

Office of the Vice-rector for Academic Planning and Quality

Academic Regulations for Bachelor's Degrees 2023/24 Academic Year

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UNIVERSITY OF LLEIDA

ACADEMIC REGULATIONS FOR BACHELOR'S DEGREES

2023/24 ACADEMIC YEAR

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UNIVERSITY OF LLEIDA

ACADEMIC REGULATIONS FOR BACHELOR'S DEGREES

2023/24 ACADEMIC YEAR

TITLE 1

PRE-REGISTRATION

Article 1. Scope of application

These regulations are applicable to official university studies leading to bachelor's degrees of the University of Lleida's own centres and affiliated centres.

Article 2. Bachelor's degree and double degree pre-registration

Students interested in being admitted to a bachelor's degree or a double degree at the University of Lleida must pre-register by the deadlines set out by Government of Catalonia.

Students must pre-register online via the University Admissions Portal of the Government of Catalonia.

A student allocated to a double degree who is already in possession of one of the two degrees included in these studies will not be allowed to register for it. However, students holding a degree in Animal Science and Production will have access to the double bachelor's degree in Veterinary Medicine and in Animal Science and Production of the UdL, but they will only take the degree in Veterinary Medicine.

TITLE 2

REGISTRATION

Article 3. Registration

3.1 Application for registration

The formalisation of a registration, either in person or using the self-registration system, is a request. Paying for it and having it admitted by the administrative services of this University does not imply that the content of it is compliant.

In general, an application for registration must be formalised via the self-registration system either from the centre's computer room or from home, according to the registration calendar.

The application for registration does not become effective if any of the data provided by the student are false or if the registration fee is not paid by the established deadline.



Students shall only receive training and teaching for the subject areas they have registered to take.

Students who have expired subjects pending from a degree shall not be able register for the remaining subjects of that degree and must do the adaptation to the new curriculum of the respective degree (see the First Transitional Provision of the Continuance Regulations).

For students who switch from an old curriculum to a new curriculum and who have used up a certain number of sittings for a subject common to both curricula, the number of sittings used up in the curriculum of provenance shall not be counted.

For any information related to registration, students should contact the secretariat of the centre.

3.2 Documentation for submission to formalise the registration

The documentation must be submitted to the centre secretariats, preferably via the online office of the UdL.

3.2.1 New first-year students and transcript transfer students

- ID document: Spanish students do not need to submit it.

Foreign students who do not have an ID document or a foreigner identification number (NIE, issued by the Spanish authorities) must submit a valid passport.

- SEPA direct debit mandate, signed by the current account holder.

- Students applying for an exemption, discount or waiver of fees must submit, by the registration deadline, the documentation accrediting their entitlement, as set out in the regulations governing it, in accordance with the provisions of Article 4 of these regulations.

- University graduates in private schools must submit an authenticated copy of the degree certificate or provisional certificate.

- Students registering on bachelor's degrees offered at the Health Sciences Campus must submit proof of tetanus and hepatitis B vaccinations.

- Foreign students aged 28 and over must submit the original and a copy or authenticated copy of health and accident insurance that is valid in Spain.

- Where applicable, the transcript transfer fee receipt and a copy of the transcript. This documentation must be submitted at the time of formalising registration in the following cases:

a) First-year students admitted to this university through pre-registration routes 7 and 8.

b) Students who come from another university district, unless awaiting reallocation of a place at another university (Article 5.3 of these Regulations). They must submit it once they confirm registration at the University of Lleida.



c) Students coming from other courses from other universities or other centres of this university.

- Students registering as part-time must submit an application, in the ordinary registration period (*), addressed to the dean or director of the centre, and must provide documentation to justify that they cannot fully devote their time to university education. If the reason is work-related, they must submit a certificate from the firm in which they work and a National Insurance contributions record issued by the Social Security Treasury or competent authority. Self-employed workers must submit a photocopy of taxes or the tax permit instead of the certificate from the firm. The centre must check the substantiated data and return the documentation submitted for this purpose to the person concerned.

Resolutions for these applications will be posted on the notice board of the online office of the University of Lleida (<http://seuelectronica.udl.cat/etauler.php>) and the centre's web page in accordance with the Seventh Additional Provision of Law 3/2018, of December 5, on the protection of personal data and the guarantee of digital rights.

** Solely in this instance is the ordinary registration period deemed to be the one ending on 30 October 2023.*

- Accreditation of a third language.

Original and copy or authenticated copy of documentary proof of the level attained in a third language, if applicable, from among those established in the university entrance examinations (PAU) (German, English, French or Italian). For the purposes of this accreditation, students must check the table of recognised certificates published on the website of the University of Lleida.

For all other circumstances, students must consult Academic Management of the University of Lleida.

3.2.2 Previously registered second and subsequent-year students

- Foreign students who registered in the first year with a passport will need to resubmit a passport if the one previously submitted has expired.

- Students applying for an exemption, discount or waiver of fees for the first time must submit, by the registration deadline, the documentation accrediting their entitlement to the secretariat of the centre, as set out in the regulations governing it, in accordance with the requirements set out in Article 4 of these regulations.

- SEPA direct debit mandate, if the current account holder has changed.

- Students registering as part-time for the first time must submit the application in accordance with the provisions of Article 3.2.1.



3.3 Requirements for documents issued abroad

Documents issued abroad must be official, original and issued by the competent authorities, and they must be legalised diplomatically. This procedure must be carried out at each of the following organisations and in the indicated order:

1. Ministry of Education of the country of origin for degree and study certificates, and the respective Ministry for birth and nationality certificates.
2. Ministry of Foreign Affairs of the country issuing the documents.
3. Diplomatic or consular representation of Spain in the document-issuing country.

All documents issued by the diplomatic authorities or consular services of another country in Spain must be legalised by the Spanish Ministry of Foreign Affairs.

