

Entry and admission

Article 1. *Prior information*

1. In order to ensure the quality of the public information, necessary to guide potential interested people and inform all the stakeholders of the university system, all courses must provide information about the following:

- a) Complete and legal name of the course.
- b) MATES level of the course.
- c) University centre implementing the courses.
- d) Number of ECTS credits and length in academic years.
- e) Objectives and skills to be achieved.
- f) Professional fields of the course or, if appropriate, access to the regulated profession.
- g) Recommended candidate profile.
- h) Ways of accessing the course.
- i) Admission criteria.
- j) Complementary training for entry, if appropriate.
- k) Languages used in the teaching.
- l) Rules on time and workload of the courses.
- m) Teaching modalities.
- n) Structure of the curriculum.
- o) System of transfer and recognition of credits.

2. Prior information must compulsorily include:

- a) The course's coordination body, which is responsible for ensuring the accessibility to the information about the teaching organisation of the course and, in particular, the academic year's schedule, the training activities, the calls for tests, the academic and technical staff related to the course, as well as the university resources and services at the student's disposal.
- b) The course quality assurance system, with its bodies responsible and the improvement procedures and actions.
- c) The documented information on the course's legal authentication process.

3. The Promotion Service (PS) is the body responsible for ensuring the full introduction of the compulsory information on the course, both on the institutional website and on any other medium produced for this purpose. Moreover, this service is responsible for informing personally (by telephone, chat or e-mail) those interested about specific aspects, such as grants and assistance to given groups, possibilities of mobility or mechanisms to overcome specific disabilities in the development of the courses. 4. Those interested in the eUniv courses can request personalised attention by completing the online information application form.

Article 2. *Entry requirements*

1. Entry to all state higher education courses is governed by the Andorran university regulations in force.
2. Entry to the university's own courses is determined according to their MATES level, and the conditions for admission are the same for all the state courses of the same level.

Article 3. *Entry certification*

1. People applying for admission accrediting non-Andorran qualifications must previously obtain the ministerial certificate of recognition of the qualification.
2. Any enrolment will be considered provisional as long as the ministerial certificate is not provided and in no case will it be possible to process the issuing of the qualification until delivery of the said certificate.

Article 4. *Assessment of previous qualifications*

1. Those who have processed their application for admission and wish to validate official higher courses undertaken in other university institutions can process their request for assessment of previous qualifications (APQ), which is directly accessible on the website of each course.
2. The APQ request must be sent to the PS, which provides the form and the information necessary for the procedure, which must begin, at least, one month before the planned date for entry to courses.
3. The APQ is subject to the same requisites and criteria as the general validation procedure, as well as the general agreements and settlements adopted by the university for this purpose.
4. The APQ resolution corresponds to the Management Office of the centre providing the course candidates wish to enter, and requires a previous motivation report issued by the course Coordination Office.
5. The APQ resolution can only be effective if the candidate has submitted all the documents required and has paid the corresponding APQ fee established by the Management Office.
6. The APQ resolutions cannot be appealed.

Article 5. *Admission criteria*

1. The eUniv does not set entrance exams for its courses.
2. In the cases where the demand exceeds the number of places available, the SGCP will apply a selection system based on the principle of objectivity, equality, merit and publicity.

Article 6. *Admission process*

1. The processing of the admission application involves the acceptance of the eUniv academic regulations and the personal data policy.
2. The process of admission to the eUniv is arranged in five annual periods, corresponding to the following bimonthly starts: a) 1 September b) 1 November c) 1 January d) 1 March e) 1 May.

3. Those interested can indicate the bi-month period in which they wish to start their courses; otherwise, it will be automatically understood that they opt for the bimonthly period immediately after the admission date.

Article 7. *Resolution of admissions*

1. The Resolution of the Application for Admission corresponds to the centre's Management Office where the courses requested are taught, subject to a prior Admission Report of the corresponding Coordination Office, specifying the assessment made for this purpose, in keeping with the internal quality assurance system of the course.

