



UGR Assessment Policy and Regulations

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SECTION I. GENERAL PROVISIONS

Article 1. Purpose.

1. The purpose of these Regulations is to establish the assessment and grading system for the courses taken by UGR undergraduate and master's students.
2. These rules apply to the following aspects of academic activity:
 - a. Course guides.
 - b. Tutoring.
 - c. Systems and procedures for the assessment of learning.
 - d. Complaint and appeal procedures for grades.
 - e. Curriculum compensation.

3. The content of these regulations is complemented by the rest of the regulations in force at the UGR related to academic organisation and, in particular, those relating to the preparation and public defences of undergraduate (TFG) and master's (TFM) dissertations; to work placements; to the adaptation, recognition and transfer of credits; and to academic progress regulations. Likewise, in the case of double, multiple and joint degrees, whether national or international, which have been agreed upon with another university, the provisions laid out in the respective specific agreements must be taken into account, in addition to the basic general regulations.

Article 2. Scope of application.

1. These Regulations shall apply to all UGR students, both at UGR faculties and schools and associate schools/centres, as well as to all teaching staff involved in the respective degree programmes, and to the related administrative procedures carried out by administrative and support staff.
2. For the purposes of these Regulations, a student is understood to be any person who is undertaking an undergraduate or master's degree programme.

Article 3. Right to assessment.

1. Teachers have the right and duty to assess students objectively and impartially. All learning activities that provide students with knowledge, abilities, skills, aptitudes, and attitudes are subject to assessment, in accordance with what is specified in the course guide.
2. Students have the right to be assessed objectively and impartially in accordance with the course guides, to be informed of the assessment system and criteria at the start of the enrolment process, and to have their grades reviewed.



SECTION II. COURSE GUIDES

Article 4. Course guides.

1. The course guide constitutes the basic reference document for the student and the teacher, and must be individually tailored to each course.

2. The course guide shall contain at least the following:

- Course name.
- Academic year.
- Date of approval by the council of the department.
- Subject or module to which it belongs.
- Type of course and number of credits.
- Academic year and semester in which the course will be delivered.
- Teaching staff who deliver the course to the different groups and departments to which it is linked.
- Prerequisites and recommendations for taking the course, if applicable.
- Competencies that the student must acquire.
- Objectives, expressed as expected learning outcomes.
- Programme of contents: theoretical and practical blocks, structured by topics.
- Basic recommended reading list.
- Teaching methodology which guarantees the teacher's academic freedom.
- Attendance system for theory classes, a brief description of the characteristics of the course's practical activities and, where appropriate, the minimum number of hours of compulsory attendance for practical classes.
- Where appropriate, any assignments or projects to be carried out, and participation in seminars.
- The assessment system and criteria, as well as the weightings of each of the activities relevant to the final mark of the ordinary and extraordinary assessment sessions (*convocatorias ordinarias y extraordinarias*).
- The description of the exercises that shall be part of the single final assessment (*evaluación única final*) established in these Regulations.
- Language in which the course is taught, when this is not Spanish.
- Tutorial timetable and/or link to the website where the tutorial timetable can be consulted.

3. The course guides of undergraduate degree programmes shall be approved by the departments responsible for their delivery, which shall also supervise their fulfilment and ensure that their content is in accordance with the degree's validation report. Likewise, on those courses with generic associations to all



assigned areas in the degree programme (such as work placements, practicums or other areas with similar characteristics) and for which no specific regulations have been developed to address this situation, the relevant faculty or school shall establish the procedure for developing a unique course guide, as well as the body or committee that shall be responsible for approving, supervising and monitoring compliance with said guide.

4. The course guides of master's degree programmes shall be approved by the academic committees of each programme, which shall also supervise their fulfilment and ensure that their content is in accordance with the degree's validation report.

5. The course guides shall be approved prior to the start date of the official enrolment period for each academic year.

6. Prior to the enrolment period, the course guides shall be published on the websites of the degree and the relevant departments, notwithstanding their publication or dissemination through any other means.

7. If there are specific guidelines for each teacher, these shall not contravene the course guides and must be published on the noticeboard or any other official means of communication of the department with sufficient notice.

8. The departments shall store the course guides for each academic year in digital format, if possible, including the electronic signature of the department directors or academic secretaries responsible for the course guides.

SECTION III. TUTORING

Article 5. Tutoring.

1. In the teaching organisation plan approved by the departments, a tutoring system shall be established so that students can be assisted and guided individually in each of their curriculum's courses throughout the academic year. In the case of master's degree programmes, when teaching staff do not belong to a UGR department, the academic committee of each master's degree programme shall be responsible for establishing the tutoring system.

2. Tutoring will be carried out face-to-face and in accordance with the provisions of the UGR Academic Organization Plan (POD). However, in addition to face-to-face tutoring, online tools may be used during the teaching period to complement this mode of delivery.

3. The tutoring times, location and procedure shall be published in the course guide and on the website of each department or academic committee of the



master's degree, notwithstanding the possibility of publicising them through other means that are normally used. In the event of a justified change, students must be notified via the aforementioned communication channels.

