

# Regulations for scholarships, academic merit awards and prizes at the EAE Barcelona University Centre

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# Title I: Scholarships (for academic excellence)

## Chapter 1: General scholarships for Masters students

### Article 1: Subject matter

General scholarships for master's degree students are intended to distinguish excellence in academic performance and/or other personal or professional achievements, as well as belonging to disadvantaged groups, of students of this academic degree.

### Article 2: Addressees

The general scholarships for master's degree students are aimed at current students of university master's degree programmes or lifelong learning programmes at the EAE Barcelona University Centre who, having applied for them, meet the requirements established in their respective bases.

### Article 3: Categories

General scholarships for Master's students consist of the following categories or classes:

- a) EAE Scholarship for Academic Excellence: Aimed at students whose academic records demonstrate outstanding commitment and dedication.
- b) EAE Scholarship for Female Managers: Aimed at women who have held or hold managerial positions prior to or at the time of their studies at the School, and whose academic records demonstrate outstanding commitment and dedication.
- c) EAE Entrepreneurship Scholarship: Aimed at students who are founding partners of an active company that has been in existence for at least one fiscal year, and whose academic records demonstrate outstanding commitment and dedication.
- d) EAE Scholarship for Students with Disabilities: Aimed at students with a minimum accredited disability of 33%, and whose academic records demonstrate outstanding commitment and dedication.

### Article 4: Previous academic record

For the purposes of the provisions of the previous article, the academic transcript is understood to be the academic transcript of the degree, bachelor's degree, engineering or architecture of the candidates; that is, the academic transcript of the studies undertaken by those whose academic level is immediately prior to the postgraduate level and whose qualification is a requirement for access to the master's degree studies that they are following at the School.

In any case, and regardless of their category or class, the award of general scholarships for Master's students shall take into account, in whole or in part, the previous academic record of the candidates.

#### Article 5: Number of scholarships per academic year and centre

The total number of scholarships to be awarded will be eight per academic year, i.e. four for each call, in April or October, in each of the categories or classes listed in Article 2, jointly for the Centro Universitario EAE Barcelona.

#### Article 6: Organising body

According to the provisions of paragraph 4 of art. 27 of the regulations of organisation and operation of the EAE University Centre, it is the responsibility of the Vice-Dean for Organisation to propose the opening of the call for applications for general scholarships for master's degree students, after approval of the programme by the School's Management Committee.

The proposal for the opening of the call, for each call of each academic year, shall be submitted by the Vice-Dean or Vice-Dean, who for the purposes of these regulations is the convening body.

#### Article 7: Basis and application procedure

The proposal for the opening of the call for applications, submitted to the Academic Committee by the Vice-Dean for Academic Organisation, shall include the competition rules for each of the categories.

These rules must be deposited with the notary appointed for this purpose by the secretary general of the School, and published through the virtual campus and any other communication systems with students that may be considered appropriate.

The application procedure, the periods and the documents to be submitted for each of the grant categories must be specified in the application conditions and must be accepted in their entirety by the candidates.

#### Article 8: Opening period

The opening period for the call for applications for general grants for master's degree students shall be as indicated in their respective terms and conditions, although, in general, it shall be between the beginning of each call for applications in each academic year and the end of the first four-month period of that year.



## Article 9: Managing body

The managing body for general scholarships for master's degree students is the Vice-Dean's Office for Academic Organisation, which will be responsible for receiving applications, preliminary analysis of applicants' compliance with the requirements, verification of the existence of the documentation attached to the application as established in these conditions, and the selection and appointment of the tribunals that will decide on the scholarships in all categories.

## Article 10: Resolution

In view of the reports of the tribunals mentioned in the previous article, and at the proposal of the Vice-Deanship for Academic Organisation, the Academic Committee shall be the body that decides on the awarding of general grants for master's degree students.

The decision of the Academic Committee in this regard is final and not subject to appeal, and the committee cannot provide information on the reasons why the non-winning candidates were not selected.

## Article 11: Awarding act

General scholarships for master's degree students, in all categories, shall be awarded at the academic ceremony defined for this purpose by the Academic Committee, and shall be presided over, as far as possible, by the Dean of the School.

## Article 12: Endowment

General scholarships for master's degree students shall consist of the reimbursement of at least half of the tuition fees paid by the scholarship holders in each category.

In the event that scholarship holders have opted for a deferral of the tuition fees in monthly instalments, these instalments shall be reduced in time or amount so that the result of the payment of all of them corresponds to half of the tuition fees incurred by the scholarship holders.

## Article 13: Tax treatment

Participation in the general scholarship programme for Master's students implies their acceptance of the application of the tax regulations in force in Spain. Thus, the amount of the economic endowment, in the case of refund of tuition fees paid in full, or the amount resulting from the corresponding reduction, in the case of tuition fees paid in instalments, will be subject to withholding or payment on account of Personal Income Tax (IRPF), in accordance with the aforementioned regulations. The rate of this withholding will depend on the amount of the scholarship, the tax residence status of the scholarship holder and the duration of the scholarship.

## Article 14: Privacy and personal data protection policy

The EAE Barcelona University Centre fully complies with current legislation on data protection, so that personal data collected through applications for general scholarships for master's degree students will be treated applying the criteria derived from this legislation.

The EAE Barcelona University Centre will request the corresponding authorisation from the scholarship students, so that their identification data, the name of the degree they studied and the academic year, may be included in internal and external communications of the School.

## Article 15: Issue of certificates

The competent body for the issuing of accreditation certificates to the winners of the general scholarships for master's degree students is the vice-dean in charge of administration and planning, following the model set out in annex 1 of these regulations.

# Title II: Awards for academic merit

## Chapter 1: Recognition of students

### Section 1: Non-monetary or Honorary Awards: The Dean's Honor List

#### Article 31: Object

The *Dean's Honor List* aims to distinguish excellence in the academic performance of the top 10 graduates of the EAE Barcelona University Centre's university master's degree and lifelong learning programmes.

#### Article 32: Addressees

The awards for the best university master's degree and lifelong learning students are aimed at the 10 best graduates of university master's degree and lifelong learning programmes at the EAE Barcelona University Centre in each academic year who, without having to have submitted the corresponding application, meet the requirements established in their respective rules.

#### Article 33: Mechanics for the drawing up of the list

The following procedure will be used to draw up the list of the 10 best graduates:

- 1) At the end of the evaluation reports of all the official and in-house master's degree programmes that form part of the same academic year, the Vice-Deanship for Academic Organisation will request, from each academic coordinator of the EAE

Barcelona University Centre, the academic transcript of the student with the highest weighted average mark for each of the programmes that this coordinator has managed in the immediately preceding academic year.

- 2) Once all the academic records have been received, it will carry out the following operations:
  - In the first place, it will reject outright all academic records whose weighted average marks are not equal to or higher than 8.5.
  - In the event that the same programme in the same university centre has more than one teaching group or classroom, either in different calls of the same academic year, or in the same call, only the record with the highest weighted average grade among all of them will be taken into account.
  - In the event that the same programme of the same university centre has more than one teaching group or classroom, either in different calls of the same academic year, or in the same call, although taught in another language, these groups or classrooms taught in another language will be treated independently, and the number of applications with the highest weighted average mark will be taken into account as many as there are groups or classrooms that share the same language of instruction.
  - Finally, it will order the remaining academic records from the highest weighted average mark to the lowest weighted average mark, and will discard those which, as a result of this ordering, are below twentieth place.
- 3) Thus, the maximum number of students included in the list of the best graduates of each academic year will be 10, which may be lower as a result of the application of the procedure described above.

