



UNIVERSITAT DE
BARCELONA

Regulations governing lifelong learning at the University of Barcelona

Approved by agreement of the Governing Council
on 1 March 2023





TABLE OF CONTENTS

TABLE OF CONTENTS2

INTRODUCTION5

TITLE I. GENERAL PROVISIONS6

 Article 1. Purpose and scope6

 Article 2. Definitions6

TITLE II. COMPETENCES AND RESPONSIBILITIES9

 Article 3. The Postgraduate Agency9

 Article 4. Coordinating centre or entity 10

 Article 5. Managing body 10

 Article 6. Partner organizations..... 11

 Article 7. Course direction and coordination 12

Title III. COURSE TYPES AND STRUCTURES 13

 Article 8. Course types 13

 Article 9. Structure of lifelong learning and other UB-specific courses..... 13

TITLE IV. COURSE PROPOSALS, APPROVAL AND MONITORING 14

SECTION 1. Proposal development..... 14

 Article 10. Competences with regard to course proposals, requirements and procedure..... 14

SECTION 2. Course approval 15

 Article 11. Course approval competences 15

SECTION 3. Course monitoring 16

 Article 12. Course monitoring 16

SECTION 4. Agreements with other universities, organizations or companies and interuniversity courses 16

 Article 13. Agreements with other universities, organizations or companies 16

 Article 14. Interuniversity courses 17

TITLE V. CERTIFICATES AND ACCREDITATIONS..... 17

 Article 15. Issue of certificates 17

 Article 16. Content and creation of certificates 18

 Article 17. Duplicates or modifications..... 18

TITLE VI. FINANCIAL MATTERS 20

SECTION 1. Course financial report 20

 Article 18. Financial report proposal 20

 Article 19. Approval of the financial report 20

 Article 20. Modifications to the financial report 20

SECTION 2. Budget execution..... 21

 Article 21. Responsibilities 21



Article 22. Overhead	21
Article 23. Financial management of courses.....	21
TITLE VII. COURSE PUBLICITY	22
Article 24. Course promotion	22
Article 25. Design of public information about courses.....	22
TITLE VIII. INTERNAL QUALITY MANAGEMENT AND ASSURANCE SYSTEM.....	23
Article 26. Internal quality management and assurance system	23
Article 27. Quality committees for UB-specific programmes	23
Article 28. Student opinion surveys	23
TITLE IX. TEACHING STAFF AND ADMINISTRATION AND SERVICES STAFF	24
Article 29. Teaching staff	24
Article 30. Administrative and services staff	24
TITLE X. COURSE ACCESS AND ADMISSION	24
Article 31. Competence	24
SECTION 1. Access to lifelong learning courses.....	25
Article 32. Access requirements for courses intended for students with a university qualification	25
Article 33. Access to courses intended for students with foreign-issued qualifications.....	25
SECTION 2. Admission to lifelong learning and other UB-specific courses	26
Article 34. Admission requirements and criteria	26
TITLE XI. ENROLMENT.....	26
SECTION 1. Enrolment system.....	26
Article 35. Competence	26
Article 36. Pre-enrolment	27
Article 37. Enrolment procedure	27
Article 38. Enrolment in courses with a modular structure and linked courses	27
Article 39. Enrolment fee	28
Article 40. Cancellation of enrolment.....	28
SECTION 2. Financial management of enrolment.....	28
Article 41. Enrolment fee payment.....	28
Article 42. Student insurance and extracurricular activities	29
TITLE XII. ACADEMIC RECORD MANAGEMENT	29
Article 43. Competence	29
Article 44. Recognition and validation of credits.....	29
Article 45. Assessment and grades	30
Article 46. Creation, signing and safeguarding of grades in exam records.....	30
Article 47. Review of grades and appeals	31
Article 48. Academic certificates.....	31



TITLE XIII. CODE OF ETHICS, COMPLAINTS AND APPEALS	32
Article 49. Code of ethics and code of conduct	32
Article 50. Complaints and appeals	32
Transitional provision	32
Repeal provision	32
First final provision: Authorization	32
Second final provision: Entry into force	32
APPENDIX 1: Templates for certificates and diplomas	33
1. ORDINARY CERTIFICATES	33
2. INTERUNIVERSITY COURSE CERTIFICATES	34
3. CERTIFICATES FOR COURSES WITH PARTNER ORGANIZATIONS OR COLLABORATING INSTITUTIONS	35
APPENDIX 2: Template for the certificate accrediting successful completion of modules	36

INTRODUCTION

The Postgraduate Agency was constituted by agreement of the provisional Governing Council on 11 November 2003 at the proposal of the Rector and in accordance with Article 46 of the University of Barcelona Statute, according to which the Governing Council may establish agencies for the direction and management of certain university-wide activities. It is the body in charge of ensuring the academic quality of postgraduate lifelong learning courses at the UB, answering to the University and to society as a whole for the rigour and transparency of the academic and financial criteria by which its courses are governed. Given the degree of autonomy at which it operates, the Agency must also ensure coordination between UB schools or faculties and other bodies of the University of Barcelona or the UB Group that offer lifelong learning courses.

The Postgraduate Agency has regulated lifelong learning at the University of Barcelona since its foundation in 2003, and has strived to improve the overall quality of these courses through the promotion of cross-disciplinarity and diversity. The first Regulations Governing Postgraduate and Extension Courses were formally approved by the Governing Council on 29 May 2013 and were modified on 15 January 2016 to meet the requirements established by the Bologna Declaration. The curricula have been defined based on the general guidelines for bachelor's and master's degrees, the courses structured into modules and credits, and student, teacher and manager opinion surveys have been incorporated as essential tools for course assessment. These factors form the foundation upon which the Postgraduate Agency has based its processes of continual monitoring and periodic review of UB-specific courses as a fundamental part of the internal quality management and assurance system.

The importance of lifelong learning in association with universities was set forth in the Bologna Declaration, which defines lifelong learning as 'all learning activities undertaken throughout life with the aim of improving knowledge, skills and competences, within personal, civic, social or employment-related perspectives.' Accordingly, the University encourages the transfer of knowledge to the business world so that it can be applied in the various productive sectors of the economy. At the same time, the UB values the fact that the degrees it awards and lifelong learning courses it offers are, in general, vehicles for transmitting scientific and cultural competences and knowledge to citizens – competences and knowledge gained through the academic quality that only a university can offer and which are necessarily academically valid, professionally useful and personally enriching.

In this context, the preliminary draft of the Organic Law on Universities, the Organic Law of the University System (LOSU) of 2022 and the publication of Royal Decree 822/2021 of 28 September stipulating the organization of university education and quality assurance procedures establish lifelong learning as an essential dimension of university teaching and set out road maps for knowledge transfer and connection building between the professional sphere and the university in continuing professional and personal development processes for every member of society.

Specifically, Royal Decree 822/2021 constitutes the first basic regulation governing lifelong learning conducted by universities and the quality assurance procedures to be followed. It regulates this key area of education in the aspects through which universities demonstrate their social commitment, leaving a wide margin for flexibility, but providing a bases for standardizing the structure of this type of training and introducing the culture of quality assessment in these courses.

The Royal Decree establishes that universities can offer courses leading to the award of their own degrees, including lifelong learning courses, and that they can do this through a variety of educational modalities, such as lifelong learning master's degrees, specialization and expert courses, and university microcredentials or other short-term courses. It unifies the names of unregulated education that universities might offer, with special emphasis on the introduction of the Lifelong Learning Master's Degree, with a course load of 60, 90 or 120 credits. It also establishes the development of an internal



quality management and assurance system and defines microcredentials, which are being developed all over Europe.

