

I

Access and admission

Article 1. *Prior information*

1. In order to ensure the quality of public information, necessary to guide potential interested parties and inform all stakeholders of the university system, all courses are required to report on the following points:

- a) Complete and legal name of the title, in accordance with its creation decree.
 - b) Degree level in the Andorran Qualifications Framework (MAQ) and in that of the European Higher Education Area (EHEA).
 - c) University center of the eUniv that organizes the implementation of the education.
 - d) Number of total ECTS credits and duration in semesters and academic years of the studies.
 - e) Objectives, skills and learning outcomes to be achieved.
 - f) Professional areas of the degree and, where applicable, access to a regulated profession.
 - g) Income profile recommended for interested parties.
 - h) Ways of access to education, in accordance with the Andorran legal system.
 - i) Admission criteria of the eUniv.
 - j) Complementary training for access, if applicable.
 - k) Languages used in teaching.
 - l) Rules of permanence and dedication to studies.
 - m) Teaching modality/s used in teaching.
 - n) Structure of the study plan.
 - o) Credit validation and transfer system.
2. The prior information must also necessarily include:

- a) The teaching coordination body, which is responsible for ensuring the accessibility of information on the teaching organization of the degree and, in particular, the course calendar, training activities, calls for tests, the academic and technical staff linked to the degree, as well as the university resources and services available to students.
 - b) The degree quality assurance system, with its responsible bodies and the procedures and actions for improvement.
 - c) The documented information about the legalization process of the study plan.
3. The Promotion Service (SdP) is the body responsible for ensuring the complete introduction of the compulsory informative ends about the degree, both on the institutional website and in any other media published for the purpose. Also, this service is responsible for personally informing (by phone, chat or e-mail) interested people about particular aspects, such as scholarships

and grants for specific groups, mobility possibilities or mechanisms for overcoming specific disabilities in the development of education.

4. People interested in eUniv courses can request personalized information by filling out the information request web form.

Article 2. *Access requirements*

1. Access to all state higher education is governed by the Andorran university regulations in force for the purpose.
2. Access to the university's own courses is determined based on its MAQ level, and the admission conditions are the same as for state courses at the same level.

Article 3. *Certification for access*

1. People who wish to apply for admission with proof of non-Andorran degrees must first obtain the ministerial certificate of degree verification.
2. Any registration will be considered provisional until the ministerial certificate is provided, and in no case can the issuance of the degree be processed until the said certificate is delivered.

Article 4. *Evaluation of Prior Studies*

1. People who have processed their application for admission and want to validate official higher studies completed in other university institutions, can process the application for evaluation of previous studies (AEP), which can be accessed directly in the web section of each course.
2. The AEP request must be addressed to the SdP, which provides the form and the necessary information for the procedure, which must begin at least one month before the date scheduled for access to education.
3. The AEP procedure remains subject to the same requirements and criteria as the general validation procedure, as well as the general agreements and conventions adopted by the university for this purpose.
4. The resolution of the AEP corresponds to the Management of the center where the degree to which you want to access is taught, and requires the previous motivation report issued by the Coordination of the degree.
5. The resolution of the AEP can only be effective if the candidate has presented all the required documentation and has paid the corresponding AEP fee established by the Management.
6. The resolutions of the AEP cannot be the subject of an appeal.

Article 5. *Admission criteria*

1. eUniv does not conduct admission tests for its courses.

2. In cases where demand exceeds the number of places offered, the SdP will apply a selection system based on the principles of objectivity, equality, merit and publicity.

Article 6. Admission process

1. The processing of the admission request entails the acceptance of the academic regulations and the personal data protection policy of the eUniv.

2. The admission process to the eUniv is arranged in five annual terms, corresponding to the following bimonthly beginnings:

- a) September 1st
- b) November 1st
- c) January 1st
- d) March 1st
- e) May 1st

3. The interested person can indicate the semester in which they want to start their studies; in the event that he does not do so, it will automatically be understood that he opts for the two-month period immediately following the date of admission.

Article 7. Resolution of admissions

1. The Resolution of the Admission Request corresponds to the Management of the center where the requested courses are taught, prior to the Admission Report of the corresponding Coordination, which specifies the evaluations carried out for the purpose, in accordance with the system of internal guarantee of the quality of the title.

2. Negative resolutions are subject to the following regime:

a) They must be communicated to the interested person within a maximum period of seven days, counting from the date of sending the pre-registration.

b) The reasons for denying the request must be justified.

c) The interested person can submit an appeal before the Rectorate within seven calendar days, counted from the date of receipt of the negative resolution. The resolution of the appeal ends the procedure.

d) A negative resolution only affects the courses requested, and does not lead to the denial of others or a subsequent request in the same course.