#### Article 34: Determination of the best weighted average rating

In order to determine the best graduate in each of the university master's degree or lifelong learning programmes under their management, the academic coordinators will apply the formula determined by the General Regulations on assessment and grading for the purpose of calculating the weighted average grade, which will be expressed to one whole number and one decimal place.

In the event that there are two or more graduates with the same weighted average mark in the same university master's degree or lifelong learning programme, their weighted average marks will be obtained again, but to a second decimal place.

If the above procedure does not resolve the situation of a tie, the student who obtained the highest grade in the master's thesis will be considered the best graduate of the programme.

### Article 35: Maximum number of members per academic year and centre

As indicated in the previous articles, the maximum number of members of the *Dean's Honour List* will be 10 per academic year and jointly for all the university master's degrees and lifelong learning courses offered by the EAE Barcelona University Centre.

### Article 36: Rules

The rules for drawing up the list and choosing the best graduates of the university master's degree or lifelong learning programmes must be deposited with the notary appointed for this purpose by the secretary general of the School, and published on the virtual campus and any other communication systems with the student body that may be considered appropriate.

### Article 37: Managing body

The *Dean's Honour List* is managed by the Vice-Dean's Office for Academic Organisation, which must be assisted throughout the process by the respective academic coordinators of each of the university master's degree or lifelong learning programmes.

The managing body will be responsible for analysing all the academic records of the graduates of the university master's degree and lifelong learning programmes submitted by the academic coordinators and, applying the mechanism referred to in art. 46, will determine those who meet the requirements to be included in the *Dean's Honour List*.

### Article 38: Resolution

At the proposal of the Vice-Dean's Office for Academic Organisation, the Academic Committee will be the body that decides on the proclamation of the *Dean's Honour List*.

The decision of the Academic Committee in this regard is final and unappealable, and the committee cannot provide information on the academic records of students who have been rejected.

### Article 39: Awarding act

The diplomas accrediting membership of the *Dean's Honour List* will be awarded to all graduates who form part of the list at an academic ceremony to be defined for this purpose by the Academic Committee, to be presided over by the Dean of the School.

In addition, the graduate at the top of the list will be invited to the graduation ceremony at the EAE Barcelona University Centre, depending on the school where he/she obtained the degree, and will receive a commemorative plaque at the ceremony.

#### Article 40: Endowment

The graduate at the top of the list will receive a waiver of academic fees for the destination of his or her choice within the optional international residential programme organised by the School.

The inclusion of the remaining best graduates in the *Dean's Honour List* does not include any financial or in-kind award for them, apart from the honorary diplomas, certificates and commemorative plaques referred to in these regulations.

#### Article 41: Tax treatment

In the event that the graduate at the top of the list accepts the endowment referred to in the first paragraph of art. 53, the tax regulations in force in Spain shall apply. Thus, the amount of the financial endowment will be subject to withholding or payment on account of Personal Income Tax (IRPF), in accordance with current tax regulations.

#### Article 42: Privacy and personal data protection policy

The EAE Barcelona University Centre fully complies with current legislation on data protection, so that the personal data collected through the procedure for determining the best graduates for the preparation of the *Dean's Honour List* will be treated applying the criteria derived from that legislation.

The EAE Barcelona University Centre will request the corresponding authorisation from graduates included in the *Dean's Honour List*, so that their identification details, the name of the university master's degree or lifelong learning course taken and the academic year and position on the list can be included in internal and external communications from the School.

#### Article 43: Issue of diplomas and certificates

The competent body for issuing honorary diplomas and certificates to members of the *Dean's Honour List* is the Secretary General of the School, in accordance with the models set out in Annexes 4 and 5 of these regulations.

### Section 2: Non-financial or honorary awards: Recognition of the best final official degree records en

#### Article 44: Object

The purpose of the awards for the best final records of official degrees is to distinguish excellence in the academic performance of the best graduates of official degrees offered by the EAE University Centre.

#### Article 45: Addressees

The awards for the best final records of official degrees are aimed at the best graduates of these academic degrees taught at the EAE Barcelona University Centre who, without having to have submitted the corresponding application, meet the requirements established in the respective rules.

#### Article 46: Mechanics for the determination of the best graduate

The following procedure will be followed to determine the best graduates:

- 1) At the end of the assessment reports of the last year of all the official degree programmes, the Vice-Deanship for Academic Organisation will request, from the academic director of each of the official degree programmes offered, the academic transcript of the student with the highest weighted average grade, calculated taking into consideration all the subjects of which the degree programme is composed. It is an essential condition that the student thus pre-selected must have passed all the credits of the degree. In the event that the student with the highest weighted average mark has pending, at the time of determining this recognition, any subject, the student's file will be pre-selected immediately after.
- 2) Once all the academic records have been received, the Vice-Dean's Office for Academic Organisation will submit them to the Academic Committee.

#### Article 47: Determination of the best weighted average rating

In order to determine the best graduate in each of the official degree programmes under their management, the academic directors shall apply the formula determined by the General Regulations on assessment and grading for the purpose of calculating the weighted average grade, which shall be expressed to one whole number and one decimal place.

In the event that there are two or more graduates with the same weighted average mark in the same official degree programme, their weighted average marks will be obtained again, although to a second decimal place.

If the above procedure does not resolve the situation of a tie, the student who obtained the highest grade in the final degree project will be considered the best graduate of the programme.

#### Article 48: Maximum number of awards per academic year

As can be seen from the previous articles, the maximum number of recognitions to be awarded per academic year will be equivalent to the number of official degrees offered by the EAE Barcelona University Centre whose implementation is complete.

### Article 49: Rules

The rules for drawing up the list and choosing the best official degree graduates must be deposited with the notary appointed for this purpose by the secretary general, and published via the virtual campus and any other communication systems with the student body that may be considered appropriate.

### Article 50: Managing body

The body in charge of the recognition of the best final-year official bachelor's degree final records will be the Vice-Dean's Office for Academic Organisation, and must be assisted throughout the process by the respective academic coordinators of each of the official bachelor's degree programmes.

The Vice-Dean's Office for Academic Organisation shall be responsible for analysing all the academic records of official degree graduates submitted by the academic directors and, applying the procedure referred to in art. 59, shall submit the proposed resolution to the Academic Committee through the Vice-Dean's Office for Academic Organisation.

### Article 51: Resolution

At the proposal of the Vice-Dean's Office for Academic Organisation, the Academic Committee shall be the body that decides on the awarding of recognition to best final records of official degree courses.

The decision of the Academic Committee in this regard is final and unappealable, and the committee cannot provide information on the academic records of the students who have been rejected.

### Article 52: Awarding act

The honorary diplomas and certificates accrediting the recognition of the best final records of official degrees shall be awarded to their holders at the academic ceremony defined for this purpose by the Academic Committee, which shall be presided over, as far as possible, by the Dean of the School.

In addition, the graduates who have obtained the awards for the best final records of official degrees will be invited to the graduation ceremony of the EAE Barcelona University Centre, depending on the centre from which they graduated, and will receive a commemorative plaque at the ceremony.

### Article 53: Endowment

The awards for the best final records in official degree courses do not include any financial or in-kind endowment for the graduates who have obtained them, apart from the honorary diplomas, certificates and commemorative plaques referred to in these regulations.

### Article 54: Privacy and personal data protection policy

The EAE University Centre fully complies with current legislation on data protection, so that the personal data collected through the procedure for determining the best final official degree records will be treated applying the criteria derived from this legislation.

The EAE Barcelona University Centre will request the corresponding authorisation from graduates who have obtained this recognition, so that their identification details, the name of the official degree they studied and their academic year can be included in the School's internal and external communications.