2. Negative resolutions are subject to the following rules: a) They must be notified to the person interested within seven days, from the date of sending of the pre-enrolment form. b) The reason for denial of the application must be justified. c) The person interested can file an appeal to the President's Office within seven calendar days, from the date of receipt of the negative resolution. The resolution of the appeal finalises the procedure. d) A negative resolution only concerns the courses applied for, and does not involve denial of other courses or a later application for the same course.

3. Positive resolutions involve the issuing of the Admission Credential in favour of the applicant.

Article 8. *Admission Credential*

1. The Admission Credential is the document issued by the Centre, signed by its Management Office and the course Coordination Office, certifying that the applicant has been admitted to the courses requested and enables them to continue the process with the eUniv or, if appropriate, with third authorities or organisations.

2. The Admission Credential informs holders about the following: a) Courses to which they have been admitted, with the possibility of consulting descriptive information about them on the eUniv website. b) Documents to submit to the Academic Management Service (AMS) in order to formalise the enrolment. c) Academic periods of times and procedures for the purpose. d) Teaching academic rules and personal data protection.

3. After the time established in the Admission Credential without the candidate having started the procedure, the PS will understand that he/she waives the admission and will notify them of the closure of the application record. In this event, the person concerned can request the reopening of the record justifying the cause provided the place has not been allocated to another candidate.

Article 9. *Enrolment Proposal*

1. Once the submission of the documents required is complete, the PS will send it to the AMS so that it proceeds to the provisional opening of the student's academic record and to the issuing of the Enrolment Proposal for the courses.

2. The PS will send to the student the enrolment proposal document, indicating the period of time to pay the fee. After this time, if the payment has not been made, the PS will understand that the student has waived it and will notify them of the cancellation to all intents and purposes.

3. The effective payment of the Enrolment Proposal involves the acquisition of the status of student of the eUniv and the statutory rights and duties.

Enrolment and academic record

Article 10. *Enrolment Document*

1. The enrolment document is issued by the AMS once the fee has been paid and is the verifiable certificate that certifies the status of eUniv students to the holder for all intents and purposes.
2. The Enrolment Document includes the official data related to the eUniv, the courses, the subjects and the time period of their course, after which the effects of the verifiable certification are no longer in force.

Article 11. *Enrolment limits*

1. Students have to enrol on a minimum of one subject of the curriculum (12 ECTS credits), and a maximum of five (60 ECTS credits).
2. The Centre Management Office, subject to a prior favourable report from the Coordination Office of the course, can authorise an extraordinary enrolment higher than six subjects (72 ECTS credits) only in the event of subjects already taken and not passed and always in the last academic year of the courses.

Article 12. *Enrolment schedule*

1. Students must notify the AMS about their desire to formally enrol fifteen days before the end of the bimonthly period of studies underway.
2. In the event that the notification is effective after this period, the enrolment can be made for the following bimonthly period.
3. Tutors must ensure that students correctly plan their enrolments, and inform the AMS and the Coordination Office about the incidents that may occur during the procedure.

Article 13. *Enrolment withdrawal*

1. During the first seven days of the bimonthly period, students can ask the AMS for the withdrawal of their enrolment, which involves the cancellation in their academic record of the subjects enrolled and not taken.
2. If the request for withdrawal is for justified reasons and is endorsed by a favourable report from the Tutor, students can receive a reimbursement of 80% of the fee paid for the enrolment.

Article 14. *Academic record*

1. The academic record is the official document that reflects the personal academic progress of each eUniv student.
2. The record includes all the personal and academic details necessary to certify the progress of the holder in the courses until termination of the studies.
3. The Academic Management Service is responsible for the management and storage of all the eUniv academic records.
4. eUniv students are entitled to request at any moment the verifiable Personal Academic Certification (PAC) of their record.

5. Access to the data of the students' academic records is limited to the holders of the Centre Management Office, the course Coordination Office and the students' Tutor. Any other person of the University wishing to access the records must request it from the Secretary General's Office through the AMS, which will resolve the authorisation and its conditions and scope, while the authorised consultation in any case remains recorded.