Given the above, it has become necessary to modify the Regulations Governing Postgraduate and University Extension Courses approved by the Governing Council on 29 May 2013 and amended on 15 January 2016 in order to adapt it to the provisions of LOSU 2022 and RD 822/2021. To this end, the Governing Council of the University of Barcelona approves the following modification to the regulations in effect up to now.

TITLE I. GENERAL PROVISIONS

Article 1. Purpose and scope

1. The purpose of these regulations is to govern the organization of lifelong learning courses at the University of Barcelona offered in accordance with Articles 36 and 37 of RD 822/2021 of 28 September, which establishes the organization of university instruction and the quality assurance procedure.

2. The regulation is applicable to students enrolled in lifelong learning courses and all of the academic and administrative staff that take part in the organization and teaching of those courses.

Article 2. Definitions

1. Executive Council of the Postgraduate Agency

The Board of Directors of the Postgraduate Agency, at the proposal of the Agency director, appoints the Executive Council to oversee the approval of course proposals and matters related to the academic and financial management of approved courses. The members and functions of the Executive Council are governed by the Regulations of the Postgraduate Agency.

2. Coordinating centre or entity

Coordinating centres or entities are authorized by the competent governing body of the University of Barcelona to provide lifelong learning courses. They include University faculties and schools, the Institute for Professional Development (IDP), the Institute for Lifelong Learning (IL3), centres affiliated with the University of Barcelona as well as other entities of the University of Barcelona and the UB Group.

3. Managing body

The management of lifelong learning courses is the responsibility of the coordinating centre. However, in some cases, this function may be taken on by an outside entity.

Managing bodies other than the coordinating centre include:

- a) The Institute for Lifelong Learning of the University of Barcelona, which, in addition to being a centre with the capacity to promote the courses it coordinates, may assume the management of courses coordinated by other UB centres.
- b) The Josep Finestres Foundation.
- c) Other UB Group entities authorized by the competent governing body of the University of Barcelona.

4. Course director



The course director is the person responsible for directing and, in some cases, coordinating the course. He or she must be an active lecturer at the University of Barcelona. The course may have other co-directors who may be lecturers from other universities, renowned professionals in their fields or members of social or business entities and organizations. However, only the lead director is authorized to sign exam records, authorize payments and perform any of the other duties inherent to the position of course director.

5. Coordinator

Courses may have one or more designated coordinators to assist the director in the tasks assigned to them, focusing mainly on organizational and student support matters.

6. Tutor and tutoring sessions

UB-specific courses may have different types of tutors and tutoring sessions: guidance and orientation tutors and placement tutors and academic module and master's degree final project tutoring sessions.

- a) Guidance and orientation tutors advise students and guide them from the time they access the course; they provide academic orientation, facilitate learning, motivate and, in some cases, offer personalized occupational and academic counselling.
- b) Placement tutors track students' monitoring data and oversee their progress and work performance. They also provide guidance, solve problems and help students overcome challenges throughout the placement period. Tutors may be internal, from the course, or external, from the company itself.
- c) Academic module tutoring sessions are given by the teaching staff of specialist courses and aim to complement lecture sessions, if necessary, by answering students' questions regarding the application of the knowledge and skills taught in the module.
- d) Final project tutoring sessions aim to advise and guide students on matters related to their final projects so that knowledge generated in the academic setting can be applied in professional settings.

7. Teacher

A teacher is anyone who delivers or develops content in any teaching modality, including members of academic teaching staff, professionals or members of administration and services staff.

8. Course modalities

Courses may be delivered in the following modalities:

- a) Face-to-face: These courses are delivered in a physical space in which teachers and students meet at a predetermined time for a predetermined period of time. They therefore require a schedule and the synchronized attendance of both teachers and students. If the course allows it, some students may participate in face-to-face courses remotely by connecting by means of a video-conferencing tool during the scheduled face-to-face sessions.
- b) Remote or online: These courses are delivered by means of tools and virtual environments that imply a physical separation between teachers and students. They may be synchronous or asynchronous.



- c) Blended learning: These courses combine face-to-face and remote learning and take advantage of the benefits of both modalities. Face-to-face sessions must account for between 30 and 80% of course hours.

The teaching modality of each course must be stated in the course proposal formally approved by the Postgraduate Agency.

9. Corporate training courses

Corporate training courses are organized by companies or institutions who wish to provide training to their employees. Only employees are eligible for these courses; they are not open to the general public.

10. Fellowship courses

In fellowship courses, a small number of students undergo an immersion programme in a healthcare, organizational or institutional setting in order to acquire and consolidate new knowledge, both theoretical and practical, under the guidance of the institution's professionals.

11. Recognition

Recognition is the University of Barcelona's acceptance of a student's previous training and education for application towards the award of a UB-specific qualification. If the recognition is based on credits obtained in other UB-specific courses, it may include the grade received in the original module.

12. Validation

Validation is the process by which the University of Barcelona acknowledges previous professional experience in the form of academic credits to allow the student to access a course and pursue the corresponding UB-specific course.

13. Overhead

Overhead constitutes the funds that must be withheld from the general revenue generated by lifelong learning and other UB-specific courses. The overhead percentage and any possible exceptions are established annually in the budget execution guidelines which accompany all budgets issued by the University of Barcelona.

14. Teaching period

The teaching period includes only the period in which classes are taught.

15. Academic period

The academic period includes the teaching period as well as any other academic activities such as tutoring sessions, placements, exams and assessments, student monitoring, and the preparation and defence of final projects.

16. Fixed course

A course is considered fixed once it has been given three times and no changes have been made to the name of the course, the modules or any courses that are integrally linked to it nor to the number of credits that it carries.

17. Microcredential

A microcredential is a certification of transparent and clearly defined practical and professionalizing training results (knowledge, skills and competences).

18. Internal quality management and assurance system

The internal quality management and assurance system for lifelong learning courses and other UB-specific courses consists of the process of periodic oversight, review, monitoring and evaluation for the purpose of improving management and other quality assurance processes in accordance with European standards and guidelines. It involves analysing the results of quality indicators and evidence in order to review and improve courses and their development and all of the management systems involved.

TITLE II. COMPETENCES AND RESPONSIBILITIES

Article 3. The Postgraduate Agency

The functions of the Postgraduate Agency are:

1. To define the procedure for establishing the University of Barcelona and the UB Group's course offerings in lifelong learning and other UB-specific courses in order to ensure their academic quality and their responsiveness to the needs of society.
2. To propose transparent parameters and criteria for the financial management of lifelong learning and other UB-specific courses.
3. To analyse the current course offerings to detect any possible dysfunctions in the UB Group's courses, such as excess supply, overlaps, gaps or inconsistencies and to ensure that they are in line with training needs and internal and external demand, considering the range of university master's degrees offered.
4. To organize the implementation of lifelong learning courses and other UB-specific courses.
5. To establish the academic criteria and the procedure for analysing proposals for lifelong learning courses and other UB-specific courses.
6. To propose the financial criteria that should regulate the various activities related to lifelong learning and other UB-specific courses.
7. To establish the procedure for processing proposals for lifelong learning and other UB-specific courses as well as the protocols required to most suitably manage them.
8. To approve lifelong learning and other UB-specific course proposals submitted by coordinating centres or entities under the terms established by delegation of both the Governing Council of the University of Barcelona for academic approval and the Board of Trustees for financial approval, or to forward them to those bodies for evaluation and possible approval if necessary.
9. To ensure the implementation of a constant monitoring and periodic review process for the lifelong learning master's degree and other UB-specific courses as part of the internal institutional management and quality assurance system in conjunction with the Policy and Quality Agency and in joint responsibility with the coordinating centres.
10. Any other function or duty delegated to it by the Governing Council or Board of Trustees.



