
General regulations evaluation and qualification of the EAE Barcelona University Center

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Chapter 1: Object of the regulations and areas of application and exclusion

Article 1: Object of the regulations

The purpose of these regulations is to establish the regime applicable to the evaluation and grading of the subjects and subjects of the study plans offered by the EAE Barcelona University Center.

The elements thus delimited in the teaching guides of the subjects that provide students with the knowledge, competencies, abilities, skills and aptitudes established in the verification reports of the official degrees and university master's degrees, and in the programming sheets of the continuing training master's degrees and the School's own general elective system are considered as objects of evaluation.

Article 2: Scopes of application

These regulations apply, regardless of their load in ECTS credits, to the subjects and subjects of the study plans of official degree programs, university master's degrees and continuing training master's degrees, whether face-to-face or blended in nature, which includes the mandatory training complements that, both for university master's degrees and continuing education master's degrees, are stipulated in the respective verification reports or in the respective programming sheets of the former.

These regulations also apply to the evaluation and grading of the subjects in the curricula of the School's own general optional system.

In those cases in which any of the aforementioned teachings are taught in collaboration with a foreign university, the evaluation regulations of this university and the specific agreement that is applicable must be taken into account.

Article 3: Areas of exclusion

These regulations do not apply to corporate training programs, or in-company programs, nor to short-term university extension programs aimed at specific groups.

Nor should this regulation be applied to elements of the programs mentioned in art. 2 that are not expressly contained in the evaluation systems published in the teaching guides of their subjects or subjects.

Finally, this regulation does not apply to the transversal program of workshops on personal skills and abilities offered by the School, nor to any other extracurricular activities that it may organize.

Chapter 2: Student rights regarding evaluation

Article 4: Right to evaluation

Students have the right to be evaluated impartially and objectively according to the evaluation system published in the subject teaching guides.

To this end, the responsible vice-deans will ensure the publication, in the time and manner established by the Academic Committee of the EAE Barcelona University Centre, of all the teaching guides, ensuring that the different evaluation systems in these contents comply with what is established in the verification reports of the official degrees and the university master's degrees or, where appropriate, in the programming sheets of the continuing training master's degrees and in the teaching guides of the subjects of the general optional system of the School.

Article 5: Right to know the evaluation system before the start of teaching the subjects

In connection with what is established in the previous article, students of the programs to which this regulation applies have the right to know, through the teaching guides of the subjects, the evaluation system of the same before they begin to be taught.

Failure to comply with the publication will be considered a particularly serious event. To this end, the Vice-Dean for Academic Planning must keep a periodic record of their publication for their corresponding correction.

Article 6: Right to know the grades of the continuous evaluation elements before undergoing the final evaluation

In continuous assessment subjects that additionally provide for the completion of a final assessment test, students have the right to know the grades of all continuous tests prior to taking the final test.

Article 7: Right to reevaluation

In general terms, reevaluation is understood as the possibility of re-evaluating all of the contents, and the competencies associated with them, when as a result of the weighting of the evaluation tests that a subject includes, the student has obtained a failure. Likewise, subjects whose grade has resulted in "Not presented" may be reevaluated, according to the cases contemplated in these regulations.

The right to reevaluation may be exercised in the subjects of the official degree and university master's programs, including in the latter case the mandatory training complements, as long as the academic regulations of the affiliated university contemplate it.

In the subjects of continuing education master's degrees and the School's own system of electives, the right to re-evaluation of the subjects will always be observed, with the maximum number of re-evaluations to which failed students may opt.

In any of the above cases:

- a) The right to reevaluation must be indicated in the teaching guides of those subjects for which it is provided.
- b) The right to reevaluation may only be exercised by students who have not passed the subject through the evaluation test or tests normally provided for by their teaching plan.
- c) The right to reevaluation cannot be exercised by students who have not taken the evaluation test or tests normally provided for by their teaching plan. In the event that the non-presentation is due to the justifiable causes provided for in art. 26, the teacher, or the teaching collaborator, may examine in an extraordinary manner the affected student on the day and time established for the revaluation of the subject, but in no case will said extraordinary test be considered a revaluation test.
- d) The right to reevaluation may not be exercised by students who wish to improve the grade obtained in the evaluation test or tests normally provided for by their teaching plan. Las fechas correspondientes a los períodos de revaluación deberán ser indicadas en el calendario académico e institucional del Centro Universitario EAE Barcelona, confeccionado y publicado por la Comisión Académica.

Article 8: Right to receive feedback on your grades

In general terms and with the aim that the evaluation itself is configured as an additional element of learning, students have the right to receive feedback on the grades that the teachers, or the teaching collaborators, have given them.

In any case and in blended teaching, teachers, or teaching collaborators, must provide in writing the motivation for the grades of the subjects taught remotely, both in non-final and final evaluation tests, and regardless of the individual or group nature of the activity that has been evaluated.

Article 9: Right to review final grades

As will be specified in Chapter 8 of these regulations, students have the right to a personal and individualized review of the final grades they have obtained as a weighting of the evaluation tests provided for in the teaching guides of the subjects, before those final grades are elevated to definitive through the closing of the evaluation records.

The right to review the final grades will be substantiated in two instances: before the professor, or the teaching collaborator, of the subject and before the Academic Commission or the subcommittee to which it delegates this function.

In certain cases, and in accordance with the procedures of the aforementioned Chapter 8, the corresponding appeals may be filed against the resolutions in the second instance.

Chapter 3: Publicity mechanisms for evaluation systems

Article 10: Publication in teaching guides

As can be seen from its own regulations, all subjects of official degrees, university master's degrees and continuing education master's degrees; as well as those that are configured as training complements to these, and those that belong to the School's general optional system, must have a teaching guide.

Precisely with regard to evaluation systems, the subject teaching guides are the main mechanism for their publication. As specified in art. 3 of these regulations, only the evaluation tests expressed in the teaching guides can be taken into account by the teaching staff and the teaching collaborators for the calculation of the final grade of the subjects. Any other activities planned after the publication of the teaching guides cannot be graded.

