minimum number of ECTS to be enrolled may not be less than 30 per academic year.

5.1.4.2 The maximum number will be that which is available in the verification reports.

5.1.5 Enrolment Modifications

5.1.5.1 Students already enrolled may request a change to another group with a different schedule in those university master's degrees that include more than one teaching group with different teaching schedules, by means of a reasoned letter. This request must be made in writing to the Academic Coordination.

5.1.5.2 The deadline for requesting this modification will end 30 calendar days from the first school day.

5.1.6 Waiver of Enrolment

The possibility, conditions and effects of waiving enrolment are set out in the General Conditions (EAEBCN-FOR-035) that students accept when enrolment in the master's degree.

6 Provisions

6.1.1 Additional gender provision

Everything that refers to positions or persons in this regulation must be understood in neutral gender and is applicable to all people regardless of their gender identity.

6.1.2 Final Disposition

These regulations will enter into force on the day following their approval by the Management Committee.

6.1.3 Repealing provision

Any previous regulations that existed on the subject matter of this document are hereby repealed.