Article 4. Coordinating centre or entity

The functions of the coordinating centre or entity are:

1. To evaluate, preliminarily approve and process course proposals to be submitted to the Postgraduate Agency for definitive approval.
2. To manage the enrolment process, the validation of required qualifications for access and, if necessary, access authorizations for students with foreign-issued degrees.
3. To handle the academic management of the course (producing academic records, entering grades in the academic management system, requesting the award of degrees, issue of certificates, etc.).
4. To archive and safeguard course-related academic documentation.
5. To administer course evaluation measures.
6. To ensure course quality and monitoring and suggest improvements based on course evaluations or upon the request of the Postgraduate Agency.
7. To inform students of the services they are entitled to and provide access to those services.
8. To attend to complaints and appeals and, if necessary, to convey them to the competent authorities.
9. Any other functions assigned to it under applicable regulations.

Article 5. Managing body

1. The course management functions listed in this section are the responsibility of the coordinating centre. Nevertheless, in the event that a course is managed by an entity other than the coordinating centre, the functions of that managing body are:

- a) To accept the management of the courses.
- b) To inform and support students and undertake to promote and publicize courses, if applicable, in accordance with the criteria established by the entire UB Group.
- c) To collect access documentation and ensure that students correctly complete course enrolment forms and pay enrolment fees.
- d) To be responsible for the financial management of the course (payment of teaching staff, management of incidental expenses, promotion, etc.).
- e) To be responsible for verifying the authorization of the financial management of the course, taking into account, in addition to the items included in the financial report for the course, the list of eligible expenses provided for in budget execution guidelines, instructions from management, the Office for Internal Control and, if applicable, the internal control systems of the UB Group entity acting as the managing body.
- f) To provide logistic support for the organization of the course (coordination of teaching staff, premises, placements, and collaborations with teaching staff from outside the University of Barcelona).



- g) To be responsible for the financial settlement for the courses.
- h) To keep the coordinating centre promptly informed of all events that may affect it if the managing body is not part of the centre.
- i) Any other functions assigned to it under applicable regulations.
- j) Any other functions delegated to it by the coordinating centre.

2. To ensure the effectiveness and efficiency of the system, the Postgraduate Agency may establish a minimum number of students or courses that each centre must host in order to be able to act as a managing body and, if necessary, delegate the management of the courses to another entity within the UB Group.

Article 6. Partner organizations

1. Partner organizations are those that, within the framework of a collaboration agreement or contract, participate in the organization, management or delivery of lifelong learning or other UB-specific courses run by a UB faculty or school or an entity of the UB Group.

2. The agreement or contract must explicitly state that the coordinating centre for the course and, ultimately, the Postgraduate Agency may monitor the partner organization's participation, specifically through inspection, audit and follow-up, if required.

3. The University of Barcelona receives a percentage of the enrolment or registration fees applied to the prices of the courses formally approved by the UB for overhead. This stipulation must be stated in the signed agreement and must be consistent with the general provisions of the UB's budget execution guidelines.

4. All amounts payable to the University must be reflected in the agreement or contract signed with the company or institution. For agreements or contracts signed by entity members of the UB Group that act as the coordinating centre and managing body for courses, the amounts reflected in the agreements or contracts will be payable to that entity.

5. Quality assessment processes for UB-specific courses with external management must be undertaken in accordance with the UB's internal quality management and assurance system established in these regulations.

6. The coordinating centre for the course is responsible for choosing, monitoring and following up on the partners that collaborate in UB-specific courses. It must also ensure that information about the course made publicly available through the website and other media is correct, does not mislead or generate false expectations, and makes correct use of the University of Barcelona brand and logos.

7. Before approving lifelong learning or other UB-specific courses involving the collaboration of a partner, the Postgraduate Agency will review the partner's compliance with the following general considerations based on information provided by the coordinating centre or partner organizations:

- a) The academic and research quality of the entity
 - The academic or research reputation and background of the institution partnering in the course.
 - Professional and academic backgrounds of the teachers (doctors, university degree holders, professionals).



- b) Infrastructure
 - Face-to-face: The teaching facilities must be deemed suitable before the course is initially offered or if the physical space is changed.
 - Remote: As stated in the agreements with partners, a password for the virtual space must be provided to ensure that it functions adequately for teaching purposes.
- c) Integrated quality system
 - Information about the internal management and quality assurance system will be reviewed, as will documentation on feedback surveys and results, if applicable.
- d) Financial criteria
 - As a general criterion, the coordinating UB centre will be responsible for the financial management of the courses. In any case, both the financial criteria established by the University of Barcelona and those established by the coordinating centre or managing body of each course must be applied regarding the budget and the implementation of the course.

8. If so stipulated in the agreement or contract, partner organizations may assume some of the functions of the managing body described in Article 5.

Article 7. Course direction and coordination

1. The functions of the course director are:

- a) To manage and coordinate course activities.
- b) To draw up the study plan and ensure that it is followed.
- c) To ensure that the information in publicity materials and the information provided for the course is accurate and consistent with the approved course characteristics and to collaborate in publicizing the course.
- d) To prepare and submit course proposals to centres.
- e) To authorize student enrolment.
- f) To attend to students.
- g) To supervise and monitor curricular practices.
- h) To report student requests to drop from the course.
- i) To handle students' recognition and credit validation requests in accordance with the guidelines of the coordinating centre.
- j) To manage and coordinate the quality assurance committee for the UB-specific courses.
- k) To authorize payments for expenses incurred through the execution of the course in keeping with the formally approved budget.
- l) To sign exam and grade records and amendments to exam and grade records, as needed, and to archive evidence of evaluations.



m) To sign the certificates and duplicate certificates of the courses directed.

Any other functions assigned to them under applicable regulations.

2. In courses with a coordinator, the functions of the course director fall to the course coordinator, except for those described in sections i, j, k, l and m.

TITLE III. COURSE TYPES AND STRUCTURES

Article 8. Course types

Depending on the study load and access qualifications, the courses can be:

- a) Lifelong learning master's degree. This degree has a study load of 60, 90 or 120 credits. It is equivalent to level 7 of the European Qualifications Framework (ECF) and level 3 of the Spanish Qualifications Framework for Higher Education (MECES). It is intended for students with a university qualification and culminates in the award of a lifelong learning master's degree certificate.
- b) Specialization course. This course has a study load of between 30 and 59 credits. It is intended for students with a university qualification and culminates in the award of a specialization diploma.
- c) Expert course. This course has a study load of between 15 and 29 credits.
 - Students with a university qualification, will receive an expert diploma upon completion.
 - Students without a university degree will receive an expert certificate upon completion.
- d) Advanced university course.
 - With a study load of fewer than 15 credits, it is intended for students with or without a university qualification and culminates in the award of an advanced university certificate.
 - With a study load of 30 credits or more, it is intended for students without a university qualification and culminates in the award of an advanced university diploma.
- e) University microcredential. This course has a study load of fewer than 15 credits. It is intended for students with or without a university qualification. It culminates in the award of a university microcredential certificate.

Article 9. Structure of lifelong learning and other UB-specific courses

1. All courses must be structured into modules, which must be worth a whole number of credits and a minimum of three. Modules to be accredited as an academic unit must have a minimum of five credits.

2. It is possible to enrol in independent modules that make up part of lifelong learning or other UB-specific courses with authorization from the course director.

3. The lifelong learning master's degree programme must necessarily include a module specifically for the preparation of the master's degree final project. Receiving a passing grade in this module does not, in any case, entail the award of any certificate or specific accreditation. It is merely one of the degree or accreditation requirements.



4. A lifelong learning master's degree programme may be made up of courses leading to a specialization diploma, expert diploma or advanced university diploma, which may be taken independently. In this case, in order to obtain a lifelong learning master's degree certificate, the student must pass all the modules corresponding to the specialization courses, expert courses or advanced university courses, in addition to the modules specific to the master's degree itself.

5. A specialization course may be made up of courses leading to an expert diploma or advanced university diploma, which may be taken independently. In these cases, it must also include a complementary module.