The specific evaluation system for each subject, as expressed in its respective teaching plan, will be considered the official one for the purposes of calculating the final grades, and must be taken into account in any claims that students may file regarding evaluation.

Article 11: Publication in the program guides

As can be seen from its own regulations, the guides of each university or own master's program; As well as those of each program within the scope of the School's own general elective system, they must also contain an approach to the general evaluation system.

However, the teaching guides for each subject will express the specific and official evaluation system, in accordance with the provisions of the last paragraph of the previous article.

Chapter 4: Evaluation systems

Article 12: Generalities

In general terms, the evaluation system of the EAE Barcelona University Center is continuous, as it is revealed to be ideal for the optimal assessment of the achievement of the transversal, general

and specific competencies associated with each study plan. In any case, the evaluation of students' academic performance will always respond to strictly academic criteria, and will be carried out with impartiality and objectivity.

The evaluation systems will always comply with what is established, in this order of things, in the verification reports of the official degree or university master's degrees, and in the programming sheets of the continuing training master's degrees and the general optional system.

As established in the previous articles, the evaluation systems cannot be modified once the teaching guides that contain them have been published and, therefore, communicated to the students.

Only in the cases provided for in art. 14, the final evaluation may be offered.

Article 12bis: Permanence

The student disengaged from university degree or master's studies may return to said studies as long as the conditions established for these purposes by the regulations of the university of affiliation are met and they once again have an assigned place.

Article 13: Continuous evaluation system

Continuous evaluation involves assessing, in a clear and transparent manner, the progress and learning results obtained in each subject by students through a set of activities.

The continuous evaluation system must be formative and offer a comprehensive or holistic vision of the contents, competencies, skills and aptitudes acquired by the students. Furthermore, it must be consistent with the objectives of each subject, module or degree in which the subject is integrated.

The continuous evaluation system consists of the student's participation in the various evaluation tests specified in the teaching plan of the subject, and in the completion, if this is also contemplated, of a final evaluation test.

To obtain the final grade for the subjects with continuous assessment, the weighting percentages contained in the teaching guides will be applied for each of the evaluation tests and, where appropriate, for the final test.

The weighting percentage of each evaluation test of a subject must be within the scales established for this purpose, for the subject in which said subject is integrated, by the verification reports of the teachings of official degree and university master's degree, and by the programming sheets of the continuing training master's degrees and the general optional system.

The types of continuous evaluation tests are those established in Chapter 5 of these regulations.

Article 14: Final single evaluation system

As indicated in art. 12 and 13 of these regulations, the EAE Barcelona University Center applies, in general terms, the continuous evaluation system. In any case, there are exceptional cases in which single evaluation of subjects is allowed. A single final evaluation is understood to be that which is substantiated through a single evaluation test. In cases in which a single final evaluation of a subject is allowed, the evaluation test must ensure that the student has acquired all the competencies contained in the teaching plan for that subject.

Students may take advantage of the single evaluation in the following exceptional cases:

- a) When the student has not been able to complete the continuous evaluation for suitably justified health reasons.
- b) In the case of re-enrollment of one or more previously failed subjects, if so, the student will request it. The single evaluation request will be substantiated through the form contained in Annex 6 of these regulations.

The single evaluation will only be offered in official degrees and university master's degrees if the academic regulations of the affiliated university allow it and, both in university degrees and master's degrees and in their own degrees, only under the circumstances detailed in this same article. Work reasons will not, in any case, be sufficient justification for the student to take the single final evaluation. The single test to be taken by the student will be developed in the same modality as in the continuous evaluation. Therefore, the student must complete the single final evaluation in person if this is the modality of the course for which he or she is enrolled.

Chapter 5: Evaluation Tests

Article 15: Typology of evaluation tests

Assessment tests may take the form of final exams, partial exams, individual work and group work. As regulated by art. 20 of these regulations, attendance and active participation may also be considered as elements of evaluation for the purposes of these regulations, as long as this is established in the teaching plan of the subject.

In accordance with the provisions of art. 10, those that are not specified as such in the teaching plan of the subject prior to the beginning of the course will not be considered as tests or evaluation elements, so the results of such tests or evaluation elements cannot be included in the calculation of the weighted average grade of the subject and will be optional.

Article 16: Final exams

Final exams are individual written tests that evaluate, as a whole, the knowledge and skills of a subject, and whose weight in the weighting of the final grade for the subject is equal to or greater than 30%.

Regardless of the face-to-face or semi-face-to-face modality of the program, the final exams, once taken and delivered, must always be kept in accordance with the provisions of chapter 12 of these regulations, so that they are available as evidence in national or international accreditation processes of the programs or the School.

In the case of official degrees and university master's degrees, professors, or teaching collaborators, must prepare the statements of the final exams at the beginning of each semester, on the specific date indicated for this purpose by the Academic Commission in the institutional academic calendar, so that the corresponding vice deans review their suitability based on the competencies that said exams must evaluate, as established in the respective verification reports and always in accordance with the degree verification report.

Article 17: Partial exams or objective content tests

Partial exams are individual written tests that evaluate, as a whole, the knowledge and skills corresponding to a part of the subject, and whose weight in the weighting of the final grade is equal to or greater than 20% and always in accordance with the degree verification report.

If the verification report of the official degree or the university master's degree or, where applicable, the programming sheet of the master's degree or the School's own general elective system allows it, the partial exams may have an eliminatory nature; That is, they can determine that the knowledge and skills that have been evaluated therein are not re-evaluated in the final exam, as long as the student has passed said evaluation. The eliminatory nature, or not, of the partial exams must be expressly stated in the teaching plan.

Regardless of the face-to-face or blended modality of the program, the partial exams, once carried out and delivered, must always be kept in accordance with the provisions of these regulations, so that they are available as evidence in national or international accreditation processes of the programs or the School.

