

**REGULATIONS FOR UNIVERSITY-SPECIFIC POSTGRADUATE COURSES AT THE
UNIVERSITY OF VALENCIA**

Preamble

Article 1 of Law 6/2001, of 21 December, on Universities, entrusts universities with providing the public service of higher education through research, teaching and study. Also, creating, developing, disseminating and reviewing science, technology and culture are therein described as university functions, as well as preparing students for the exercise of professional activities which require the application of knowledge and scientific methods. Additionally, articles 2 and 34 establish that, making use of their autonomy, universities may design and approve curricula for specific lifelong learning programmes and organise courses of study leading to the award of university-specific qualifications.

For its part, additional provision 11 of Royal Decree 1393/2007 states that universities may teach courses leading to the award of qualifications other than official qualifications. However, the issue of these non-official awards shall be made as determined by the university taking due care that the name or format used does not lead to confusion with official awards.

These non-official university-specific courses of study are aimed at providing an agile and flexible response to the social demands for cultural, scientific, artistic or professional education, and supplement official university courses of study. Both types of courses together constitute the educational offer of our university system.

Within this regulatory context, in July 2010, the Spanish Universities Council established the minimum criteria and standards applicable to university-specific qualifications with a view to regulating their admission requirements, duration and name, among other aspects, for these studies to be included in the Spanish Registry of Universities, Faculties and Qualifications (RUCT).

For all of the above, the University of Valencia (UV) wishes to adapt its regulations on university-specific postgraduate qualifications and set the general rules governing the approval, organisation and certification of those educational activities that lead to the UV-specific postgraduate awards offered by the University of Valencia under current legislation.

Therefore, the Governing Council, as empowered by Article 134 of the Statutes of the University of Valencia and in exercise of its powers to develop basic rules concerning university-specific courses of study, in the light of the preliminary reports issued by the Postgraduate Studies Committee and the Statutes Committee, approves the following regulations governing University of Valencia-specific postgraduate qualifications.

TITLE I. General provisions

Article 1. Scope of application

These regulations are applicable to University of Valencia-specific postgraduate studies leading to the award of UV-specific qualifications.

Article 2. Definition

1. UV-specific postgraduate studies are those offering specific university education or specialisation under the conditions set out in these regulations.

2. UV-specific postgraduate studies do not lead to the award of official university qualifications and are therefore not officially valid throughout Spain.

3. In certain cases these university-specific studies may qualify graduates to practise a regulated profession, when legislation so provides.

4. These studies respond to scientific, cultural, artistic or professional interests and must not agree in name or format nor lead to confusion with the official university studies offered by the University of Valencia.

5. These courses of study must be fully self-financing and must not diminish or cut back on those human and material resources that the University devotes to official studies.

TITLE II. Types of UV-specific postgraduate studies

Article 3. Types of studies and unit of measurement of study load

1. UV-specific postgraduate studies are structured in the following categories depending on their level:

- a) UV-specific master's degree
- b) Diploma of specialisation
- c) University expert certificate
- d) University certificate

2. The European credit (ECTS) is the unit of measurement of the study load for UV-specific postgraduate courses, in accordance with the provisions of current legislation for official qualifications. Each credit amounts to 25 hours of student workload.

3. Curricula must be expressed in ECTS credits.

Article 4. UV-specific master's degree

1. The studies leading to the award of a UV-specific master's degree are intended to provide students with advanced and supplementary training, specialised or multidisciplinary in nature, to prepare them in general for further academic study and especially for professional practice. These studies do by no means allow access to official doctoral studies.

2. These courses have a minimum study load of 60 ECTS credits and a maximum of 120.

3. Access to these master's degrees is open to holders of an official Spanish university degree; holders of an official university degree awarded by a university that is part of the

European Higher Education Area which allows access to official postgraduate studies; or holders of a university degree awarded by a university in a country that is not part of the European Higher Education Area when it can be verified that such degree corresponds to a level of education equivalent to the corresponding official Spanish university bachelor's degree and that it allows access to postgraduate studies in the country in which it was awarded.

4. Notwithstanding the foregoing, admission may be granted to those applicants who have less than 10% of credits pending to complete a bachelor's degree, conditional on completing such degree in that same academic year.

5. UV-specific master's degrees require students to prepare a master's thesis worth at least 6 ECTS credits. This thesis must be defended orally and in public, except for distance courses of study when it is so established in the curriculum.

6. Successful completion of a master's degree course entitles students to receive the corresponding "University of Valencia-specific Master's Degree in ..." from the University of Valencia.