6. The courses that make up a lifelong learning master's degree programme or a specialization course may not have other courses linked to them and, therefore, may not have any internal structure beyond the modules.

TITLE IV. COURSE PROPOSALS, APPROVAL AND MONITORING

SECTION 1. Proposal development

Article 10. Competences with regard to course proposals, requirements and procedure

1. The coordinating centres defined in Article 2 of these regulations may propose lifelong learning and other UB-specific courses. These centres must coordinate the internal mechanisms necessary to allow their members to submit proposals.

2. The delegate or director of the centre or entity that develops the proposal will submit it to the Postgraduate Agency.

3. The Postgraduate Agency establishes the procedure for processing course proposals and the protocols necessary to define how they are best managed. Proposals are processed only through the computerized form provided by the Postgraduate Agency.

4. For fixed courses, an approval procedure may be established that encompasses several iterations of the course and, within that period, the centre need only submit a data update document, which will be approved by means of an abridged procedure.

5. The Executive Council of the Postgraduate Agency, by delegation of the Governing Council and Board of Trustees for courses that meet the criteria for delegated approval, will approve the course proposals submitted to it as it deems appropriate. It will forward proposals that do not meet the criteria described herein to the Board of Trustees for evaluation and possible approval.

6. Proposal must include at least the following information:

a) Academic report

- Course identification: type, name, credits, managing body, teaching modality, coordinating centre and director and, if applicable, coordinator.
- Express acceptance of the managing body for courses managed by an institution other than the coordinating centre.
- Course organization: structure, academic courses, credits, beginning and end of the teaching period, beginning and end of the academic period, pre-enrolment, objectives, admission



requirements, location of classes, subject areas, collaborations, information about director(s) and, if applicable, course coordinator(s).

- Teaching guide: learning objectives, competences, subject matter, teaching method, teaching activities, assessment and grading criteria and systems, basic information sources and list of most relevant teaching staff in terms of academic or professional background.

b) Financial report

- Initial budget of foreseen revenue and expenses.
- If the financial report does not meet the financial criteria for the course approval process established by delegation of the Board of Trustees for the Postgraduate Agency, a rationale for non-compliance with these criteria must be attached.

c) Self-reporting on the internal quality management and assurance system

- If the course has been given previously, the coordinating centre must submit an internally produced report on developments and proposals for improvement.

7. The approval of the course triggers the initialization of the management mechanisms that support enrolment or pre-enrolment, financial management, publication of the course on the institutional website of the University of Barcelona and the activation of the virtual campus. Publication on the website formally confirms that a coordinating centre's course proposal has been approved.

SECTION 2. Course approval

Article 11. Course approval competences

1. All lifelong learning courses, regardless of the degree or qualification they culminate in, are initially approved by the Postgraduate Committee or by an ad hoc committee of the coordinating centre.

2. The Postgraduate Agency prepares an approval proposal, which is forwarded to the Vice-Rector's Office responsible for UB-specific courses and submits it for the consideration of the Executive Council of the Postgraduate Agency, which will grant final approval by delegation of the Governing Council and the Board of Trustees if deemed appropriate.

3. If a course receives a negative evaluation from the Executive Council of the Postgraduate Agency, the course may be remodelled, restructured or remain rejected.

4. The financial approval of courses is granted by the Board of Trustees. The Agency is authorized to approve courses that meet the criteria established in the delegation agreement. Courses that do not meet the criteria are submitted to the Board of Trustees for evaluation and possible approval.

5. The list of courses approved at the meetings of the Executive Council held since the previous Board of Directors meeting must be reported at the ordinary meetings of the Postgraduate Agency's Board of Directors.



SECTION 3. Course monitoring

Article 12. Course monitoring

Definitively approved courses must undergo a process implemented by Postgraduate Agency that consists of verifying compliance with the provisions of these regulations and the quality criteria established in the internal quality management and assurance system, the adequacy of the information made public in terms of the content and characteristics of each course, and the course's compatibility with the University's official degree programmes and general course offerings. This continuous monitoring and periodic review process is the same across all centres and all UB-specific courses.

SECTION 4. Agreements with other universities, organizations or companies and interuniversity courses

Article 13. Agreements with other universities, organizations or companies

1. Agreements linked to a lifelong learning master's degree or other UB-specific course can only be entered into if this condition is explicitly stated in the course proposal.
2. Agreements can be established with other universities, Spanish higher education centres or universities outside Spain or with public institutions or companies.
3. Agreements are proposed by the individuals responsible for the course and approved the dean or the director of the centre or entity concerned. Proposals must be entered into the agreement management application, in accordance with the instructions regarding the procedure for processing, validation and authorization of agreements prior to signing.
4. A draft agreement must be submitted with the course proposal or earlier so that it can be approved through established procedures. As an exception, if justified, the draft can be added after the proposal approval process is underway, but all agreements must always be signed before the beginning of the pre-enrolment or enrolment period for the course.
5. If the collaboration is to be included in the certificates issued to students, this intention must be stated in the collaboration agreement along with the name of the partner organization as it should appear on such documents.
6. If the course proposal includes curricular placements, these placements must be formalized by means of a collaboration agreement signed by the University of Barcelona and the company or institution in which the placement will take place in accordance with the procedure established by the UB for this type of agreement.
7. For courses managed by a UB Group entity, and if that entity also serves as the coordinating centre, the entity in question can sign the collaboration agreement as per its own formally established procedure.
8. For student placements, students must enter into an exclusively academic relationship with the company or institution in which they are placed and must never be employees. Therefore, they must be officially enrolled in the corresponding course.
9. The Student Support Service or any other unit responsible for the procedures related to the aforementioned agreements to be signed by the University of Barcelona will handle agreements of this type.



Article 14. Interuniversity courses

1. Interuniversity courses can be organized with other universities with compatible legal frameworks that culminate in a joint qualification issued by all participating universities. An agreement must be signed in these cases.
2. The agreement must specify the university responsible for handling enrolment, maintaining student records and issuing certificates.
3. Course proposals of this type must follow the standard proposal and approval procedure established above.
4. However, for interuniversity courses with a formal agreement stating that the University of Barcelona is not responsible for any type of management role or issue of certificates, the computerized form established by the Postgraduate Agency does not have to be used for submission of the proposal.

In this case, once the coordinating university has approved the course, the approved report will be sent to the UB centre to which the course is linked. The Postgraduate Committee or ad hoc committee of the coordinating centre will preliminarily approve the University of Barcelona's participation in the course and submit the documentation from the dean's office or centre or entity's management to the Postgraduate Agency for approval. The specific documentation in the procedure established to this effect must always be submitted to the Postgraduate Agency so that it can formally approve the course before the academic period begins.

5. The Executive Council of the Postgraduate Agency will review the documentation and approve it if it meets the established criteria.

TITLE V. CERTIFICATES AND ACCREDITATIONS

Article 15. Issue of certificates

Certificates for lifelong learning and other UB-specific courses are issued by the University of Barcelona under Article 34 of the Organic Law of the University System and Articles 36 and 37 of Royal Decree 822/2021.

1. The Academic Management service of the University of Barcelona issues the documents certifying that the student has passed the lifelong learning or other UB-specific course.
2. In order to issue these certificates, the coordinating centre must use the standardized form to draw up a certificate listing the students to whom certificates are to be issued and send it to the Academic Management Service. The certificate must state the name and date of approval of the course, the type of certificate, the name of the document to be issued, and the date and number of credits that must appear on each document to be issued. It must also state whether any collaborations authorized by agreement must appear on the document. The coordinating centre must confirm the validity and the adequacy of the wording in the agreement that indicates that the collaboration will be included on the certificate itself.
3. Enrolled students can only receive their certificates once they have successfully completed all of the modules that make up the course. Partial certification will not be awarded to students who have not completed the required modules. Nevertheless, students may receive a certificate verifying the credits earned in the modules they have successfully completed.