Article 18: Individual Works

Individual assignments are those proposed by the teacher, or by the teaching collaborator, in order to evaluate specific knowledge and skills of a part of the subject, and whose resolution must be carried out individually by each student.

Individual assignments for a subject may take the form of cases, exercises or problems, whether oral or written. In the event that his or her defense is oral, the student must deliver, according to the provisions of the last paragraph of this article, his or her written version.

In general, and for continuing education master's degrees and the School's own system of general electives, if the number of individual assignments provided for in the teaching plan of a subject is equal to or greater than two, these cannot have, in their overall calculation, a weight greater than 70% in the weighting of the final grade for that subject. In the case of official degrees and university master's degrees, this provision is subject to what the respective verification reports provide in this regard.

In general, and for the continuing education master's degrees and the School's own general elective program, if the subject's teaching plan contemplates the completion of a single individual project, the weight of this in the weighting of the final grade of the same cannot be higher than 35%. In the case of official degrees and university master's degrees, this provision is subject to what the respective verification reports provide in this regard.

Regardless of the face-to-face or blended modality of the program, individual works must always be delivered through the virtual campus, so that they are available as evidence in national or international accreditation processes of the programs or the School.

Article 19: Group tasks

Group works are those proposed by the teacher, or by the teaching collaborator, in order to evaluate specific knowledge and skills of a part of the subject, and whose resolution must be carried out in groups of two or more students.

Group work on a subject can take the form of cases, exercises or problems, whether oral or written. In the event that their defense is oral, the students must submit, as provided in the last paragraph of this Article, their written version.

In general, and for continuing education master's degrees and the School's own general elective program, if the number of group works provided for in the teaching plan of a subject is equal to or greater than two, these cannot have, in their overall calculation, a weight greater than 70% in the weighting of the final grade for that subject. In the case of official degrees and university master's degrees, this provision is subject to what the respective verification reports provide in this regard.

In general, and for the continuing education master's degrees and the School's own general elective program, if the subject's teaching plan contemplates the completion of a single group work, the weight of this in the weighting of the final grade of the same cannot be higher than 35%. In the case of official degrees and university master's degrees, this provision is subject to what the respective verification reports provide in this regard.

Regardless of the face-to-face or blended modality of the program, group works must always be delivered through the virtual campus, so that they are available as evidence in national or international accreditation processes of the programs or the School.

Article 20: Assistance and class participation

Attendance and active participation in the classroom may be taken into account in the subject evaluation system as long as the verification report of the official degree or university master's degree, or the programming sheet of the master's degree or the School's own general elective system, in which they are limited, contemplate it. In any case, the inclusion of the aforementioned elements in the evaluation system must be reflected in the teaching plan of the subject.

In general, and for continuing education master's degrees and the School's own system of general electives, in those subjects whose evaluation system includes the completion of a final test, the joint calculation of attendance and active participation in the classroom cannot exceed 10% of the final grade for the subject. In the case of official degrees and university master's degrees, this provision is subject to what the respective verification reports provide in this regard.

In general, and for continuing education master's degrees and the School's own general elective program, in those subjects whose evaluation system does not contemplate the completion of a final test, the joint calculation of attendance and active participation in the classroom cannot exceed 20% of the final grade for the subject. In the case of official degrees and university master's degrees, this provision is subject to what the respective verification reports provide in this regard.

In any case, the assessment of attendance and active participation in the classroom must be able to be conveniently justified by the teacher, or by the teaching collaborator, through the attendance records requested by them from the Academic Coordination Area, in the first case; and through his own notes, in the second

Article 21: Evaluation of final degree projects in official degrees

The final degree projects in official degrees will be evaluated in accordance with the provisions of the Regulations for the final degree project in official degrees.

Article 22: Evaluation of master's final projects in university and own master's degrees

The master's thesis will be evaluated in accordance with the provisions of the Regulations for the master's thesis in university master's degrees; or in the Regulations for the final master's thesis in continuing training master's degrees, according to their modality.

Article 23: Evaluation of curricular external practices

The evaluation of curricular external internships will be carried out in accordance with the provisions of the Professional Practice Regulations.

Article 24: Fraud in assessment tests

In the event that it is found that an evaluation test, whatever its type, has been carried out fraudulently, the measures stipulated in the Code of Academic Conduct for Students of the EAE Barcelona University Center will be taken.

Chapter 6: Evaluation of students with disabilities and evaluation in extraordinary circumstances

Article 25: Evaluation of students with disabilities

Before the start of each academic year, the academic coordinators will inform the teaching staff of the programs under their management of the possible existence of students with special needs due to disabilities. Said communication must be transferred, simultaneously, to the president of the Equality and Normalization Advisory Commission.

The Academic Coordination Area will take all measures at its disposal so that the evaluation of students with disabilities can be carried out normally, in accordance with the provisions of the protocols and lines of action established by said advisory commission.

Article 26: Evaluation due to extraordinary circumstances

When for duly justified health reasons, birth or adoption of a child, serious illness or death of a family member within the second degree of consanguinity or the first degree of affinity; representing the School in national or international business or sports competitions, fulfilling an inexcusable duty of a public and personal nature, or interviewing in a job selection process, a student cannot take a continuous evaluation test, the following procedure will be followed:

- a) If the test consists solely of the delivery or defense of an exercise, the teacher, or the teaching collaborator, will postpone the date of said delivery or defense for this student until they are in a position to deliver or defend it. If this exercise includes the publication of an indicative solution on a specific date, or is of a group nature with oral defense, said date will not be postponed, so the student who did not present the exercise for the aforementioned reasons will not be able to submit it once the indicative solution has been published.

b) If the test consists of a non-final exam or any other in-person activity, the teacher, or the teaching collaborator, will decide whether to postpone the date of completion of the same for this student or, on the contrary, dispense with holding the evaluation test for this student. En los dos casos anteriores, si la prueba de evaluación continua no se ha podido entregar o realizar, y el profesorado tiene constancia expresa de la existencia de la justificación por los motivos reseñados anteriormente, dicha prueba quedará sin calificación. En este caso, el porcentaje de ponderación de la prueba no calificada acrecerá el porcentaje de ponderación de la prueba de evaluación final en la misma medida que la prueba no realizada. Si la asignatura no contemplara la realización de un examen final, el porcentaje de ponderación de la prueba no calificada acrecerá proporcionalmente el porcentaje de las demás pruebas de evaluación continua de las que se compusiera la asignatura.