For the legalisation of documents issued by countries that are signatories to the Hague Convention, of 5 October, the previously established requirements are substituted by the apostille affixed to the document by the competent authority of the State that issued the document.

It is not required to legalise documentation issued by EU Member States, provided there are no doubts as to their authenticity and legitimacy, or to their official nature.

The aforementioned documents must be accompanied by an official translation into Spanish, if they are written in another language. This translation can be rendered:

- By any diplomatic or consular representation of Spain abroad.
- By the diplomatic or consular representation in Spain of the country of which the applicant is a subject or, if applicable, of the document-issuing country.
- By sworn translators duly authorised or registered in Spain.

As a general rule, it is only necessary to provide an official translation of the subject programme in cases where it cannot be assessed adequately without one.

If the original document is written in a non-Latin alphabet, it is recommended that the translation should include the name of the degree in the original language but transcribed into the Latin alphabet, rather than a translation of that name.

Original documents may be submitted together with a photocopy, and they shall be returned to the people concerned after authentication.

If the photocopies have been compared and legalised by the diplomatic or consular representation of Spain in the document-issuing country or before a notary, it is not necessary to submit the original at the same time.



3.4 Registration deadlines

The student registration calendar is published in June and posted on the notice boards of each centre, of the Academic Management and on the website of the University.

Before leaving to go to the destination university, students participating in mobility programmes (UdL mobility, ERASMUS+ and SICUE) must register in July, on the date shown in the registration calendar.

Regarding the deadlines for registering for bachelor's theses and curricular external academic placements, students must consult the academic secretariats of the respective centres.

3.5 Curricular external academic placements (PAE)

As indicated in the Regulations for external academic placements, students will not be able to start their external academic placements in the respective organisations until the corresponding Educational Cooperation Agreement has been signed and is in force, and also, until the three parties (tutors of the organisation and of the UdL, and the student) have the corresponding specific training project, duly signed by each of them. Without the fulfilment of both conditions the student's placement in an organisation will not be considered protected by the University of Lleida and, therefore, the latter will not be liable for any incident arising therefrom.

Placement centres may establish specific vaccination requirements that students taking health sciences degrees must meet.

Faculty of Nursing and Physiotherapy students that choose not to get vaccinated will have to sign the vaccination refusal document.

There are two options for placement registration and execution, and exceptional registration:

3.5.1 Ordinary registration period established by each centre (July or September)

Students registered for curricular external placements may do their placements before the start of the following academic year, in accordance with the calendar approved by the Governing Council.

Students registering in the July registration period may do their placement in the summer, only if they were registered at the University of Lleida in the immediately preceding year for the same degree.

Students may not do placements in a period when their registration is not current. Falling within this scenario are placements that end later than the end of the academic year when registration for the following year has yet to be done. Under these circumstances, an additional insurance needs to be taken out.

In the degrees that have set up different groups in the subject (a maximum of 3 groups, corresponding to three records closure deadlines: (records closure of the first semester for the first group, records closure of the second semester for the second group, and 15 September for the third group) students must choose the group to which they wish to be assigned at the time of registering, and must subsequently adhere to that choice since it directly and substantially affects



PAE programming and management undertaken by the placement coordinator and the subject manager.

The selection of the first group should be set aside for students who, owing to individual situations, need to have the subject record closed early in order to be admitted to further studies, to finalise studies, etc. In any event, given that their execution depends on the number of offers received from host organisations for this initial period, the centre may limit the number of places offered to this first group, which shall be allocated in strict order of registration. After reaching the maximum number, any students left out shall automatically be assigned to the next group.

In all other cases, students linked to the second or third groups, it is understood that the group selection shall provide them with the assurance of the group's record closure within the respective period, and that, as far as doing and evaluating the placements are concerned, both shall be adapted in terms of timing to suit the management of the subject.

3.5.2 Registration extension in February/March for centres that allow it

Students must consult the secretariat of the respective centre for registration dates.

Such registration in the extended period allows the following individual situations to be taken into consideration:

- Students who were unable to register in the ordinary registration period because certain prerequisites had to be met, but at the time of the extension they meet them to be able to do so.
- Students who, for their own sake (availability of the next summer period, Erasmus planned for the following year or other personal circumstances), wish to bring PAE execution forward.

If, because of PAE, this registration extension exceeds the number of credits for which students may register under these regulations, students may request an exception from the dean or director of the respective centre, who shall resolve the matter after studying the transcript.

Students registering within this period must have completed their placements and their evaluation by 15 September.

Centres that avail themselves of this registration extension period may establish up to 2 groups in the subject, corresponding to the transcript closure deadlines: records closure of the second semester and 15 September. Students must choose the group to which they wish to be assigned at the time of registering, and must subsequently adhere to that choice since it directly and substantially affects PAE programming and management undertaken by the placement coordinator and the subject manager. The same criteria and interpretation as those detailed in the ordinary registration period, Article 5.3.1, are applicable, and in this case are adapted to 2 groups.

The student must be up to date with registration fee payments to be able to make this extension.



3.5.3 Exceptional registration

An exceptional registration period is established during the first five teaching days of June, which, for all intents and purposes, corresponds to the 2023/24 academic year, in order to attend to all offers of company placements to be undertaken over the following summer period, for which the teaching staff in charge has sufficient candidates to fill such placements under this registration.

This registration has no additional fee.

The record closure date will be that of the third term (September 2024).

To register, the student must submit a registration request form to the secretariat of the centre, with the agreement authorisation signed by the lecturer in charge of filling a placement (it is understood that she/he has an offer of a placement for a student who is in a position to undertake it).

This registration will not be granted if a student has any registration fee payments outstanding.

3.6 Registration limits

The provisions set out in Articles 4 and 5 of Chapter 1 of the Continuance Regulations of the University of Lleida shall apply.

