

**SYSTEM OF CREDIT RECOGNITION OF THE
UNIVERSITY DEGREE IN BUSINESS ADMINISTRATION
FACULTY OF SOCIAL SCIENCES, HUMANITIES AND LAW**

DATE: November 17th., 2016

1. General criteria on the recognition of credits applicable to the Degree

Information related to the recognition of credits can be checked in the following link:

<http://static.unir.net/documentos/normativa-RTC-CD-05052016.pdf>

Recognition of Credits Earned in Non-university Official Higher Education	
MINIMUM	MAXIMUM
0	09

Recognition of Credits Earned in Private Degrees	
MINIMUM	MAXIMUM
0	9

Recognition of Credits Earned by Accreditation of Professional and Work Experience	
MINIMUM	MAXIMUM
0	9

The Universidad Internacional de La Rioja (UNIR) has norms to regulate the procedures for Credit Recognition and Transfer that are to be applied to UNIR's Undergraduate, Master and Doctorate degrees. These degrees are part of UNIR's educational offer under the European Higher Education Area, developed after the Royal Decree 1393/2007 of 29 October. The Commission is responsible for ensuring these regulations meet the following criteria, as set out in Chapter I, Article 2 of that regulation:

- a) We shall denominate "origin degree" that which belongs to the institution in which the studies to be recognized and/or homologated were completed. We shall denominate "destiny degree" that which belongs to the institution requested to accept the transfer of the said credits.
- b) Recognition shall be understood as the acceptance by the Universidad Internacional de La Rioja of the credits which, having been obtained in an official degree in the same or another university, are to be taken into account in other degrees offered in our University for the purpose of obtaining an official degree.

- c) Transfer shall be understood as the allocation in official academic documents accrediting the studies followed by each student, of all the credits earned in previous official courses, at the Universidad Internacional de La Rioja or in other universities of the EHEA, which have not led the student to the obtainment of an official degree.
- d) The Recognition and Transfer Resolution shall refer to the document in which the Management of the corresponding Center reflects the agreement of credit recognition and transfer requested. It should include: credits recognized and transferred and, where appropriate, subjects that must be taken and those that must not be taken as they consider the competences of those subjects have been acquired in the credits recognized.
- e) The student requesting the credit recognition for earlier studies must submit at the Secretary, addressed to the Commission, the corresponding documentation, which must at least include the corresponding official certifications of the University of Origin.
- f) This Commission will guarantee, in agreement with the Secretary, that all credits obtained by the student in official titles studied at UNIR as well as those that have been transferred or recognized to obtain the corresponding degree, are included in their academic record and reflected in the European Supplement to the Diploma.

We understand that the application of the norm requires we provide a maximum and a minimum number of credits in each section and we have done so in accordance to the current legislation that recognizes a total of 15% in both the university's own degrees and the professional and work experience. In the case of a Master Degree, 9 are the maximum number of credits that we can recognize. These credits could come from any of the three sections.

2. Recognition of Credits for the Accreditation of Work and Professional Experience

As it is indicated in the UNIR Regulation for Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC-CD-05052016.pdf>), in *Article 9.1. Recognition of work and professional experience*:

'Accredited professional or work experience may be recognized in the form of credits which shall be computed for the purpose of obtaining an official degree, provided that such experience is related to the competences inherent in that degree.

The documentary record that will be presented by the applicant will include, where appropriate, an employment contract; or any other document that allows to verify or to show the experience alleged and its relation with the competences inherent to the degree.

When the documentary record does not clearly show that the applicant has acquired the alleged competences, an assessment of the candidate's competency will be carried out by the Academic Coordinator of the Degree. These competences can be assessed by professional interview, simulations, tests or standardized reports of competence or other related methods.

When it is clear from the assessment that the applicant has the competences and knowledge associated with a given subject, the recognition of the corresponding credits may be authorized.

When the accredited experience contributes competences and knowledge inherent to the degree, but they do not coincide with those of any particular subject, they may be recognized, taking into account their transversal character, in the form of optional credits.

Royal Decree 861/2010 amends article 6 of Royal Decree 1393/2007, setting the upper limit of recognition based on professional or work experience to be 15% of the total credits that constitute the curriculum of the Degree.

In the case of the Master Degree in Business Administration (IMBA), the professional experience may only be recognized for the subject of Internship (5 ECTS credits).

2.1. Assessment criteria for the recognition of "Internship":

For the recognition of credits, the following requirements will be taken into account:

1. The experience related to the subjects taught in the Master Program will be evaluated:

This experience must have been acquired working in some functional area of a company. Specifically but without being exhaustive, in the following areas: commercial, marketing, finance, communication, HR, production. Also in areas of services such as administration, studies, environmental monitoring and foresight, corporate social responsibility, and strategy.

In order to be recognized, the candidate's experience must include a sufficient level of management, which allowed him/her to recognize the differences among the various departments and functions of the company / organization. In addition, the applicant must have acquired specific knowledge of the functional areas or service in which he/she has worked. It is not necessary to have managed teams of people.

2. Accredited professional experience must have a minimum duration of 1 year full-time in the same position and company, or a longer duration equivalent (e.g. 2 years part time). This experience must have been in private or public entities:

- a. Having been registered in the Social Security System as an employed person for at least 12 months (computed for full time purposes), continuously or discontinuously, during the 5 years prior to the month in which the enrollment is completed for the first time in the subject of Internship in companies. In case the company has less than five workers, the period is extended from 12 to 18 months. These facts will be reliably accredited according to documentation required by the UNIR Recognition Department. In the event that this work experience has been gained with an internship, it must be accredited as university extracurricular activities.