4. The departments and academic committees of the master's degree programmes are responsible for ensuring that the teaching staff comply with the tutoring in accordance with the curricula and academic programming of the degrees on which they teach.

5. In the case of students with disabilities or other specific educational needs, the tutoring system must be adapted to their needs, in accordance with the recommendations of the University's Equality and Conciliation Unit, and the departments, faculties and schools shall be responsible for establishing the appropriate measures to ensure that tutorials are held in accessible places. Likewise, at the teacher's request, support may be sought from the University's relevant unit when it comes to adjustments in teaching methodology for learners with specific educational needs and disabilities.

6. In order to be able to tend to the needs arising from their disability, students must notify (sufficiently in advance) the teaching staff responsible for delivering the respective courses, as well as the relevant faculty or school, of the impediments affecting them, so that appropriate means can be provided.

SECTION IV. ASSESSMENT

Subsection 1. General principles and assessment systems.

Article 6. General principles.

1. The assessment of students' academic performance shall be based on public, objective and impartial criteria.

2. Assessment shall preferably be continuous, this being understood as the diversified assessment established in the course guides. Nevertheless, the course guides shall provide for a single final assessment modality (*evaluación única final*), which may be used by students who cannot comply with the continuous assessment methods due to work, health, disability, mobility programmes or any other duly justified reason that prevents them from following the continuous assessment mode.

3. The assessment systems of a course delivered by two or more departments shall be homogeneous and the final mark for the course must be considered globally, taking into account the contents and learning objectives set out in the course guide. Likewise, the application of the assessment systems established in a course linked to a single department and delivered by different teachers must be carried out with similar general criteria and learning objectives, which



will lead to the corresponding final grade for the course.

4. The assessment systems and criteria cannot be modified once the corresponding academic year has started.

5. The assessment shall, in all instances, be in accordance with what is established in the course guides and the degree's validation report.

Article 7. Continuous assessment.

1. Continuous assessment systems for student learning must be based on a combination of some of the following activities:

- Written or oral exams.
- Work submitted, and academically supervised, related to the course content.
- The completion of different types of practicums.
- Active participation of students in theoretical lectures, practicums, seminars, workshops and other activities related to the subject.
- Other specific evaluation exercises and activities that guarantee an objective assessment of learning and academic performance.

2. The course guides must list the activities that contribute to the final grade, their weighting and the requirement, if any, to obtain a minimum grade in any of them. To guarantee that the continuous assessment system is diversified, none of the tests or activities that make up the continuous assessment may individually account for more than 70% of the final grade for the course.

3. If bibliographical, research or other types of assignments are required as a form of assessment, students must be informed of the submission dates at the time the work is proposed.

4. The results of the different activities on which the assessment of student learning is based shall be released gradually throughout the year and, in any case, shall be communicated sufficiently in advance of the date officially set by the faculty or school for the final examination.

Article 8. Single final assessment (*evaluación única final*).

1. The single final assessment (*evaluación única final*), understood as that which is carried out in a single academic event, may include as many assessment exercises as are necessary to certify that the student has acquired all of the competencies set out in the course guide.

2. To qualify for the single final assessment modality, the student shall apply for it through the online procedure to the department director or the master's programme coordinator, stating and justifying the reasons for not being able to follow the continuous assessment system. This must be done within the first



two weeks of the course, or within two weeks of enrolment if said enrolment has taken place after the start of the course. In the case of undergraduate degree programme courses taught between several departments, the student may submit the application to any of the departments. The department director or the master's programme coordinator to whom the application is addressed shall resolve the application within ten working days, following advice from the teaching staff responsible for the course. If this period elapses without the student receiving a written response, the application shall be deemed to have been accepted. In the event that the application is rejected, the student may, within a month, lodge an appeal (known as a *recurso de alzada*) with the Rector, who may delegate to the dean or director of the faculty/school or to the Director of the International School for Postgraduate Studies (EIP), as appropriate, thereby exhausting all administrative remedies.

Notwithstanding the above, for exceptional and justified causes (work, health, disability, mobility programmes, representation or any other similar circumstance), the single final assessment may be requested outside the aforementioned deadlines, under the same administrative procedure.

3. In Health Sciences degree courses that include compulsory clinical/healthcare practical sessions, as well as in the "Work Placement" or "Practicum" courses of any degree, any student who opts for this single final assessment modality must nevertheless complete these practical sessions according to the schedule established in the course guide.

Article 9. Deferred assessment due to extenuating circumstances.

1. Students who are unable to attend assessment exercises which have been assigned a date by the master's faculty/school or academic committee may apply to the department director or master's programme coordinator for a deferred assessment due to extenuating circumstances (*evaluación por incidencias*) in the following duly justified cases:

- In the event of a clash in date and time with attendance to sessions at collegiate governing or representative bodies of the University.
- In the event of a clash with official events for high-level and high-performance athletes or participation in official sports activities representing the UGR.
- In the event of a clash in date and time of two or more assessment procedures for courses from different academic years and/or degree programmes.
- In the event of illness, duly justified by an official medical certificate.
- In the event of the death of a relative up to the second degree of consanguinity or relation that occurs within the ten days prior to the scheduled date for the exercise.
- Due to the commencement of an outgoing mobility period at a host university whose academic calendar requires the student to arrive on a



date that coincides with the assessment exercise.