### Article 55: Issue of diplomas and certificates

The competent body for issuing honorary diplomas and accreditation certificates to graduates who have obtained recognition for the best final records in official degree courses is the secretary general, following the models established in annexes 6 and 7 of these regulations.

## Section 3: Non-financial or honorary awards: Awards for the best final degree theses in official degree programmes.

### Article 56: Object

The aim of the awards for the best final degree dissertations (TFG) of official bachelor's degrees is to distinguish excellence in the preparation and defence of these dissertations by graduates of official bachelor's degrees taught at the EAE University Centre.

### Article 57: Addressees

The awards for the best TFG of official degrees are aimed at recent graduates of these academic degrees taught at the EAE Barcelona University Centre and who, without having to have submitted the corresponding application, meet the requirements established in the respective rules.

### Article 58: Mechanics for the determination of the best final degree projects

The following procedure will be followed to determine the best TFG of official degrees:



- 1) At the end of the final year assessment reports of all official degree programmes, the Vice-Dean's Office for Academic Organisation will request the academic director of each of the official degree programmes, the academic transcript of the student who has obtained the best final grade in their TFG. It is an essential condition that the student thus pre-selected must have passed all the credits of the degree. In the event that the student with the highest weighted average grade has a subject pending, at the time of determining this recognition, the student's transcript will be pre-selected immediately after.
- 2) Once all of these have been received, they will be submitted to the Academic Committee.

#### Article 59: Determination of the best weighted average grade in the final degree project

In order to determine the best TFG, the academic directors will apply what is established in the specific regulations for final degree projects; that is, the weighted average of the mark awarded by the tutor and the mark obtained after the defence before the examining board.

In the event that there are two or more graduates on the same official degree programme with the same weighted average mark for the final degree project, recognition will be awarded to the graduate who has obtained the highest mark in the part assessed by the tutor.

If the above procedure does not resolve the situation of a tie, the author of the best TFG will be understood to be the graduate who has obtained the highest weighted average mark in the entire syllabus of the degree they have studied.

#### Article 60: Maximum number of awards per academic year

As can be seen from the previous articles, the maximum number of recognitions to be awarded per academic year will be equivalent to the number of official degrees offered by the EAE Barcelona University Centre whose implementation is complete.

#### Article 61: Rules

The rules for choosing the best TFG for official degrees must be deposited with the notary appointed for this purpose by the secretary general, and published via the virtual campus and any other communication systems with the student body that may be considered appropriate.

#### Article 62: Managing body

The managing body for the recognition of the best TFG of official degrees will be the Vice-Dean's Office for Academic Organisation, and must be assisted throughout the process by the respective academic coordinators of each of the university master's degree programmes.

The Vice-Dean's Office for Academic Organisation shall be responsible for analysing all the reports sent to it by the academic coordinators and, applying the mechanism referred to in art. 70, shall submit the proposed resolution to the Academic Committee.

#### **Article 63: Resolution**

At the proposal of the Vice-Dean's Office for Academic Organisation, the Academic Committee will be the body that decides on the awarding of the best TFG of official degrees.

The decision of the Academic Committee is final and unappealable, and the committee cannot provide information on the academic records of the rejected graduates.

#### **Article 64: Awarding act**

The honorary diplomas and certificates accrediting the recognition of the best TFG of official degrees will be awarded to their holders at the academic ceremony defined for this purpose by the Academic Committee, which shall be presided over, as far as possible, by the dean of the School.

#### **Article 65: Endowment**

The awards for the best TFG of official degrees do not include any financial or in-kind endowment for the graduates who have obtained them, beyond the honorary diplomas and accreditation certificates referred to in these regulations.

#### **Article 66: Privacy and personal data protection policy**

The University Centre EAE Barcelona fully complies with current legislation on data protection, so that the personal data collected through the procedure for determining the best TFG of official degrees will be treated applying the criteria derived from this legislation.

The EAE Barcelona University Centre will request the corresponding authorisation from the graduates who have obtained this recognition, so that their identification details, name of the official degree, title of the TFG and academic year can be included in the School's internal and external communications.

#### **Article 67: Issue of diplomas and certificates**

The competent body for issuing honorary diplomas and accreditation certificates to graduates who have obtained recognition for the best TFG of official degrees is the secretary general, following the models established in annexes 8 and 9 of these regulations.

## Section 4: Non-financial or honorary awards: Awards for the best master's degree final projects in university master's degree courses and in-house master's degree courses.

### Article 68: Object

The purpose of the awards for the best Master's theses (TFM) is to distinguish excellence in the preparation and defence of these theses by graduates of university master's degree courses and those taught at the EAE University Centre.

### Article 69: Addressees

The awards for the best Master's and Master's degree dissertations are aimed at recent graduates of these academic degrees taught at the EAE Barcelona University Centre who, without having to have submitted the corresponding application, meet the requirements established in the respective rules.

### Article 70: Mechanics for the determination of the best Master's theses

The following procedure will be followed to determine the best Master's and Master's degree :

- 1) At the end of the assessment reports for the second four-month period of all the university master's degree and lifelong learning programmes, the Vice-Deanship for Academic Organisation shall request the academic coordinator of each of the university master's degree and lifelong learning programmes offered by both centres to submit the assessment reports of the FMTs that have obtained the highest final marks in each of the programmes under their management. In the case of both team and individually prepared dissertations, it is an essential condition that all the students forming part of the team, or the student who prepared the dissertation individually, have passed all the credits of the master's degree. If this condition is not fulfilled, the TFM with the second best grade will be selected, or successively the other TFM's, until the rule contained in this paragraph is fulfilled.
- 2) In the event that the same university master's degree or lifelong learning programme at the same centre has more than one teaching group or classroom, either in different calls of the same academic year, or in the same call, only the TFM with the highest final grade of all of them will be taken into account.
- 3) In the event that the same university master's degree or lifelong learning course at the same centre has more than one teaching group or classroom, either in different sessions of the same academic year, or in the same session, albeit taught in another

language, these groups or classrooms taught in another language will be treated independently, so that as many TFMs with higher final marks as there are groups or classrooms sharing the same language of instruction will be taken into account.

- 4) Once all the evaluation reports have been received for the most highly rated TFMs of each university master's degree and lifelong learning programme, the Vice-Dean's Office for Academic Organisation will select the one with the highest marks from among all of them.
- 5) Once the TFM with the best final grade has been determined, the Vice-Dean's Office for Academic Organisation will submit it to the Academic Committee.

#### **Article 71: Determination of the best weighted average mark for Master's theses**

In order to determine the best TFM, the academic coordinators will apply what is established in the specific regulations for Master's dissertations; that is, the weighted average of the grade awarded by the tutor and the grade obtained after the defence before the examining board; or the grade obtained exclusively after the defence before the examining board.

In the event that in the same university or official master's degree programme there are two or more TFMs with the same weighted average grade, recognition will be awarded to the team or individual student who has obtained the highest grade in the part assessed by the tutor.

If the above procedure does not resolve the situation of a tie, recognition will be awarded to the team or individual student who has obtained the highest weighted average mark in the syllabus of the university master's degree or lifelong learning course they have taken.

#### **Article 72: Maximum number of awards per academic year**

As can be seen from the previous articles, the maximum number of awards to be granted per academic year will be one EAE Barcelona University Centre.

#### **Article 73: Rules**

The rules for choosing the best Master's and Master's degree dissertations must be deposited with the notary appointed for this purpose by the secretary general of the School, and published on the virtual campus and any other communication systems with the student body that may be considered appropriate.

#### **Article 74: Managing body**

The managing body for the recognition of the best Master's and Lifelong Learning Master's degree dissertations will be the Vice-Deanship for Academic Organisation, and must be assisted throughout the process by the respective academic coordinators of each of the university Master's degree programmes.

