

Regulations on issuing qualifications, certificates and diplomas

Approved by agreement of the Academic
Committee on 28th January 2025

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1 Preliminary provisions

1.1 Scope of Application of Regulations and Exclusions

1.1.1 Scope of application

1.1.1.1 These regulations apply to the issuance of qualifications and certificates for official undergraduate and postgraduate programs, as well as institution-specific master's programs run by the EAE Barcelona University Center in affiliation with the Universitat de Lleida (UdL). They also apply to institution-specific master's programs run exclusively by the EAE University Center.

1.1.1.2 These regulations do not apply to the issuance of qualifications and certificates for corporate training programs (in-company programs) or short-term university extension programs intended for specific groups, with a workload of fewer than 15 ECTS credits.

1.2 Official University Qualifications, Institution-Specific Postgraduate Degrees, Certificates, and Diplomas

1.2.1 Official University Qualifications

1.2.1.1 Official university qualification certificates are issued to student on successful completion of syllabuses leading to undergraduate and master's degrees within the framework of the new structure of official university education established by Royal Decree 822/2021, dated 28th September.

1.2.1.2 Official university qualifications are internally classified as follows:

- a. Bachelor's Degree in...
- b. Master's Degree in....

1.2.1.3 The format of these official university degrees follows the specifications contained in the annexes of Royal Decree 1002/2010, of 5th August, concerning the issuance of official university qualifications.

1.2.1.4 EAE Business School does not issue any of these qualifications, as they are issued by the affiliated university.

1.2.2 Institution-Specific Postgraduate Degrees

1.2.2.1 Institution-specific postgraduate degrees are issued by the Universitat de Lleida under the principle of university autonomy stipulated in Organic Law 2/2023, of 22nd March, on universities. These degrees do not have the official status reserved in the aforementioned regulations for official master's degrees. Likewise, the qualifications issued by the EAE Barcelona University Center are institution-specific postgraduate degrees.

1.2.2.2 Institution-specific postgraduate degrees are classified as follows, based on the credit load of the syllabus and the prior qualification of the student:

- a. Students holding a Bachelor's degree: Continuing Education Master's Degree (60, 90, or 120 ECTS credits)
- b. Students without a Bachelor's degree: Certificate (30 or more ECTS credits).

1.2.3 Types of Certificates

1.2.3.1 For the purposes of these regulations, certificates are documents that accredit the results of a student's academic progress, which may or may not be final.

1.2.3.2 The certificates issued by the EAE Barcelona University Center for any official university degrees and institution-specific postgraduate degrees are of two types:

- a. **Grade Certificates:** Documents certifying the grades obtained by students who request them for courses or modules they have completed. These certificates show the grades recorded in the student's academic transcript at the time of the request.
- b. **Completion Certificates:** Documents that certify successful completion of all the ECTS credits required on the syllabus for a given degree. For official university qualifications, if the student has paid the issuance fees specified in these regulations, the certificate will indicate this.

1.2.3.3 The format of grade certificates issued by the EAE University Center is form EAEBCN-FOR-108.

1.2.3.4 The format of completion certificates issued by the EAE University Center is from EAEBCN-FOR-107.

1.2.4 Types of Diplomas

1.2.4.1 Diplomas are documents certifying the completion of extracurricular activities of which the competencies can be assessed through a structured syllabus.

1.2.4.2 Diplomas are not issued for completing specialization programs within the School's official master's programs, as these specialization programs are recorded as minors on the institution-specific postgraduate degree certificate issued by the EAE Barcelona University Center.

1.2.4.3 The diplomas issued by the EAE Barcelona University Center:

- a. Certify successful completion of the cross-disciplinary soft skills program.
- b. Certify the completion of other extracurricular activities, both cross-cutting and specific, authorized by the Academic Committee of the EAE Barcelona University Center, in accordance with the regulations on the organization and operation of the EAE Barcelona University Center.

1.3 EAE Institution-Specific Degrees

1.3.1 EAE Institution-Specific Certificate for Official Qualifications

Students at the School who take institution-specific and official programs that lead to a UdL qualification will receive, on completion of the procedure stipulated in Section 2 of these regulations, an institution-specific degree certificate from the EAE Barcelona University Center. This certificate will state the name of the master's or undergraduate program they have completed, in accordance with the procedure established in Section 3.

2 Issuance of Official Degrees

2.1 Applicable Regulations and Prerequisites for Issuance

2.1.1 Applicable Regulations

2.1.1.1 The applicable regulations for the issuance of master's degree certificates are established in Royal Decree 1002/2010, of 5th August, regarding the issuance of official university qualifications.

2.1.1.2 Under no circumstances will the EAE University Center issue official degree certificates; these will be issued by the Universitat de Lleida.