Recognised credits and transferred credits do not count for the purposes of minimum and maximum limits for registration, academic achievement or continuance.

Students who apply for a grant from the Ministry of Education, Culture and Sport must check the minimum registration credits established in the corresponding call.

Credits exceeding the total number of credits needed to obtain the degree will not be covered by the grant (Ministry of Education's call for grants).

3.6.1 Prerequisites and corequisites

Centres must publish the subject prerequisites and corequisites on the web page of each degree programme.

Prerequisite for registration:

A subject becomes a prerequisite of a second subject when, to register for the second subject, students need to have passed the first.

Prerequisite for qualification:

A subject becomes a prerequisite of a second subject when, to pass the second subject, students need to have passed the first.

Corequisite:

A subject becomes a corequisite of a second subject when, to register for the second subject, students need to have registered for or have passed the first.



3.6.2 Minor

The minor must be taken before completing the bachelor's degree and requires authorisation from the dean or director of the centre.

TITLE 3

ECONOMIC REGULATIONS

Article 4. Exemptions and discounts

4.1 Free registration

Students in one of the following situations are entitled to exemption from fees and public prices:

4.1.1 Special large family

Only those students from outside Catalonia need to accredit this condition.

- Original and copy or authenticated copy of the large family document or certificate (students registering for the first time or who need to submit a renewed large family document or certificate).

The exemption only applies to subjects and the transcript management fee; students must therefore pay, in full, the support fee for learning, the compulsory insurance and contracted services.

Students must provide proof, by the registration deadline, by submitting an up-to-date large family document or certificate. Students must meet this condition at the start of the academic year.

4.1.2 Grantholder students

- Students receiving a general or mobility grant convened by the Ministry of Education, Culture and Sport are under the obligation to pay for the contracted academic services.

- Provided that the requirements are met, this payment exemption is also applied to students pending the resolution on the awarding of a grant at the time of registration.

- If a grant is not awarded, students must pay the respective registration amount. If this payment is not made, the provisions of Article 5.2 these regulations shall be applied.

- The submission or lodging of any kind of appeal relating to the refusal to award a grant shall not stop or suspend the students' obligation to make the payment, since it is considered that they do not meet the requirements of free registration.

Discounts only apply to subjects; students must therefore pay, in full, the transcript management fee, the support fee for learning, the compulsory insurance and contracted services.



4.1.3 Students with a distinction in *Bachillerato* (upper secondary education studies) or a special *Bachillerato* prize (only in the first year and for the first time)

Only those students who have done these studies outside Catalonia will need to accredit this condition, by means of the certificate or authenticated copy issued by the secondary centre.

The exemption only applies to subjects; students must therefore pay, in full, the transcript management fee, the support fee for learning, the compulsory insurance and contracted services.

4.1.4 Students with a minimum degree of disability of 33%

Students with a minimum degree of disability of 33% are entitled to exemption from all public prices as set out in the Government of Catalonia decree on public prices.

This condition is accredited by submitting any of the following documents (original and copy or authenticated copy):

- Certificate of recognition of degree of disability issued by the competent body.
- Disability card issued by the Catalan Ministry of Social Rights.
- Resolution of the Ministry of Finance and Civil Service or the Ministry of Defence, where a retirement pension on grounds of permanent disability for the service is recognised.
- Resolution of the National Institute of Social Security (INSS, as abbreviated in Spanish) where the status of benefit recipient on grounds of total permanent, full or severe disability is recognised.

Students must pay the support fee for learning, the compulsory insurance and contracted services.

4.1.5 Students who are victims of terrorist acts

People who have been victims of terrorist attacks, as well as their spouses and children, are entitled to exemption from all public prices as set out in the Government of Catalonia decree on public prices.

This condition is accredited by submitting (original and copy or authenticated copy) the respective administrative resolution. Students must attach the family book in the case of spouses and children.

Students must pay the support fee for learning, the compulsory insurance and contracted services.

4.1.6 Students who are victims of male violence against women within the context of a couple

Victims of male violence against women in the context of a couple, as well as their dependent children, are entitled to exemption from all prices as set out in the Government of Catalonia decree on public prices.

This condition is accredited by submitting one of the following documents:



- a) A document set out in Appendix 1 of the Resolution of 2 December 2021 of the Secretariat of State for Equality and against Gender-based Violence (Spain's Official State Gazette of 13 December 2021), issued by one of the bodies listed in Appendix 2 of the same Resolution.
- b) A judicial document.

Students must pay the support fee for learning, the compulsory insurance and contracted services.

4.1.7 Students with the minimum living income benefit

Beneficiaries of the minimum living income, whose condition as such has been recognised, are exempt from paying the public prices for university academic services in order to undertake studies leading to the award of official university degrees.

The student must pay the learning support fee, the compulsory insurance and contracted services.

4.2 Discounted registration

Students in one of the following situations are entitled to discounts:

4.2.1 General large family

Only those students from outside Catalonia need to accredit this condition.

- Original and copy or authenticated copy of the large family document or certificate (students registering for the first time or who need to submit a renewed large family document or certificate).

If the number of siblings or children does not appear in it, students must provide proof of that by means of a certificate from the respective department.

The 50% discount applies to subjects and the transcript management fee. Students must pay, in full, the support fee for learning, the compulsory insurance and contracted services.

Students must provide proof by the registration deadline. Students must meet this condition at the start of the academic year.

4.2.2 Distinctions

Students who obtained credits with distinctions at the University of Lleida in the immediately preceding academic year are entitled to exemption from payment of the registration fee of the same degree for a number of credits equivalent to those that they have obtained with this academic grade.

Thus, the discount will be applied to the double bachelor's degree when a distinction has been obtained in one of the bachelor's degrees forming part of it, provided it has not been completed. The same criteria are applicable in the event of abandoning the double bachelor's degree in favour of one of the bachelor's degrees forming part of it, provided the subject with distinction is recognised in the new bachelor's degree.