The Vice-Dean's Office for Academic Organisation shall be responsible for analysing all the reports sent to it by the academic coordinators and, applying the procedure referred to in art. 70, shall submit the proposed resolution to the Academic Committee.

#### **Article 75: Resolution**

At the proposal of the Vice-Dean's Office for Academic Organisation, this will be the body that decides on the awarding of the prizes for the best Master's and UB-specific Master's degree dissertations.

The decision of the Academic Committee in this regard is final and unappealable, and the committee cannot provide information on the evaluation reports that have been rejected.

#### **Article 76: Awarding act**

The honorary diplomas and certificates accrediting the recognition of the best Master's and Master's degree dissertations shall be awarded to their holders at the academic ceremony defined for this purpose by the Academic Committee, which shall be presided over, as far as possible, by the Dean of the School.

#### **Article 77: Endowment**

The awards for the best Master's and Master's degree dissertations do not include any financial or in-kind endowment for the graduates who have obtained them, beyond the honorary diplomas and accreditation certificates referred to in these regulations.

#### **Article 78: Privacy and personal data protection policy**

The EAE Barcelona University Centre fully complies with current legislation on data protection, so that the personal data collected through the procedure for determining the best Master's and Master's degree dissertations will be processed in accordance with the criteria derived from this legislation.

The EAE Barcelona University Centre will request the corresponding authorisation from graduates who have obtained this recognition, so that their identification details, the name of the university master's degree or lifelong learning course taken, the title of the dissertation and the academic year can be included in internal and external communications from the School.

#### **Article 79: Issue of diplomas and certificates**

The competent body for issuing honorary diplomas and accreditation certificates to graduates who have obtained recognition for the best Master's and Master's degree dissertations is the secretary general of the School, in accordance with the models set out in annexes 10 and 11 of these regulations.

## Chapter 2: Recognition of members of the teaching community

### Section 1: Honorary awards: Recognition of the best members of the teaching community

#### Article 80: Object

The purpose of the recognition of the best members of the teaching community is to distinguish excellence in the performance of their duties and in the quality of the teaching of the best lecturer or teaching collaborator at the EAE Barcelona University Centre.

#### Article 81: Addressees

The awards for the best members of the teaching community are aimed at the best lecturer or teaching collaborator of the EAE Barcelona University Centre who, without having to have submitted the corresponding application, meet the requirements established in the respective rules.

#### Article 82: Mechanics for the determination of the best member of the teaching community

The following procedure shall be followed to determine the best members of the teaching community:

- 1) The teaching staff area will draw up two lists, corresponding to each of the centres, of the lecturers or teaching collaborators who have taught a total of at least 7 ECTS credits in the first term of the October call or in the first term of the April call of the current academic year and in any other term of the following academic year: the second term of the April term of the current academic year or the second term of the October term of the immediately preceding academic year, in each of these centres. This list shall include, for each lecturer or teaching assistant, the results of the student opinion surveys on the credits taught by them.
- 2) Once these lists have been drawn up, it shall calculate the weighted average per teaching credits taught of the results of the student opinion surveys in relation to the teaching staff that these lists contain and for the two calls referred to in the previous paragraph.
- 3) Once these calculations have been made, the lists of professors or teaching collaborators shall be ordered from the highest to the lowest weighted average.

- 4) Once the ranking has been completed, it shall check that the first-ranked person on each list has not received recognition in any of the two academic years preceding the academic year in question. If this is the case, it shall select the second-ranked or second-ranked student on each list, or successively the other ranked students, until the rule contained in this paragraph is complied with.
- 5) Once the best member of the teaching community of each centre has been determined on the basis of the above rules, the teaching staff area shall inform the Dean of the identity and the total weighted average grade of these members.

### Article 83: Determination of the best weighted average grade in student surveys

For the determination of the best members of the teaching community, the following weighting will be applied:

$$MP_t = \frac{\sum_{i=1}^{i=n} C_i \cdot ECTS_i}{\sum_{i=1}^{i=n} ECTS_i}$$

Where:

- $MP_t$  is the total weighted average rating.
- $C_i$  is the grade obtained in each subject taught in the first term of the current academic year and in any of the terms referred to in Art. 95.1.
- $ECTS_i$  is the number of ECTS credits for each of the subjects taught.

In the event that there are two or more members of the teaching community with the same weighted average mark in the same centre, the member with the highest mark in the first four-month period of the October term of the current academic year will be selected.

### Article 84: Maximum number of awards per academic year

As can be seen from the previous articles, the maximum number of awards to be granted per academic year will be one for the EAE Barcelona University Centre.

### Article 85: Rules

The rules for determining the best members of the teaching community shall be deposited with the notary appointed for this purpose by the secretary general of the School, and published via the virtual campus and any other systems of communication with the teaching community that may be deemed appropriate.

### Article 86: Managing body

The body responsible for the recognition of the best members of the teaching community is the Teaching Staff Area, which will be in charge of analysing the results of the student opinion

surveys and, applying the mechanics referred to in art. 82, will submit the resolution proposal to the Academic Committee.

#### **Article 87: Resolution**

The Academic Committee will be the body that decides on the awarding of recognition to the best members of the teaching community. The Academic Committee's decision in this regard is final and not subject to appeal, and the committee cannot provide information on the results of the student opinion surveys of the members of the teaching community who have been discarded.

#### **Article 88: Awarding act**

The honorary diplomas and certificates accrediting the recognition of the best members of the teaching community shall be awarded to their holders at the academic ceremony defined for this purpose by the Academic Committee, which shall be presided over, as far as possible, by the Dean.

In addition, the members of the teaching community who have obtained the recognition will be invited to the graduation ceremony of the EAE Barcelona University Centre, depending on the centre where they teach, and will receive a commemorative plaque at the ceremony.

#### **Article 89: Endowment**

The awards to the best members of the teaching community do not include any financial or in-kind endowment for the teachers or teaching collaborators who have obtained them, apart from the honorary diplomas, accreditation certificates and commemorative plaques referred to in these regulations.

#### **Article 90: Privacy and personal data protection policy**

The EAE Barcelona University Centre fully complies with current legislation on data protection, so that the personal data collected through the procedure for determining the best members of the teaching community will be treated applying the criteria derived from this legislation.

The EAE Barcelona University Centre will request the corresponding authorisation from the best members of the teaching community who have obtained this recognition, so that their identification details, subjects taught, programmes in which they have participated and academic year can be included in internal and external communications of the School.



## Article 91: Issue of diplomas and certificates

The competent body for issuing the honorary diploma and the accreditation certificate to the members of the teaching community who have obtained the awards is the secretary general of the School, following the models set out in annexes 12 and 13 of these regulations.

## Chapter 2: Awards to companies in the field of job placement: EAE *Top Recruiter* Awards

### Article 107: Object

The purpose of the *EAE Top Recruiter* Awards is to recognise the company, institution or third sector organisation with which the EAE Barcelona University Centre has maintained, in the current academic year, special relations of cooperation in the field of employment placement of the School's students.

### Article 108: Addressees

The *EAE Top Recruiter* Awards are aimed at companies, institutions or organisations with which the EAE University Centre has a signed and valid collaboration agreement in the field of employment placement of students from both centres, and it is not necessary for these companies, institutions or third sector organisations to have submitted the corresponding application.

