

CREDIT RECOGNITION CRITERIA FOR THE MÁSTER UNIVERSITARIO EN DIRECCIÓN Y ADMINISTRACIÓN DE EMPRESAS / MASTER IN BUSINESS ADMINISTRATION (MBA)
FACULTY OF BUSINESS AND COMMUNICATION

DATE OF APPROVAL BY THE CREDITS RECOGNITION AND TRANSFER COMMITTEE: June 16, 2021

Update No.	CHANGES WITH RESPECT TO THE PREVIOUS VERSION (of the degree recognition criteria)	Date of approval	Date of application
0	Not applicable	17/11/2016	17/11/2016
1	The degree recognition criteria are updated to the new version of the document.	16/06/2021	16/06/2021

1. General Criteria for Credit Recognition Applicable to the Degree Program

Link to the UNIR Credit Recognition and Transfer Regulations:

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

Recognition of Credits Taken in Official Non-University Higher Education Programs	
MINIMUM	MAXIMUM
0	0

Recognition of Credits Taken in Unofficial Degrees	
MINIMUM	MAXIMUM
0	9

Recognition of Credits Taken for Accreditation of Work and Professional Experience	
MINIMUM	MAXIMUM
0	9

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

It is indicated in the UNIR Regulations on Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC.pdf>), in *Article 9.1. Recognition of work and professional experience* :

"Accredited professional or work experience may be recognized in the form of credits that will be considered for the purposes of obtaining an official degree, provided that such experience is related to the competencies inherent to such degree.

The documentary file will be prepared by the applicant and will include, if applicable, an employment contract registered with the Social Security, accredited by means of a certificate of employment record; credentials of professional insertion internships; personal training certificates; report of activities carried out and/or any other document that allows to verify or show the alleged experience and its relation with the competencies inherent to the degree.

When the documentary record does not clearly show that the applicant has acquired the alleged competencies, the candidate's competencies will be evaluated by the Academic Coordinator of the Degree. It may be evaluated by means of professional interview, simulations, standardized competency tests or reports, or other related methods.

When the evaluation shows that the applicant has the skills and knowledge associated with a particular subject, the recognition of the credits corresponding to it may be authorized.

When the accredited experience provides competencies and knowledge inherent to the degree, but which do not coincide with those of any particular subject, they may be recognized, taking into account their transversal nature, in the form of elective credits".

Royal Decree 861/2010 amends Article 6 of Royal Decree 1393/2007, setting the maximum limit for recognition based on professional or work experience at 15% of the total number of credits that make up the curriculum.

In the case of the Master in Business Administration, only the Internship subject (6 ECTS) may be recognized for professional experience.

2.1. Assessment Criteria for the Recognition of the "Internship":

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

Experience related to the subjects of the Master will be valued.

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

performance of the candidate for recognition must have had a sufficient level of management, which has allowed him/her to know the difference between the different departments and functions of a company/organization. Likewise, he/she must have acquired specific knowledge of the functional or service areas in which he/she has worked.

It is not necessary to have managed teams of people.

The accredited professional experience must have a minimum duration of 1 year full time in the same position and company, or a longer equivalent duration (e.g. 2 years part time), having been developed in private or public organizations:

- a. To have been registered with the Social Security as an employee for at least 12 months (calculated on a full-time basis), continuously or discontinuously, during the 5 years prior to the month in which the enrollment in the internship in companies is formalized for the first time. If the company has less than five employees, the period is extended from 12 to 18 months. These facts will be accredited according to the documentation required by the Department of Recognition of UNIR. In the event that this work experience has been carried out during internships, they must be accredited as university extracurricular internship.
 - b. In the case of self-employed professional, the requirements will be the same as for employees, and must be accredited according to the documentation required by the Department of Recognitions of UNIR.
 - c. Professional experience acquired in sectorial associations of the business world is equally valid.
 - d. In the event that the applicant is a Corporate Director or member of the Board of Directors, it will only be considered if he/she holds a shareholding in the company of at least 50% for 12 months.
 - e. Applicants who have completed scholarships in public or private organizations 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 recognition committee considers it necessary, it may request from the student a detailed report on the competencies acquired in the performance of his/her duties. Such report shall also indicate the manner in which the functions have been achieved.
 4. If deemed appropriate, the recognition committee may personally interview the student to confirm that he/she has achieved the competencies indicated in the previous point.