2. In any of the above scenarios, an alternative date for the assessment exercise shall be set, subject to prior agreement with the teaching staff responsible for delivering the course. If said agreement is not reached, the department director or the master's programme coordinator, having heard the student and the teachers concerned, shall establish and notify the interested parties of the new date which, in all cases, must be set at least three calendar days after the date on which the notification is made. In the event that there are several requests to change the date of the same final exam, the new date shall be the same for all applicants and shall eliminate the possibility of setting a new deferred assessment session due to extenuating circumstances.

3. The faculties/schools and the International School for Postgraduate Studies (EIP) may implement the provisions in this article of these Regulations, taking into account the specific nature of the degree programmes and any final exam clashes between courses from different academic years.

Article 10. Extraordinary assessment by a board of examiners.

1. At the start of each academic year, a board of examiners shall be appointed for all departments and master's degree programmes by the council of the department or by the master's programme academic committee, respectively. The list of members who make up the board shall be published on the websites of the departments or the master's degree programme, and shall also be communicated to the deans or directors of the faculties and schools where the departments teach or to the Management of the International School for Postgraduate Studies (EIP), as appropriate.

2. The boards shall include the department director, who shall be appointed chairperson, and two members who shall be selected by drawing lots from among the teachers in the relevant field of knowledge. The department shall arrange for however many substitutes are necessary to ensure that none of the teachers who make up the board, including the chairperson, are responsible for delivering the course and for the group for which the intervention of the board has been requested. In the event that there are not enough teachers in the field of knowledge to make up the board according to the above criteria, the same procedure will be followed with lecturers from related fields. If the department director does not belong to the field of knowledge that is relevant to the course, the three examiners shall be selected by drawing lots and the most senior member of the department shall act as chairperson. In the case of master's degree programmes, the relevant coordinator shall be appointed as chairperson. The members of the board shall meet the same criteria as in the case of undergraduate degree programmes, regardless of their fields of knowledge, and shall be chosen from among the teaching staff delivering the master's degree programme at the UGR.

3. Any student who wishes to opt for assessment by a board of examiners must



apply in writing to the department director or the master's programme coordinator, stating the extenuating circumstances that justify this. The application must be submitted at least fifteen working days prior to the start date of the final exam period for each assessment session, thereby waiving the grades obtained in the different exercises carried out during continuous assessment. Within seven working days of submitting the application, the student must receive a written response from the department director or the master's programme coordinator, who will inform the teaching staff responsible for the course and the dean or director of the faculty/school regarding the outcome of the application. Once this period has elapsed without the student having received an express written response, the application shall be deemed to have been accepted.

4. In the case of undergraduate courses taught between several departments, the student may address the application to any department, and the decision shall be taken by the department director to whom the request is addressed. In this case, the composition of the board will be drawn by lot from among the members of the assessment boards that have been established at the departments involved, guaranteeing at least one member per area of knowledge. The same procedure and guarantees set forth in subsection 2 of this article shall apply.

5. The staff responsible for teaching and assessment may, with prior justification, request assessment by a board of examiners for a student enrolled in the corresponding course within the same deadlines established in the above section. The department director or master's programme coordinator shall notify the student of the result of the application.

6. The assessment by board of examiners procedure shall only be applicable to final exams. The board shall be responsible for the assessment of students who make use of said procedure. However, in Health Sciences degree courses that include compulsory clinical/healthcare practical sessions, as well as in the "Work Placement" or "Practicum" courses of any degree programme, any student who opts for this type of assessment by a board of examiners must have carried out these practicums according to the schedule established in the course guide.

7. Once the applications referred to in points 3, 4 and 5 have been accepted, the board shall announce the venue, date and time of the assessment exercise(s). These exercises must assess whether the student has acquired all the skills described in the course guide. The final grade shall be published within the period established for the submission of the official examination results.

Article 11. Assessment of students with disabilities or other specific educational support needs.

1. Assessment systems shall be adapted to the specific needs of students with



disabilities, thereby guaranteeing their rights in all cases, and favouring their inclusion in university studies. The University shall ensure the accessibility of tools and formats. In particular, web pages and electronic media used in teaching shall be accessible to people with disabilities.

2. In the case of students with disabilities or other specific educational needs, the evaluation exercise must be adapted to their needs, following the recommendations of the Equality and Conciliation Unit at the UGR, and the departments and faculties/schools shall proceed to establish the necessary methodological, time and spatial adaptations, in accordance with the procedure established in the regulations designed to support these students. Likewise, at the teacher's request, support may be sought from the University's relevant unit when it comes to adjustments in teaching methodology for learners with specific educational needs and disabilities.