4. The procedure for issuing certificates is initiated upon the course director's request. Administrative approval from the coordinating faculty or centre is required after completion of the verification process confirming that the student has met all the access requirements and passed all the necessary credits.
5. All certificates must be signed by the Rector, the course director(s) and the student. The secretary of each faculty or centre is responsible for safeguarding issued certificates and recording their delivery to the student. The Academic Management Service establishes the procedure for taking reception of certificates.
6. Should the course director retire, die or become gravely ill, thereby being unable to sign the certificates, the dean or director of the coordinating centre or entity will appoint someone else to sign them.
7. The issue of joint certificates between two or more universities is governed by the provisions to this end contained in the agreement signed by the universities.

Article 16. Content and creation of certificates

1. The template for certificates and diplomas for lifelong learning and other UB-specific courses is included as Appendix I of these regulations.
2. The text must remain as presented herein and can only be modified to include a collaborating institution for courses organized by means of specific agreements authorized by the Rector of the University of Barcelona.
3. The language in which certificates are issued and their translations are established by the Language Policy Committee.
4. All certificates must bear the name of the course and the number of credits it consists of.
5. In courses structured in modules and that have defined this structure in the formally approved course proposal, a document can be requested from the coordinating centre which accredits the successful completion of each module worth five or more credits. This document will be issued upon request from the student and must follow the model provided as Appendix 2 of these regulations.
6. Certificates issued by UB Group entities must coincide as much as possible with the established templates. These entities must maintain an updated register of the certificates issued.

Article 17. Duplicates or modifications

1. When a student requires the issue of a duplicate certificate or a modification must be made to an existing certificate due to a cause attributable to the student, a request must be submitted along with a document-supported reason for the duplicate or modification. The following items must be attached to the request:
 - a) To make a change in a name or surname: original certificate or diploma and documentation certifying the change requested.
 - b) Lost document: sworn statement of loss.
 - c) Deteriorated document: original certificate or diploma.
2. In addition, the student must pay the following fee:



- a) For certificates awarded for courses consisting of 15 credits or more: the fee established for each course by the Government of Catalonia's decree on fees for duplicate copies of official master's degree certificates.
- b) For certificates awarded for courses consisting of fewer than 15 credits: the fee established for each course by the Government of Catalonia's decree on fees for the issue of academic certificates.

3. Duplicates must include the following statement: 'Duplicate of [certificate/diploma] issued on [date] with full effect from the date of issue.'

4. The date of issue that must appear on duplicates of certificates must always be the date on which the fee for the duplicate is paid.



TITLE VI. FINANCIAL MATTERS

SECTION 1. Course financial report

Article 18. Financial report proposal

1. The course proposal must at least include a financial report containing a preliminary budget specifying the foreseen revenue and expenditures for the items included in the course proposal application, plus the eligible expenses stipulated in the University's general regulatory framework and the guidelines issued by the Management and the Office for Internal Control, as well as in the internal guidelines of the UB Group entity acting as the managing body or coordinating centre. If the course is linked to a chair or minor chair formally approved by the UB, it can be co-funded with part of the revenue.
2. The budget must necessarily ensure the preliminary financial viability of the course. Any deficit that may occur upon the financial settlement of the course will be assumed by the managing body.
3. The proposal for the financial report is prepared by the lead director of the course, coordinating centre or managing body using the computerized form made available for this purpose by the Postgraduate Agency. The proposal must meet the financial criteria established by the Board of Trustees in its delegation of the duty of financially approving proposed courses to the Postgraduate Agency. If these criteria are not met, a justification for non-compliance must be attached.
4. For courses that include other specialization courses, expert courses or advanced university courses, a single financial report must be submitted that reflects the enrolment revenue budget for each of the courses that comprise it and a single list of expenses.

Article 19. Approval of the financial report

1. The financial report is initially approved by the Postgraduate Committee or ad hoc committee of the coordinating centre. The Executive Council of the Postgraduate Agency definitively approves the reports by delegation of the Board of Trustees. Reports that fail to meet the established financial criteria are forwarded to the Board of Trustees with the required information for evaluation and possible approval.
2. Courses for which a grant or financial subsidy has been requested from public administrations or other public or private entities may be conditionally approved if a strong enough rationale is provided for the granting of the subsidy. In this case, the effective delivery of the course will depend on the firm commitment of the subsidizing entity and student enrolment numbers that will guarantee the viability of the course.

Article 20. Modifications to the financial report

1. A centre may submit a request for modifications to the initially submitted financial report for approval by the Agency. The Agency will only accept requests for modifications that affect the hourly rate of pay for the teaching staff; the distribution of hours between the teaching staff from the University of Barcelona and from the collaborating institution; the amount of remuneration for management, coordination or tutoring sessions; or enrolment fees. Therefore, changes to entries for general expenses need not be submitted as a modification. These modifications must be communicated to the Postgraduate Agency with a formal explanation of the changes by the course director and a document confirming the approval of the managing body. The Agency will evaluate and possibly approve the modifications by delegation of the Board of Trustees or forward them to the Board of Trustees for further evaluation.



2. Increases or decreases in expected revenue do not necessarily require the submission of a request for a budget modification. However, decreases in expected revenue may result in a deficit that the managing body will have to assume.

SECTION 2. Budget execution

Article 21. Responsibilities

1. The coordinating centre will be responsible for the obligations inherent to the financial management of the courses, ensure that the goods and services appearing in the financial report are necessary for the course, and verify that the goods and services are provided on time, are of acceptable quality and are appropriately distributed.

2. If the coordinating centre and the managing body are not the same organization, the latter will assume these obligations.

3. Centre administrations or similar entities are responsible for monitoring budget execution.

Article 22. Overhead

1. The withholdings that are applied to the income generated by courses, as well as the possible exceptions to this application, are established annually in the budget execution guidelines which are provided with the budget of the University of Barcelona.

2. Any possible exceptions to the withholding percentage established in the execution guidelines are regulated by the provisions included in the guidelines.

Article 23. Financial management of courses

1. The deadlines for the financial settlement of the courses and the distribution of any surpluses that they generate are established in the budget execution guidelines which are provided with the budget of the University of Barcelona.

2. Once the financial reports for the courses have been formally approved, the Finance Department will allocate a percentage of the expense credits with which the necessary expense files can be opened to launch the course. The specific percentage and the procedure for its authorization are established in the budget execution guidelines.

3. Upon receipt of official notification of the award of a grant, 100% of the corresponding expenditure appropriations must be made available immediately.

4. Once all the enrolment fees have been collected and settled, the relevant unit of the Finance Department will notify the course's managing body of the financial results and will increase the expense budget up to the corresponding amount.

5. Students who have formalized applications for grants from the administration or from any other public institution or centre in which the grant is to be paid directly to the University are subject to the following conditions:

The amount granted will be automatically deducted from the amount to be paid if the award has already been granted at the time the student makes payment.



Otherwise, the student must pay the full amount and, if the grant is subsequently awarded, the corresponding proportion will be returned to the student as soon as the University of Barcelona or any other entity of the UB Group acting as a managing body is made aware of it.

6. In order to pay the staff involved in the course, the Management of the University of Barcelona must establish suitable mechanisms.

7. Expenses are stipulated in the budget execution guidelines and in the guidelines issued by UB Management or the Internal Control Office, in addition to those contained in the budget included in the formally approved course report.

8. Inventoriable material acquired from the course budget becomes part of the University's assets, although, for the duration of the course, the use of this material is reserved primarily for the tasks performed in the the course for which it has been acquired. Inventoriable material acquired with the fiscal identity number (CIF) of UB Group entities that act as managing bodies becomes part of the assets of those entities.