6. The data relative to the grades of the subjects is included in the academic records automatically based on the grades made by the teaching staff in the eUniv academic management system. Any later amendment or modification requires the prior authorisation of the Secretary General's Office and must remain recorded.

III

Course system

Article 15. *Lengths of the courses*

The eUniv courses have a length provided for by the Andorran university system, in keeping with the guidelines of the EHEA:

- a) Advanced Professional Diploma: 2 years.
- b) Bachelor's degree: 3 years.
- c) Master's degree: 2 years.
- d) Doctoral programme: 3 years.

Article 16. *Full ordinary workload*

The eUniv courses involve full workload, and this entails the students' right to enrol in all the subjects available in its annual programme, in keeping with the enrolment limit in force.

Article 17. *Partial extraordinary workload*

1. eUniv students have the right to adapt their rhythm of enrolment to their personal circumstances, so that they can interrupt their academic progress by stopping the enrolment or requesting the temporary withdrawal.
2. The exercise of this right entails a partial extraordinary workload and an extension in the expected length of the courses, which will have to respect the system of time periods for the courses.
3. Students interrupting the ordinary ongoing enrolment system automatically acquire the status of part time student and the rules concerning this workload system are applied to them, without obligation of prior notification or authorisation.

Article 18. *Time periods to complete the courses*

1. Full-time students must complete their course within in the following time periods:
 - a) Advanced Professional Diploma: 3 years.
 - b) Bachelor's degree: 5 years.

- c) Master's degree: 3 years.
 - d) Doctoral programme: 3 years.
2. Part-time students must complete their course within in the following time periods:
- a) Advanced Diploma Professional: 4 years.
 - b) Bachelor's degree: 6 years.
 - c) Master's degree: 4 years.
 - d) Doctoral programme: 8 years.
3. The finalisation of periods established that students have not completed entails the automatic loss of the right to enrolment and the corresponding exclusion from the courses, except if the student concerned processes the Extraordinary Extension Application, which will be the object of the corresponding Resolution of Extraordinary Extension by the President's Office, subject to prior issuing of the Extension Report by the Coordination Office of the courses of the person applying.

Article 19. *Disciplinary regime*

1. Students are subject to the eUniv Disciplinary Regime Regulations, which are public and typify the infringements that can entail the corresponding sanction, as well as the procedure for the filing and resolution of the disciplinary records, which in any case must safeguard the rights of the student concerned.
2. The order to file disciplinary records of students is the responsibility of the Chancellor's Office, in exercise of its functions as Ombudsman. The Praelector will act in all the records as secretary of the investigations.

IV

Validations and recognitions

Article 20. *Validations*

1. The eUniv, in keeping with the Andorran university system in force, is entitled to validate the subject of its state and own courses. In no case can it grant a validation to all the subjects of a course.
2. Requests for validations must certify the following conditions for processing:
 - a) The courses passed must belong to a higher education official qualification.
 - b) The courses passed must prove to be, at least, of the same academic levels as those they wish to validate.
 - c) The information provided must include, along with the descriptive academic details (name, type, academic year, language), the workload in credits or hours, the learning skills and outcomes, the contents of the curriculum, the teaching methodology and the assessment criteria and systems.
 - d) The request cannot exceed 40% of the compulsory and elective credits of the curriculum. If the course of origin belongs to the EHEA Short Cycle, the limit of validation in a Bachelor's degree is 66%.
 - e) Work or professional experience cannot be the object of validation for subjects of a state curriculum.

5. The free choice ECTS credits can be validated if candidates show they have obtained an equal or higher number of credits in subjects of an official university curriculum that have not been the object of ordinary validation at the eUniv.

6. The Coordination Office of each course, with previous report of its Monitoring Commission, can send to the Academic Board proposals for general validations, related to given qualifications from other education institutions. The agreements of the Academic Board must include, along with the fulfilment of all the conditions provided for, all the information required in the ordinary application, as well as the determination of the specific subjects validated for those proving they hold one of these qualifications.