If the credits with distinctions are the last ones of the bachelor's degree, the exemption shall apply to the master's degree in accordance with the following equivalence: if the subject type is annual, 2 credits shall be discounted from the master's degree, and if the subject type is semestral, 1 credit shall be discounted.

Article 5. Registration fee payment

5.1 Means of payment

The University shall collect the registration fee by charging the account of the bank chosen by students. When registering, students must select one of the following means of payment:

5.1.1 Single direct debit payment

The University shall charge the amount from the 10th day after registration.

5.1.2 Direct debit payment in three instalments

The registration fee shall be charged in three instalments.

As a general rule, the instalments shall be as follows:

- a) The first instalment shall be charged from the 10th day after registration. As a guide for registrations in July, the charge shall be made between 9 and 16 August 2023, and for registrations in September, the charge shall be made between 20 and 30 September 2023. The amount corresponding to 40% of the registered credits, plus non-teaching administrative fees, will be collected.
- b) The second instalment shall be charged on 15 November 2023. The amount corresponding to 30% of the registered credits will be collected.
- c) The third instalment shall be charged on 28 December 2023. The amount corresponding to 30% of the registered credits will be collected.

To arrange direct debit payments, students must give the bank account details in the respective section of the self-registration form and, in the first year of registration, they must submit a SEPA direct debit mandate signed by the account holder; if the account holder changes, they will need to re-submit it.

The receipt of registration, whether done in person or using the self-registration system, shall serve for notification purposes.

Registration fees that, for whatever reason, have to be paid outside payment in instalments and after the third instalment set out in this Article, must be paid in cash at any of the banks indicated on the invoice.

Bank account details for direct debit payment can be modified by using form M2, which must be submitted to the secretariat of the centre at least fifteen days before the second or third payment



deadlines. The application must be accompanied by a new SEPA direct debit mandate signed by the account holder if the account holder has changed.

5.1.3 Loan by the Government of Catalonia

Information is available to students at <http://www.gencat.cat/agaaur>.

The AGAUR means of payment involves students authorising AGAUR to fully or partially pay back the loan on their behalf, in those cases where it is justified to do so for the proper management of the financing instrument.

The UdL will not transfer data to third parties unless it is required to do so by law. When the “Pagament Agaur” means of payment is requested, the UdL may transfer data to AGAUR and the corresponding financial institution.

5.2 Procedure and effects of non-payment of the registration fee

If the University cannot collect the full or partial amount of the registration fee through the account number provided by the student or through any other means of payment, it shall reissue the order a second time for cash payment adding to the total or partial amount of the registration fees the following percentages:

- From the due date and up to two months, a 5% surcharge.
- From two months up to four months, a 10% surcharge.
- From four months, a 15% surcharge.

Students must pay the amount corresponding to these surcharges regardless of whether they obtain a grant or financial assistance at some time after the notification.

The University will notify students of the outstanding amount and will send them a payment document that will include the initial 5% surcharge, which will be valid for two months.

Students must pay the outstanding amount before the due date, which shall be sent as an attachment to the notification.

The notification will be issued electronically via the online office of the University of Lleida. The notification will also be sent to the student’s mobile phone and to the institutional e-mail address (.....@alumnes.udl.cat) that the student was given when registering for the first year.

Once the twomonth period has elapsed, any student who has not made the payment must request a new payment document from the secretariat of the centre, which will include the corresponding surcharge, depending on the period that has elapsed.

As soon as the University issues a non-payment notification to a student, her/his registration will be suspended until the corresponding amount is paid.



As a result of this suspension, the student will not be able to make any change to registration, obtain academic certificates, transfer the file, request the degree certificate or register for the next academic year on the same degree or on any other.

5.3 New students awaiting reallocation of a place

Students pending admission, through the university pre-registration process, to other studies at the University of Lleida or another university, must indicate that this is the case during the self-registration process and pay the registration fees as indicated below:

- Within a period of 10 days after registering, they must pay the amount corresponding to the transcript management fee and to the compulsory insurance at any of the banks shown on the receipt of registration.
- If, by 30 September 2023, the student has not submitted a cancellation of registration request (because she/he has been accepted by another university or centre of this university), it shall be understood that she/he wishes to retain registration on this degree and the remaining registration fees will be charged through the means of payment selected by the student during the self-registration process: single direct debit payment, direct debit payment in three instalments or loan by the Government of Catalonia.

However, if the student obtains a place on another degree at the UdL or at another public university after 30 September 2023, he/she will receive a refund of the amounts paid for registered credits and the learning support fee provided he/she applies for cancellation of registration before the date indicated in the Government of Catalonia Decree on public prices for the 2023/24 academic year.

- If cancellation is submitted for other reasons, the provisions of Article 6.1.3 of these regulations shall be applied and the student must pay the amount corresponding to overdue receipts.

These fees will not be refunded if the new reallocation is due to a change of preferences applied for by the student or to a new pre-registration.

5.4 Second- and subsequent-year students pending transcript transfer

Students pending admission, by transcript transfer, to other studies at the University of Lleida or another university, must indicate that this is the case during the self-registration process and pay the registration fees as specified below:

Within a period of 10 days after registering, they must pay the amount corresponding to the transcript management fee and to the compulsory insurance at any of the banks shown on the receipt of registration.

If, by 30 September 2023, the student has not submitted a cancellation of registration request, it shall be understood that she/he wishes to retain registration on this degree, and the remaining registration fees will be charged through the means of payment selected by the student during the self-registration process: single direct debit payment, in three instalments or AGAUR loan.



If the student obtains a transfer after 30 September 2023, she/he must pay the UdL the amount corresponding to overdue receipts as set out in Article 6.1.3 of these regulations in order to apply for the cancellation of registration and to carry out the transcript transfer.