2.1.2 Prerequisites for Issuance

2.1.2.1 The prerequisites for requesting the issuance of official qualifications are:

- a. Completion of all credits required by the syllabus of the qualification program, including the master's thesis and curricular external internships, if applicable.
- b. Full payment of tuition fees for the program for which the student is requesting the certificate, at the time of the request.
- c. Valid identification documents:
 - Spanish students must provide a valid National Identity Document (DNI).
 - Foreign students must provide a valid passport.

If the identification document submitted at the time of admission has expired during the academic year, the student must provide an updated version when requesting the issuance of the degree certificate.

2.1.2.2 In the case of master's degree programs specifically, students must have submitted all the required documents for their admission file, as outlined in the Access, Admissions, and Enrolment Regulations of the EAE Barcelona University Center. Under no circumstances can a master's degree certificate be issued without the presentation of the original or a legalized copy of the undergraduate degree that entitles them to access the master's program.

2.1.2.3 For Bachelor's degree programs specifically, students must provide proof of achieving the cross-disciplinary competency in a third language, as established in Article 8 bis of these regulations.

2.1.3 Proficiency in a Cross-Disciplinary Competency in a Third Language for Undergraduate Studies, Particularly in English

2.1.3.1 For students enrolled on programs at the Universitat Politècnica de Catalunya (UPC), this aspect is regulated by the Academic Regulations for Undergraduate and Master's Studies, published annually by the UPC on its website.

2.1.3.2 For students enrolled on programs at the Universitat de Lleida (UdL), this aspect is regulated by the Regulations on Third Languages in Undergraduate Studies, published on the UdL website.

2.2 Application Procedure

2.2.1 Closure of Final Evaluation Records

2.2.1.1 Once all course grades from the syllabus have been entered into the academic management system by the Academic Coordination team, the Academic Department will generate a final evaluation record for each qualification program. This record will include a list of students who have completed all the required credits and their weighted average grade.

2.2.1.2 The final evaluation records for master's and bachelor's degrees must be signed by the General Registrar in the case of master's degrees, and by the office of the Vice Dean for Undergraduate Programs in the case of Bachelor's degrees. These records will be sent to the affiliated university via the system designated for this purpose.

2.2.1.3 Once the records are finalized, the General Registrar will notify Master's students using the EAEBCN-FOR-109 form, informing them that their records have been finalized and that they can request grade certificates and certificates of completion.

2.2.1.4 Bachelor's degree students will be notified on an individual basis.

2.2.2 Verification of Prerequisites for Issuance of University Degrees

Before notifying the Universitat de Lleida of the final evaluation records mentioned in the previous section, the General Registrar will verify that each student meets the prerequisites for degree issuance, as stated in the previous sections.

2.2.3 Notification to Students

Once the final evaluation records are finalized, the General Registrar will notify students who meet the prerequisites that they may begin the process of obtaining their official degree certificate. For master's students, this notification (EAEBCN-FOR-110 for Master's students) will include an application form (EAEBCN-FOR-112) and instructions (EAEBCN-FOR-111).

2.2.4 Formal Application for Degree Certificate Issuance

The degree certificate application must be submitted using the form mentioned in the previous section. Once completed, the applicant must send it to the General Registrar.

2.2.5 Verification of Data Accuracy

Once received, the General Registrar will verify that the information provided in the application matches the details in the student's admission record.

2.3 Completion of the Certificate Application Process

2.3.1 Notification of Completion of the Application Process to the Universitat de Lleida

Once the verification process is completed, the General Registrar will notify the Universitat de Lleida every three months about the master's degree applications received up to that date, following the established procedure.

2.3.2 Issuance of the Certificate of Completion

If students have requested a certificate of completion, the General Registrar will make it available for in-person collection, or send it by regular post to students unable to collect it in person. Students who request that their completion certificates are posted must cover the associated cost, which will be determined annually by the Academic Registrar of the EAE Barcelona University Center.

2.4 Degree Certificate Collection

2.4.1 Notification of Degree Certificate Availability

Once the degree certificates have been issued and sent to the EAE Barcelona University Center by the Universitat de Lleida, they will be kept in the custody of the General Registrar. The General Registrar will notify students when their degree certificates are available for collection using form EAEB-CN-FOR-113.

2.4.2 Degree Collection Methods

Official degrees can only be collected in one of the following ways:

2.4.2.1 In person at the EAE Barcelona University Center: In this case, graduates must personally collect their degree certificates from the School's Registrar by presenting the payment receipt referenced in Article 17 of these regulations, and a valid national identity document or passport at the time of collection. Once received, graduates must sign the original degree certificate by hand in black ink in the presence of the General Registrar staff. They must also sign the Certificate Collection Register, indicating the date of collection, and submit two photocopies of the certificate signed on the front, one of which is kept in the EAE University Center archive, and the other is sent to the Universitat de Lleida.