3. Positive resolutions lead to the issuance of the Admission Credential in favor of the applicant.

Article 8. Credential of admission

1. The admission credential is the document issued by the Center, with the signature of its Director and the Degree Coordinator, which accredits the person requesting admission to the requested studies and allows him to continue the process of the process before

eUniv or, where applicable, before third-party administrations or entities.

2. The Admission Credential necessarily informs its holders of the following:

- a) Courses to which they have been admitted, indicating their descriptive information on the eUniv website.
- b) Documentation to be delivered to the Academic Management Service in order to formalize the provisional registration.
- c) Terms and academic procedures for the purpose.
- d) Academic teaching regime and protection of personal data.

3. If the term established in the Admission Credential has passed without the holder having started the procedure, the SdP will understand that he/she is waiving admission and will notify him/her of the closure of his/her application file. In this case, the affected person can only request the reopening of the file justifying the cause and provided that the position has not been awarded to another candidate.

Article 9. Enrollment proposal

1. Once the submission of the required documentation has been completed, the SdP will transfer it to the Academic Management Service (SdGA) in order to proceed with the provisional opening of the student's academic file and the issuance of the Proposal document of Enrollment in the courses.

2. The SdP will transfer the enrollment proposal document to the student, in which the deadline for the payment of its cost will be indicated. After this period has passed without the liquidation having been carried out, the SdP will understand that the student waives it and will proceed to notify him of the withdrawal for all purposes.

3. The effective settlement of the Enrollment Proposal entails the acquisition of the status of eUniv student and the statutory rights and duties.

II

Enrollment and academic file

Article 10. Registration document

1. The enrollment document is issued by the SdGA once the amount of the proposal has been paid, and constitutes a verifiable certificate that accredits the holder as a student of the eUniv for all purposes.

2. The Enrollment Document incorporates the official data relating to the eUniv, the teaching, the teaching units and the temporary period of its course, after which the effects of the verifiable secure certification expire.

Article 11. Enrollment limits

1. Students must enroll in at least one teaching unit of their study plan (12 ECTS credits), and a maximum of five (60 ECTS credits).

2. The Management of the Center, subject to a favorable report from the Degree Coordination, may authorize an extra-ordinary enrollment of six study units (72 ECTS credits), but only in the case of study units already completed and not passed and always in the last course of studies.

Article 12. *Registration calendar*

1. Students must notify the SdGA of their wish to formalize the registration for the following teaching unit during the fifteen days prior to its start.

2. In the event that the communication becomes effective after this deadline, registration can only be carried out for the next bimonthly period.

3. Tutors must ensure that students plan their registrations correctly, and must inform the SdGA and the Degree Coordination of the incidents that occur in this evolution.

Article 13. *Registration cancellations*

1. During the first seven days of the bimonthly period, students can request the SdGA to cancel their enrollment, which entails the cancellation of the enrolled and untaken teaching units from their academic file.

2. If the request for deregistration obeys justified reasons and is supported by a favorable report from the Tutor, the student can benefit from the return of the amount paid for the registration, in accordance with the instructions that the Management has issued for this purpose.

Article 14. *Student condition*

1. Students enrolled in a course and enrolled in one of its units have the academic and administrative status of Active student.

2. Students enrolled in a course and not enrolled in any of its units have the academic and administrative status of Inactive student.

3. The status of Leave of education and university is assigned for all purposes in the following cases:

a) Once the study plan has been completed and the Final Academic Certification has been issued.

b) Once the maximum period provided for in the regulations for permanence in education has ended.

c) By express request of the student concerned.

Article 15. *Academic record*

1. The academic file is the official document that reflects the personal academic progress of each eUniv student.

2. The file includes all the personal and academic data necessary to accredit the holder's progress in studies until graduation.

3. The SdGA is responsible for the management and custody of all academic records of the eUniv.

4. eUniv students have the right to request at any time the verifiable Personal Academic Certification (CAP) of their academic record.

5. Access to the data of the students' academic files is restricted to the persons in charge of the Centre's Management, Degree Coordination and Student Tutoring. Any other person from the University who wishes to access the files must request it from the Prothonotary through the SdGA, which will resolve the authorization and its terms and scope, remaining in any case registered the authorized consultation.

6. The data relating to the grades of the teaching units are incorporated into the academic files automatically based on the grades made by the teaching staff in the academic management system of the eUniv. Any subsequent amendment or modification requires the prior authorization of the Prothonotary and must be registered.

7. In any case, these regulations will be subject to what is determined by the current legal regime for the protection of personal data in Andorra.

III

Study regime

Article 16. *Control systems*

1. Access to the eUniv teaching platform entails acceptance of the student personality control systems, and this acceptance is expressly requested each time the student accesses, in accordance with the current legal regime of personal data protection.