TITLE VII. COURSE PUBLICITY

Article 24. Course promotion

1. The Postgraduate Agency is responsible for publishing the lifelong learning master's degrees that have been formally approved on the institutional website.

2. Courses are linked to a maximum of three knowledge areas of those established in Appendix 1 of RD 822/2021. These knowledge areas are proposed by the course director using the computerized proposal form. The area listed first is considered preferential.

3. No course publicity or promotion may be undertaken until it has been formally approved by the Executive Council of the Postgraduate Agency. Any exceptions will be approved by the Postgraduate Agency.

Article 25. Design of public information about courses

1. Any possible confusion with University bachelor's and master's degree studies must be avoided in all dissemination or publicity actions.

2. Any publicity actions undertaken by organizations outside the University of Barcelona must follow UB regulations regarding the UB corporate image and use of the UB logo, and authorization must be requested from the Secretary General's Office using the procedure established for that purpose.

3. Institutions outside the University of Barcelona or outside any of the entities that make up the UB Group with a formal agreement with the UB may promote the courses referred to in the agreement under the conditions established therein. Authorization from the Secretary General's Office is required in all cases by means of the procedure established for that purpose.



TITLE VIII. INTERNAL QUALITY MANAGEMENT AND ASSURANCE SYSTEM

Article 26. Internal quality management and assurance system

1. The Postgraduate Agency is in charge of the process of monitoring, continuous improvement and periodic review of master's degrees and other lifelong learning courses as a fundamental part of the internal quality management and assurance system (SGIQ).
2. The Postgraduate Agency will cooperate with the coordinating centres to collect quality indicator data and evidence in order to review and improve courses and verify that they meet all the requirements stipulated in the relevant regulations.
3. The Agency for Policy and Quality supports the design, implementation and review of the SGIQ, in coordination with the Postgraduate Agency, which undertakes the monitoring process in accordance with Article 12 of these regulations.
4. If a centre would like to register a lifelong learning master's degree in the Spanish Registry of Universities, Centres and Qualifications (RUCT), the Postgraduate Agency will provide support in the preparation of the mandatory quality report, in accordance with the provisions of Article 37 of RD 822/2021.

Article 27. Quality committees for UB-specific courses

1. Each course must have a quality committee responsible for drafting the general self-report included in the course proposal mainly for the purpose of documenting improvement plans and actions.
2. The quality committee must be made up of at least the course director, the course coordinator and a member of teaching staff for the course. The composition of each committee must be stated in the computerized form for the submission of course proposals.
3. In courses managed by a UB Group entity, this committee is made up of at least the course director and the academic director of the managing body.

Article 28. Student opinion surveys

1. Student opinion surveys are mandatory for all lifelong learning master's degree and other UB-specific courses that are subject to the SGIQ.
2. If student surveys from the last time a course was given are not submitted or if no reasons for why they have not been submitted are provided, the repeat offer of that course cannot be approved.
3. The Postgraduate Agency may establish other monitoring and control systems for courses whose characteristics inhibit the use of a student opinion survey.
4. For courses managed by entities other than UB centres, alternative systems of opinion collection may be established provided their design guarantees that sufficient information is obtained to determine the opinion of the students enrolled in the course.



TITLE IX. TEACHING STAFF AND ADMINISTRATION AND SERVICES STAFF

Article 29. Teaching staff

1. As a complementary activity to their regular responsibilities, the teaching staff of the University of Barcelona may collaborate in the organization and delivery of lifelong learning and other UB-specific courses.
2. This work may be remunerated if it is not part of the member of teaching staff's regulated academic duties. The remuneration structure and any conflicts that the work carried out by the teaching staff in lifelong learning and other UB-specific courses might entail are subject to the provisions established in the applicable legal framework.
3. Under no circumstances may a person be a teacher and a student on the same course.

Article 30. Administrative and services staff

1. As a complementary activity to their regular responsibilities, the administrative and services staff of the University of Barcelona may collaborate in the organization and delivery of lifelong learning and other UB-specific courses.
2. The remuneration structure and any conflicts that the work carried out by the administrative and services staff in lifelong learning and other UB-specific courses might entail is subject to the provisions established in the applicable legal framework, without prejudice to the instructions and orders issued by the Management of the University of Barcelona.
3. Under no circumstances may a person be a teacher and a student on the same course.

TITLE X. COURSE ACCESS AND ADMISSION

Article 31. Competence

1. The coordinating centre for courses intended for students with university qualifications will be responsible for validating access requirements and, if applicable, the access authorizations for students with foreign-issued degrees.
2. For courses at a coordinating centre that are managed by another UB Group entity, the managing body is responsible for compiling student access documentation and sending it to the coordinating centre for validation.
3. The managing body for the course is responsible for ensuring that candidates meet the established access and admission requirements. In the event that demand exceeds the number of places available, the managing body must prioritize applications based on established admission requirements and assessment criteria.



SECTION 1. Access to lifelong learning courses

Article 32. Access requirements for courses intended for students with a university qualification

1. In order to access any course intended for students with a university degree, students are required, in all cases, to be in possession of a university qualification: a bachelor's degree, diploma, technical engineering degree, technical architecture degree, engineering degree, architecture degree or an equivalent university qualification.

2. Applications for access by students who certify that they hold university-specific qualifications issued by other Spanish universities are handled by the Postgraduate Committee or ad hoc committee of the coordinating centre after verifying that the student's degree is equivalent to a bachelor's degree issued by the University of Barcelona.

3. Students who need to earn less than 10% of the credits remaining to obtain the required university qualification may conditionally access lifelong learning courses intended for this group if course management allows it. In this case, they must prove that they are in possession of the degree that grants them access, at the latest, on the day that the course proposal establishes as the end date of the academic period.

Students who fail to comply with this condition will not be entitled to a document certifying that they have successfully completed the course or to a partial or total refund for the cost of enrolment.

4. Students must provide the following documentation:

- Original or photocopy of DNI, NIE, passport or national identity document.
- Original or copy of a university degree, university-specific degree or a certificate of its issue.
- Statement declaring that he or she is in possession of the degree submitted and that the information provided is true, and that he or she authorizes its verification if necessary.

5. It may be necessary to provide additional documentation to verify that the stated qualification is fully equivalent to the qualification required to access the chosen course.

In addition, the centre or manager of the course that the student wishes to access may require that the documentation submitted for the admission process is original, an authenticated or certified copy or notarized. It may also be necessary to provide additional documentation such as a full transcript of the subjects completed to obtain the qualification used for admission.

Article 33. Access to courses intended for students with foreign-issued qualifications

1. Students with university degrees issued by an institution of the European Higher Education Area outside of Spain may access courses intended for students with a university degree after verifying that these studies correspond to a training level equivalent to a bachelor's degree, diploma, technical engineering degree, technical architecture degree, engineering degree, architecture degree or an equivalent university qualification.

2. Students with university degrees issued by institutions outside the EHEA who have obtained official validation of the foreign-issued degree by the corresponding ministry may access courses intended for students with a university qualification under the same terms as those established in Article 32.



3. However, students whose degrees have not been previously validated may also access courses intended for students with a university qualification by means of the express authorization of the Rector or the person he or she appoints for that purpose. Requests for authorization are submitted by means of a standardized form to the secretary's office of the course's managing body, which is responsible for compiling the documentation and processing the decision. These requests must be accompanied by the following documentation:

- Original or photocopy of DNI, NIE, passport or national identity document.
- Original or copy of a university degree or a certificate of its issue.
- Statement declaring that the student is in possession of the degree submitted and that the information provided is true, and that he or she authorizes its verification if necessary.

4. It may be necessary to provide additional documentation to verify that the degree submitted is fully equivalent to the qualification required to access the chosen course.