### Article 109: Mechanism for the determination of the companies, institutions and organisations nominated for the award

The following procedure will be used to determine the companies, institutions or organisations in the third sector that are candidates for the awards:

- 1) When so determined by the committee in charge of preparing the graduation ceremonies for the current academic year, and sufficiently in advance, the Academic Committee shall ask the director of the CDC to prepare a proposal that includes the two companies, institutions or organisations from the third sector that, having signed and in force an agreement with the centres in the area described in the previous article, have provided a greater number of contracts to the students of those centres. The number of contracts, for the current academic year, is understood as the sum of the number of internship contracts, whether curricular or extracurricular, and the number of ordinary contracts.

- 2) In the event that there are two or more companies, institutions or third sector organisations with the same number of contracts for the same centre, the director of the Careers Department will propose the one with the highest number of ordinary contracts.
- 3) Third sector companies, institutions or organisations that have received the award in the academic year immediately preceding the current academic year and in the same institution may not be included in the selection referred to in paragraph 1).
- 4) Once the proposal has been received by the Academic Committee, it will decide on the awarding of the prizes to the companies, institutions or third sector organisations proposed by the Careers Department.

#### Article 110: Maximum number of awards per academic year

As can be seen from the previous articles, the maximum number of prizes to be awarded per academic year will be one per EAE Barcelona University Centre.

#### Article 111: Managing body

The managing body of the *EAE Top Recruiter Awards* is the Department of Professional Careers and will be responsible for analysing all the activity files of the companies, institutions and third sector organisations with which they have signed and valid agreements in the field of job placement and, applying the mechanics referred to in art. 122, will submit the resolution proposal to the Academic Committee through the Vice-Deanship of Academic Organisation.

#### Article 112: Resolution

A proposal from the Vice-Dean of Academic Organisation will be submitted to the Academic Committee, which will decide on the awarding of the *EAE Top Recruiter Prizes*.

The decision of the Academic Committee is final and unappealable, and the committee cannot provide information on the joint activity files of the companies, institutions and organisations of the third sector that have been rejected.

#### Article 113: Awarding act

Once the award has been decided, the director of the Career Services shall issue an official invitation to each graduation ceremony for the current year to the president, the vice-president in charge of human resources, or the director general, or the director of human resources of the awarded companies, institutions or organisations in the third sector. Such an invitation may not be passed on by the receiving company, institution or organisation in the third sector to a single-person management position or body below the level of director of human resources.

The person in charge each of the two companies who meets the above characteristics and accepts the invitation will attend the graduation ceremony at the EAE Barcelona University Centre, as appropriate , to receive the award in the form of an honorary diploma and commemorative plaque.

#### Article 114: Endowment

The *EAE Top Recruiter Awards* do not contemplate any financial or in-kind endowment for the companies, institutions or third sector organisations that have obtained them, beyond the honorary diplomas and commemorative plaques referred to in these regulations.

#### Article 115: Privacy and personal data protection policy

The EAE Barcelona University Centre fully complies with the current legislation on data protection, so that the personal data collected through the *EAE Top Recruiter Awards* resolution procedure will be treated applying the criteria that will be derived from this legislation.

#### Article 116: Issue of diplomas and certificates

The competent body for the issuing of honorary diplomas to companies, institutions or third sector organisations that have obtained the *EAE Top Recruiter Awards* is the secretary general of the School, following the model established in annex 15 of these regulations.

## Chapter 3: Awards to business schools and other higher education institutions: EAE *International Academic Excellence Award*

#### Article 117: Object

The *EAE International Academic Excellence Award* aims to recognise the business school or higher education institution with which the EAE Barcelona University Centre has maintained, in the current academic year, special links of mutual understanding and cooperation in the field of student or faculty exchange, research or non-scientific dissemination, or the creation of synergies leading to the establishment of joint degrees.

#### Article 118: Addressees

The *EAE International Academic Excellence Award* is aimed at business schools and other institutions of higher education established outside Spain with which the EAE Barcelona University Centre has a signed and valid agreement or memorandum of understanding . It is not necessary for these schools or institutions of higher education to have submitted the corresponding application.

## Article 119: Mechanism for the determination of the business schools or higher education institutions nominated for the award

The following procedure will be used to determine which business schools or higher education institutions are candidates for the award:

- 1) When so determined by the committee in charge of preparing the graduation ceremony for the current academic year, and sufficiently in advance, the Academic Committee shall instruct the vice-dean in charge of the School's international relations to prepare a proposal that includes the three business schools or higher education institutions with which the EAE University Centre has signed and in force an agreement or memorandum of understanding, and with which, in that academic year, special cooperation relations have been maintained in the areas indicated in art. 117.
- 2) Business schools and higher education institutions that have received the award in any of the two academic years preceding the academic year in question may not be included in the list referred to in the previous paragraph.
- 3) Once the proposal has been received by the Academic Committee, its members will analyse it and vote by a show of hands, electing the candidate who has obtained the most votes. In this regard, the provisions regarding the adoption of agreements of the collegiate bodies in art. 9 of the regulations of organisation and operation of the EAE Barcelona University Centre shall apply.

## Article 120: Maximum number of awards per academic year

As can be seen from the previous articles, the maximum number of prizes to be awarded per academic year will be one, jointly for the EAE Barcelona University Centre.

## Article 121: Managing body

The managing body of the *EAE International Academic Excellence Award* is the Vice-Deanship in charge of international relations.

The managing body will be responsible for analysing all the files of joint academic and research activity between the EAE University Centre and the business schools and other higher education institutions with which EAE has active agreements and memorandums of understanding and, applying the mechanics referred to in art. 119, will submit the resolution proposal to the Academic Committee through the Vice-Deanship of International Relations.

## Article 122: Resolution

At the proposal of the Vice-Dean or Vice-Dean in charge, the Academic Committee will be the body that decides on the awarding of the *EAE International Excellence Award*.

The decision of the Academic Committee in this regard is final and unappealable, and the committee cannot provide information on the activity records of the business schools and other educational institutions that have been rejected.

#### Article 123: Awarding act

Once the award has been decided, the dean shall issue an official invitation to the graduation ceremony of the current year to the president or the rector of the higher education institution receiving the award, or, where appropriate, to the dean or the secretary general of the business school receiving the award. Such an invitation may not be passed on by the recipient institution to a single-person governing body below the level of dean or secretary general.

The unipersonal governing body that meets the above characteristics and accepts the invitation will choose, according to the most convenient for its agenda, the graduation ceremony of the EAE Barcelona University Centre, to receive the award, in the form of an honorary diploma and a commemorative plaque.

#### Article 124: Endowment

The *EAE International Academic Excellence Award* does not include any financial or in-kind endowment for the business school or higher education institution that has obtained it, beyond the honorary diploma and the commemorative plaque referred to in these regulations.

#### Article 125: Privacy and personal data protection policy

The EAE Barcelona University Centre fully complies with the current legislation on data protection, so that the personal data collected through the *EAE International Academic Excellence Award* resolution procedure will be treated applying the criteria that will be derived from this legislation.

#### Article 126: Issue of diplomas and certificates

The competent body for the issuing of honorary diplomas to business schools or higher education institutions that have obtained the *EAE International Academic Excellence Award* is the secretary general, following the model established in annex 16 of these regulations.

## Repeal provision

Any previous legislation on the subject matter hereof is hereby repealed.