Article 5. Diploma of specialisation

1. The studies leading to a diploma of specialisation may cover any branch of knowledge with a focus on application to professional practice.

2. To be admitted to these studies applicants must accredit the same level of university qualification as required for university-specific master's degrees.

3. Exceptionally and in accordance with the provisions set out in the curriculum, professionals who do not hold a university qualification may also be admitted to these studies, although they will not be entitled to a diploma and will only be issued a certificate of completion.

4. The studies leading to the diploma of specialisation have a study load between 25 and 45 ECTS credits.

5. Successful completion entitles students to receive the corresponding "Diploma of Specialisation in ..." from the University of Valencia.

Article 6. University expert certificate

1. The studies leading to the qualification of university expert are aimed at providing professional expertise and specialisation.

2. To be admitted to these studies applicants must accredit the same level of university qualification as required for university-specific master's degrees.

3. Exceptionally and in accordance with the provisions set out in the curriculum, professionals who do not hold a university qualification may also be admitted to these studies, although they will not be entitled to a university expert certificate and will only be issued a certificate of completion.

4. The studies leading to the qualification of university expert have a study load between 11 and 20 ECTS credits.

5. Successful completion entitles students to receive the corresponding certificate of "University Expert in ..." from the University of Valencia.

Article 7. University certificate

1. The studies leading to the award of a university certificate have a study load between 3 and 10 ECTS credits.
2. To be admitted to these studies applicants must meet the requirements for admission to university education. Professionals who do not hold a university qualification and have accredited professional experience may also be admitted, as long as this possibility is expressly provided for in the corresponding curriculum.

Article 8. Curriculum

1. A curriculum is an organised set of subjects the successful completion of which leads to the award of a university-specific qualification.
2. A subject is the smallest unit into which a curriculum is structured. Each subject must be worth a certain amount of credits according to the total number of hours of work required from the student. A curriculum includes compulsory subjects, internships and a final thesis, and may be organised into modules.
3. Each subject must have a course guide prepared by lecturers who teach it in accordance with the model established by the university. Among other details, it must specify the study programme, the teaching staff and the assessment method to be used.
4. The minimum number of credits that a subject must be worth is 3 ECTS.
5. A module is the set of subjects covering related topics into which a curriculum is structured and may be part of several different curricula. Each module must be worth at least 6 ECTS credits.
6. The studies leading to the award of the diploma of specialisation or the university expert certificate can either be designed independently or follow the modules proposed for a particular master's degree.
7. Curricula must assign a university-specific postgraduate qualification to one of the five branches of knowledge: Arts and Humanities, Sciences, Health Sciences, Social and Legal Sciences or Engineering and Architecture.

Article 9. Mode of delivery

1. University-specific postgraduate courses can be delivered using one or more of the following methods: face-to-face, blended or distance (online or off-site) learning.
2. One ECTS credit of face-to-face delivery involves between 6 and 10 hours of teaching, while distance delivery involves between 4 and 8 hours of teaching.

TITLE III. Bodies responsible for university-specific postgraduate studies

Article 10. Postgraduate Studies Committee

The University of Valencia Postgraduate Studies Committee shall act as an advisory body to report on university-specific postgraduate qualifications before these can be approved by the Governing Council.

Article 11. Academic body

University-specific postgraduate qualifications must be academically supported by a university department, faculty, school or research institute of the University of Valencia.

Article 12. Director

1. Courses will be conducted under the direction of one or more lecturers of the University of Valencia, who will be responsible for them. Such lecturers must hold a PhD and a permanent full-time position at the University of Valencia and must assume basic academic functions, particularly those listed in paragraph 5, sections *a)*, *d)* and *e)* of this Article.

2. One or more experts of high standing or adjunct lecturers may be appointed to co-direct a course.

3. A lecturer can only direct or co-direct one master's degree or two diplomas of specialisation or expert certificates, or four university certificates; or any diploma, expert certificate or university certificate, as long as these are integrated into the training programme of the master's degree or the two diplomas or expert certificates referred to in the above limitation. Exceptionally and depending on the characteristics of the university-specific qualification, the Postgraduate Studies Committee may authorise directing up to two master's degrees in justified cases.