Except for interviews in selection processes, other circumstances of a work nature will not exempt, in any case, the carrying out of continuous evaluation tests.

Regarding the final evaluation tests, when for the reasons specified above, a student could not take them on the date determined in the respective exam calendars, they may carry them out in the reevaluation period established in the School's institutional academic calendar, in accordance with the provisions of art. 7.

In cases of evaluation due to extraordinary circumstances, the use of the same statements that were proposed in the ordinary evaluation is strictly prohibited by teachers or teaching collaborators.

As an exception, and subject to the criteria and approval of the Academic Committee, it is established that:

International students who, having failed a course in the corresponding academic year, reside outside the Autonomous Community of Catalonia, may re-enroll in that course in the following academic year and take the assessment (exam) online, subject to prior authorization from the Academic Committee.

This measure will apply exclusively to students who meet the following requirements:

1. Proof of permanent residence outside the Autonomous Community of Catalonia.
2. Have been enrolled in the course during the previous academic year.
3. Formally re-enroll in the course during the new academic year.
4. Request and obtain authorization to take the online exam, following the procedure established by the Academic Coordination.

This provision will not apply to students residing in Catalonia, nor to those who have not previously enrolled in the course in question.

Chapter 7: Qualification

Article 27: General system of qualification

As established in art. 5 of Royal Decree no. 125/2003, of September 5, which establishes the European credit system and the grading system in official university degrees valid throughout the national territory, the learning results obtained by the students in the different subjects that make up the study plans will be graded according to the following numerical scale from 0 to 10, including a decimal, to which the corresponding qualitative grade will be added:

- De 0 a 4,9: Suspenso
- From 5.0 to 6.9: Passed
- From 7.0 to 8.9: Notable
- From 9.0 to 10: Outstanding

Taking into account the non-existence, at a legislative level, of a standardized grading scale for master's degrees, their subjects will also be graded in accordance with that contained in the aforementioned royal decree. In the same way, the subjects of the School's own general elective program will be graded. The qualification of the mandatory training supplements that could be imposed on students, both of university master's degrees and their own, whose access qualification is not compatible with the area of knowledge of said master's degree, will be expressed only in terms of "Passable" or "Not suitable", and will not be counted for the purposes of calculating the weighted average qualification of the program.

Article 28: Granting of honorary registrations

At the proposal of the teachers, or the teaching collaborators, the director of the area of knowledge to which the subject is assigned may award the mention of "Honors" to the students who have obtained a final individual grade of 9.0 or higher in that area, thus recognizing their extraordinary effort and dedication. The number of "Honors" mentions cannot exceed five percent of the students enrolled in the subject, unless the number enrolled is less than 20, in which case a single honors enrollment may be granted.

The granting of honors registration is limited only to the subjects of official degrees and university and own master's degrees, thus excluding those that are part of the School's own general elective program.

In the case of honors registrations granted in official degrees, these will give rise to the remission of the cost of the corresponding future registration fees, according to what is stipulated by the regulations of the affiliated university.

The granting of honors in the final degree projects of official degrees and in master's final projects of university and own master's degrees is regulated by the specific regulations of said projects.

Article 29: Qualification of recognized or adapted subjects

The recognized or adapted subjects will retain the grade of the original subject.

Article 30: Deadline for publication of continuous assessment test scores

The grades corresponding to the continuous assessment tests must be published within 15 calendar days after their completion and, in any case, before the end of the teaching period for the subject.

In the event that a continuous evaluation test is taken during the last teaching days of the subject, its grade will be published within a sufficient and reasonable period of time to allow the student to know the grades of all the continuous evaluation tests that have been taken before the date scheduled for the final evaluation test.

Article 31: Deadline for publication of the final evaluation test scores

The grades corresponding to the final evaluation tests must be published within a maximum period of 15 calendar days from the date of the test.

Article 32: Deadline for publication of revaluation test scores

The grades corresponding to the revaluation tests must be published within a maximum period of 10 calendar days from the celebration of the test.

Article 33: Deadline for publication of final grades for subjects

In continuous evaluation systems, the final grades resulting from applying the weighted average of the results of all the evaluation tests provided for in the teaching plan will be published jointly with those corresponding to the final evaluation tests; that is, in a maximum period of 15 calendar days from the holding of the final test.

In the event that the continuous evaluation system does not contemplate the completion of a final test, the final grades for the subject will be published in a maximum period of 15 calendar days from the official end date of the corresponding semester.

In the single final evaluation systems, when the final grade of the subject coincides with the grade of the single final test, it will be published within a maximum period of 15 calendar days from the celebration of the final test.

Article 34: Qualification records

Once the final grades of a subject have been published by the teaching staff on the virtual campus, the Academic Coordination Area will extract them in order to compose the grade records for the subject.

The qualification records will not be final until the exam reviews have been held in the first instance; that is, before the responsible teacher; and until its revaluation has taken place, in cases in which this was planned.

Once the review is completed in the first instance, the teacher, or the teaching collaborator, will inform the Academic Coordination Area of any changes in the grades that may have occurred as a result of it. This area will transfer the changes to the corresponding minutes.

In the event that a revaluation test is planned, the teacher, or the teaching collaborator, will inform the Academic Coordination Area of any changes in the grades that may have occurred as a result of it. This area will transfer the changes to the corresponding minutes.