2.4.2.2 Collection by an Authorized Representative in person at The EAE Barcelona University Center: If graduates are unable to collect their degree certificate in person, they may authorize a representative to do so on their behalf. In this case, the graduate must grant a notarized power of attorney to the representative, who must present it when they go to the School, along with the payment receipt indicated in Article 17, and their own valid national identity document or passport. Moreover, the representative must sign the Certificate Collection Register, specifying the date and the fact that they are acting as a representative. They must then sign two photocopies of the certificate on the front, also stating that they are signing as a representative. One copy is filed at EAE University Center, while the other is sent to the Universitat de Lleida. The representative may not sign the original degree certificate itself.

2.4.2.3 Collection in person from Spanish Government Sub-Delegations (in Spain). If graduates are unable to collect their degree certificate in person, they may request delivery to the Government Sub-Delegation in their province by completing the form EAEBN-FOR-114. Graduates requesting the delivery of a master's degree certificate within Spain must pay a fee for this service, determined annually by the Academic Registrar of the EAE Barcelona University Center.

2.4.2.4 Collection in person from Spanish Embassies or Consulates (abroad). Graduates living abroad may request for their degree to be sent to the Spanish Embassy or Consulate in their country by filling out form EAEBN-FOR-114. Graduates requesting the delivery of a master's degree certificate outside Spain must pay a fee for this service, determined annually by the Academic Registrar of the EAE Barcelona University Center.

2.4.3 Specific Requirements for Power of Attorney for Collecting Certificates

The power of attorney required for authorized representatives must be granted before a Spanish notary. However, graduates living outside Spain may obtain a foreign notary's power of attorney on the condition that the document is legalized and apostilled. If not issued in Spanish, the power of attorney must be translated to ensure legal validity in Spain.

2.5 Reissuance of Degree Certificates

2.5.1 Circumstances for Reissuance

Official degree certificates may be reissued in the event of loss, theft, of total or partial destruction, or to correct the original. In such cases, the graduate must publish a notice in the Official State Gazette (BOE) and restart the application process outlined in Section 2.2.

3 Issuance of EAE Institution-Specific Postgraduate Degree Certificates

3.1 EAE Institution-specific Degrees: Regulations, Requirements and Reference to Minors

3.1.1 Dual-Degree System

As outlined in Section 1.3, students taking official degrees will also receive an EAE institution-specific degree, provided they meet the required conditions stipulated in these regulations.

3.1.2 Applicable Regulations

In the case of institution-specific degrees issued by the Universitat de Lleida, this aspect is regulated by the UdL's Continuing Education Regulations. For institution-specific degrees issued by The EAE Barcelona University Center, these regulations apply.

3.1.3 Requirements for Issuance and Reference to Minors

3.1.3.1 To apply for an EAE institution-specific postgraduate degree to be issued, students must meet the following requirements:

- a. They must have completed all the required credits on the syllabus, including the Master's Thesis and curricular internships (if applicable).
- b. For on-campus Continuing Education Master programs, students must attend at least 75% of scheduled sessions on the institutional postgraduate academic calendar. If students have enrolled in optional added-value programs, they must also attend 75% of those on-site sessions. In both cases, attendance exemptions may apply under Section 3.1.4 of these regulations.
- c. In the case of Continuing Education Masters run in a hybrid format, students must have attended at least 80% of the scheduled training activities during the residential on-campus stage. Minimum attendance requirements may be waived under any of the circumstances outlined in section 3.1.4 of these regulations.
- d. All tuition fees for the program from which the degree certificate is to be issued must have been paid at the time of the application.
- e. The student must have submitted the original or a legalized copy of the university qualification that entitled them to access the postgraduate program from which the certificate is to be issued, in accordance with the Regulations on Access, Admission, and Enrolment for Postgraduate Programs of the EAE Barcelona University Center.
- f. Students who are Spanish nationals must be in possession of a valid National Identity Document (DNI), while foreign students must have a valid passport. If the identification documents submitted during the admission process expire during the

academic year, they must be renewed and resubmitted when applying for the degree certificate to be issued.

3.1.3.2 Optional added-value programs at the School are not mandatory and cannot prevent students from obtaining a Continuing Education Master from the EAE Barcelona University Center. If students complete and pass such programs, the postgraduate qualification certificate degree will include a reference to any Minor completed. Otherwise, the degree certificate will only indicate successful completion of the postgraduate program.