Article 6. Amendments to registration

6.1 Amendments to registration with and without charge

Students may amend their registrations free of charge within the deadlines set out in this article and within those set by the centres in the registration calendar published in July and posted on the notice boards of each centre and on the website of the University of Lleida.

Students who have registered and already have a password may make amendments online via the self-registration app.

After the deadlines shown in the registration calendar of the centre and in this Article 6, students must apply to the respective body for any partial addition or amendment to the registration via the processes provided for at the online office of the UdL, and must pay the extra charge for this, as set out in the Government of Catalonia decree on public prices.

The notification of the resolution will be issued electronically via the online office of the University of Lleida (the student will need to log on to see it). The notification will also be sent to the student's mobile phone and to the institutional e-mail address (.....@alumnes.udl.cat) that the student was given when registering for the first year, or the address appearing on the student's transcript, where applicable.

6.1.1 Amendment to personal data and bank details

After the indicated deadlines for making any amendments, students must fill in form M2 and attach it to the generic request of the online office, as soon as they realise the mistake.

6.1.2 Amendment to the application for registration

After the indicated deadlines for making any amendments, students must fill in form M3 and attach it to the generic request of the online office of the UdL.

Only the partial amount of the registration fee will be refunded when it is due to reasons attributed to the UdL or in the following cases:

- Suppression of approved subject areas
- Recognition of credits
- Grant
- "With distinction" not applied
- Discounts not applied for which the student met the conditions prior to the beginning of the academic activity.



Any amounts corresponding to the support fee for learning, the compulsory insurance, contracted services and voluntary contributions shall not be refunded.

The dean or director of the centre shall resolve these applications. She/He can also resolve requests about exceptional situations that may arise in relation to the bachelor's degree thesis and external placements (and, in the event that they involve a refund of the amount of these credits, she/he will have to issue a report justifying the exceptional nature thereof).

An appeal may be lodged against her/his decision before the rector within one month of the day following notification.

6.1.3 Cancellation of registration

To apply for the cancellation of registration, students must fill in form M1 except under the circumstance where they have applied for an exit transcript transfer, for which they must complete form M4. Both documents must be submitted via the online office of the UdL.

In the case of new first-year students, cancellation of registration involves the loss of the place obtained when pre-registering.

If the cancellation of registration is accepted and the student has applied for a grant from the Ministry of Education, the grant application will also be cancelled.

A. Deadline

The deadline for applying for cancellation of registration is 30 November 2023.

For new first-year students accessing the university in the February pre-registration period, the cancellation of registration deadline is 1 March 2024.

B. Causes of cancellation of registration with a refund entitlement

- - Serious illness of the students substantiated by an official medical certificate or a report from a health centre or hospital. Students may apply for a refund up to 30 November 2023. Applications submitted after this deadline will be reviewed by the Office of the General Manager, which shall determine whether a full or partial refund of the registration fee should be made.

- Registration at other studies of the University or at other centres of a university, only when places are reallocated in the university pre-registration process and when the application to cancel registration has been submitted by the deadline set out in the decree on public prices. The amount paid for registration shall not be refunded if the students applied for reallocation as a result of doing a new pre-registration or requesting a change of preference.



- Impossibility of obtaining visas in the case of foreign students. Students may apply for a refund up to 30 November 2023.
- Obtaining a place on another university course of study by transcript transfer. Students may apply for a refund up to 30 September 2023.

Any amounts corresponding to the transcript management fee, the compulsory insurance, contracted services and voluntary contributions shall not be refunded.

C. Causes of cancellation of registration without a refund entitlement

Cancellation of registration applications submitted by the deadlines indicated in section A, where the cause of such cancellation is not any of those set out in section B, will not be accepted if the amounts corresponding to overdue receipts have not been paid.

In the event of a single payment registration, if cancellation is applied for after the receipt due date and up to 15 November, the amount corresponding to 40% of the credits, plus non-teaching administrative fees, must be paid. If the application is submitted between 16 and 30 November, the amount corresponding to 70% of the credits, plus non-teaching administrative fees, must be paid. If the student has paid for registration in full, the corresponding part will be refunded.

D. Exceptional situations without a refund entitlement

In cases of duly substantiated exceptional situations, the application for overall cancellation of registration after the deadline indicated in this Article up to 1 March 2024 may be accepted provided the full registration fee has been paid.

The Office of the General Manager will be able to cancel registration in substantiated exceptional cases, in which cancellation is compensated by a new registration at the UdL; such compensation shall not be applicable to transcript management fees or learning support fees paid for in the cancelled registration.

E. Resolution

The general manager shall resolve the cancellation of registration. An appeal may be lodged against his or her decision before the rector within one month of the day following notification.

6.1.4 Withdrawal from subjects

After the indicated deadlines for making any registration amendments shown in the registration calendar of each centre, students who do not wish to take a subject may withdraw from it. Students must fill in form M3 and submit it via the online office of the UdL.

The deadlines for undergraduate studies are as follows:

- First-semester subjects: 4 November 2023
- Annual subjects: 14 December 2023



- Second-semester subjects and bachelor's degree thesis: up to 9 March 2024

Students cannot withdraw from registered basic and compulsory subjects corresponding to previous years.

The dean or director of the centre shall resolve the applications. An appeal may be lodged against her/his decision before the rector within one month of the day following notification.

In this case, withdrawal from subjects shall not entail a refund of the amount paid, but it shall not be counted for the purposes of a surcharge for following years.

6.1.5 Addition to registration

After the deadlines set for amendments, students must fill in form M3 and attach it to the generic request of the online office of the UdL.

It is a single payment. Payment shall be made by means of a single direct debit order.

No addition will be granted if any registration invoice is pending payment.

If payment is not made for this addition, none of the registration shall become effective.