Once the reviews and, where appropriate, the revaluations have been carried out; and any changes in the original grades have been transferred, the final minutes must be signed by the teacher responsible for the subject.

The qualification minutes may not be modified after they have been made final, except when one of the following circumstances occurs:

- a) Due to error in the transcription or recording of the grades.
- b) By agreement of the Academic Committee, or the subcommittee to which it delegates this function, acting in the second instance and modifying the grade awarded by the professor, or the teaching collaborator, in the first instance review.
- c) By agreement of the Rectorate of the affiliated university, acting as a last resort and modifying the grade granted by the Academic Commission in the second instance review.

The Academic Coordination Area will ensure compliance with the deadlines established in the institutional academic calendar for the closing of the minutes, informing the respective vice deans of any irregularities that may occur in this regard.

The qualification records will be kept in electronic and physical format by the Academic Coordination Area, with the secretary general of the EAE Barcelona University Center acting as notary in any modifications that may occur in them after they have been made final.

The provisions of this Article will not apply to the grading records of the final degree projects of official degrees or the final master's degree of university or own master's degrees, the regime of which is specifically regulated in their respective regulations.

Article 35: Communication of grades to the university of affiliation

Except with regard to the School's general elective program, the Academic Secretariat will communicate the final grades of the subjects to the affiliated university through their direct introduction into the university's academic management application, or through the specific procedure established for this purpose.

In any case, said communication will occur in accordance with current legislation on the protection of personal data.

Article 36: Qualification of own students in international mobility

The grades of the students of the EAE Barcelona University Center who, in accordance with an international mobility agreement or program, have studied at other universities or business schools, will be adapted to the grading scale provided for in art. 27; either automatically, in the event that the agreement expresses the conversion scale, or manually, through carrying out the pertinent calculations.

The International Mobility Office is responsible for receiving the grades of international mobility students from the EAE Barcelona University Centre, and sending them to the Academic Secretariat for adaptation and transfer to the files.

Article 37: Qualification of foreign students in international mobility

The qualification of foreign students on international mobility will be substantiated in accordance with these evaluation regulations; that is, through the scale established by art. 27.

The International Mobility Office is responsible for sending the grades of foreign students on international mobility at the EAE Barcelona University Center, and sending them to their home university for adaptation and transfer to the files.

Chapter 8: Rating Review

Article 38: Review in the first instance before the teacher, or the teaching collaborator

The right to review the final grades, although it is exercised in a single moment, after the provisional grades of the final tests have been published, if any, or, where applicable, the result of the weighting of the continuous evaluation tests of which the subject consists, will include the

review of the grades of all. The review procedure in the first instance before the professor, or the teaching collaborator, will have the following specificities, depending on the degree in which the student is enrolled:

a) In the case of university and own master's degrees, and the School's own general elective program, within a period of 5 calendar days from the publication of the final grades, students who wish to obtain a review of the evaluation elements mentioned above will send an email in this regard to the academic coordinator of the program in which they are enrolled. The Academic Coordination Area, once all requests referring to each subject of each program have been received, will establish the review schedule, which will be communicated to the students who have requested them.

b) In the case of official degrees, together with the publication of the calendar of the final tests of the first and second semester, the vice dean in charge of the degree programs will publish the calendar of their reviews. It will be necessary for the students to previously communicate to the professor, or the teaching collaborator, their intention to attend the reviews.

In any case, the teachers, or the teaching collaborators, who have been requested to review must have all the evaluation elements at their disposal immediately, whether in electronic format or on physical support.

The decision of the professor, or the teaching collaborator, whether maintaining the student's grade, or increasing it, must be immediately transferred to the qualification center of the virtual campus, and communicated to the academic coordinator under whose management the program is.

The review in the first instance by the teacher, or the teaching collaborator, may never lead to a reduction in the grade originally awarded by them.

Article 39: Second instance review before the Academic Commission

Against the decision of the professor, or the teaching collaborator, in the first instance review, the student may request a new review before the Academic Commission of the EAE Barcelona University Center, or before the commission to which it delegates the function. The grades of any subjects in the curriculum of official degrees, university and own master's degrees, and the School's general elective program are subject to review, which includes those of mandatory training complements and those of curricular practices.

The request for review in the second instance will be substantiated through the form contained in Annex 1 of these regulations, which must be completed and sent by the interested student to the academic coordinator under whose management their program is located within a maximum period of five calendar days from the date on which the review in the first instance would have taken place.

The Academic Commission, or, where applicable, the commission to which it delegates this function, will resolve the substance of the claim with reasons and in writing within a period of fifteen calendar days from the date of receipt of the writing by the Academic Coordination Area. To do this, you may obtain the information you consider appropriate from the teacher, or the teaching collaborator, of the subject and request the opinion of other professors who are experts in the subject.

The decision, confirming or correcting the grade granted in the review in the first instance, will be communicated to the Academic Coordination Area, which will transfer it to the student concerned.

In the event that the grade must be corrected, it will proceed in accordance with the provisions of art. 34.

The second instance review by the Academic Commission, or the commission to which it delegates, may never lead to a reduction in the grade awarded by the professor, or the teaching collaborator, in the first instance review.

Article 40: Appeal to the Rectorate of the affiliated university.

In the event that the student is dissatisfied with the decision of the Academic Commission, or the commission to which it has delegated, they may file the corresponding appeal with the university of affiliation.

The appeal will be substantiated through the form contained in Annex 2 of these regulations, which must be completed and sent by the interested student to the academic coordinator under whose management their program is, within a maximum period of five calendar days from the date on which the Academic Commission, or the commission to which it has delegated, communicated the result of the second instance review to the student.

The communication of the appeal to the Rectorate of the university of affiliation will be carried out by the secretary general of the School.

If the decision of the Rectorate entails the modification of the final qualification minutes, the provisions of art. 34.

The appeal to the Rectorate of the affiliated university may only be filed in the field of official degree and university master's programs.