Subsection 2. Assessment exercises

Article 12. Assessment exercises.

1. Students shall be informed of the contents of the assessment exercises with the utmost clarity in terms of presentation and wording. Insofar as the type and format of the exercise allows, it shall be clearly indicated which sections, items or questions are compulsory and which are optional, together with the maximum number of points that can be achieved for each of them.

2. Each of the assessment exercises may not last longer than 4 hours. The faculties and schools may consider exceptions to this rule that are justified by the departments.

3. Oral assessment exercises shall be public, thus their venue, date and time shall be made known publicly. Teaching staff shall keep a written record of the assessed items or tasks, noting the correct and incorrect answers given by the student. Likewise, any diagrams/sketches and notes used by the student to support their presentation shall be attached. Likewise, at the request of either of the parties, a system for recording the oral assessment exercise shall be put in place. This system shall be for internal assessment and review purposes and shall not be disseminated without the consent of both parties.

4. For the assessment of placements, the course guide shall establish the minimum number of sessions which are compulsory to attend. If a student has applied for a single final assessment (*evaluación única final*), they may be assessed for placements, even if they have not attended them, provided that they are not clinical placements, or the "Work Placement" or "Practicum" courses of any degree programme.

Article 13. Development of assessment exercises.



1. It is the responsibility of the departments, or the master's programme academic committee, to ensure that the assessment exercises are carried out with sufficient supervision and monitoring. These activities shall be considered an academic obligation for all teachers. In due time before the assessments are held, the teachers deemed necessary shall be assigned. In any case, the teaching staff responsible for delivering the course to the different groups must be part of the invigilation team, except in the event of duly justified circumstances.

2. If the start of an assessment exercise is delayed by more than 30 minutes due to justified unforeseen circumstances, it shall be suspended at that time. The faculty or school, or where appropriate, the International School for Postgraduate Studies, shall set a new date and time for the assessment after reaching an agreement with the students and teaching staff, and taking into account any possible extenuating circumstances that may arise. The faculty/school or the International School for Postgraduate Studies must immediately notify the University Ombudsman and the University Inspection Office of this postponement.

3. If, during the course of the assessment, exceptional circumstances emerge that prevent it from being held as usual, the teaching staff responsible for supervising it may suspend it. In this scenario, the teaching staff shall notify the faculty/school or, where appropriate, the International School for Postgraduate Studies (EIP), and shall set a new date for the assessment to be completed, subject to prior agreement with the students. If an agreement is not reached, the department director or the master's programme coordinator, having heard the student and the teachers responsible for the course, shall establish and notify the interested parties of the new date which, in all cases, must be set at least three calendar days after the date of the notification.

The faculty/school or the International School for Postgraduate Studies must immediately notify the University Ombudsman and the University Inspection Office of this postponement. Likewise, this shall be communicated, as appropriate, to the student council of the faculty/school or the Student Council of the International School for Postgraduate Studies or, if this is not possible, to the General Student Council (DGE).

4. Once the assessment has started, from the moment the paper is distributed, students shall not be allowed to enter the exam venue. Any student who wishes to leave the venue, for any reason, may not return to complete the assessment, except if at the time of exit and entry they have been authorised or accompanied by a teacher. Otherwise, the student shall hand in the assessment exercise, which shall be deemed to have been completed. The teaching staff responsible for supervising it may authorise a minimum period of time for leaving the premises.

5. Students must attend the assessment exercises with proof of identity, which



may be required at any time by the teachers. If the student is not identified by the teacher and does not have said proof of identity, the teacher shall allow them to carry out the assessment exercise, although grading will be postponed until the student's reasons have been heard and they can prove their identity within a period established by the teacher.

6. In the assessment exercises, it is compulsory for teachers and students to observe the basic rules of mutual respect and to collaborate at all times to ensure the exercises are carried out appropriately. The student may use whichever resources are permitted to carry out the assessment individually, but they are not allowed to share these resources, unless they have the express authorisation of the teacher. Any student who uses any fraudulent material related to the assessment or found in possession of any unauthorised electronic devices (whether audio, audiovisual, time-measuring, mobile phone, etc.) must leave the exam and shall be subject to the consequences set out in the following section. The teaching staff in charge of invigilating may retain, but not destroy, any object involved in the incident, and must leave a written record of the incident and report it to the relevant department. If any student needs to be contactable for any justified reason, they must previously notify the teacher, who will take the appropriate measures.

7. In assessment exercises, students are obliged to act in accordance with the principles of individual merit and authenticity. Any action contrary to this which is proven by the teaching staff, even if detected during the grading process, shall lead to a numerical grade of zero. This shall not be considered a sanction, regardless of the disciplinary responsibilities which may apply. In any case, the teacher shall draw up a record of the reasons, which shall be submitted to the department together with any supporting documents or other contributions (witness statements, confiscated equipment, etc.) deemed appropriate for consideration. Likewise, following the same procedure and with the same consequences, the teacher may exclude any student from an assessment exercise who is disrupting the orderly development of the assessment process or is using unauthorised means that affect the authenticity of its completion.

