



**UNIVERSITY OF LLEIDA  
CONTINUANCE REGULATIONS  
UNDERGRADUATE AND MASTER'S  
DEGREE STUDIES**



# **TITLE 1**

## **GENERAL PROVISIONS**

### **Article 1. Object**

These regulations govern the conditions applicable to students' continuance and progression at the University of Lleida (UdL).

### **Article 2. Scope**

These continuance regulations apply to all studies that are taught at the UdL or its affiliated centres and which result in the award of an official bachelor's degree or master's degree recognized throughout Spain.

### **Article 3. Full-time and part-time students**

In general, students are deemed to have full-time status.

To obtain part-time status, students must apply to the relevant centre's dean or director, in the ordinary registration period, with documentary evidence of the work-related, family or personal reasons for which they are unable to study on a full-time basis.

Decisions on such applications will be made before 10 September in the case of students registered in July, and within 10 working days of submission in the case of all other students.

If a student interrupts their studies, the years in which they do not register will not be taken into account for continuance purposes.

Recognized, validated and transferred credits are not taken into account for continuance purposes and do not count towards the number of credits required for registration.

Students may change their mode of study twice at most while taking undergraduate studies, and once only while taking master's degree studies.

## **TITLE 2**

### **UNDERGRADUATE STUDIES**

#### **CHAPTER 1: REGISTRATION**

##### **Article 4. Minimum number of credits**

4.1. New students registering for the first time, via the pre-registration process, to take the first year of university undergraduate studies must register for a minimum of 60 credits if they are full-time students; for all the first year's credits if they are double degree students; or for a minimum of 24 credits if they are part-time students.

4.2. The aforementioned minimum of 60 credits does not apply to full-time students who have credits from advanced vocational training validated or have other credits recognized. However, such students must register for all first-year credits they have not obtained through validation or recognition.

4.3. In subsequent years, full-time students must register for a minimum of 42 credits, part-time students for a minimum of 24, and double degree students for a minimum of 60. The minimums in question do not apply to students who require fewer than the stated number of credits to complete their studies.

4.4. Students must register for all outstanding basic and compulsory subjects from previous years before registering for any other subject.

4.5. Decisions on any exceptional situations related to the minimum number of credits for which students must register will be made by the relevant centre's dean or director.

##### **Article 5. Maximum number of credits**

5.1. Full-time students may register for a maximum of 75 credits per year, of which no more than 66 may be credits for which they have not registered previously. Part-time students may register for a maximum of 42 credits and double degree students for a maximum of 87.

5.2. Decisions on any exceptional situations related to the maximum number of credits for which students may register will be made by the relevant centre's dean or director.

## **CHAPTER 2: ACADEMIC PERFORMANCE AND CONTINUANCE**

### **Article 6. Academic performance and period of continuance in studies**

#### 6.1. Full-time students:

Full-time students taking undergraduate studies at the UdL must obtain a minimum of 12 credits from basic and compulsory subjects in their first academic year. They must have obtained at least 36 credits by the end of their second year as registered students, and at least 60 by the end of their third.

For such students, the maximum period of continuance in undergraduate studies is twice the number of years corresponding to their programme's curriculum.

#### 6.2. Part-time students:

Part-time students must obtain a minimum of 6 credits from basic and compulsory subjects in their first academic year. They must have obtained at least 18 credits by the end of their second year as registered students, and at least 36 by the end of their third.

For such students, the maximum period of continuance in undergraduate studies is triple the number of years corresponding to their programme's curriculum.

6.3. Full-time and part-time students who do not meet the requirements established in the previous sections in relation to minimum numbers of credits will not be allowed to continue taking the same programme of study. They may register to take it again, but only after an academic year has elapsed, and must follow the pre-registration process to that end. Students may not register more than twice to take the same programme of study.

Nonetheless, in the subsequent academic year they may register to take a different programme of study taught at the UdL, following the procedures stipulated in current legislation to that end.

6.4. Full-time and part-time students who exceed the maximum periods of continuance established in sections 6.1 and 6.2 must leave their programme of study.

#### 6.5. Double degree students:

Double degree students are considered full-time students for all purposes. They must obtain a minimum of 18 credits from basic and compulsory subjects in their first academic year. They must have obtained at least 42 credits by the end of their second year as registered students, and at least 72 by the end of their third.

For such students, the maximum period of continuance is twice the number of years corresponding to their double degree programme's curriculum.

6.6. Double degree students who do not meet the requirements established in the previous section in relation to minimum numbers of credits or exceed the maximum period of continuance will not be allowed to continue taking the same double degree programme. However, in the subsequent academic year they may apply to continue on one of its component bachelor's degree programmes or to take a different course of undergraduate studies at the UdL, following the procedures stipulated in current

legislation to that end. Students taking a double degree programme whose component bachelor's degree programmes are not taught on a stand-alone basis may apply to the Continuance Committee, which will study their case and recommend a decision to the rector.

## **Article 7. Change of mode of study**

7.1. The academic performance requirements applicable to students who switch from full-time to part-time study or vice versa are as established in the paragraphs above, and will apply as of the academic year for which such a change is requested.

In such cases, a student's maximum period of continuance at the UdL is calculated by multiplying each year of full-time (FT) study by two, and each year of part-time (PT) study by three. Example:

A student taking a 4-year bachelor's degree programme studies on a FT basis for 2 years and a PT basis for 2 years:

$$4 \text{ (FT)} + 6 \text{ (PT)} = 10.$$

Students who change their mode of study may not, under any circumstances, exceed the maximum period of continuance established for those who study on a part-time basis permanently.