Article 41: Review of grades of students with disabilities

The Academic Coordination Area will warn the professor, or the teaching collaborator, in reviews in the first instance; or to the secretary of the Academic Commission, in second instance reviews,

ensuring the accessibility of students with disabilities to the facilities in which such reviews will be carried out, according to the needs raised based on the type of disability.

Chapter 9: Evaluation for curricular compensation

Article 42: Scopes of application and exclusion

In general terms, evaluation by curricular compensation is understood as the compensation of grades between subjects of a course or subject.

The evaluation for curricular compensation may be requested only in official degree or university master's degree programs, as long as the program verification report and/or the specific regulations of the affiliated university contemplate it.

Evaluation for curricular compensation will not be offered either in continuing education master's degrees or in the School's own general optional system.

Article 43: Requeriments

The requirements that will be taken into account to authorize the evaluation for curricular compensation will be those contemplated by the specific regulations of the affiliated university.

Article 44: Competent body

In the event that the specific regulations of the university of affiliation and/or the respective verification report authorize the evaluation for curricular compensation, the competent body to resolve compensation requests will be the Academic Commission or the commission to which it delegates this function.

Article 45: Procedure

The procedure followed by the Academic Commission, or the commission to which it delegates this function, will be that established by the specific regulations of the affiliated university.

Chapter 10: Organization of the final evaluation tests

Article 46: Ordinary evaluation periods

Thus, the final evaluation tests, whatever their nature, must be held during the ordinary final evaluation periods.

The ordinary final evaluation periods are those established by the Academic Commission in the institutional academic calendar.

For the purposes of this Article, final evaluation tests are understood to be:

a) The final exams, as established in art. 16.

b) Any other tests, whatever their nature, individual or group, whose weight in the weighting of the final grade of the subject is greater than 50% and which affect, transversally, the majority of the subject's competencies.

For the purposes of this Article, final evaluation tests do not mean the final degree projects of official degrees or the final master's projects of university and own master's degrees.

Regarding the subjects of the School's own general elective system, their ordinary evaluation periods will be those determined in the guide for each elective program.

Article 47: Publication of the calendars of the final evaluation tests

At the beginning of each semester, the Academic Coordination Area will publish the calendar that includes the dates related to the final evaluation tests of each of the official degree and university and own master's programs.

Article 48: Development of the final evaluation tests

The final evaluation tests of the subjects of the study plans may be held from Monday to Saturday.

In general, the final written and individual evaluation tests will last less than three hours.

If the final evaluation test consists of the in-person defense of an individual or group work, said defense may not exceed twenty minutes per student or per group.

As far as possible, the final face-to-face tests of the different groups teaching the same subject will be common, except when they are scheduled at different times.

During the completion of the final in-person tests, the teachers, or the teaching collaborators, in charge of supervising them may require the identification of the students through the student card, their national identity document, foreign identification card or passport.

The final written and individual evaluation tests will follow the format established in Annex 3 of these regulations, except in the case that they must be solved through the virtual campus.

Article 49: Justification of attendance at final evaluation tests

Students may request that they be issued a receipt documenting their attendance at the final evaluation tests. Said proof must be signed by the academic coordinator in charge of managing the program, and must follow the format established in Annex 4 of these regulations.

Chapter 11: Organization of revaluation tests

Article 50: Generalities

As provided in art. 7, the right to revaluation may be exercised in official degree and university master's degree programs as long as the academic regulations of the affiliated university contemplate it. In continuing education master's degrees, and in the School's own general optional system, the right to revaluation of subjects will always be observed, with the maximum number of revaluations being one.

The grade of the revaluation tests will constitute, in any case, the final grade of the subject.

In official university degrees and master's degrees, the maximum grade that students can obtain in the revaluation tests will be the one stipulated by the academic regulations of the affiliated university. In the event that said regulations do not regulate this eventuality, the maximum score will be 5.0. In the continuing education master's degrees and in the School's general optional system, the maximum grade that students can obtain in the revaluation tests will, in any case, be 5.0

Article 51: Extraordinary periods of evaluation

The extraordinary reevaluation periods are those established by the Academic Commission in the academic and institutional calendar of the School.

These periods will be scheduled, on a mandatory basis, during the first three weeks immediately following the ordinary evaluation periods of each semester, so it is possible that, in certain cases, they coincide with the face-to-face sessions of the new semester. In this case, the Academic Coordination Area will ensure that students who have to take a revaluation exam are exempt from attending the coinciding face-to-face session.

Article 52: Publication of revaluation test calendars

As far as possible, all revaluation tests for subjects in the same program will be held on a single date.

In the event that the number of students from the same program who have to take various revaluation tests makes it necessary, the Academic Coordination Area may adopt the necessary measures so that said tests can be carried out in a manner convenient for all of them on more than one date.

Article 53: Development of revaluation tests

Reassessment tests will always take the form of an individual in-person written exam. The statement of said exam will be sent at least one week in advance by the professor, or the teaching

collaborator, to the academic coordinator of the program, who will be in charge of making the necessary copies, as well as their administration and supervision.

If the results of the tests modify the grade, the new grade will be immediately communicated to the Academic Coordination Area, so that it can be transferred to the corresponding record.

During the revaluation tests, the academic coordinators in charge of supervising them may require the identification of the students through their student card, their national identity document, foreigner's identification card or passport.

Article 54: Justification of attendance at revaluation tests

Students may request that they be issued a receipt documenting their attendance at the revaluation tests. Said proof must be signed by the academic coordinator in charge of managing the program, and must follow the format established in Annex 4 of these regulations.

Chapter 12: Preservation of evaluation evidence

Article 55: Depository body

The depository body of the evidence from continuous or final evaluation tests in any teaching offered by the EAE Barcelona University Center is the Academic Coordination Area, which must organize the archive of the same, in physical and/or electronic support, according to what is provided by the vice dean in charge of quality and accreditation.