2. Students have the right to automatically withdraw from courses in the event that they do not wish to continue authorizing the application of personality control systems.

Article 17. *Duration of the courses*

The eUniv courses have the duration provided by the Andorran university system, in accordance with the EHEA guidelines:

a) Advanced Professional Diploma: 2 courses.

b) Bachelor: 6 semesters (3 courses).

c) Master's degree: 4 semesters (2 courses).

d) Doctorate: 3 years.

Article 18. *Full ordinary dedication*

The ordinary system of full dedication to study entails the right of students to enroll in the 5 units of education available in their annual calendar.

Article 19. Extraordinary partial dedication

eUniv students can eventually interrupt the regular continuous enrollment regime and automatically switch to part-time study.

Article 20. Permanence in education

1. Full-time students have the following right to stay and complete their studies in the ordinary way:

- a) Advanced Professional Diploma: 3 courses.
- b) Bachelor's degree: 10 semesters (5 courses).
- c) Master's degree: 6 semesters (3 courses).
- d) Doctorate: 3 years.

2. Part-time students have the following right to stay and complete their studies in the ordinary way:

- a) Advanced Professional Diploma: 4 courses.
- b) Bachelor's degree: 12 semesters (6 courses).
- c) Master's degree: 8 semesters (4 courses).

3. The end of the established terms without having completed the studies entails the automatic loss of the right to enroll and the corresponding exclusion from the courses, unless the affected student processes the Request for Extraordinary Extension, which will be the subject of the corresponding resolution by part of the Rectorate, prior to the issuance of the Extension Report issued by the Coordination of the applicant's studies.

Article 21. Disciplinary regime

1. Students remain subject to the Disciplinary Regime Regulations of the eUniv, which are public and typify the offenses susceptible to the corresponding sanction, as well as the procedure for the initiation and resolution of disciplinary proceedings, which in any case must be safeguarded the rights of the students involved.

2. The ordering of the initiation of disciplinary files for students is the responsibility of the Chancellery, in the exercise of its functions as the Grievance Board. The Praelector will act in all proceedings as secretary of the instructions.

IV

Validations and recognitions

Article 22. Validations

1. The eUniv, in accordance with the current Andorran university regime, has the right to validate teaching units and study periods of its state and own degrees.

2. Requests for validations must prove the following conditions for their processing:

a) The studies passed must belong to an official higher education qualification.

b) The studies passed must prove to be, at least, of the same academic level as those that are intended to be validated.

c) The information provided must state, in addition to the descriptive academic data (name, type, academic year, language), the academic load in credits or teaching hours, the skills and learning outcomes, the contents of the plan d studies, teaching methodology and evaluation criteria and systems.

d) In no case can a validation be granted that exceeds the maximum number of European credits established by the current Andorran university legal regime.

e) Work or professional experience can only be subject to validation on external stays or internships, if these are included in the study plan.

3. Free-choice ECTS credits can be validated if the passing of an equal or greater number of credits in subjects of an official university study plan that have not been the subject of ordinary validation at the eUniv is proven.

4. The Coordination of each course, with the previous report of its Monitoring Committee, can present to the Academic Board proposals for general validations, linked to specific degrees from other educational institutions. The agreements of the Academic Board will state, in addition to the fulfillment of the stipulated conditions, all the information required in the ordinary application, as well as the determination of the specific teaching units validated for all the people who prove to be in possession of one of these titles.

5. People who prove that they are in possession of a degree on which a general validation agreement has been adopted, only have to provide it to their Tutor and the Center's Management will issue a resolution of application of the general agreement that will be included in the academic file of the beneficiary student.

Article 23. Requests

1. Students admitted to the eUniv must submit the validation request through their Tutor during the period prior to the delivery of the teaching unit subject to the validation request.

2. The application form requires specifying the specific teaching units for which academic validation is requested; the validation report will not include any other teaching unit in its assessment.

3. The application must be accompanied by an academic certification that must contain, at least, the academic year in which each teaching unit was passed and information on the following 10 items:

- a) Full name.
- b) Type.
- c) ECTS credits.
- d) Skills and expected learning outcomes.
- e) List of contents.
- f) Training activities and teaching methodologies.
- g) Evaluation system.
- h) Degree.
- i) University center.
- j) Language of delivery.