7. Those proving they have a qualification on which a general validation agreement has been adopted must only provide it to their Tutor and the centre management office will issue a resolution of application of the general agreement that will form part of the academic record of the student concerned.

Article 21. *Applications*

1. Students enrolled in the eUniv must urge the application of validation through their Tutor during the period before the teaching of the subject object of the validation request.

2. The application form requires specifying the subjects for which the academic validation is requested; the validation report will not include any other subject in the assessment.

3. The application must be complemented with an academic certification which must specify, at least, the academic year when each subject was passed and information on the 10 following items:

- a) Full name.
- b) Type.
- c) ECTS credits.
- d) Learning skills and outcomes expected.
- e) List of contents.
- f) Training activities and teaching methodologies.
- g) Grading system.
- h) Qualification.
- i) University centre.
- j) Teaching language.

Article 22. *Resolution*

1. The resolution of the specific academic validations corresponds to the centre management office where the courses are taught and can only be issued with the prior motivation report, issued by the qualification's Coordination Office.

2. The prior motivation report of the qualification's Coordination Office must include a specific assessment, favourable or unfavourable, for each of the 10 items required by the Andorran regulation in the certified accreditation.

3. The Coordination Office can only issue a favourable report if a minimum of seven items have been assessed favourably, provided the assessment of the coincidence of the teachings skills and outcomes expected is considered appropriate.

4. The appeals against negative resolutions must be addressed to the Secretary General's Office, which will resolve them subject to prior report of the qualification's Monitoring Commission.
5. In the event of validations granted under the umbrella of validation agreements of qualifications, the resolution will be positive ex officio and the academic record of the beneficiary students must include a certification of the Coordination Office of the qualification certifying the fulfilment of the requests specified in the agreement of application.
6. The granting of validations is made effective through a resolution by the centre management office attached to the students' academic record.
7. The subjects validated appear in the academic record as "validated" and the grading will be that of origin.
8. eUniv students preserve the right to take the subjects they have validated and to do it at the same time as other non-validated subjects; in the event that they voluntarily sit the test of the validated subject, they can choose to include the grading obtained to their academic record if this enables them to improve the weighting.
9. The granting of validations does not involve any economic right to the partial or full free enrolment. Students can request, through their tutor, who must inform them, the application of the general benefits or grants to study, which may be granted to them in the event of availability and subject to prior authorisation from the Manager's Office.

Article 23. *Recognitions*

1. Professional experience, non-regulated education and academic activities cannot be the object of recognition and applicable to the open credits and elective subject of the curriculum.
2. The maximum percentage of credits that can be recognised is 20% of the total of the course's credits.
3. The credits recognised are not graded in the academic record.
4. The validation regime is applied to the procedure of application and resolution of recognition of credits

V

Student support and induction

Article 24. *Support and induction programme*

1. The eUniv Induction Programme (IP) has the statutory objective of guaranteeing that students understand the general academic regulations, and the organisation of their curricula and the skills in the education technologies that they should have.
2. The Support and Induction Service (SIS) is the unit responsible for the development and improvements of the IP.
3. The first part of the IP provides general information on the use of the teaching platform, the university bodies, the general regulations, and the university services and their operation, as well as the resources at the disposal of the students, especially bibliographical and documentary.
4. The second part of the IP provides the specific information on each course, under the respective Coordination Offices. These sessions introduce the people linked to the courses and provide general information, rules, suggestions and advice for effectively pursuing the courses.

Article 25. *Tutorial Programme*

1. The eUniv Tutorial Programme (TP) is the instrument that organises the perceptive personalised tutorial help for all the students enrolled.
2. The content of the TP includes the monitoring of the teaching as well as the academic and administrative or economic management of the students.
3. The objectives of the TP are the following:
 - a) Personalise the teaching in order to neutralise the eventual dysfunctions in the monitoring of the courses observed in the online modality.
 - b) Efficiently address the difference, providing the necessary support to students asking for special attention because of their personal circumstances or disabilities, offering the resources, supports or adequate actions.
 - c) Ensure an effective and efficient use of the communication tools, warning about potential dysfunctions and detecting potential improvements.
 - d) Avoid the dropping of the courses with a preventive and ongoing motivating action against lack of motivation, feeling of isolation, loss of interest, and so on.
4. The eUniv Senior Tutor is responsible for the development and improvement of the TP and coordinates the tutorial teams and their tasks.
5. The Senior Tutor will assign to each student their personal tutor in the field of speciality of the courses once the enrolment of entry to the courses have been completed; students can ask the Senior Tutor for a justified change, which will be subject to availability.