Article 56: Deposit period

The models of the continuous and final evaluation tests in electronic format will be kept for a period of ten academic years starting from the year in which the test took place. The continuous and final evaluation tests of the students will be saved until the end of the following academic year, guaranteeing the definitive closure of the records. This period will be four academic years for the final evaluation tests in physical format.

Article 57: Typology of deposit

Taking into account that the continuous evaluation tests must always be delivered in electronic format through the applications that the virtual campus offers for this purpose, their deposit in the strict sense is not necessary, since they are automatically archived in the corresponding directory of the virtual classroom.

The deposit of the final evaluation tests on physical support will be carried out by the Academic Coordination Area, for a period of four academic years, in such a way as to ensure their conservation and compliance with current regulations regarding the protection of personal data.

Article 58: Publication of final evaluation test statements from previous courses

Teachers, or teaching collaborators, may publish, if they consider it necessary, the statements of final evaluation tests from previous courses in order to guide their students on completing them, as long as this fact does not entail an excessive advantage for them.

The publication of final tests solved by students from previous courses is strictly prohibited.

Chapter 13: Protection of personal data

Article 59: Generalities

The EAE Barcelona University Center fully complies with current legislation on data protection, so the grades of the continuous and final evaluation tests will be treated applying the criteria derived from said legislation.

The teachers, or the teaching collaborators, will pay special attention to the temporary custody in physical format of the final evaluation tests, which will be produced for the time necessary to correct and score them, and must subsequently deliver them to the Academic Coordination Area for deposit and custody.

Article 60: Authorization for the communication of data on the academic performance of official degree students

Students of official degrees at the EAE Barcelona University Center may authorize it to communicate data about their academic performance to third parties, such as their parents, or their legal guardians, through the form contained in Annex 5 of these regulations, which will be delivered to them, along with the rest of the documentation, during the ordinary enrollment periods.

Chapter 14: Recognitions of academic merit

Article 61: Recognitions for the best official degree students

Recognitions for the best official degree students will be resolved and awarded in accordance with the provisions of Section 1 of Chapter 1 of Title II of the Regulations for scholarships, recognitions of academic merit and awards of the EAE Barcelona University Center.

Article 62: Dean's Honor List

Recognitions for the best university and master's degree students, through the Dean's Honor List, will be resolved and awarded in accordance with the provisions of Section 2 of Chapter 1 of Title II of the Regulations for scholarships, recognitions of academic merit and awards of the EAE Barcelona University Center.

Article 63: Recognitions for the best final transcripts of official degrees

Recognitions for the best final records of official degrees will be resolved and awarded in accordance with the provisions of Section 3 of Chapter 1 of Title II of the Regulations for scholarships, recognitions of academic merit and awards of the EAE Barcelona University Center.

Article 64: Recognitions for the best final degree projects of official degrees

Recognitions for the best final degree projects of official degrees will be resolved and awarded according to the provisions of Section 4 of Chapter 1 of Title II of the Regulations for scholarships, recognitions of academic merit and awards of the EAE Barcelona University Center.

Article 65: Recognitions for the best master's thesis of university and own master's degrees

Recognitions for the best master's thesis of university and own master's degrees will be resolved and awarded in accordance with the provisions of Section 5 of Chapter 1 of Title II of the Regulations for scholarships, recognition of academic merit and awards of the EAE Barcelona University Centre.

Final Provision

According to the provisions of art. 128 of the Regulations for the organization and operation of the EAE Barcelona University Centre, these general regulations for evaluation and qualification will come into force in the 2019/2020 academic year. Complying with the principle of advertising contained in art. 127 of the aforementioned regulation, these regulations will be published through the internal and external information systems commonly used by the School.

Repealing provision

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

Annexes

Annex 1: Request form for review of final grades in the second instance before the Academic Commission

REQUEST FOR REVIEW OF QUALIFICATIONS IN THE SECOND INSTANCE BEFORE THE ACADEMIC COMMITTEE

Barcelona, a [dd_mm_aa]

The undersigned, Mr./Ms. [student_name_surname], with DNI or NIE number. [student_DNI_NIE], student of the [Degree_or_Master] in [degree_name], as contemplated in art. 39 of the general evaluation and qualification regulations of the EAE Barcelona University Center,

MANIFIEST

FIRST: That on date [teacher_review_date] the final grade of the subject [subject_name] was submitted to the review of the final grade of the subject before the professor, or teaching collaborator [teacher_name_surname], as he/she was not satisfied with it, and it was [final_weighted_average_grade] points out of 10 points.

SECOND: That the weighted average grade given by the teacher and for the subject mentioned once the review was carried out was [revised_weighted_average_grade] points out of 10 points.

THIRD: That being within the period of five calendar days counted from the time the review before the teacher, or teaching collaborator, took place, you file this request for review of final grades based on the following,

FUNDAMENTS

FIRST: [State the reasons why the student does not agree with the result of the review, using as many considerations as necessary].

SECOND: ...

THIRD: ...

And for all this,

REQUEST

To the Academic Commission of the EAE Barcelona University Center, which, based on the provisions of the General Regulations for Evaluation and Qualification, considers this application filed and proceeds with a new review of the final grades that are the subject of it.

Signed: [signature_and_student_name_surname]

Annex 2: Form for filing an appeal against the resolution of the Academic Committee regarding the review of qualifications before the Rectorate of the University of affiliation:

**APPEAL BEFORE THE RECTORATE AGAINST THE RESOLUTION OF THE
ACADEMIC COMMITTEE OF THE EAE BARCELONA UNIVERSITY CENTER
REGARDING THE REVIEW OF QUALIFICATIONS**

Barcelona, a [dd_mm_aa]

The undersigned, Mr./Ms. [student_name_surname], with DNI or NIE number. [student_DNI_NIE], student of the [Degree_or_Master] in [degree_name], as contemplated in art. 40 of the General Evaluation and Qualification Regulations of the EAE Barcelona University Center,

MANIFIEST

FIRST: That on date [teacher_review_date] the final grade of the subject [subject_name] was submitted to the review of the final grade of the subject before the professor, or teaching collaborator [teacher_name_surname], as he/she was not satisfied with it, and it was [final_weighted_average_grade] points out of 10 points.