8. Students may request proof of having carried out the assessment exercise from the teachers responsible for it, whereby, in addition to the student's details, the date, venue, and start and finishing times shall be stated.

Article 14. Scheduling of assessment dates.

1. The final exam period for each assessment session shall be set out in the academic calendar approved by the Governing Council, without prejudice to the fact that the relevant vice-rectorate may authorise, at the request of any faculty or school, other dates for holding exams in duly justified exceptional circumstances.

2. Within the final exam periods approved by the Governing Council, each



faculty and school, in application of these Regulations, shall approve the exam timetable for each assessment session, and shall regulate the period in between final exams, deferred assessment due to extenuating circumstances, taking into account the prevalence of clashes between the final exams of courses from different academic years.

3. In the case of master's degree programmes, the timetables established for final exams relevant to each assessment session shall be adapted to the structure of the specific curriculum of each master's degree. However, each year, the academic committee of each master's degree programme shall arrange their coordination with the teachers of each course and shall announce, through the appropriate channels, the dates on which these final exams will be held. The assessment periods shall be established in the Academic Calendar of the relevant academic year and shall be approved by the Governing Council.

4. When they enrol, students have the right to know the dates and times of the final exams, which shall be published on the degree programme's website before the enrolment period.

5. The interval between the start of two final exams of courses from the same academic year shall not be less than 48 hours for ordinary assessment sessions and 24 hours for extraordinary assessment sessions.

6. In the case of single final assessments (*evaluación única final*), at least 10 calendar days prior to the date set by the faculty/school, the teachers responsible for conducting and assessing the exam shall publish, in accordance with the course guide, the subject matter, type, duration, structure, relevant educational material, conditions and documents to be used.

Article 15. Originality of work and assessment exercises.

1. The UGR shall encourage respect for intellectual property and convey to students that plagiarism is a practice contrary to the principles that govern university education. To this end, the University shall recognise the authorship of work and its protection in accordance with intellectual property as established by current legislation.

2. Plagiarism, understood as the submission of an assignment or piece of work done by another person as one's own, or the copying of text without citing their source, and handing them in as one's own work, shall automatically lead to a numerical grade of zero in the course in which it has been detected, regardless of the rest of the grades that the student may have obtained. This consequence is without prejudice to the disciplinary responsibilities that students who plagiarise may incur.

3. The assignments and materials submitted by the students must be signed by



means of an explicit statement in which they declare the originality of the work, understood in the sense that they have not used sources without properly citing them.

Article 16. Conservation of assessment materials and documents

1. Teaching staff must keep any exams, materials and documents on which grades are based until the end of the following academic year. Similarly, where applicable, the relevant documentation for oral exams, whether in paper or electronic format, must be kept, unless a complaint or an appeal is pending, in which case it must be kept until a final administrative decision is made.

2. Assignments and work placement reports submitted exclusively in one format shall be stored by the relevant teaching staff until the end of the following academic year. At the end of this period, within the following thirty days, students who have previously requested the aforementioned materials may collect them, unless a complaint or an appeal is pending.

3. In the event of loss, theft or accidental destruction of documents or materials relevant to the assessment, the teacher concerned shall immediately notify the department director or master's programme coordinator, who shall inform the dean or director of the faculty/school, who in turn shall arbitrate the procedure for resolving any conflicts that this circumstance may have caused. The implicated persons, together with the department director or master's programme coordinator, shall be notified of the solution adopted.

If the loss, theft or accidental destruction occurs prior to grading, the assessment exercise(s) concerned shall be repeated. The teacher must immediately report this circumstance to the department director or the master's programme coordinator, who shall inform the University Inspector and the University Ombudsman.

SECTION V. ASSESSMENT SESSIONS

Article 17. Assessment sessions.

Students enrolled at the UGR will have the right to two assessment sessions, one ordinary and one extraordinary, per course and academic year, which shall be held on the dates scheduled by the faculties/schools in line with the periods established in the official academic calendar. For master's degree programmes, the provisions of article 14.3 of these Regulations shall be followed.

Article 18. Ordinary assessment sessions (*convocatorias ordinarias*).

Ordinary assessment sessions shall preferably be based on the student's continuous assessment, except for those students who have been granted the right to a single final assessment (*evaluación única final*), as established in



these Regulations.

Article 19. Extraordinary assessment sessions (*convocatorias extraordinarias*).

1. Students who have not passed a course in the ordinary assessment session shall have access to an extraordinary assessment session. All students may take part in it, regardless of whether or not they have followed a continuous assessment process. The grading of students in the extraordinary assessment session shall adhere to the rules established in the corresponding course guide and, in any case, shall guarantee the possibility of achieving 100% of the final grade.
2. In any case, the student, in the relevant degree programmes, must have completed the clinical/healthcare practical classes, as well as the "Work Placement" or "Practicum" courses, depending on the schedule established in the course guide.

Article 20. Assessment sessions for mobility students.