3.1.4 Exemptions from mandatory attendance of on-campus sessions as a prerequisite for degree issuance

3.1.4.1 Mandatory attendance requirements, in line with the percentages specified in Sections b and d of point 1 in the previous section, may be waived under the following circumstances:

- a. Late enrolment, as stipulated in the Individualized Welcome Program for Late Enrolment Students (PAI).
- b. Health reasons, duly justified with a medical certificate stating the student's inability to attend classes.
- c. Birth or adoption of a child.
- d. Serious illness or death of a family member who is at least a second-degree blood relative or first-degree by marriage.
- e. Representing the School in national or international business or sporting competitions.
- f. Compliance with an unavoidable public and personal duty.
- g. A job interview as part of a selection process.

3.1.4.2 In addition to the above, in the case of Continuing Education Master programs run in hybrid format, the following exemptions also apply:

- a. For non-EU students, if their visa is rejected by the Spanish authorities.
- b. Unforeseen professional circumstances preventing the student from attending the residential stage.

3.1.4.3 In all cases, students must submit the relevant justifying documents to the academic coordinator of their program.

3.2 Degree Certificate Issuance Procedure

3.2.1 Final evaluation record closure

Once the Academic Coordination Area has entered all subject grades into the academic management system, the General Registrar will generate a final evaluation record for each postgraduate program. This record will include a list of students who have passed all the required credits and their weighted average grade. For institution-specific degrees issued by the Universitat de Lleida (UdL), this record will be forwarded to UdL.

3.2.2 Verification of prerequisites for issuance

3.2.2.1 These degrees will follow the same verification procedure as other institution-specific degrees, as outlined in Section 2.2.2.

3.2.2.2 In the case of issuing institution-specific degree certificates to students without a prior university degree that entitles them to access the Master, the process will comply with the regulations on continuing education stipulated in Royal Decree 822/2021 of 28th September.

3.2.3 Notification of the list of graduates to the Universitat de Lleida

The General Registrar will send the list of graduates to the Universitat de Lleida via the system designated for this purpose so that the University can process the issuance of their degree certificates.

3.2.4 Notification to students

The degree certificate issuance process will be initiated automatically, without the need for students to submit a request.

3.2.5 Requests for issuing Certificates of Completion

Along with the notification indicated in the previous section, students will receive instructions on how to request the Certificate of Completion of Studies, as specified in Section 1.2.3 of these regulations, digitally and through the Virtual Campus. Payment of a fee is required for issuing this certificate, determined annually by the Academic Registrar of EAE Barcelona and payable by credit card.

3.2.6 Sending the Certificate of Completion of Studies

If applicants have requested for a Certificate of Completion of Studies to be issued in line with the procedure outlined in the previous section, the General Registrar will make it available to them or send it by regular post in the case of students who are unable to collect it in person. Graduates requesting to be sent the certificate of completion must pay a fee for this service, determined annually by the Academic Registrar of EAE Barcelona.

3.2.7 Joint Processing of the Issuance of Institution-Specific Postgraduate Degree Certificates

Institution-specific postgraduate degree certificates from the Universitat de Lleida and the EAE Barcelona University Center will be issued jointly through a single procedure by the General Registrar.

3.2.8 Custody of Institution-Specific Postgraduate Degrees

Once printed, the institution-specific postgraduate degree certificates from the Universitat de Lleida and the EAE Barcelona University Center will be kept by the General Registrar of the Barcelona University Center until collection by the graduates.

3.3 Delivery of Degree Certificates

3.3.1 Degree Certificate Delivery

3.3.1.1 EAE institution-specific degree certificates are only issued in digital format, and no physical copies are provided.

3.3.1.2 The degree certificate will be sent to students once their eligibility has been verified.

3.4 Reissuance of Degree Certificates

3.4.1 Cases in which Reissuance Applies

Institution-specific postgraduate degrees from the Universitat de Lleida and The EAE Barcelona University Center may be reissued as a duplicate in the event of loss, theft, or total or partial destruction, or to correct errors in the original. In such cases, the applicant must initiate the procedures outlined in Section 3.3 of this document.

3.4.2 Reissuance Fees

3.4.2.1 For the reissuance of institution-specific postgraduate degree certificates from the Universitat de Lleida, the applicant must pay the corresponding fee, determined annually in the Academic Regulations of the Universitat de Lleida.

3.4.2.2 For the reissuance of institution-specific postgraduate degree certificates from the EAE Barcelona University Center, the applicant must pay the corresponding fee, determined annually by the Academic Registrar of EAE Barcelona.

4 Provisions

4.1 Gender Inclusion Provision

All references to positions or individuals in these regulations are to be understood in gender-neutral terms and apply to all individuals, regardless of their gender identity.

4.2 Repealing Provision

Any previous regulations on the subject matter covered in this document are hereby repealed.

4.3 Final Provision

These regulations will take effect the day after their approval by the Academic Committee.