- b. In the event of self-employed students, the requirements will be the same as those for individuals employed by third parties, and must be validly accredited according to the documentation required by the Recognition Department of UNIR.

- c. The professional experience gained in sectoral associations in the business world is equally valid.

d. In the event that the applicant is a Corporate Administrator or a member of the Board of Directors, this experience will only be considered if he/she holds a stake in the company of at least 50% for 12 months or longer.

e. Applicants who have received scholarships in public or private entities must justify a period of 12 months in entities with more than 5 employees and 18 months in entities with less than 5 employees.

3. When the Commission of recognition considers it necessary, it may request the student provides a detailed report of the competences acquired in the performance of his/her duties. That report shall also indicate the manner in which those functions have been achieved.

4. If it is deemed appropriate, the Commission of recognition may personally interview the student to confirm that he/she has achieved the competences indicated above.

The following activities will not be considered for recognition:

1. - Volunteering
2. - Academic coordination. Teaching or academic management of any kind is not considered as sufficient.

3.1. Assessment criteria for the recognition of other subjects:

The only subject which can be recognized as a result of working experience is the subject of Internship which carries 5 ECTS.

4. Recognition by other official university studies

As indicated in the UNIR Regulation for Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC-CD-05052016.pdf>), in *Article 5. - Credit Recognition. General provisions*:

«The credits will become part of the students' academic record sheet and to provide full disclosure we shall keep the nomenclature of origin and destiny and show the name of the university where the studies were completed.

The format and information to be included in official and personal academic certifications will be those determined by the Commission of Recognition and Transfer.

In no instance will UNIR recognize work experience to homologate the credits corresponding to the Final Work or Master's or Undergraduate thesis.

In accordance with what is established in Article 3.1.b above, the University may establish, directly or after signing collaboration agreements, tables of equivalence, to enable the partial recognition of national or foreign studies, in order to facilitate student mobility and the organization of interuniversity programs, all in accordance with the established in the Royal Decree 1393/2007. These tables must be approved by the Commission of Credit Recognition and Transfer.

The Resolution of Recognition and Transfer must indicate the type of credits recognized, as well as the subjects that the student should not take because the competences corresponding to the credits recognized are considered acquired.

Except for the guarantee provided in the following article for the recognition of basic credits, the recognition will be made taking into account the adequacy between the competences and knowledge acquired, either in other subjects or lessons learned by the student or associated with previous professional experience and those foreseen in the curriculum or that have a transversal character. In any case, it must be ensured an adequacy between competences, contents and tuition of a minimum of 75% so that recognition can be authorized.

In the case of recognition of credits between studies corresponding to different teachings, the limits to the recognition contained in article 6 of Royal Decree 1618/2011 of November 14 will apply specifically."

According to art. 13 of RD 1393/2007, "*Recognition of credits in undergraduate courses shall respect the following basic rules:*

- a) *Provided that the degree to which it is intended to access belongs to the same branch of knowledge, a number of credits that are at least 15% of the total credits of the degree, corresponding to subjects of basic training of that branch.*
- b) *Credits obtained in those other basic training subjects belonging to the branch of knowledge of the degree to which it is intended to access will also be eligible for recognition.*
- c) *The rest of the credits may be recognized by the University taking into account the adequacy between the competences and knowledge acquired, either in other subjects or lessons learned by the student or associated with previous professional experience and those foreseen in the curriculum or that have a transversal character."*

An example is the recognition of the Master's Degree in Digital Marketing and the MBA. For students who have studied at UNIR the Master in Digital Marketing and E-Commerce, the following MBA subjects can be recognized:

- 1. Digital Marketing (3 ECTS)
- 2. Marketing Management and Strategic Marketing (3 ECTS)
- 3. Internship (5 ECTS)

5. Recognition of credits for University Private Degrees.

The UNIR Regulation for Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC-CD-05052016.pdf>), in Article 9.2. Recognition of Unofficial University Studies indicates that "Credits may be recognized for **unofficial university studies** provided these have been acquired at a legally

recognized University and the corresponding diploma or degree certifies the learning assessment. The recognition of these credits will be qualified as APTO (PASS) and will not be computed for the purposes of grade average of the academic record sheet. The number of credits that are recognized on the basis of professional or work experience and of unofficial university studies may not be more than 15% of the total credits that constitute the curriculum, except in the case provided for in Article 6.4. of Royal Decree 1393/2007.

In this Degree the maximum number of recognizable credits, both by work experience and private titles is of 9 credits. As an example, students who have a MBA Private Degree (i.e. EIMBA) in UNIR can obtain recognition for the following subjects:

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- - Business management (3ECTS)
- - HR Management (3ECTS)
- - Leadership and Negotiation Techniques (3 ETCS)

6. **Recognition of credits for non-university higher education (Training Cycles, Artistic or Sports Studies...)**

Does not apply

7. **Assessment criteria for the recognition of optional credits for participation in cultural, sports, student representation, solidarity and cooperation activities (only applies to Undergraduate Degrees)**

Does not apply

ANNEX 1: MODIFICATIONS TO THE PREVIOUS VERSION

Nº of Revision	MODIFICATIONS TO THE PREVIOUS VERSION	Elaborated Version	Approved Version
Rev.: 0	Not applicable	24/10/2016	09/11/2016
Rev.: 1			
Rev.: 2			
Rev.: 3			
Rev.: 4			
Rev.: 5			
Rev.: 6			
Rev.: 7			
Rev.: 8			
Rev.: 9			
Rev.: 10			
Rev.: 11			
Rev.: 12			
Rev.: 13			
Rev.: 14			
Rev.: 15			