1. The departments or the master's programme academic committee must adopt appropriate measures to guarantee that UGR students are able to exercise their right to this assessment session when they cannot attend the scheduled assessment dates because they are starting a mobility period at a university whose academic calendar requires their attendance on the same dates as the assessment session at the UGR.
2. Students who, having undertaken an outgoing mobility period, have not passed all the credits included in the relevant learning agreement at the host university, and who have chosen not to participate in said university's extraordinary assessment sessions, shall be guaranteed the right to an extraordinary assessment session at the UGR.
3. Incoming mobility students who have not passed credits in the ordinary assessment session and who wish to participate in the extraordinary assessment session at the UGR shall also be guaranteed this right. Participation in this assessment session is not compatible with participation in the same session at the student's home university.

Article 21. Special assessment sessions (*convocatorias especiales*).

1. Students shall have access to a special assessment session (*convocatoria especial*) for any course in which they have been enrolled in previous academic years and if they are in any of the following situations:
 - a) Undergraduate students who have a maximum of 30 credits left to complete their studies, without taking into account the undergraduate dissertation.



- b) Master's students who have two courses left to complete their studies, without taking into account the master's dissertation.
2. This special assessment session shall be subject to what is set out in the course guide in force in the previous academic year.
 3. If the student does not pass the course in this special assessment session, they shall only be able to take one of the two remaining assessment sessions.

SECTION VI. GRADING

Article 22. Grading system.

1. The final grade achieved by the student in a course shall be in line with the assessment system foreseen for it.
2. Taking into account the provisions of the current Regulations on the European credit system and the grading system for official university degree programmes which are valid throughout Spain, the results achieved by a student in each of the courses in the curriculum shall be graded based on the following numerical scale from 0 to 10 (to one decimal place) to which the respective qualitative grade shall be added:
 - 0-4.9: *Suspense* (SS) (Fail)
 - 5.0-6.9: *Aprobado* (AP) (Pass)
 - 7.0-8.9: *Notable* (NT) (Good)
 - 9.0-10: *Sobresaliente* (SB) (Outstanding)
3. A *Matrícula de honor* (a special mention in the Spanish university system) may be awarded to students who have achieved a grade equal to or higher than 9.0. The number of students who receive this special mention may not exceed 5% of the students enrolled in the course in the corresponding academic year, unless the number of students enrolled is less than 20, in which case only one *Matrícula de honor* mention may be awarded. To calculate the maximum number of *Matrículas de honor*, the figure shall be rounded up to the nearest whole number. UGR students who are studying at another university as part of a national or international student mobility programme shall not be included in the calculation. These students shall be awarded the grades obtained at the host university, regardless of whether the quota has been filled by students taking the course at the UGR and in accordance with the criteria laid out by the faculty/school for each case.
4. In the case of courses employing course guides that include a final exam that accounts for 50% or more of the total weighting of the final grade for the course, if a student decides not to take the exam, this shall appear in the official examination results with a note stating "*No presentado*" (Not



submitted). When a student has carried out — as part of the continuous assessment process provided for in the course guide — activities and assessment exercises that make up more than 50% of the total weighting of the final grade for the course, this shall appear in the official examination results with the respective grade.

5. Recognised or adapted courses shall retain the grade from the original course. With regard to the recognition of international mobility periods, the conversion criteria to be applied shall be set out in the International Student Mobility Regulations and in the grade conversion table provided for this purpose by the vice-rectorate in charge of international mobility.

Article 23. Publication of results.

1. The teaching staff responsible for the course must notify the students of the final grade obtained within a maximum period of 20 calendar days from the date on which the assessment was held. In any case, final grades shall be published prior to the deadline for submitting results established in the official academic calendar.

2. In accordance with the twenty-first additional provision of Organic Law 4/2007 of 12 April, which amends Organic Law 6/2001, of 21 December on Universities, grades shall preferably be published through the available online means or the noticeboards enabled for this purpose by the faculties/schools or by the departments where the course is taught, or by the master's degree coordinator, and shall include the venue, date and time when the review will be carried out.

Article 24. Official assessment results.

1. The teaching staff responsible for the courses must enter the final grades into the computer system enabled for this purpose by the University, in compliance with the deadlines established in the official academic calendar approved by the Governing Council.

2. The teaching staff responsible for delivering the classes shall deliver the results through the procedure enabled for this purpose, preferably online. In the event that the results must be determined by a board of examiners, they shall be signed by all the examiners and delivered to the faculty or school's administrative office (*secretaría del centro*).

3. The results of final grades shall be kept at the faculty/school under the responsibility of the academic secretary. The secretary shall act as the authenticating officer for any amendments applied to these results after the closure of each final assessment period as a result of error corrections or review procedures. The amendment of a result shall be made in the presence of the faculty/school academic secretary and the relevant teaching staff must sign the corresponding record. In the event that the teacher is absent for justified



reasons or is no longer legally linked to the University, this amendment shall be signed by the department director or by the master's programme coordinator.

SECTION VII. GRADE REVIEWS

Article 25. Right to reviews.

Students have the right to review their grades before they become final.