It is not possible to recognize:

- 1.- Volunteering
- 2.- Academic coordination, teaching or academic management of any kind.

2.2. Assessment Criteria for the Recognition of Other Subjects:

Not applicable to this degree.

3. Recognition for other Official University Studies

It is indicated in the UNIR Regulations on Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC.pdf>) , in *Article 5.- Credit Recognition. General Provisions*:

"The credits, in the form of an evaluated and certifiable unit, will be recorded in the student's transcript with an expression of the type of origin and destination of the subject and the grade of origin, with an indication of the university where they were taken.

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

In any case, credits corresponding to bachelor's and master's degree final projects/thesis may not be recognized.

In accordance with the provisions of article 3.1.b above, the University may establish, directly or after signing collaboration agreements, equivalency tables to enable partial recognition of national or foreign studies, in order to facilitate student mobility and the organization of inter-university programs, all in accordance with the provisions of R.D. 1393/2007. These tables must be previously approved by the Credit Recognition and Transfer Commission.

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 he/she considers that he/she has acquired the competencies corresponding to the recognized credits.

Except for the guarantee provided in the following article for the recognition of basic credits, the recognition shall be made taking into account the adequacy between the competencies and knowledge acquired, either in other subjects taken by the student or associated with previous professional experience and those foreseen in the curriculum or which are of a transversal nature. In any case, a minimum of 75% of the competencies, contents and course load must be guaranteed in order for the recognition to be authorized.

As an exception to the provisions of the preceding paragraph, recognition may be admitted with an adaptation of the teaching load of a minimum of 60% (the adaptation of competencies must be, in any case, a minimum of 75%), when any of the following cases occur:

- a) That it is an adaptation of a previous curriculum of the same degree.
- b) That the recognition is made within the framework of a double or dual degree agreement.

In the case of recognition of credits between studies corresponding to different teachings, the limits to recognition contained in Article 6 of Royal Decree 1618/2011, of November 14, 2011, shall be specifically applicable."

4. Recognition of Credits for Unofficial University Degrees.

The UNIR Regulations on Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC.pdf>), in Article 9.2. Recognition of non-official university studies indicates that "Credits for non-official university studies may be recognized as long as they have been taught by a legally recognized University and the corresponding diploma or degree shows the completion of the learning assessment. The recognition of these credits will be graded as APTO and will not be taken into account for the purposes of transcript evaluation. The number of credits that are subject to recognition from professional or work experience and non-official university education may not exceed, as a whole, 15 percent of the total number of credits that make up the curriculum, except in the case provided for in Article 6.4. of Royal Decree 1393/2007".

Although the maximum number of credits that can be recognized in this type of degree is 9 credits, since there are no subjects of more than 6 ECTS, only 6 ECTS will be recognized.

5. Recognition of Credits for Non-university Higher Education (Vocational Training, Artistic and Sports Education, etc.).

The UNIR Regulations on Credit Transfer and Recognition (<http://static.unir.net/documentos/normativa-RTC.pdf>) state in *Article 10. Recognition of studies of official non-university higher education*:

"The recognition of credits for non-university higher education studies shall be regulated by the provisions of R.D. 1618/2011, of November 14, on the recognition of studies in the field of Higher Education, as well as by the agreements that may be signed with the corresponding Educational Administration and by the provisions of these regulations. »

It does not apply to master's degree programs.

	Name
Elaborated by	Eva Asensio del Arco (Academic Director of the Degree)

ANNEX 1: CHANGES FROM PREVIOUS VERSION ⁱ

Review No.	CHANGES WITH RESPECT TO THE PREVIOUS VERSION (document template):	Elaborated Version	Approved Review
Rev: 0	Not Applicable	24/10/2016	09/11/2016
Rev: 1	The following has been added to the footer of the document: "No. Document update due to changes in Title and date:" in order to keep track of the changes made to each title.	28/08/2017	28/08/2017
Rev: 2	Two documents are established that include the Degree Recognition Criteria. One for Bachelor's Degree and the other for Master's Degree. Corrected links to recognition regulations	23/10/2020	30/10/2020
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			

ⁱ The new versions will come into force once they have been approved by the Management (the ONLY one that delegates to the General Coordinator of Quality), and the General Coordinator of Quality uploads it to the document repository.