## Annexes

### Annex 1: Model certificate of accreditation for winners of general scholarships for Master's students

**CERTIFICATE ON THE RESOLUTION ON THE AWARDING OF GENERAL  
GRANTS FOR MASTER'S DEGREE STUDENTS AT THE EAE UNIVERSITY  
CENTRE**

Having regard to the applications submitted in the call of [call\_month] of [call\_year], corresponding to the academic year [academic\_year], for the award of four grants for students of university master's degree and lifelong learning programmes of the EAE University Centre, registered in the Register of Universities, Centres and Degrees (RUCT), of the Ministry of Education, Culture and Sport, codes 08070350, and

**TAKING INTO ACCOUNT**

**FIRST:** That according to the provisions of art. 3 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, these grants consist of four categories or classes; namely:

- a) EAE Scholarship for Academic Excellence: Aimed at students whose academic records demonstrate outstanding commitment and dedication.
- b) EAE Scholarship for Female Managers: Aimed at women who have held or hold managerial positions prior to or at the time of their studies at the School, and whose academic records demonstrate outstanding commitment and dedication.
- c) EAE Entrepreneurship Scholarship: Aimed at students who are founding partners of an active company that has been in existence for at least one fiscal year, and whose academic records demonstrate outstanding commitment and dedication.
- d) EAE Scholarship for Students with Disabilities: Aimed at students with a minimum accredited disability of 33%, and whose academic records demonstrate outstanding commitment and dedication.

**SECOND:** In accordance with the provisions of section a) of paragraph 4 of article 27 of the regulations of organisation and operation of the EAE Barcelona University Centre, it was the responsibility of the Vice-Dean or Vice-Dean to propose to the Academic Committee the opening of the call for applications for the grants mentioned in the previous paragraph. This opening took place on [date\_opening\_call] through the usual systems of communication with the student body.

**THIRD:** That the Vice-Dean of Academic Organization, as the managing body of the scholarships, and considering the opinions of the courts established for this purpose, proposed to

the Academic Commission the resolution on the granting of said scholarships, in its four categories.

**FOURTH:** In application of the provisions of art. 10 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the Academic Committee resolved on [date\_resolution\_cci] on the proposal presented by the managing body in the terms certified below.

#### **FINAL DECISION**

**FIRST:** The Academic Committee resolved to award the [scholarship\_category] to [scholarship\_holder\_name], student of the [master's\_name], of the [centre], in the call of [call\_month] of [call\_year], corresponding to the academic year [academic\_year].

**SECOND:** That according to the provisions of art. 12 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the grant should consist of the refund of at least half of the enrolment fees paid by the student receiving the grant.

**THIRD:** That in the case of [grantee\_name\_surname], the amount paid was [grant\_amount].

**FOURTH:** In accordance with the provisions of articles 13 and 14 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the scholarship holder has been informed of the applicable tax treatment, and the managing body has requested his/her authorisation so that his/her identification details and those of the programme studied, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_vice-dean], Vice-Dean for Planning

Annex 3: Model certificate of accreditation for those recognised as best students in official degree courses

#### **CERTIFICATE ON THE RESOLUTION ON THE RECOGNITION OF THE BEST OFFICIAL DEGREE STUDENTS OF THE EAE BARCELONA UNIVERSITY CENTRE**

Having reviewed the academic records of the students of the academic year [academic\_year] of all the official degrees offered by the University Centre EAE Barcelona registered in the Registry of Universities, Centres and Degrees (RUCT), of the Ministry of Education, Culture and Sport, codes 08070350 and

### TAKING INTO ACCOUNT

**FIRST:** That according to the provisions of art. 33 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, these awards consist of three categories or classes; namely:

- a) EAE Award for the Best First Year Undergraduate Student: Aimed at the student who has obtained the best weighted average grade at the end of the evaluation reports of the second four-month period of the first year of all the official bachelor's degrees offered by both centres.
- b) EAE Award for the Best Second Year Undergraduate Student: Aimed at the student who has obtained the best weighted average grade at the end of the second semester of the second year of all the official bachelor's degrees offered by both centres.
- c) EAE Award for the Best Third Year Undergraduate Student: Aimed at the student who has obtained the best weighted average grade at the end of the evaluation reports of the second four-month period of the third year of all the official degrees offered by both centres.

**SECOND:** That according to the provisions of section a) of paragraph 4 of article 27 of the regulations of organisation and operation of the EAE Barcelona University Centre, it was the responsibility of the vice-dean or vice-dean in charge to propose to ~~the~~ Academic Committee the start of the process for the determination of the students mentioned in the previous paragraph. This opening took place on [date\_opening] by means of the corresponding agreement of the Committee.

**THIRD:** That the Academic Organization Area as the managing body of the recognitions, and after reviewing the academic records, proposes to the Academic Commission the resolution on the granting of said recognitions, in its three categories.

**FOURTH:** In application of the provisions of art. 38 of the regulations on grants, recognition of academic merit and awards of the EAE University Centre, the Academic Committee resolved, on [date\_resolution\_cci], on the proposal presented by the managing body in the terms certified below.

### FINAL DECISION

**FIRST:** The Academic Committee resolved to grant [recognition\_category] to [recognised\_surname\_name], student of [degree\_name], of the [centre], in the academic year [academic\_year].

**SECOND:** That according to the provisions of art. 40 of the regulations on scholarships, recognition of academic merit and awards of the EAE Barcelona University Centre, the awards



should consist of the exemption, for the students recognised in each category, of the registration fees for the academic year immediately following the one in which they were recognised.

**THIRD:** That in the case of [recognised\_surname\_name], the amount waived was [recognition\_amount].

**FOURTH:** In accordance with the provisions of articles 41 and 42 of the regulations on grants, recognition of academic merit and awards of the EAE University Centre, the recognised student has been informed of the applicable tax treatment, and the managing body has requested his/her authorisation so that his/her identification details and those of the programme studied, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_vice\_dean], vice\_dean of

Annex 4: Model honorary diploma for the inclusion of the best graduates in the  
*Dean's Honor List*

**Dean's Honor List**

The Dean and the Secretary General  
of the University Centre EAE Barcelona certifies that

**[student\_first\_name\_and\_surname].**

Having achieved academic excellence in the course of study leading to the degree of

**[title\_name] [title\_name]**

He has been included in the Dean's Honor List for the academic year [academic\_year],  
in the number one position

**[sorted\_number] [sorted\_number]**

*[Barcelona], on dd/mmmmmm/yyyy*

**[dean\_name] [dean\_name]**  
**[secretary\_general\_name] [secretary\_general\_name]**  
*Dean*

*Secretary General*

Annex 5: Model certificate of inclusion of the best graduates in the *Dean's Honour List*

**CERTIFICATE ON THE RESOLUTION ON THE AWARDS TO THE BEST MASTER'S  
DEGREE STUDENTS OF THE EAE BARCELONA UNIVERSITY CENTRE**

**DEAN'S HONOUR LIST**

Having reviewed the academic records of the students of the academic year [academic\_year] of all the official and in-house master's degrees offered by the EAE Barcelona University Centre, registered in the Registry of Universities, Centres and Degrees (RUCT) of the Ministry of Education, Culture and Sport, code 08070350, and

**TAKING INTO ACCOUNT**

**FIRST:** That according to the provisions of articles 44 and 47 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, these awards are intended to distinguish excellence in the academic performance of the 20 best graduates of university master's degrees and lifelong learning at the EAE University Centre, indistinctly; for which those who have obtained a better weighted average of more than 8.5 in their final academic records are selected. These 10 best records are ordered from highest to lowest final weighted average and are included in a list called Dean's Honor List.

**SECOND:** In accordance with the provisions of section a) of paragraph 4 of article 27 of the regulations of organisation and operation of the EAE Barcelona University Centre, it was the responsibility of the vice-dean in charge to propose to the Commission the start of the process for the determination of the students mentioned in the previous paragraph. This opening took place on [date\_opening] by means of the corresponding agreement of the Committee.

**THIRD:** That the Vice-Dean of Academic Organization, as the managing body of the recognitions, and having reviewed the academic records, proposed to the Academic Commission a resolution on the granting of said recognitions.

**FOURTH:** In application of the provisions of article 51 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the Commission resolved on [date\_resolution\_cci] on the proposal presented by the managing body in the terms certified below.