4. The university will certify the services rendered by directors and co-directors.

5. Directors assume all the functions related to the academic, financial and personnel management required for the proper delivery of the courses leading to the award of qualifications, in particular:

- a.* Draw up proposals and maintain direct contact with University services and bodies.
- b.* Direct and coordinate the preparation and delivery of the course.
- c.* Supervise that the delivery of the course fits the curriculum approved.
- d.* Sign the exam records for the subjects taught by external lecturers.
- e.* Manage the budget in accordance with the rules of budget implementation of the University.

TITLE IV. Procedure for the preparation and approval of university-specific postgraduate studies

Article 13. Proposal for new university-specific postgraduate studies

1. Lecturers who hold a PhD and a permanent position at the University of Valencia may propose the creation of university-specific postgraduate courses of study.
2. These proposals must be academically supported by a university department, faculty, school or research institute of the University of Valencia. In the case of university-specific master's degrees, proposals must state their academic, scientific and professional relevance and interest, and must declare that no other official qualification covers this same area.
3. Proposals must be submitted using the relevant forms within the deadline set annually by the office of the vice-rector responsible for postgraduate studies. Exceptionally and for duly justified reasons, proposals might be processed after this deadline.
4. Proposals for university-specific master's degrees are called for separately from the rest of university-specific studies.
5. The proposal for a university-specific postgraduate qualification shall contain:
 - a. An academic report expressing the academic, scientific and professional interest of the proposal and including the course curriculum, the academic organisation, the teaching staff and their time commitment and the criteria and procedures for regulating admission, assessment and academic progress.
 - b. A financial report containing the balanced budget with a detailed description of estimated revenues and expenditures, which must ensure that the course is self-financing.
6. Proposals shall be on public display for a period of twenty days during which anyone interested can access the dossier and submit observations.
7. After the period of public display both the dossier and the observations, if any, will be forwarded to the Postgraduate Studies Committee, which must then issue an interim report through the subcommittees corresponding to each of the branches of knowledge. In the case of proposals for university-specific master's degrees, the academic coordinating committees responsible for bachelor's degrees and official master's degrees within a similar academic field may be required to make their statements on the matter.
8. This interim report will be forwarded to the proposer before the Postgraduate Studies Committee issues a final report.
9. Proposals for university-specific studies, preceded by the relevant favourable report, will be presented for approval to the Governing Council, if applicable.

Article 14. Joint university-specific qualifications

1. University-specific postgraduate studies may be organised jointly with other universities or higher education institutions located elsewhere in Spain or in the world and lead to obtaining only one postgraduate qualification.
2. In this case, proposals shall be accompanied by the corresponding agreement specifying, at least, the name of the university responsible for the custody of the academic records and for the issue and registration of certificates, the procedure for modifying or phasing out a curriculum and the financial commitment of partner universities.

Article 15. *Cooperation agreements with other institutions and organisations*

The University may sign cooperation agreements with other public and private institutions in order to regulate their participation in the teaching or funding and sponsoring of university-specific qualifications.

Article 16. *Proposal for university-specific qualifications approved in previous years*

1. In the call for proposals made yearly by the office of the vice-rector responsible for postgraduate studies, proposals for university-specific studies already approved in previous years may be accepted, except in the case that such studies were finally not taught for two consecutive academic years due to lack of demand.

2. Applications must be submitted using the relevant forms within the deadline set annually for the corresponding call.

3. The proposals for studies already approved in previous calls will be on public display for a period of twenty days.

4. In any case, approval by the Governing Council necessarily requires a favourable report from the Postgraduate Studies Committee.

Article 17. *Course catalogue*

The course catalogue for university-specific postgraduate studies available each academic year shall be announced well in advance and must indicate, in each case, the qualification awarded, its official name, its length in credits and the teaching schedule.

Article 18. *Quality assessment*

1. University-specific postgraduate courses are subject to the quality controls established by the unit responsible for these processes at the University of Valencia.

2. The teaching staff from the University of Valencia is subject to assessment in accordance with the procedures and protocols established by the unit responsible for assessing quality. A positive assessment is required for the course of study to be offered in subsequent academic years.

3. The results of the quality assessments of university-specific qualifications will be known and reported on by the Postgraduate Studies Committee.

TITLE V. Admission to and enrolment in university-specific studies

Article 19. *Pre-enrolment*

1. Each university-specific course of study might set its own pre-enrolment period.

2. After the pre-enrolment period, if the demand for places in a particular course does not cover the minimum number of students established in the course proposal, such course will be withdrawn and not taught, unless the director readjusts the budget so that it becomes economically viable.

3. Pre-enrolled candidates will be informed of their admission, the procedures for enrolment and the date and place of the course.