## **Article 8. Continuance in individual subjects**

8.1. Full-time, part-time and double degree students alike have three academic years to pass any given subject.

8.2. Any years in which a student's assessment record entry is "Absent" do not count towards the three-year period in question.

8.3. Students who do not pass a given subject in three academic years will not be allowed to continue taking their programme of study.

8.4. If a student changes from one optional subject to another, the time they have spent studying the former will not be taken into account. Upon registering to take the new subject, they will have three academic years to pass it.

## **TITLE 3**

### **MASTER'S DEGREE STUDIES**

#### **CHAPTER 1: REGISTRATION**

##### **Article 9. Minimum number of credits**

9.1. In the first year of their programme, full-time and double master's degree students must register for a minimum of 60 credits, and part-time students for a minimum of 20.

9.2. In the second year of their programme, full-time students must register for a minimum of 30 credits, and part-time students for a minimum of 20.

9.3. The minimums in question do not apply to students who require fewer than the stated number of credits to complete their studies.

9.4. Decisions on any exceptional situations related to the minimum number of credits for which students must register will be made by the relevant centre's dean or director.

##### **Article 10. Maximum number of credits**

10.1. Full-time and double master's degree students may register for a maximum of 75 credits per year, and part-time students for a maximum of 42.

10.2. If a master's degree programme's curriculum allows students to earn the required number of optional credits by taking subjects corresponding to other master's degree programmes, they may register for up to 6 optional credits more than the total number of such credits specified in the curriculum.

10.3. Decisions on any exceptional situations related to the maximum number of credits for which students may register will be made by the relevant centre's dean or director.

#### **CHAPTER 2: ACADEMIC PERFORMANCE AND CONTINUANCE**

##### **Article 11. Academic performance and period of continuance in studies**

11.1. In their first academic year, the UdL's full-time, part-time and double master's degree students alike must obtain at least a third of the credits for which they have registered.

11.2. The maximum period of continuance is twice the number of years corresponding to the relevant programme's curriculum in the case of full-time master's degree students, and triple the number of years in that of part-time master's degree students.

11.3. Students who do not obtain the minimum number of credits established in section 11.1 will not be allowed to continue taking the same programme of study. They may register to take it again, but only after an academic year has elapsed, and must follow the pre-registration process to that end. Students may not register more than twice to take the same master's degree programme.

Nonetheless, in the subsequent academic year they may register to take a different master's degree programme taught at the UdL, provided they are accepted via the pre-registration process.

11.4. Students who exceed the maximum period of continuance established in section 11.2 must leave their master's degree studies.

## **Article 12. Change of mode of study**

12.1. The academic performance requirements applicable to students who switch from full-time to part-time study or vice versa are as established in the paragraphs above, and will apply as of the academic year for which such a change is requested.

In such cases, a student's maximum period of continuance at the UdL is calculated by multiplying each year of full-time (FT) study by two, and each year of part-time (PT) study by three. Example:

A student taking a 2-year (120-credit) master's degree programme studies on a FT basis for 1 year and a PT basis for 1 year:

$$2 \text{ (FT)} + 3 \text{ (PT)} = 5.$$

Students who change their mode of study may not, under any circumstances, exceed the maximum period of continuance established for those who study on a part-time basis permanently.

## **Article 13. Continuance in individual subjects**

13.1. Full-time, part-time and double master's degree students alike have three academic years to pass any given subject.

13.2. Any years in which a student's assessment record entry is "Absent" do not count towards the three-year period in question.

13.3. Students who do not pass a given subject in three academic years will not be allowed to continue taking their programme of study.

13.4. If a student changes from one optional subject to another, the time they have spent studying the former will not be taken into account. Upon registering to take the new subject, they will have three academic years to pass it.

## **ADDITIONAL PROVISIONS**

**One. Students with special needs.** The UdL will adapt its continuance regulations to students with special needs, based on an assessment of each individual case, through the *UdLxTothom* programme, adopting appropriate specific measures, in accordance with the *UdL Plan for the Inclusion of Disabled People (2014-2019)*.

**Two. Online undergraduate and master's degree studies.** Students taking online studies must meet the same requirements as part-time students with regard to academic performance, continuance and the minimum number of credits for which they must register. Where the maximum number of credits for which they may register is concerned, they must meet the same requirements as full-time students.

## **TRANSITIONAL PROVISIONS**

**One. Phasing out of curriculums.** Once each year of a partially or totally modified curriculum has been phased out, exam sittings will be held in accordance with the regulations in force at the time in question. Students who have sat exams as many times as permitted without passing them must adapt to the new curriculum if they wish to continue their studies.

**Two. Change of curriculum.** If a student changes from an old curriculum to a new one and has used up a certain number of sittings in a subject common to both, the sittings used up under the old curriculum will not be taken into account.

## **SOLE REVOCATORY PROVISION**

The UdL continuance regulations approved by the Governing Council on 27/01/2011 and the Board of Trustees on 07/04/2011 are hereby revoked. Aspects of double degree or double master's degree regulations covered herein are also revoked.

## **FINAL PROVISIONS**

**One. Entry into force.** These regulations will come into force in the academic year 2017-2018. The academic performance in 2016-2017 of students registered at the UdL in 2017-2018 must meet the requirements of the previous continuance regulations.

**Two. Exceptional situations.** Decisions on specific cases related to the minimum or maximum number of credits for which students must register will be made by the relevant centre's dean or director. Decisions on all other exceptional situations will be made by the rector, based on the recommendations of the UdL's Continuance Committee. In both cases, such decisions must be requested by the student involved.

Deadlines for requesting a decision from the rector will be established, and will be approved by the Governing Council before the end of each academic year.

**Three. Situations not envisaged in these regulations.** Decisions on any situations not envisaged in these regulations will be made by the UdL's Continuance Committee.