Article 26. Reviews before a teacher.

1. Together with the publication or notification of the final grades, the teaching staff responsible for the assessment shall set and publish, at least two working days in advance, the time, venue and date for the review. They must also ensure that it takes place within the facilities of the faculty/school in which the degree programme is taught, unless there are justified reasons and, in any case, reviews will always take place on UGR premises. The setting of the venue, date and time of the review shall not, under any circumstances, preclude the right to a review when there are justified reasons.

2. The review shall be personal, individual or collective, without prejudice to the right to an individual review if requested by the student, and the teaching staff shall provide the appropriate clarification regarding the grade obtained. This review shall be carried out within a maximum period of 10 working days after the grades have been published.

3. The venue for the review must be accessible to students with disabilities.

4. In the event that a student has opted for assessment by a board of examiners, the board shall be in charge of the grade review, remaining subject to the same deadlines and norms established in this article.

5. If teaching duties have been shared between several teachers, the review must be carried out by all of them.

Article 27. Reviews before a board of examiners.

1. In the event of disagreement concerning the result of the review, or if it is impossible for the teaching staff responsible for the assessment to carry out the review due to justified reasons, the student may file a duly justified complaint before the board of examiners constituted according to the provisions of article 10.2 within a period of 3 working days, starting the day after the review is held. The complaint must be submitted in writing to the University General Register Office or to the faculty/school's auxiliary register office, addressed to the department director or the master's programme coordinator. A copy must be delivered to the departmental secretary's office or to the International School



for Postgraduate Studies (EIP), respectively.

2. The board of examiners may request the assessment reports and exercises it deems relevant from the teachers responsible for the course and shall base its decision on the criteria laid out in the course guide.

3. The board of examiners shall issue a reasoned decision on whether or not to approve the application within a maximum period of 5 working days, starting from the day after the end of the deadline for filing it. The administrative decision shall be posted on the respective noticeboard, without prejudice to its communication to the interested party electronically.

4. In relation to the development and management of the "Work Placement" or "Practicum" courses on degrees in which these are part of the curriculum, in order to guarantee the right to a grade review by a board of examiners, the student may file a duly justified complaint. Each faculty/school shall establish a complaints board annually, which shall be made up of examiners who are different from those who carried out the first assessment, to whom the students may address their complaints within the established deadlines.

Article 28. Appeals.

Students may appeal to the Rector to challenge the board's decision within one month from the day following notification thereof, thereby exhausting all administrative remedies.

SECTION VIII. CURRICULUM COMPENSATION

Article 29. Curriculum compensation. Eligibility.

1. Students who have only one course left to complete, excluding the undergraduate dissertation, may request curricular compensation to complete their respective undergraduate degree programme studies, provided they meet the following criteria:

- a) They are enrolled in the course which requires curriculum compensation.
- b) They have completed at least 60% of the curriculum of their degree programme at the UGR.
- c) They have used up at least four assessment sessions and have obtained a final grade equal to or greater than 3 points out of 10 in at least two of them.
- d) The number of credits of the course subject to curriculum compensation may not exceed 12 credits.

2. The credits corresponding to mandatory work placements and



undergraduate dissertations may not be compensated.

3. Applications for compensation shall be submitted to the faculty/school where the degree programme is taught, within the period established annually in the University's academic calendar, by means of a request addressed to the dean or director of the faculty/school.

4. The application for curricular compensation must be treated as a degree equivalency procedure, and thus, is excluded from the calculation of the remaining assessment sessions (*cómputo de convocatorias*). This means that it may be requested by the student regardless of whether or not they have used up the six assessment sessions established for a course, in which case compliance with the provisions of point 1.a) of this article shall not be required.

5. In exceptional cases, and provided that curriculum compensation has not been used during the undergraduate degree programme, students may apply for curricular compensation if they have only one course left to complete, excluding the master's dissertation, to finalise their studies. However, this only applies to Master's Degrees in Engineering or Architecture which, along with the respective undergraduate degree programme, qualify them for the regulated profession of Engineer or Architect and are equivalent to the "Engineer" or "Architect" programmes according to regulations prior to Spanish Royal Decree 1393/2007.

6. In the above-mentioned cases, credits corresponding to the mandatory work placement and the master's dissertation (TFM) shall not be eligible for curriculum compensation. In addition, the student must:

- a) Be enrolled in the course which requires curriculum compensation.
- b) Have completed at least 60% of the curriculum of their degree programme at the UGR.
- c) Have used up at least four assessment sessions and obtained a final grade equal to or greater than 3 points out of 10 in at least two of them.

Article 30. Board of examiners for curriculum compensation.

1. The board of examiners for curriculum compensation is an academic body which operates in all undergraduate degree programmes taught at the UGR. Its function is to assess, at the interested student's request, their overall aptitude to receive the degree certificate they are pursuing, even if they have not passed a course in the respective curriculum. A board of examiners for curriculum compensation shall be set up for each of the branches of knowledge.