Article 20. Enrolment

1. A candidate who obtains a place must enrol in the full load of credits.
2. Tuition fees must be paid before the start of the course and may be divided in instalments as established by the office of the vice-rector responsible for postgraduate studies. Failure to pay the second instalment shall entail the cancellation of enrolment and students will forfeit their right to a refund of the amount already paid. Once enrolled, students wishing to withdraw their enrolment for duly justified reasons may do so within the first 10 days of the course and will be refunded 50% of the tuition fees.
3. The cancellation of enrolment can only be justified for any of the following reasons: illness, work, economic situation of the family unit or any other cause that the director may consider comparable to the above.
4. Students enrolled in university-specific courses of study have the rights referred to in Article 171.1, sections a), b), c), d), e), g), h), i) and j), of the Statutes of the University of Valencia.

Article 21. Assessment and examination sittings

1. In the case of university-specific master's degrees, diplomas of specialisation and university expert certificates there is an ordinary examination sitting. There may be an extraordinary examination sitting in the same academic year for students who do not pass the examination in the ordinary sitting.
2. In the case of university certificates there is only one ordinary examination sitting.
3. The deadline for submitting final projects is one year from the last ordinary examination sitting held in the academic year in which the student was enrolled.

Article 22. Grading system, appeals against marks and exam records

1. Students shall be assessed in accordance with the criteria established in the course guides for the subjects included in the curriculum and with other regulations in force.
2. There must be an exam record for each module. If the lecturers who teach the module are external staff, the exam record must be signed by the academic directors. The header of the record must include: the name of the module, the name of the course of study and the course code, the name of the director, the department, faculty, school or institute that is academically responsible, the number of credits, the start and end date and the administrative management unit.
3. The grading system for university-specific postgraduate qualifications is governed by the current regulations for official qualifications of the University of Valencia.
4. University certificates can only be marked as pass or fail.
5. Within a maximum period of seven calendar days from the publication of the results each lecturer must establish a period for reviewing exams. Having reviewed an exam, a student

may then lodge an appeal against the mark awarded with the office of the vice-rector responsible for postgraduate studies, which will appoint a claims committee made up of five members from the Postgraduate Studies Committee, one from each branch of knowledge. This committee shall announce its decision after submitting the notice of appeal to the lecturer concerned, so that he or she can submit arguments, and after hearing evidence from the student.

6. Any other issue not covered by this article shall be regulated by the regulations for appealing against marks applicable to official qualifications of the University of Valencia.

Article 23.- Registration and issue of university-specific certificates

1. Students must meet the relevant requirements and must successfully complete the assessment process, where appropriate, to be entitled to apply for a university-specific certificate.

2. University of Valencia-specific certificates are issued by the Rector on a standard model and recorded in the registry of qualifications of the University. These certificates must clearly state that the qualification earned is non-official.

3. University-specific certificates must be issued in the two official languages of the University and may include an additional language version when so agreed by the office of the vice-rector responsible for postgraduate studies.

4. The back of the certificate must include the full programme of studies and specify the subjects of the course for which it is awarded and their study load in hours and credits.

5. In the case of joint university-specific qualifications, the issue of certificates must comply with the relevant agreement signed.

TITLE VI. Management

Article 24. Administrative management of university-specific postgraduate studies

1. Management of university-specific postgraduate studies may be carried out directly by the service of the University of Valencia responsible for postgraduate studies or indirectly through the University-Business Foundation of Valencia (University of Valencia Board of Trustees) or through other organisations, by means of management schemes for public services as established by regulations on public sector contracts.

2. In any case, the University of Valencia shall be responsible for guaranteeing the proper delivery of academic services, for the custody of files and records and for the registration and issue of certificates.

TITLE VII. Economic system

Article 25. Funding

1. The courses of study provided for in these regulations must be fully self-financing.

2. As a general rule, the University's ordinary budget funds cannot be used to finance these courses of study, neither in whole nor in part. Notwithstanding the foregoing, in certain

specific circumstances set out in the relevant calls for aid and grants, the enrolment fees may be subsidised either fully or partially for eligible students.

Article 26. *Public fees*

1. The public fee to be charged for each university-specific qualification must guarantee that the expenses required for the proper development of teaching are covered.
2. Each academic year, the Governing Council shall propose the public price for university-specific qualifications, which the Board of Trustees must then approve.
3. The fees to be paid for the issue of certificates and qualifications are not included in the public fees charged for enrolment and shall be established in the regulations on budget execution in force at the University of Valencia each year.