**FINAL DECISION**

**FIRST:** The Academic Committee resolved to include [surname\_name], student of the [master's\_name] of the [centre], the Dean's Honor List for the academic year [academic\_year].

**SECOND:** Having obtained a final weighted average mark of [final\_weighted\_average\_mark], [recognised\_first\_name] has been included in the list at number [ranked\_number].

**THIRD:** That in accordance with the provisions of art. 53 of the regulations on grants, recognition of academic merit and awards of the University Centre EAE Barcelona, this recognition does not include any financial or in-kind endowment.

**FOURTH:** In accordance with the provisions of art. 55 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the managing body has requested the authorisation of the recognised student so that his or her identification details and those of the programme studied, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_secretary\_general], secretary general

Annex 6: Model honorary diploma for the recognition of the best final official degree records en

## **Recognition of the Best Final Records of Official Bachelor's Degrees**

The Dean and the Secretary General  
of the University Centre EAE Barcelona certifies that

**[student\_first\_name\_and\_surname].**

Having achieved academic excellence in the course of study leading to the degree of

**[title\_name] [title\_name]**

In the [centre\_name]

He has received the Recognition for the Best Final Official Degree Record.  
of the academic year [academic\_year],

*[Barcelona], on dd/mmmmmm/yyyy*

**[dean\_name] [dean\_name]**  
**[secretary\_general\_name] [secretary\_general\_name]**  
*Dean*

*Secretary General*

## Annex 7: Model of accreditation certificate for the best final official degree records en

### **CERTIFICATE ON THE RESOLUTION ON THE RECOGNITION OF THE BEST FINAL RECORDS OF OFFICIAL DEGREE COURSES OF THE EAE BARCELONA UNIVERSITY CENTRE:**

Having reviewed the academic records of the students of the academic year [academic\_year] of all the official degrees offered by the University Centre EAE Barcelona, registered in the Registry of Universities, Centres and Degrees (RUCT), of the Ministry of Education, Culture and Sport, code 08070350, and

#### **TAKING INTO ACCOUNT**

**FIRST:** In accordance with the provisions of articles 57 and 59 of the regulations on grants, recognition of academic merit and awards of the EAE University Centre, the purpose of these awards is to distinguish excellence in the academic performance of the best graduates of official degrees offered by the EAE Barcelona University Centre, for which the graduate of each centre and each official degree who has obtained the best weighted average grade on their final academic transcript is selected.

**SECOND:** In accordance with the provisions of section a) of paragraph 4 of article 27 of the regulations governing the organisation and operation of the EAE Barcelona University Centre, it was the responsibility of the vice-dean or vice-dean in charge to propose to ~~the~~ Academic Committee the start of the process for determining the students mentioned in the previous paragraph. This opening took place on [date\_opening] by means of the corresponding agreement of the Committee.

**THIRD:** That the Vice-Dean of Academic Organization, as the managing body of the recognitions, and having reviewed the academic records, proposed to the Academic Commission a resolution on the granting of said recognitions.

**FOURTH:** In application of the provisions of art. 64 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the Academic Committee resolved, on [date\_resolution\_cci], on the proposal presented by the managing body in the terms certified below.

#### **FINAL DECISION**

**FIRST:** The Academic Committee resolved to recognise [recognised\_surname\_name], a student of [degree\_name] at [centre], as the best final official bachelor's degree student of the academic year [academic\_year] at the said centre and in the said degree.

**SECOND:** That [recognised\_first\_name] has obtained a final weighted average grade of [final\_weighted\_average\_grade].

**THIRD:** In accordance with the provisions of art. 66 of the regulations governing grants, recognition of academic merit and awards of the EAE Barcelona University Centre, this recognition does not include any financial or in-kind endowment.

**FOURTH:** In accordance with the provisions of art. 67 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the managing body has requested the authorisation of the recognised student so that his or her identification details and those of the programme studied, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_secretary\_general], secretary general

Annex 8: Model honorary diploma of recognition for the best final projects of official bachelor's degree courses

## **Recognition of the Best Final Degree Projects in Official Degrees**

The dean and the secretary general  
of the University Centre EAE Barcelona certifies that

**[student\_first\_name\_and\_surname]  
[student\_first\_name\_and\_surname].**

Student of the

**[title\_name] [title\_name]**

In the [centre\_name]

Having achieved academic excellence in the completion and defence of the  
of the final degree project entitled

***[title\_tfg] [title\_tfg]***

It has received the Award for the Best Final Project.  
of the academic year [academic\_year] at that institution and for that qualification

*[Barcelona], on dd/mmmmmm/yyyy*

**[dean\_name] [dean\_name]  
[secretary\_general\_name] [secretary\_general\_name]**  
*Dean*

*Secretary General*



## Annex 9: Model of certificate of recognition for the best final projects in official degree courses

### **CERTIFICATE ON THE RESOLUTION ON THE RECOGNITION OF THE BEST FINAL DEGREE PROJECTS OF OFFICIAL DEGREES OF THE EAE BARCELONA UNIVERSITY CENTRE:**

Having reviewed the assessment reports of the final degree projects of the students of the academic year [academic\_year] of all the official degrees taught by the University Centre EAE Barcelona, registered in the Registry of Universities, Centres and Degrees (RUCT), of the Ministry of Education, Culture and Sport, code 08070350, and

#### **TAKING INTO ACCOUNT**

**FIRST:** That according to the provisions of arts. 69 and 71 of the regulations on grants, recognition of academic merit and awards of the EAE University Centre, ~~these~~ awards are intended to distinguish excellence in the preparation and defence of such work by graduates of official degrees taught by the EAE Barcelona University Centre; For this purpose, the graduate from each centre and from each official degree programme who has obtained the best final grade in their final degree project is selected, on the condition that they have passed, at the time the recognition is determined, all the credits that make up the syllabus.

**SECOND:** In accordance with the provisions of section a) of paragraph 4 of article 27 of the regulations of organisation and operation of the EAE Barcelona University Centre, it was the responsibility of the Vice-Dean or Vice-Dean in charge to propose to the Academic Committee the start of the process for the determination of the students mentioned in the previous paragraph. This opening took place on [date\_opening] by means of the corresponding agreement of the Committee.

**THIRD:** That the Vice-Dean of Academic Organization proposed to the Academic Commission the resolution on the granting of said recognitions.

**FOURTH:** In application of the provisions of art. 76 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the Academic Committee resolved, on [date\_resolution\_cci], on the proposal presented by the managing body in the terms certified below.

#### **FINAL DECISION**

**FIRST:** The Academic Committee resolved to recognise [recognised\_surname\_name], a student of [degree\_name] at [centre], as the author of the best final degree project of the academic year [academic\_year] at said centre and in said degree programme.

**SECOND:** That [recognised\_surname\_name] has obtained a final grade of [final\_grade] in the work entitled [title\_tfg].

**THIRD:** That in accordance with the provisions of art. 78 of the regulations on grants, recognition of academic merit and awards of the University Centre EAE Barcelona, this recognition does not include any financial or in-kind endowment.