2. The board of examiners for curriculum compensation shall be made up of:

- The Rector, or another person appointed by them, who shall act as



chairperson.

- The dean or director of the faculty/school to which the corresponding degree programme is associated, or another person appointed by them.
- A representative of the permanent doctoral teaching staff appointed by the Governing Council from among the teachers who are part of said Council, renewed each academic year, who will act as secretary. A representative of the teaching staff appointed by the Governing Council as a substitute to necessarily replace the previous representative, as a member of the board, on those occasions in which the board is considering compensation for degree programmes related to the department to which the member elected by the Governing Council belongs.
- Two permanent lecturers (who must be doctoral degree holders) per branch of knowledge of the degree programme that is subject to compensation, who shall be appointed annually by the Governing Council, as well as two substitutes for each of them. In addition to cases involving the justified impossibility of attendance, the substitutes shall act when the course for which compensation is requested is assigned to the department to which the full member elected by the Governing Council belongs.

3. The attendance of all the examiners shall be required for the compensation board to be constituted. The board shall be convened by the secretary and shall act at the latest within thirty working days following the end of the deadline for submission of applications, which shall be set annually in the University's academic calendar.

4. The teaching staff who have graded the student in any assessment session of the course for which compensation is being considered may not form part of the board.

Article 31. Criteria for the actions and functioning of the board of examiners for curriculum compensation.

1. The board of examiners for curriculum compensation shall assess the student's overall record.
2. Applications submitted shall be forwarded by the faculties/schools to the secretary of the board sufficiently in advance in order to comply with the deadline established in point 3 of article 30.
3. Under no circumstances may the board of examiners for curriculum compensation make the student carry out any assessment exercise to reach its decision.
4. If there is no unanimous agreement, a vote shall be taken, and the position that obtains a simple majority of votes shall be approved. In the event of a tied vote, the chairperson shall have the casting vote.



5. Minutes of the meeting of the board of examiners for curriculum compensation must be drawn up, stating the decision taken, which may only be favourable or unfavourable, and shall be signed by all of the members of the board. In the event that the decision is favourable, it must state that the course has been "Passed by compensation" (*aprobada por compensación*), and it will be included in the student's official academic transcript, bearing academic effects as of the date of the board's meeting. In the event that the decision is unfavourable, this circumstance shall also be reflected in the official academic transcript for information purposes.

6. The compensated courses may not be recognised in another degree. The "Passed by compensation" mark shall count as a grade of 5.0 in the official academic transcript.

7. The secretary of the board must communicate the decision taken in writing to the applicant and to the faculty/school's administrative service, so that it can be added to the student's official academic transcript, within ten days of the date of the decision. In the event that the decision is unfavourable, this shall be justified.

Article 32. Complaints.

Students may lodge a complaint against the board's decision with the Rector within a maximum period of one month following the date of communication thereof. Once the complaint is admitted for processing, it shall be passed on to the members of the board, who shall examine the file again and ratify or reject the decision within a maximum period of three months, after which the Rector shall issue an administrative decision in accordance with the board's proposal, which shall be binding. Once this period has elapsed without a decision having been taken, it shall be deemed that the complaint submitted has been rejected.

Article 33. Payment of fees.

Applications for compensation that are admitted for processing must, where applicable, be accompanied by the payment of any administrative fees that are established in the legislation in force.

First additional provision.

The Academic Committee, delegated by the Governing Council, is empowered to issue as many instructions as necessary for the enforcement of these Regulations.

Second additional provision.

Where the Spanish version of this text uses nouns of masculine grammatical



gender to refer to persons, positions or jobs, it should be understood that this is done merely for economy of expression, and that they are used generically regardless of the gender of the persons referred to, or of the holders of said positions or jobs, with strict equality in terms of legal effects.

Third additional provision.

References in the undergraduate degree programme validation reports to the UGR Regulations on Teaching Planning and Organisation of Exams, of 30 June 1997, with respect to the assessment of students, shall be understood to refer to these Regulations, once they come into force.

Fourth additional provision.

The teaching staff responsible for the courses shall follow the recommendations that the UGR has established for compliance with data protection regulations, especially in relation to the disclosure of grades and storage of assessment documents and materials.

Transitory provision. Studies not adapted to the European Higher Education Area.

The applicable regulations for UGR programmes which, upon completion, lead to the awarding of the degree certificates of *licenciado* (full undergraduate degree), *diplomado* (3-year undergraduate degree holder), *ingeniero superior* (full undergraduate degree in Engineering), *ingeniero técnico* (3-year undergraduate degree holder in Engineering), *arquitecto* (full undergraduate degree holder in Architecture), and *arquitecto técnico* (3-year undergraduate degree holder in Architecture), are the UGR Regulations on Teaching Planning and Organisation of Exams, approved by the UGR Governing Board in its session of 30 June 1997, up until these degree programmes are definitively discontinued.

Final provision.

These regulations shall come into force on the day after their publication in the UGR Official Gazette (BOUGR), except for what is contained in article 7.2, which shall apply in the second semester of the current academic year for courses that begin in said semester.