VI

Academic management

Article 26. *Organisation*

1. The eUniv organises the academic management of all its courses through the Academic Management System (AMS), coordinated by the Praelector and attached to the Secretary General's Office.
2. The AMS is responsible for: a) The management, storage and archive of the students' academic records of all the qualifications issued by the eUniv, state or its own. b) The management of the registers of qualifications issued and of data required by the eUniv Internal Quality Assurance.

Article 27. *AMS*

1. The AMS is responsible for performing the following actions through the eUniv academic management system:
 - a) Registering the data corresponding to the curricula of the eUniv state and own courses, as well as updating them.
 - b) Registering the data of the eUniv teaching staff, with the corresponding updated teaching assignment.

- c) Registering the data of the students enrolled and opening of the corresponding academic record, as well as modifications or incidences that may occur.
- d) Registering the grading of the subjects and ensure their transfer to the students' academic records.
- e) Issuing the verifiable academic certifications of the students or the teaching staff.
- f) Managing the issue of the state qualifications to the Government of Andorra.
- g) Issuing and registering the eUniv's own qualifications.

Article 28. *Academic certifications*

1. The academic certifications are the official documents that certify the personal and academic details of the eUniv students and teaching staff.
2. The processing and issuing of the academic certifications is the responsibility of the AMS with the authorisation of the Secretary General's Office.
3. Students are entitled to request at any time in their studies the Personal Academic Certification (PAC) certifying all the data of their academic record at the moment of issuing. This certification involves the payment of the fee established by the eUniv.
4. The ordinary academic certifications are the following:
 - a) Year-round enrolment
 - b) Curriculum
 - c) Annual academic calendar
 - d) Call for tests
 - e) Sitting of tests.
5. The finalisation of all the subjects and credits of the curricula of a course entails the issuing of the Official Academic Certificate (OAC), applying to the Ministry to issue the state qualification.
6. The President's Office issues a complementary and verifiable certification that certifies the completion of the courses.

Article 29. *Academic qualifications*

1. Students are entitled to receive a final grading of the learning level achieved when completing each subject, which must be granted by the corresponding member of the teaching staff and appear in the academic record.
2. The results of the global assessment of each subject are qualified quantitatively and qualitatively as follows:
 - a) 0 a 4.9: 'Fail.
 - b) 5.0 to 6.9: C
 - c) 7.0 to 8.9: B.
 - d) 9.0 to 10: A.

3. The academic record of the students must include at all times the quantitative average of their grading, which must be included ex officio in the PAC, al OAC and the European Diploma Supplement.
4. The average of the academic record is the weighted average of the grading of all subjects, and the weighting coefficient is the number of credits of each subject; the credits obtained by validation are not numerically graded and computed for the purpose of the average of the academic record.
5. Honours can be granted to students with a classification of First; the number of students with Honours cannot surpass 5% of the students enrolled in a subject and academic year, and is only one if the group is less than twenty.

VII

Teaching management

Article 30. *Organisation*

1. The Teaching Management Service is the body in charge of managing the eUniv teaching platform, the teaching staff's Ongoing Training Programme (OTP), the Teaching Innovation Laboratory (TIL), and for updating and controlling the quality of the contents, training activities and teaching methods of the courses provided.
2. The Chieftom of the Teaching Management Service is organically attached to the Vice-President's Office for Teaching Planning and Innovation.