The dean or director of the centre shall resolve the applications. An appeal may be lodged against her/his decision before the rector within one month of the day following notification.

6.1.6 Change of timetable or group

After the indicated deadlines for making any amendments, students must fill in form M3 and attach it to the generic request of the online office of the UdL.

The dean or director of the centre shall resolve the applications.

Students must apply for changes of group for degrees taught at Lleida/Igualada and Lleida/La Seu d'Urgell from 2 to 13 May 2023.

The dean or director of the centre shall resolve the applications in accordance with the transcript transfer criteria approved by the centre since the grade for entry to these degrees is different for each group.

6.2 Exceptions

The surcharge for partial additions and amendments to the registration as set out in the decree on public prices shall not apply to students who amend their registration after the deadlines indicated in this Article 6 and are in any of the following situations:

- Amendment of personal information and bank details
- Grant
- Distinctions



- Credit recognition
- Addition to registration due to recognition
- Bachelor's thesis
- Curricular external academic placements

Article 7. General provision

These economic regulations referring to registration shall be applicable unless otherwise specified in the decree on public prices of the Government of Catalonia or other legal regulations.

TITLE 4

TRANSCRIPT

Article 8. Academic credit transfer and recognition

The credit transfer and recognition procedure is regulated by Article 10 of Royal Decree 822/2021, of 28 September, establishing the organisation of university education and its quality assurance procedure (Spain's Official State Gazette of 29 September 2021) and by these regulations.

Transferred or recognised credits must be included in the student transcript and in the European diploma supplement.

8.1 Credit transfer

Academic credit transfer refers to the inclusion, in the transcript and in the European diploma supplement, of all credits obtained in official studies taken previously, at any university, that have not led to an official university degree being awarded.

In order to transfer credits, students must close the transcript of the abandoned degree and submit the transcript transfer receipt to the secretariat of the centre where they wish to register so that the destination centre can include the credits obtained from the original degree in their transcript.

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

If students have been allowed to take simultaneous studies, the credits from the original degree shall not be transferred because the reason for the simultaneous studies application is to be able to take the two courses of study in full. If students abandon one of the courses of study for which they are registered, they may request a credit transfer in respect of the abandoned studies so long as they make the transcript transfer.



8.2 Academic credit recognition

Academic credit recognition refers to the procedure of acceptance by a university of credits obtained through other official studies at the same or another university so that they can form part of the student transcript for the purpose of obtaining an official university degree that is different to the degree of provenance.

These recognised credits must appear in the transcript and in the European diploma supplement with the original grades.

Credits corresponding to the bachelor's degree or master's degree thesis cannot be recognised unless said thesis is developed specifically in a mobility programme.

The accreditation of work and professional experience may be recognised as academic credits used to obtain an official degree, but only when such experience is closely related to the knowledge, competencies and skills particular to the official university degree.

In order to accredit work and professional experience, students must submit the same documents as those required of students registering to study part-time, in accordance with the provisions of Article 3.2 of these regulations, as well as a report from the firm.

Credits passed and taken in universities' own university studies, or other official higher education studies, may also be recognised.

The number of credits recognised for work or professional experience or for unofficial university studies (a university's own, or lifelong learning) may not exceed, as a whole, 15% of the total credits of the curriculum of the degree that students intend to obtain. These recognised credits do not have numeric grades and are therefore not used for student transcript grading.

8.3 Credit recognition circumstances

The following may be recognised:

A - All basic curriculum credits among degrees of the same knowledge area, fully or partially. Provided the reports have not been modified and studies are ascribed to branches of knowledge, the provisions of section B of the Article shall apply.

B - Credits from the rest of the subject areas and subjects among degrees of the same or different knowledge areas, provided that there is academic and formative consistency between the knowledge, competencies and skills of the subject areas or subjects to be recognised and those existing in the curriculum of the degree to which students wish to be admitted.



C - Six credits for participation in university activities relating to cooperation, solidarity, culture, sport, student representation and academic activities of a teaching nature organised by the university.

These credits shall be recognised as optional (cross-disciplinary subject area) ones. They will not have a grade and, therefore, will not count for the purpose of calculating the weighted transcript average.

For each academic year, the Governing Council of the University of Lleida shall determine those activities that are liable to be recognised under such headings.

Students must register for each activity at the academic secretariat of the centre or unit of the UdL that has promoted and is responsible for the activity. After undertaking the activity, students must submit, within the deadlines set out in Article 8.5 of these regulations, a certificate proving that they have passed the course or activity to the academic secretariat of the centre where they are registered, and the credits obtained shall be recognised in the transcript.

D - In order to recognise studies taken abroad, the general criterion set out in section B shall be taken into account.

E - Six credits corresponding to the cross-disciplinary subject area may be recognised for credits taken in the studies of provenance.

F - In accordance with sections 2 and 3 of the first additional provision of Royal Decree 822/2021, people holding a Spanish official long degree, engineering degree, architecture degree, short degree or technical engineering or technical architecture qualification who wish to be admitted to a degree may seek recognition of credits in accordance with provisions of section B of this Article.

8.4 Documents, deadlines and resolution

Applications for recognition must be submitted to the secretariats of the respective centres, preferably via the online office of the UdL, together with the following documentation:

- Application addressed to the dean or director of the centre.
- Personal academic transcript of studies taken. If students took their studies at the University of Lleida, they will not need to submit this transcript because the secretariat of the centre will attach it to the application for credit recognition.
- A stamped copy of the curriculum.
- Documentation accrediting the competencies attained and the educational content taken or the programmes of subjects taken (providing a link to the official website is recommended, so that they can be checked if considered necessary). This documentation must be stamped by the centre.

Documents issued abroad must be submitted in accordance with the provisions of Article 3.3 of these regulations.



Periods:

First: 5 to 15 September 2023 *

These applications are resolved in October by the dean or director of the respective centre, as delegated by the rector, at the proposal of the centre's Studies Committee.