SECOND: That the weighted average grade given by the teacher and for the subject mentioned once the review was carried out was [weighted_average_final_revised grade] points out of 10 points.

THIRD: That being within the period of five calendar days counted from the time the review before the professor, or teaching collaborator, took place, you filed a request for a second instance review before the Academic Commission of the EAE Barcelona University Center, as you were not satisfied with the result of the review in the first instance before them.

FOURTH: That the Academic Committee of the EAE Barcelona University Center resolved on [resolution_date_academic_committee] on the request for second-instance review, granting it a grade of [weighted_final_revised_average_grade_2] points out of 10 points.

FIFTH: That being within the period of five calendar days counted from the time the resolution of the Academic Commission was communicated to you, you file this appeal before the Rectorate of the University of affiliation based on the following,

FUNDAMENTS

FOURTH: That the Academic Committee of the EAE Barcelona University Center resolved on [resolution_date_academic_committee] on the request for second-instance review, granting it a grade of [weighted_final_revised_average_grade_2] points out of 10 points.

FIFTH: That being within the period of five calendar days counted from the time the resolution of the Academic Commission was communicated to you, you file this appeal before the Rectorate of the University of affiliation based on the following,

REQUEST

To or to Magfco/a. Mrs. Rector of the University of affiliation who, having filed this appeal, proceed to a new review of the final grades that are the subject of this appeal.

Signed: [signature_and_student_name_surname]

Annex 3: Format of the final written and individual evaluation tests



- - Program: [degree_name]
- - Code: [degree_code]
- - Subject: [subject_name]
- - Code: [subject_code]
- - Teacher: [teacher_name_surname]
- - Test: [Final Exam / Midterm Exam]
- - Date: [test_date]
- - Time: [test_time]



- Student: [estudiante_nombre_apellidos]

**INSTRUCCIONES**

- Duration: [duración_examen]
- Other Indications:
 -
 -
 -
 - ...

STATEMENTS

Annex 4: Sample proof of attendance at final evaluation tests, or revaluation tests**PROOF OF ATTENDANCE TO FINAL EVALUATION TESTS,
OR TO REVALUATION TESTS**

Barcelona, at [dd_mm_yy]

The undersigned, Mr./Ms. [coordinator_name_surname], with DNI or NIE no. [DNI_NIE_coordinator], academic coordinator of the [degree_or_master] in [degree_name], as contemplated in arts. 49 and 54 of the general evaluation and qualification regulations of the EAE Barcelona University Center,

CERTIFY

That Mr./Ms. [student_name_surname], with DNI or NIE number. [student_DNI_NIE], has completed the evaluation tests for the following subjects:

SUBJECT	TYPE	DATE	TIME
	[FINAL OR RETAKEN]		
	[FINAL OR RETAKEN]		

And so that this is recorded for the appropriate purposes, sign this document in the city and on the date indicated above.

Signed: [signature_and_coordinator/a_name_surname]

Annex 5: Authorization form for the communication of data on the academic performance of students of official EAE Barcelona degrees to third parties

**AUTHORIZATION FOR THE COMMUNICATION OF DATA
ABOUT THE ACADEMIC PERFORMANCE OF OFFICIAL DEGREE
STUDENTS AT THE EAE BARCELONA UNIVERSITY CENTER TO
THIRD PEOPLE**

Barcelona, to [dd_mm_yy]

The undersigned, Mr./Ms. [student_name_surname], with DNI or NIE number. [student_DNI_NIE], student of the Degree in [name_degree] of the EAE Barcelona University Center, as contemplated by Organic Law 3/2018, of December 5, on the Protection of personal data and guarantee of digital rights (LOPD),

YOU EXPRESSLY GRANT YOUR AUTHORIZATION

To EAE so that, through the employees of the Academic Department specifically authorized to do so, they communicate the following personal information, related to my academic performance: (a) Absences from class attendance, (b) grades of continuous and final evaluation tests, (c) qualitative evaluations of professors, or tutors, and (d) events and incidents in which I have participated or am involved even if they are not of a strictly academic nature, to the following persons:

NAME AND SURNAME	RELATIONSHIP	DNIO o NIE NÚM.

Said information may be issued by email, by telephone or in person at the request of authorized persons, with only the vice dean of Degrees, and the academic directors of the official degree in which [student_name_surname] is enrolled, being authorized to provide it. In the specific case of qualitative assessments of teachers, or tutors, authorized personnel must collect them in advance, and they cannot provide them directly to authorized persons.

The undersigned acknowledge that they have been informed that the EAE University Center, with registered office at Avenida Diagonal, 662-664, 08034, Barcelona, with CIF B-

64273956, will be responsible for the processing of personal data provided through this authorization and consent, which it will process to carry out the activities outlined above.

In this sense, they acknowledge having been informed that the processing of the aforementioned personal data is legitimized by their consent granted through this authorization and that the EAE Barcelona University Center will retain said personal data as long as they do not revoke the authorization granted by signing this document.

Likewise, they acknowledge having been informed of the possibility of exercising at any time the rights of access, rectification, deletion, limitation to processing, opposition, portability of their personal data, as well as the revocation of their consent, by means of a written request addressed to the EAE Barcelona University Center, Post Office Box 221 in Barcelona or by sending an email to lop@eae.es. Likewise, they acknowledge that they have been informed of the possibility of filing a claim with the Spanish Data Protection Agency, and/or contacting the Data Protection Delegate of the aforementioned company in writing addressed to dpo@planeta.es or to Grupo Planeta, At.: Data Protection Delegate, Avda. Diagonal 662-664, 08034 Barcelona.

Signed: [signature_and_student_name_surname]

Signed: [signatures_and_authorized_name_surnames], as a sign of consent