In addition, the centre or manager of the course that the student wishes to access may require that the documentation submitted for the admission process is original, an authenticated or certified copy or notarized. It may also be necessary to provide additional documentation such as a full transcript of the subjects completed to obtain the qualification used for admission.

5. Documents not issued in Catalan, Aranese, Spanish, English, Italian, French or Portuguese must be translated as provided for in the regulations established by University of Barcelona and the competent Spanish ministry.

6. All documents submitted must be official and issued by the competent authorities in accordance with the applicable legal framework.

7. Authorization to access a course at the University of Barcelona will only be valid if issued by delegation of the Rector.

SECTION 2. Admission to lifelong learning and other UB-specific courses

Article 34. Admission requirements and criteria

The admission requirements for a course and its subject area can be established in the computerized course proposal submission form for their approval. These requirements must be published in a timely manner and they should serve as a means for selecting and prioritizing access applications in the event that demand exceeds the number of places available on the course.

TITLE XI. ENROLMENT

SECTION 1. Enrolment system

Article 35. Competence

1. Organizing and completing student enrolment is the responsibility of the coordinating centre. In this regard, that established in these regulations must be respected in all cases, and enrolment must be adapted to the organizational framework of the University of Barcelona and the specific enrolment period for each course.



2. In the case of courses coordinated by one centre and managed by another, the managing body is responsible for the satisfactory completion of course enrolment forms and for student payments of enrolment fees. The managing body must send all the documentation related to enrolment to the coordinating centre, where it will remain on file.

Article 36. Pre-enrolment

1. Centres may establish a pre-enrolment period for each lifelong learning or UB-specific course that may entail the payment of part of the enrolment fees. If a centre decides to offer a pre-enrolment period, this intention must be specified in the computerized form for the submission of course proposals, and pre-enrolment must be managed through the enrolment application from the secretary's office of the coordinating centre.

2. If partial payment is made and the course is ultimately not held, amounts received will be refunded.

3. In other circumstances, the pre-enrolment fee will only be refunded in exceptional and duly accredited cases not attributable to the student or due to serious illness substantiated by means of official documentation.

Article 37. Enrolment procedure

1. The enrolment procedure begins with the student's submission of an application for enrolment. Acceptance of the application, whose initial status is that of an enquiry, does not imply acceptance of its content.

2. Successful enrolment will necessarily depend on the veracity of the data provided, compliance with the requirements established in the current regulations and full payment in due time and form.

3. Failure to pay the enrolment fee within the deadlines established by the University of Barcelona will result in the automatic suspension of the student's rights.

The provisions of these regulations apply to enrolment in courses that are managed by a UB Group entity with its own formally approved internal enrolment regulations.

4. The deadline for enrolment is established by each centre for each course. Enrolment must always be completed before the start of the teaching period.

5. The student must submit all other required documentation along with the application for enrolment.

Article 38. Enrolment in courses with a modular structure and linked courses

1. In course with an established modular structure, the student can enrol in the independent modules that make up the course with authorization from the director.

2. At the time of enrolment, students interested in enrolling in master's degrees or specialization courses with linked courses must choose between enrolment for the full course or enrolment for any of the courses included as part of the full course.

3. Students who enrol in the full course and successfully complete it will be entitled to receive the certificate corresponding to the full course they chose. Under no circumstances will the certificates or diplomas of courses linked to the degree course be issued.



4. Students who opt to enrol in linked courses and subsequently wish to obtain the certificate corresponding to the full course must request recognition of the courses passed, formalize enrolment in the course to which the linked courses belong, and pass the remaining modules.

Article 39. Enrolment fee

1. The Board of Trustees establishes the criteria for determining the prices of the different courses and the parameters for delegating the financial approval of the courses to the Postgraduate Agency.

2. The Postgraduate Agency approves the prices of the courses initially approved by the coordinating centre. Courses that do not meet the established delegation criteria are submitted to the Board of Trustees for evaluation and possible approval, along with a mandatory report from the Postgraduate Agency.

3. The Board of Trustees may approve enrolment fees for certain groups (professional associations, alumni, etc.) that differ from those applied to others for the same course.

4. Enrolment may also entail the payment of other fees that have been formally approved by the competent bodies of the University of Barcelona.

Article 40. Cancellation of enrolment

1. As an exception, students can request to cancel their enrolment by submitting a written petition to this effect to the secretary's office of the centre. Following a report from the course director, the dean or director of the coordinating centre may approve the cancellation and determine the financial and academic effects. The secretary's office of the coordinating centre or the managing body will process the cancellation and, if applicable, grant a refund of no more than 50% of the course enrolment fee.

2. Only in exceptional, duly substantiated cases not attributable to the student or in the case of duly documented serious illness may the managing body decide to refund the total enrolment fee.

SECTION 2. Financial management of enrolment

Article 41. Enrolment fee payment

1. Students must pay the full amount of the enrolment application fee before the established deadline.

2. For courses taking place over more than one academic year, the student must pay the amount due for every academic year before the deadline for that year.

3. Students who have formalized applications for grants from the administration or from any other public institution or centre in which the grant is to be paid directly to the University may deduct the award amount if they can demonstrate proof of the grant award at the time of enrolment. Otherwise, the student will have to pay the full cost of enrolment. If the grant is awarded after the enrolment fee has been paid, the University will return the amount received as soon as it becomes aware of the situation.

4. For courses in which part of the enrolment fee must be paid during the pre-enrolment period, that amount will be deducted from the total cost of enrolment.



Article 42. Student insurance and extracurricular activities

1. All students can voluntarily apply for a student insurance policy under the conditions established. As an exception, students on some courses may be required to hold an insurance policy.

2. Students may also apply for any of the extracurricular activities offered by the University of Barcelona (sports, insurance, charity, etc.). Students are responsible for paying any fees associated with these activities. After signing up for these activities, no refunds will be given, even if the student is no longer involved in them.

TITLE XII. ACADEMIC RECORD MANAGEMENT

Article 43. Competence

1. Academic management, and the filing and safeguarding of academic documentation related to courses will be the responsibility of the coordinating centre.

2. For courses coordinated by one centre and managed by another body, the managing body must send the academic documentation related to the course to the coordinating centre for filing and safeguarding.

Article 44. Recognition and validation of credits

1. As set out in Article 2 of these regulations, interested parties may apply for recognition or validation of previous studies and professional experience.

2. Recognition or validation can only be requested in relation to courses structured in modules. These must always be whole modules. Modules cannot be partially recognized or validated.

3. The interested party or his or her representative must submit an application for recognition or validation to the course director.

4. The application must be submitted prior to payment of enrolment fees and always before the course begins.

5. Applicants must submit the following documentation:

- a) An application for recognition or validation addressed to the course director
- b) Accreditation of the studies or work experience for which recognition or validation is sought. The applicant must submit certificates, evidence and other documentation accrediting his or her studies or work experience.

6. The course director is responsible for reaching a decision on applications. The official document containing the recognition or validation agreement and the supporting documentation will be deposited in the secretary's office of the coordinating centre for the course and will be duly filed as part of the student's academic record.

Decisions on courses managed and taught by entities in the UB Group must be signed by that entity's academic director.

7. The decision to recognize or validate previous studies or work experience will be based on an assessment of the suitability of the content, competences and knowledge acquired by the student and



accredited by means of the documentation submitted in relation to the course the student wishes to pursue.

8. Each centre can approve the criteria for assessing applications for recognition or validation, direct recognition and other matters related to this procedure in accordance with the characteristics of the courses offered

9. Under no circumstances may a student apply for adaptation or validation for all of the credits that make up the course. Credits for the master's degree final project are also ineligible for adaptation or validation.

10. The decision regarding an application for recognition or validation does not have any bearing on the student's admission to the course.

11. There is no enrolment fee for recognized or validated credits.

Article 45. Assessment and grades

1. Lifelong learning and other UB-specific courses have the same exam schedule. If necessary, students can repeat the assessments of failed modules before the final evaluation.