**FOURTH:** In accordance with the provisions of art. 79 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the managing body has requested the authorisation of the recognised student so that his or her identification details and those of the programme studied, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_secretary\_general], secretary general

Annex 10: Model honorary diploma of recognition for the best master's degree theses in university master's degree courses and in the Master's degree courses of the University of Barcelona

**Recognition of the Best Master's Degree Final  
Projects in University Master's Degrees and UB-  
specific Master's Degrees**

The Dean and the Secretary General  
of the EAE Barcelona University Centre certifies that

**[student\_first\_name\_and\_surname]  
[student\_first\_name\_and\_surname].**

Student of the

**[title\_name] [title\_name]**

In the [centre\_name]

Having achieved academic excellence in the completion and defence of the  
of the master's thesis

**[title\_tfm] [title\_tfm]**

It has received the Award for the Best 's Degree Final Project  
of the academic year [academic\_year] at that institution

*[Barcelona], on dd/mmmmmm/yyyy*

**[dean\_name] [dean\_name  
[secretary\_general\_name] [secretary\_general\_name]**  
*Dean*

*Secretary General*

Annex 11: Model of accreditation certificate for the best Master's degree final projects in university Master's degree courses and in-house Master's degree courses

**CERTIFICATE ON THE RESOLUTION ON THE RECOGNITION OF THE BEST  
MASTER'S DEGREE FINAL PROJECTS OF UNIVERSITY AND EAE UNIVERSITY  
CENTRE'S OWN MASTER'S DEGREE COURSES**

Having reviewed the assessment reports of the final master's theses of the students of the academic year [academic year] of all the university master's degrees taught by the University Centre EAE Barcelona, registered in the Registry of Universities, Centres and Degrees (RUCT), of the Ministry of Education, Culture and Sport, code 08070350 and

**TAKING INTO ACCOUNT**

**FIRST:** That in accordance with the provisions of arts. 81 and 83 of the regulations governing grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the purpose of these awards is to distinguish excellence in the preparation and defence of these works by graduates of university master's degree courses and those taught by the EAE Barcelona University Centre; for which purpose the work of each centre that has obtained the best final grade is selected, on condition that its author or authors have passed, at the time of determining the award, all the credits of which the syllabus is made up.

**SECOND:** In accordance with the provisions of section a) of paragraph 4 of article 27 of the rules of organisation and operation of the EAE Barcelona University Centre and the EAE Madrid Centre for Higher Education, it was the responsibility of the vice-dean to propose to the Academic Committee the start of the process to determine the work described in the previous paragraph. This opening took place on [date\_opening] by means of the corresponding agreement of the Committee.

**THIRD:** That the Vice-Dean of Academic Organization proposed to the Academic Commission the resolution on the granting of said recognitions.

**FOURTH:** In application of the provisions of art. 88 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the Academic Committee resolved, on [date\_resolution\_cci], on the proposal presented by the managing body in the terms certified below.

**FINAL DECISION**

**FIRST:** The Academic Committee resolved to recognise [recognised\_surname\_name], a student of [title\_name] at [centre], as the author of the best master's degree final project of the academic year [academic\_year] at said centre.

**SECOND:** That [recognised\_surname\_name] has obtained a final grade of [final\_grade] in the work entitled [title\_tfm].

**THIRD:** That in accordance with the provisions of art. 90 of the EAE University Centre's regulations on scholarships, recognition of academic merit and awards, this recognition does not include any financial or in-kind endowment.

**FOURTH:** In accordance with the provisions of art. 91 of the regulations on grants, recognition of academic merit and awards of the EAE University Centre, the managing body has requested the authorisation of the recognised student so that his or her identification details and those of the programme studied, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_secretary\_general], secretary general

Annex 12: Model honorary diploma for the recognition of the best members of the teaching community

**Acknowledgements to the Best Members of the Teaching Community**

The Dean and the Secretary General  
of the University Centre EAE Barcelona and certify that

**[teacher\_first\_name\_and\_surname].**

Member of the teaching community of the

**[centre\_name] [centre\_name]**

Having achieved excellence in the performance of its duties and in the quality of its delivery, it  
has been awarded the  
Recognition of the Best Member of the Teaching Community for the academic year  
[academic\_year] at that centre

*[Barcelona], on dd/mmmmmm/yyyy*

**[dean\_name] [dean\_name]**

**[secretary\_general\_name] [secretary\_general\_name]**

*Dean*

*Secretary General*

## Annex 13: Model certificate of recognition of the best members of the teaching community

### **CERTIFICATE ON THE RESOLUTION ON THE RECOGNITION OF THE BEST MEMBERS OF THE TEACHING COMMUNITY OF THE EAE UNIVERSITY CENTRE**

Having reviewed all the student opinion surveys for official bachelor's, master's and master's degrees taught in the academic year [academic\_year] by the EAE Barcelona University Centre, registered in the Register of Universities, Centres and Degrees (RUCT) of the Ministry of Education, Culture and Sport, code 08070350, and

#### **TAKING INTO ACCOUNT**

**FIRST:** In accordance with the provisions of articles 93 and 95 of the regulations on grants, recognition of academic merit and awards of the EAE University Centre, these awards are intended to distinguish excellence in the performance of their duties and in the quality of their teaching of the best lecturer or collaborator of the EAE Barcelona University Centre, for which the member of the teaching community of each centre who has obtained the best average grade weighted by teaching credits in the student opinion surveys is selected.

**SECOND:** In accordance with the provisions of section a) of paragraph 4 of article 27 of the regulations of organisation and operation of the EAE Barcelona University Centre, it was the responsibility of the vice-dean in charge of administration and strategic planning to propose to the Committee the initiation of the process for the determination of the members mentioned in the previous paragraph. This opening took place on [date\_opening] by means of the corresponding agreement of the Committee.

**THIRD:** That the Faculty Director proposed to the Academic Commission the resolution on the granting of said recognitions.

**FOURTH:** In application of the provisions of art. 100 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the Academic Committee resolved, on [date\_resolution\_cci], on the proposal presented by the managing body in the terms certified below.

#### **FINAL DECISION**

**FIRST:** The Academic Committee resolved to recognise [lecturer\_first\_name], from [centre], as a member of the teaching community for the academic year [academic\_year] at said centre.

**SECOND:** That [professor\_first\_name\_name] has obtained a weighted average grade per ECTS credit of [weighted\_average\_grade\_ects] points out of 5.

**THIRD:** That in accordance with the provisions of art. 102 of the regulations on grants, recognition of academic merit and awards of the University Centre EAE Barcelona, this recognition does not include any financial or in-kind endowment.

**FOURTH:** In accordance with the provisions of art. 103 of the regulations on grants, recognition of academic merit and awards of the EAE Barcelona University Centre, the managing body has requested the authorisation of the recognised member of the teaching community so that their identification details, among others, may be included in internal and external communications of both centres.

This I hereby certify, in [city], on [dd\_mm\_yy],

[signature\_and\_stamp]

[surname\_first\_name\_secretary\_general], secretary general



Annex 15: Model of honorary diploma for the company, institution or third sector organisation that has been awarded the EAE *Top Recruiter* Award

## **EAE *Top Recruiter* Awards**

The [centre],  
in recognition of the special cooperative relations in the field of employment integration of the  
students of the School with

**[award-winning\_institution\_organisation\_company].**

They distinguish him with the

**EAE *Top Recruiter* Award [Barcelona] [academic\_year].**

*[Barcelona], on dd/mmmmmm/yyyy*

**[director\_career\_director]**  
**[secretary\_general\_name]**  
*Director of Careers*

*Secretary General*

Annex 16: Model honorary diploma to the business school or higher education institution that has been awarded the EAE *International Academic Excellence Award*

**EAE *International Academic Excellence Award***

The EAE Barcelona University Centre  
in recognition of the special ties of mutual understanding and academic co-operation with

**[school\_or\_university\_awarded] [school\_or\_university\_awarded].**

They distinguish him with the

**EAE International Academic Excellence Award [academic\_year].**

*[Barcelona], on dd/mm/mm/yyyy*

[dean\_name] [dean\_name]  
[secretary\_general\_name] [secretary\_general\_name]  
*Dean*

*Secretary General*