Recognised credits must be registered in the 2023/24 academic year itself, provided that students have a place at the centre to take the respective degree.

After the application for credit recognition has been resolved, students wishing to add to their registration may do so at the secretariat of the centre within a period of 3 days as from the day of receipt of the recognition resolution, only in respect of annual and second-semester subjects.

** New first-year students admitted via university pre-registration after the end of this period may submit applications within a period of five days starting from the day after the allocation of a place.*

Second: 11 to 17 April 2024

These applications are resolved in May by the dean or director of the respective centre, as delegated by the rector, at the proposal of the centre's Studies Committee.

Recognised credits are registered in the ordinary registration period of the 2024/25 academic year, provided that students have a place on the respective course of study, unless the student is already registered at the University of Lleida and, with the recognition of these credits, completes the degree. In the event of the latter, the recognised credits can be incorporated into the transcript in the 2023/24 academic year.

Under no circumstances shall the credit recognition resolution imply that a place is being offered at the centre. Students must apply for a place in accordance with the applicable regulations.
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8.5 Recognition of cross-disciplinary subject areas

Courses, seminars, conferences, congresses and other activities that are liable to be recognised as cross-disciplinary subject area credits for all students at the University of Lleida shall be offered by the University of Lleida and they will have to be taken before finishing the degree.

The students concerned must submit the certificate or diploma (original and copy) of the course or seminar taken to the centres where they are registered so that the centres can recognise their credits, with prior payment of the fee set out in the decree on public prices published for each academic year in the Official Gazette of the Government of Catalonia.

Students may apply for credit recognition at the secretariats of the centres in November 2023 and February-March 2024 in accordance with the calendar established by each centre.



Students may only apply for cross-disciplinary subject area credit recognition outside the aforementioned months when when obtaining a full grant and the finalisation of their studies is dependent on that recognition. Under the latter circumstance, if students apply for recognition before 30 September 2023 and were registered on that degree in the 2022/23 academic year, they must pay the credit recognition amount as set out in the decree on public prices in force on the day of the application, but will not have to pay the transcript management fee, the support fee for learning and for the University of Lleida, or the compulsory insurance. If students were registered in that academic year or submit the application after the indicated date, they must pay the credit recognition amount and the transcript management fee indicated in the decree on public prices for the 2023/24 academic year.

These recognised credits are not graded, which means that they shall not be taken into account when it comes to calculating the weighted transcript average.

Article 9. Transcript transfer of official university studies in Spain

Students with partial Spanish official university studies who wish to be admitted to the same or other studies of the University of Lleida, and for whom 30 credits or more have been recognised in the degree of the University of Lleida that they wish to take, shall have their applications for places resolved by the dean or director of the respective centre, as delegated by the rector, in accordance with the criteria that the Governing Council of the University determines for this purpose. Students may check these criteria at the secretariats of the respective centres and may also apply to be admitted via university pre-registration.

To be admitted to a double bachelor's degree or if a minimum of 30 credits are not recognised (or other requirements set by the centres), students must do the university pre-registration to apply for admission to the University of Lleida.

Periods: 2 to 15 May 2023

Documents that must be submitted to the secretariat of the centre, preferably via the online office of the UdL:

- Application addressed to the dean or director of the centre.
- Personal academic transcript of studies taken. If students took their studies at the University of Lleida, they will not need to submit this transcript.
- A stamped copy of the curriculum.
- Documentation accrediting the competencies attained and the educational content taken or the programmes of subjects taken (providing a link to the official website is recommended, so that they can be checked if considered necessary). This documentation must be stamped by the centre.



In order to formalise the transfer in both instances (direct application to the centre or university pre-registration), the person concerned must pay the transcript transfer fee to the faculty or school of provenance and must submit the payment receipt at the time of registering.

Article 10. Simultaneous studies

Students wishing to start another degree and take it at the same time as the one they are doing must apply to do so to the dean or director of the centre where they wish to start the new studies, preferably via the online office of the UdL. The dean or director of the centre, as delegated by the rector, shall resolve the application.

Students must have obtained a place via university pre-registration on the new studies and have passed 30 credits or more of the degree that they have already started.

Once the simultaneous studies have been accepted and a place has been offered via pre-registration, students must pay the transcript transfer fee for the purposes of simultaneous studies to the centre of provenance and must submit the receipt at the time of registration.

As indicated in Article 8.1 of these regulations, credits taken in the degree that students have already started shall not be transferred because the reason for the simultaneous studies is to be able to take the two courses of study in full.

Article 11. Admission of students with university studies taken partially or wholly abroad

Students with university studies taken partially or wholly abroad that have not obtained homologation or equivalence of their degree in Spain, for whom 30 credits or more have been recognised at the University of Lleida on a course of study, and who wish to apply for a place on that course of study, will have to submit an application directly to the rector, who shall resolve the application in accordance with the criteria that the Governing Council determines for this purpose, which, moreover, must take into account the transcript. These criteria can be found in the corresponding centres.

If the number of recognised credits is fewer than 30, the person concerned must apply for a place on the course of study for which she/he has requested recognition via Catalonia's system of university pre-registration, by means of the Accesnet portal.

With regards to the deadlines to apply for credit recognition and the required documentation, articles 8.5 and 3.3 of these regulations will apply.

Once the application for credit recognition has been resolved, and depending on the number of recognised credits, the student shall apply for a place to the rector of the University of Lleida or by means of the university pre-registration process.

Article 12. Grading system and transcript average

Applicable to the grading system and the transcript average are the provisions of Royal Decree 1125/2003, of 5 September (Spain's Official State Gazette of 18 September 2003), and the Regulations for the Assessment and Grading of Teaching in Bachelor's and Master's Degrees at the University of Lleida approved by the Governing Council on 26 February 2014, amended by agreements 111/2016, 231/2016, 221/2018 and 33/2020 and 235/2022 of the Governing Council.