Article 31. *Training activities*

1. The eUniv education model includes the following training activities:
 - a) Theoretical Training Activities
 - b) Practical Training Activities
 - c) Participatory Training Activities
 - d) Research Training Activities.
2. The list of training activities is fully included in the organisation of each of the courses provided and takes on a public and binding character, with the exception of specific authorisation due to the nature of the qualification.
3. The list of training activities can be modified due to binding regulatory imperatives and improvement initiatives of the teaching quality or depending on the technical progress of the teaching platform; in any case, the modifications will entail the revision of the present rule.

Article 32. *Teaching methodologies*

1. The aim of the Theoretical Training Activities is to apply the following teaching methodologies:
 - a) Theoretical lessons.
 - b) Theoretical seminars.
 - c) Lectures.

- d) Individual tutorials.
2. The aim of the Practical Training Activities is to apply the following teaching methodologies:
- a) Practical lessons.
 - b) Practical workshops.
 - c) Lectures.
 - d) Individual tutorials.
3. The aim of the Participatory Training Activities is to apply the following teaching methodology:
- a) Debate and discussion forum.
4. The aim of the Research Training Activities is to apply the following teaching methodologies:
- a) Individual or group assignments.
 - b) Individual or group virtual simulations.
 - c) Individual or group tutorials.

Article 33. *Teaching development*

1. For the development of the Theoretical Training Activities the subjects of all the courses provide the following specific teaching material for each of their ECTS units: a) Key Text: descriptive, introductory and approach text of the general contents of the ECTS unit, produced in function of the learning outcomes expected for the subject and with a minimum length of 1,500 words and a maximum length of 4,000, according to the characteristics of the subject. b) Reference Text: complementary text to explore in depth or update the theoretical contents of the ECTS unit, with a minimum length of 1,500 words and a maximum length of 4,000. The issues to debate in the discussion forum of the subject deal with this text. c) Audiovisual recorded piece accessible from the teaching platform with the theoretical contents of the lecture or videoconference corresponding to the ECTS unit, with a minimum length of 15 minutes and a maximum length of 35.
2. For the development of the Practical Training Activities, the subjects of all courses provide: a) Two Practical Cases or Exercises for each of the ECTS units of the subject, with three questions to be developed as answers in each of them. b) Two recorded audiovisual pieces accessible from the teaching platform with the contents of the practical lessons and the exposition of practical cases corresponding to the thematic unit.
3. For the development of the Participatory Training Activities, the subjects of all the courses provide a proposal for six specific discussions on the Reference Texts, led and timed by the teaching staff of the subject.
4. For the development of the Academic Training Activities, the teaching staff of each subject designs, for each academic year, a total of 5 research proposals (one for each of the five annual groups provided for by the sequencing of the system), to be developed, individually or as a group, based on one of the teaching methodologies selected by the teaching staff.

Article 34. *Teaching monitoring*

1. The monitoring of the academic progress of the Theoretical Training Activities is supported by the self-assessment mechanism of each ECTS unit, made up of a set of 40 test questions by ECTS unit, accessible from the teaching platform.

2. The monitoring of the academic progress of the Practical Training Activities is supported by the self-assessment mechanism of each ECTS unit, made up of a set of 40 test questions by ECTS unit, accessible from the teaching platform.
3. The monitoring of the academic progress of the Participatory Training Activities is supported by the control system of students' participation in the timed discussions and debates of the subject's forum, which informs about the interventions and warns about the non-fulfillments.
4. The monitoring of the academic progress of the Research Training Activities is supported by the control system of the performance of the activity in the specific apps of the teaching methods.

Article 35. *Assessment systems*

1. The assessment of the Theoretical Training Activities becomes effective through a test of 80 questions out of the 480 developed for each subject, being necessary a minimum of 60 correct answers to pass the test. The weighting of this assessment in the total of the subject is 30%.
2. The assessment of the Practical Training Activities becomes effective through a test that includes six practical questions out of the 72 developed for each subject, being necessary the complete and correct answer of four of them to pass the test. The weighting of this assessment in the total of the subject is 30%.
3. The assessment of the Participatory Training Activities becomes effective through the standardised reports of the teaching staff of the subject provided for in the assessment system, which value a minimum of 10 academic aspects, previously known by students. The weighting of this assessment in the total of the subject is 10%.
4. The assessment of the Academic Training Activities becomes effective through the standardised reports of the teaching staff of the subject provided for in the assessment system, which value a minimum of 10 academic aspects, previously known by students. The weighting of this assessment in the total of the subject is 30%.