Article 27. *Revenues*

1. The budget of income for each qualification must include the amount expected to be received through enrolment of students, as well as through subsidies and other contributions provided that these are not used to finance the payment of public fees. In the case of subsidies and contributions, evidence of agreements or legal documents attesting to the aforementioned subsidy must be provided.
2. For purposes of drawing up the budget of income, students who receive a scholarship are considered as paying full tuition.

Article 28. *University tax*

1. The university tax is the proportion of income generated by university-specific courses of study that goes to the University's ordinary budget, by way of recognition of qualifications, adoption of quality assurance systems and use of the image of the University.
2. The amount of this tax is 10% of the total income for each university-specific qualification.
3. The resulting tax is calculated by applying the percentage specified in the preceding paragraph to all estimated revenues. In the case of subsidies, consideration will be given to their purpose for the calculation of the tax.
4. In the case of inter-university studies, the specific agreement must establish the proportion of the tax for which the University of Valencia is liable.

Article 29. *Expenses*

The section on expenses included in the financial statement accompanying the proposal for a course of study must specify the amounts corresponding to:

- a. University tax
- b. Management and coordination staff, which regardless of the number of people must not exceed 10% of the total expenses or the maximum established by the Board of Trustees

- c. Lecturers, who shall be paid per hour of teaching as established by the Board of Trustees for these studies
- d. Administrative costs, according to the percentage set by the University
- e. Travel, accommodation and allowances of lecturers
- f. Specific dissemination and promotion
- g. Inventory items
- h. Extraordinary expenses arising from the use of resources and facilities
- i. Materials for the students
- j. Amount allocated to scholarships (2% of income)
- k. Other expenses, which must not exceed 5% of the total budget

Article 30. *Surplus*

If the balance is in surplus at the end of an academic year, the University of Valencia regulations on budget execution for the incorporation of specific surplus of credits shall be applicable.

Article 31. *Financial settlement*

1. Within six months after the end of each academic year, the academic directors must prepare a financial report containing the final settlement of income and expenditure, which will be forwarded to the Office of the General Manager.

2. Annually the academic directors of each academic year must submit a statement of accounts for income and expenditure.

3. All expenses are subject to the audit and control procedures established by the University of Valencia Internal Control Office.

TITLE VIII. Teaching staff

Article 32. *Lecturers participating in these courses of study*

1. In UV-specific postgraduate studies, at least 33% of the teaching hours for each qualification must be delivered by teaching staff who are members of the University of Valencia.

2. The minimum number of lecturers of the University of Valencia who must teach in UV-specific studies is two.

3. The teaching load for lecturers in these studies who are members of the University of Valencia must not exceed 100 teaching hours per lecturer and academic year.

4. Tenure-track 1 lecturers may not teach more than 25 hours per academic year. Trainee lecturers and trainee research staff cannot teach in these studies.

5. In any case, the participation of lecturers who are members of the University of Valencia in the development of these courses of study is subject to Article 83 of Organic Law 6/2001, of 21 December, on universities.

6. The administrative and service staff who are members of the University of Valencia and have the necessary skills may teach postgraduate courses, subject to authorisation by the Office of the General Manager. The number of teaching hours cannot exceed the general limit established by the Office of the General Manager. In any case, this activity must be performed outside ordinary working hours.

7. External lecturers who are not members of the University of Valencia cannot teach in these courses more than 100 hours per academic year, except in justified cases expressly authorised by the office of the vice-rector responsible for postgraduate studies.

8. The same person cannot be a lecturer and a student in the same university-specific course of study.

Article 33. Certification of teaching

The competent body of the University of Valencia shall issue a certificate of teaching to the lecturers participating in UV-specific postgraduate studies.

Additional provision

The office of the vice-rector responsible for UV-specific postgraduate studies may issue any instructions and circulars deemed appropriate to direct the management of these courses of study.

Temporary provision

Students who started university-specific studies under previous regulations are subject to the provisions governing their studies at that time.

Repeal provision

The entry into force of these regulations entails the repeal of all the provisions of the University of Valencia that are in conflict with these regulations either totally or partially, and the express repeal of the regulations on university-specific postgraduate and specialisation studies approved by Agreement 23/2007 of the Governing Council, of 26 April, as amended by Agreement 98/2008 of the Governing Council, of 27 May.

Final provision

These regulations shall enter into force for the offer approved in the 2015-2016 academic year, which will be taught in the 2016-2017 academic year.