2. The lifelong learning master's degree programme must include the preparation of a final project. All of the modules that make up the course and, if applicable, the subordinate courses included in it must be passed in order for the master's degree final project to be assessed.

3. The teaching guide for the course must include assessment criteria and procedures.

4. After assessment is completed, students' results are graded on a scale from 0 to 10, to one decimal place. to which the following qualitative descriptions may be added:

0-4.9: fail

5-6.9: pass

7-8.9: good

9-10: excellent

Article 46. Creation, signing and safeguarding of grades in exam records

1. After enrolment is completed and the financial compensation for the course has been settled, the coordinating centre can generate the exam records so that grades can be given and the records filed.

2. Exam records containing grades must be signed by the course director within thirty calendar days of the date of the assessment. If the deadline cannot be met, the director must, in justified cases, obtain approval from the Postgraduate Committee or the ad hoc committee of the coordinating centre, which will rule on the request and notify the director of the modified deadline for signing the records.

3. If a grading error occurs, the course director's signature is required before it can be rectified. The change must be reported to the student by any means that allows for proof of receipt within a maximum period of ten days from the time it the modification is made.

4. The coordinating centre for the course is responsible for keeping the signed records on file.

5. Should the course director retire, die or become gravely ill and cannot therefore sign the records, the dean or director of the coordinating centre or entity will appoint someone else to sign them.



Article 47. Review of grades and appeals

1. Students have the right to have their grades reviewed by the lecturer on the day and at the time determined by the course director. The review must be made public. Once it has been completed, the lecturer will publish the final grades by the same means as the grades under review were published.

2. The student may appeal the lecturer's decision by means of a written statement addressed to the course director within 12 calendar days of its publication. The appeal will be sent to the dean, centre director, or the person appointed by the director, who must follow the procedure specified below.

- a) An appeal board is constituted made up of three members, at least two of whom must be lecturers on the course. None of the board members can have taken part in the first assessment. The board will meet no later than 12 working days from the date the appeal is lodged.
- b) The evidence submitted by the student is reviewed and written reports from the director and the lecturer responsible for grading are requested, which must be provided within three working days
- c) A decision which sets out the board's rationale and confirms or changes the grade appealed is issued once all documentation has been analysed and, if applicable, the student has been heard. The chairperson of the board must then notify the dean's office or the centre director or entity responsible for the course of the decision. The board must reach a decision within six working days from the date on which it is formed.
- d) The new grade, if the decision is to rectify the appealed grade, is recorded by the chairperson of the board in an additional exam and grade record, which must be signed by all of the members of the board.
- e) The student is notified in writing of the board's decision by the dean or the director of the coordinating centre or entity for the course and a copy is sent to the course director and to the lecturer responsible for assigning the grade within a maximum period of three working days from the date of the board's decision.

3. The student has the right to lodge a claim for non-compliance with the provisions of this Article of the regulations by submitting a reasoned complaint to the Postgraduate Agency, which, following a report from the course director and the Postgraduate Committee or ad hoc committee of the coordinating centre, must forward the proposed resolution to the Rector, which exhausts the administrative channels.

Article 48. Academic certificates

1. The price set each academic year in the Government of Catalonia's decree regulating fees for the issue of academic certificates is applicable, except for those which, by authorization of the Board of Trustees, are issued free of charge.

2. Upon request, the coordinating centre for the course will issue academic certificates and handle their signing in accordance with the same regulations established for official certificates from the University of Barcelona.

3. When the course has finished but the certificate has not yet been issued, the student may request an academic certificate verifying this situation. This type of certification is issued free of charge.



TITLE XIII. CODE OF ETHICS, COMPLAINTS AND APPEALS

Article 49. Code of ethics and code of conduct

Both students and teaching staff who participate in one way or another in activities related to lifelong learning at the UB and the UB Group must comply with the criteria set out in the University of Barcelona's Code of Ethics and the University of Barcelona's Code of Conduct.

Article 50. Complaints and appeals

If UB Group centres or entities have their own formally approved systems for the handling of complaints and appeals, these systems are also applicable.

Transitional provision

These regulations apply to lifelong learning courses approved at the first meeting of the Executive Council of the Postgraduate Agency held after the approval of the standard by the Governing Council of the University of Barcelona.

Repeal provision

These regulations repeal the Regulations governing postgraduate and university extension courses approved by the Governing Council on 29 May 2013, and its amendment, approved on 15 January 2016.

First final provision: Authorization

The University of Barcelona's Postgraduate Agency or the body that may replace it is responsible for interpreting these regulations and issuing the necessary provisions to ensure that they are applied.

Second final provision: Entry into force

These regulations come into force the day after their approval by the Governing Council of the University of Barcelona.



APPENDIX 1: Templates for certificates and diplomas

The wording of the certificates and diplomas relating to lifelong learning course and other University of Barcelona-specific courses follow the structures set out below. The institutional style book contains information on the design and other considerations related to language and format.

Alternative forms are provided to adapt the text to each specific party.

1. ORDINARY CERTIFICATES

The Rector issues this

Lifelong Learning Master's Degree Certificate in

Specialization Diploma in

Expert Diploma in

Advanced University Diploma in

Advanced University Certificate in

Expert Certificate in

University Microcredential Certificate in

to

[name and surname(s) of student]

for having successfully completed the studies corresponding to
the [20xx-20xx] course delivered by the [name of faculty or centre]
with a total of [number] credits, awarded under the regulations of the University of Barcelona.

Barcelona, [date created]

The Certificate Holder

[name and surname(s)]

The Rector

[name and surname(s)]

The Course Director

[name and surname(s)]

University of Barcelona-specific certificate issued under Article 34 of the Organic Law on Universities and Articles 36 and 37 of Spanish Royal Decree 822/2021

Registry no.: [no.]



2. INTERUNIVERSITY COURSE CERTIFICATES

These certificates include the logos in the heading and the signature of the rectors.

The Rector of University 1 and the Rector of University 2
issue this

Interuniversity Lifelong Learning Master's Degree Certificate in

Interuniversity Specialization Diploma in

Interuniversity Expert Diploma in

Advanced Interuniversity Diploma in

Advanced Interuniversity Certificate in

Interuniversity Expert Certificate in

Interuniversity Microcredential Certificate in

to

[name and surname(s) of student]

for having successfully completed the studies corresponding to
the [20xx-20xx] course in
with a total of [number] credits awarded jointly by the two universities.

Barcelona, [date created]

The Certificate Holder
[name and surname(s)]

The Rector of
University 1
[name and surname(s)]

The Rector of
University 2
[name and surname(s)]

The Course Director
[name and surname(s)]



3. CERTIFICATES FOR COURSES WITH PARTNER ORGANIZATIONS OR COLLABORATING INSTITUTIONS

These certificates must include the text 'in collaboration with [name of partner organization]' in the body of the text.

[...]

for having successfully completed the studies corresponding to
the [20xx-20xx] course delivered by the [name of faculty or centre]
with a total of [number] credits, awarded under the regulations of the University of Barcelona,
in collaboration with [name of partner organization].

[...]



APPENDIX 2: Template for the certificate accrediting successful completion of modules

The Secretary of the [name of faculty or centre] issues to

[name and surname(s) of student]

this certificate of attendance and achievement
certifying the successful completion of the module

[module name]

with a total of [number] credits
as a part of the [course type]* in

[course name]

in [20xx-20xx]

Barcelona, [date created]

The Certificate Holder
[name and surname(s)]

The Secretary
[name and surname(s)]

The Course Director
[name and surname(s)]

*According to Article 8 of these regulations, the course type must be specified as a lifelong learning master's degree, a specialization course, an expert course, a advanced university course or an inter-university microcredential.