

REGULATIONS ON THE CARRYING OUT OF SUPPLEMENTARY TRAINING REQUIREMENTS PRIOR TO THE RECOGNITION OF FOREIGN HIGHER EDUCATION DEGREES

(Endorsed in session number 16 of the Governing Council held 4 February 2008)

1. Applicable legislation

Royal Decree 285/2004, of 20 February, modified by Royal Decree 309/2005, of 18 March, regulates the conditions for recognition and validation of foreign higher education degrees and studies.

Order ECI/1519/2006, of 11 May, which sets out the general criteria for the establishment and carrying out of supplementary educational requirements prior to the recognition of foreign higher education degrees, has repealed the former Order of 21 July 1995, which regulated the combined exam.

The supplementary training requirements have to be carried out within a 4-year period after the date in which the MEC's decision is notified (seventh additional provision of Royal Decree 1393/2007, of 29 October).

Since the process of completion of the supplementary training requirements is carried out by each Spanish university, the present regulations deal with the carrying out of these regulations at the Universitat Jaume I.

2. Scope

The present regulations are applicable to Spanish or foreign graduates holding a degree awarded by a non-Spanish university whose university studies have not been recognised directly by the Spanish Ministry of Education and Science (hereinafter MEC) because they are not been considered to be equivalent to the Spanish degrees. Therefore, candidates need to complete a series of supplementary training requirements prior to the recognition of their degree.

In this case, the General Subdirectorate for Degrees, Validations and Recognitions of the MEC shall announce a resolution, specifying the supplementary training requirements that candidates need to complete, and shall allow them to choose the university where they wish to study them, providing the studies leading to the award of the Spanish degree are wholly taught therein.

The Universitat Jaume I centres are the organs in charge of organising and carrying out the training required, as set out in Order ECI/1591/2006, for each of the studies taught therein and whose recognition has been requested.

3. Types of supplementary training requirements

The supplementary training requirements that compensate for the training deficiencies detected by the MEC's General Subdirectorate for Degrees, Validations and Recognitions may consist in: passing an aptitude test (former combined exam), carrying out a work placement, drawing up a project or assignment or attending supervised courses.

1. The **aptitude test** assesses the candidate's academic knowledge as regards the subject matters indicated in the MEC resolution.

The Universitat Jaume I guarantees the publication of the subject matter contents in accordance with Article 1 of its exam regulations.

The tests shall take place in two exam periods; the first shall be in June and the second, in September. The specific date shall be announced at least 30 days in advance.

An examining board shall be formed in each Faculty/School depending on the degree that is subject to recognition. This board shall be made up of 5 PhD lecturers teaching the subjects being assessed in the aptitude test.

When the test finishes, the examining board has to issue the corresponding exam record, where the mark "pass" or "fail" has to be included. At the end of each exam period, each faculty/school shall publish a list of names and marks obtained by the people having sat the test.

From the moment these lists are published, candidates can file a claim before the examining board president within 5 days after the date of publication of the results. Once the claims have been decided upon, the exam record shall be considered as being definitive.

2. The work placement period

Its aim is that the foreign graduate acquires comprehensive training in which academic knowledge is in tune with the practical aspects of the professional setting related with the Spanish degree which the student applies for recognition.

The maximum length of the work placement period is 500 hours.

This work placement has to be carried out in accordance with the relevant general regulations in force at the Universitat Jaume I and, if appropriate, with each degree requirements.

After finishing the work placement period, the persons having completed them must submit a work placement report or assignment. This report or assignment shall be assessed by the tutor and marked as either "pass" or "fail".

3. **The project or assignment** has to incorporate the subjects corresponding to the common training contents that have been considered necessary for the recognition of the foreign degree.

The project or assignment has to be started and finished within one same academic year.

This project must be carried out in accordance with the relevant regulations in force in each degree.

The project or assignment shall be marked as “pass” or “fail”.

4. **Attendance to supervised courses** has to incorporate the subjects corresponding to the common training contents that have been considered necessary for the recognition of the foreign degree.

The maximum length of the supervised course is that of one academic year.

The Dean’s office/Director’s office of the centre has to appoint a member among the university teaching staff as the person responsible for the supervised course, who shall assess the student and give the mark of “pass” or “fail”.

4. Requesting information to the centres, registration and fees

Upon issuance of the corresponding decision by the MEC, the candidates interested in carrying out the supplementary training requirements at the Universitat Jaume I shall have to request information on the training requirements indicated by the MEC by submitting an application form to the corresponding centre prior to their registration.

The following documents must be presented at the Registry Office in the Rectorate Building.

- Application form to register for completion of supplementary training requirements, addressed to the Dean’s office/School Director’s office where the degree subject to recognition is taught.
- Photocopy of national ID card or passport
- Photocopy of the MEC’s decision on completion of supplementary training requirements

The Teaching and Student Service (SGDE) shall forward these documents to the corresponding Dean’s or School Director’s office

Within 15 days upon receipt of the documents, the centre shall inform the candidate and the Teaching and Student Office (SGDE) the reply to the information requested.

If the candidate agrees with the report issued, he/she must address the SGDE to submit an application form to register for the supplementary training requirements indicated in

the report issued by the centre, and shall pay the corresponding fees as established by the annual fee decree.

If the test is failed, or is passed partially, the candidate in question can register for subsequent tests at this university or at another one.

5. Certifications

Upon request of candidates, the University must issue individual certificates acknowledging the results obtained for the supplementary training requirements carried out.

If a supplementary training requirement has been carried out at another university and some parts of the requirements have been completed, candidates can present the certificate issued by the other university in which the training requirements completed are specified.

Upon completion of all the supplementary training requirements necessary for the issuance of the recognition credential, the Teaching and Student Service shall provide the MEC's Technical General-Secretariat with a list of names of candidates assessed including the mark they obtained.

Transitory provision

Notwithstanding the provisions herein, the Order of 21 July 1995 regulating the former combined exam is applicable to:

- The recognition files initiated prior to 5 September 2004, which is the date when the Royal Decree 285/2004, of 20 February, came into force. These files will continue to be processed and must be resolved in accordance with the regulations in force at the time they were initiated. Therefore, the four-year deadline necessary to complete the supplementary training requirements established in Royal Decree 285/2004, modified by Royal Decree 1393/2007, is not applicable in this case.
- The files initiated after Royal Decree 285/2004 came into force, but for which a report has been issued before Order ECI/1519/2006, of 11 May, came into force. The four-year deadline necessary to complete the supplementary training requirements established in Royal Decree 285/2004, modified by Royal Decree 1393/2007, is applicable in this case.

Coming into force

These regulations will come into force the day following their endorsement.