Article 36. *Global assessment of subjects*

1. Passing a subject requires achieving a minimum of 66% of the total weighting.
2. Not submitting the academic project or participation project in the subject's forum prevents the sitting of the theoretical and practical tests.

VIII

Quality management

Article 37. *Organisation*

The Management Service of the Quality Assurance System (QAS) is the body in charge of managing the procedures related to the internal quality assurance system of the University and ensuring its fulfilment. The Chiefdom of the Service organically depends on the Second Vice-President's Office, in charge of the quality policy.

Article 38. *Course coordination*

1. The assurance of the vertical coordination of each course is the responsibility of its Coordination Office.

2. The assurance of the horizontal coordination of each course is the responsibility of its Monitoring Commission.

Article 39. *Suggestions and complaints*

1. All the members of the university community have the right and duty to convey its views, suggestions and complaints on the operation of the courses and services provided.
2. The QAS is responsible for making available for this purpose a mailbox to report the quality incidents as well as sending them to the monitoring commissions of the courses or the corresponding university.

Article 40. *Annual monitoring manual*

1. The Monitoring Commission of the course must annually verify that the programme is updated and implemented in accordance with the conditions established in the verified report and/or their corresponding modifications.
2. The annual monitoring report (AMR) of each course must perceptively evaluate all the parameters provided for this purpose by the eUniv internal quality assurance system.

IX

Issuing of qualifications

Article 41. *State qualifications*

1. The eUniv AMS issues the OAC of the students when they have completed their courses; this certificate enables the issuing of the qualification.
2. The state qualifications are issued by the Government of Andorra and are subject to public fee.
3. The state qualifications are numbered with an alphanumeric series and are recorded in the Official Register of Higher Education Qualification.
4. Graduates must collect and sign the qualification in the ministerial headquarters in person or through the representation system legally admitted.
5. The Official Register of Qualifications issues duplicates of the qualification in the event of theft, loss, deterioration, rectification, change of name, change of surname(s) or change of nationality, and with the prior submission of the appropriate receipts. The duplicate qualification bears the same register of the qualification as the original qualification and on the back of the duplicate appears, under the name of the person, the reason for having issued a duplicate.

Article 42. *Own qualifications*

1. The qualifications pertaining to the eUniv are issued by the centre responsible for their teaching and explicitly bare the status of non-state courses.
2. The eUniv academic management system issues the OAC of the students once they have completed their courses and archives it in AMS to ensure the later availability of the data and its certification, if appropriate.

3. According to the Standing Rules, the qualifications pertaining to the eUniv are the following:

- a) Higher Postgraduate Qualification (minimum of 60 ECTS credits).
- b) Specialisation Postgraduate Qualification (minimum of 48 ECTS credits).
- c) The Initiation Postgraduate Qualification (minimum of 36 ECTS credits).

5. The eUniv's own Undergraduate qualifications are the following:

- a) Diploma of Advanced Studies (minimum of 24 ECTS credits).
- b) Diploma of Initial Studies (minimum of 12 ECTS credits).

Article 43. *European Diploma Supplement*

1. The European Diploma Supplement (EDS) is a compulsory document attached to all the Andorran state university diplomas, in keeping with the EHEA guidelines.

2. The EDS is issued by the eUniv AMS in the special document normalised by the Government of Andorra, with the keys of authenticity and the alphanumeric numbering of registration of the qualification in the Official Qualification Register.

3. The European Diploma Supplement features the unified and personalised information for each university qualification on the courses studied, the outcomes achieved, the professional skills acquired and the level of their diploma.

4. The European Diploma Supplement is issued in Catalan and, at the request of the person interested, can be simultaneously issued in English, Spanish, French and Portuguese.