The results obtained by students in each subject area of the curriculum shall be graded in accordance with a numeric scale from 0 to 10, expressed to one decimal place, to which the respective qualitative grade.

A “with distinction” mention will be awarded to students who obtained a grade equal to or higher than 9.0. The number of distinctions cannot be greater than 5% of the students registered on a subject area in the respective academic year. The result of calculating 5% will be rounded up to the nearest whole number. When the first two decimal places give a figure of .50, the figure will be rounded up to the bigger whole number. If the number of students registered is lower than 20, only one distinction may be awarded. A module or subject is considered to have been passed when the grade is 5.0 or higher.

Credits obtained by the recognition of credits corresponding to educational activities not integrated in the curriculum (work or professional experience, cross-disciplinary subject areas and unofficial university studies) and credits obtained by recognition of higher education studies shall be graded as a *pass*, without a numeric grade, and shall not count for purposes of calculating the transcript average.

Bridging courses shall be graded in the same way as degree subjects, that is to say, from *fail* to *excellent* and *distinction*.

The transcript average is determined as follows:

It is the sum of the credits passed by the student, each one being multiplied by the respective grade value and divided by the number of credits passed by the student.

$$\text{Weighted average} = \frac{\sum NC_i \times G_i}{NC}$$

NC: Total number of credits passed by the student

NC_i: Number of credits passed in each subject

G_i: Respective grade



Numeric scale of grades

Descriptor	Numeric scale
fail	0 – 4.9
Pass	5 – 6.9
Good	7 – 8.9
Excellent	9 – 10
Distinction	9 – 10 plus a “with distinction” mention

Regarding applications for grants that the Ministry convenes annually, the transcript average shall be determined in accordance with the formula set out in the respective announcements published in Spain’s Official State Gazette.

For the allocation of an appointment in the online registration process for second- and subsequent-year students and for the allocation of curricular external academic placements, the transcript average shall be the sum of graded credits, each one being multiplied by the respective grade value, in accordance with previously mentioned the table of equivalences, and divided by the total number graded credits. The last grade obtained for each subject (fail, pass, good, excellent and distinction) shall be taken into account in this formula. In order to take part in mobility programmes (Erasmus+, UdL mobility and SICUE), the transcript average shall use the same calculation, but will take into account the credits passed up to 30 September of the academic year before the call or, where applicable, the date set out in each call.

Article 13. Double degrees

To be admitted to a double bachelor’s degree, a place needs to be obtained via university pre-registration.

Students registered on double degrees must take the subjects included in the curricular itinerary designed for the purposes of obtaining both degrees. They must pay for the credits corresponding to the subjects of the curricular itinerary, as well as the fees, insurance and contracted services.

Upon completion of the curricular itinerary, the grades obtained will be transferred, in accordance with the table of correlation or equivalences approved by the Governing Council, to the student transcript of each degree.

To apply for one of the degrees, students must have passed the double degree curricular itinerary in full.



Students who abandon a double degree and who want to continue on one of the two degree programmes must follow the admissions procedure established by the legislation in force: university pre-registration or a transcript transfer application.

If the transcript transfer is accepted, the subjects that the student has passed in the curricular itinerary of the double degree will be recognised, with the exception of the bachelor's degree thesis, unless the thesis was developed specifically in a mobility programme, according to the tables of credit recognition approved by the Governing Council, and the student must pay the fee as set out in the Government of Catalonia decree on public prices.

The academic regulations applied to students of double degrees shall be the same as those applied to other students, and the prerequisites and corequisites shall likewise be the same as those for single bachelor's degrees unless other requirements are specified.

FIRST ADDITIONAL PROVISION. Voluntary contributions

The University of Lleida offers students the opportunity to participate in its solidarity efforts by making a voluntary contribution of €3.00 to the “Dóna el teu 0,7%” (Donate your 0.7%) campaign. This action of the university student community, together with what the administrative and service staff (PAS) and the teaching and research staff (PDI) are already doing, will contribute to the development and expansion of the solidarity and development cooperation activities that, from the very outset, the Development and Cooperation Unit has been undertaking. The amount of this contribution to the University of Lleida will not be refunded under any circumstances to those people who voluntarily select this option at the time of registration.

SECOND ADDITIONAL PROVISION. Students with special needs

To guarantee equality of opportunity in access to the curriculum and ensure real and effective inclusion of students with special needs or who have an accredited chronic or acute illness, the University of Lleida will make the necessary adaptations in a personalised manner through the *UdL x tothom* (UdL for All) programme, with the adoption of suitable specific measures, in accordance with the University of Lleida's Plan for the Inclusion of People with Functional Diversity (2014/2019) as extended by the Governing Council on 18 February 2020 (Agreement number 49/2020).

THIRD ADDITIONAL PROVISION. Insurance

All information about insurance can be found at <http://www.udl.cat/serveis/patrimoni/asseg.html>.

FOURTH ADDITIONAL PROVISION. Accreditation of a third language

Check the Third Language Regulations for bachelor's degree studies at the UdL.

FIFTH ADDITIONAL PROVISION. Documentation of the people concerned

In accordance with the provisions of Article 28.2 of Law 39/2015, of October 1, on common administrative procedures of Public Administrations, and the eighth additional provision of Organic Law 3/2018, of 5 December, on personal data protection and digital rights guarantee, it is assumed that students authorise the retrieval and collection of data that are essential for resolving the procedures regulated by these regulations unless they expressly oppose such actions.



REVOCATORY PROVISION

Any double degree regulations that are contrary to the provisions set out in these academic regulations are hereby revoked.

FINAL PROVISION. Situations not provided for in these regulations

Any situation not provided for in these regulations shall be resolved by the Academic Planning Committee of the University of Lleida.