Article 24. *Resolution of validations*

1. The resolution of specific academic validations corresponds to the Management of the center where the courses are taught, and can only be issued with the previous motivation report, issued by the Degree Coordination.
2. The previous motivation report of the Degree Coordination must include a specific assessment, favorable or unfavorable, for each of the ten items required by the Andorran standard for certified accreditation.
3. The Coordination may only raise a favorable report if a minimum of seven items have been evaluated favorably, as long as the evaluation of the coincidence of the expected Competencies and learning outcomes is considered adequate.
4. Appeals against negative decisions must be addressed to the Prothonotary, which will decide upon a report from the title monitoring committee.
5. In the case of validations granted under agreements or agreements on the validation of degrees, the resolution will be positive ex officio and a certification from the Coordination will have to be incorporated into the academic file of the beneficiary student of the title certifying compliance with the requirements determined in the agreement or agreement that applies to it.
6. The granting of validations is instrumented through a resolution of the Center Management that is incorporated into the student's academic file.
7. Validated units appear in the academic file as validated with the acronym CV and without qualification, thus being exempt from the weighting calculation of the file.
8. eUniv students retain the right to study the teaching units they have validated and to do so simultaneously with other non-validated teaching units; in the case that you voluntarily carry out the evaluation of the validated teaching unit, you can choose to incorporate the qualification obtained into your academic record if this allows you to improve its weighting.
9. The granting of validations does not generate any economic right to the total or

partial free registration. The Management will determine the percentage of the cost that will be applied to the validated units.

Article 25. *Acknowledgments of credits*

1. Professional experience, non-regulated courses and academic activities may be subject to recognition and applicable to free choice credits and optional teaching units of the study plan.
2. The maximum percentage of credits that can be recognized is 20% of the total credits of the degree.
3. Recognized credits are not included in the academic record.
4. In the procedure for requesting and resolving credit recognition, the validation regime applies.

V

Reception and guidance of students

Article 26. *Reception Program*

1. The eUniv Welcome Program (PDA) has the statutory objective of ensuring that students know the general academic rules, the organization of their study plan and the mastery of the educational technologies that correspond to employ
2. The Attention and Guidance Service (SdAO) is the unit responsible for the development and improvement of the PDA.
3. The first part of the PDA provides general training on the use of the teaching platform, on university bodies, general rules, and university services and their operation, as well as the resources available to students, in particular bibliographic and documentary ones.
4. The second part of the PDA transfers the specific training of each education, in charge of the respective Coordinations. In these sessions, the people linked to the studies are presented and the information, rules, suggestions and advice for a good follow-up of the studies are transferred.

Article 27. *Tutorial Care Program*

1. The Tutorial Action Program (PAT) of the eUniv is the instrument that orders the obligatory personalized tutorial attention for all enrolled students.
2. The content of the PAT's attention includes both the monitoring of teaching, as well as the academic and administrative or economic management of the students.
3. The objectives of the PAT are the following:
 - a) Personalize the teaching in order to neutralize the possible dysfunctions in the monitoring of the studies observed in the non-face-to-face modality.
 - b) Effectively attend to the difference, providing the necessary support to students

who require special attention due to their personal circumstances or disabilities, facilitating resources, supports or appropriate actions.

c) Ensure an effective and efficient use of communication tools, alerting of possible dysfunctions and detecting possible improvements.

d) Avoid dropping out of studies with a preventive and continuous motivational action against demotivation, feeling of isolation, loss of interest, etc.

4. The person responsible for the development and improvement of the PAT is the Major Tutor of the eUniv, who coordinates the tutorial teams and their assignments.

5. The Major Tutor will assign each student to his/her Personal Tutor in the specialty area of the studies once the registration for access to the courses has been formalized; the student may present to the Major Tutor a reasoned request for change, which will be attended to based on current availability.

VI

Academic management

Article 28. Organization

1. The eUniv organizes the academic management of all its degrees through the SdGA, coordinated by the Praelector and dependent on the Prothonotary.

2. Corresponds exclusively to the SdGA:

a) The management, custody and archive of the academic files of the students of all degrees issued by the eUniv, state or own.

b) The management of the records of degrees issued and data required by the Internal Quality Assurance System of the eUniv.

Article 29. GESTAC

1. It is up to the SdGA to carry out the following actions through the eUniv academic management system (GESTAC):

a) Register the data corresponding to the study plans of the state and own eUniv degrees, as well as their update.

b) Register the data of the teaching staff of the eUniv, with the corresponding updated teaching assignment.

c) Register the data of enrolled students and the opening of the corresponding academic record, as well as any changes or incidents that occur.

d) Register the grades of the teaching units and ensure their transfer to the students' academic files.

e) Issuing the verifiable academic certifications of students or teachers.

f) Manage the issuance of state titles by the Government of Andorra.

g) Issue and register eUniv's own qualifications.

Article 30. Academic certifications

1. The academic certifications are the official documents that certify the personal and academic data of the students and the teaching staff of the eUniv.

2. The processing and issuance of academic certifications corresponds to the SdGA with the approval of the Prothonotary, and they are issued with the Secure Verifiable Certification system (CSV).

3. The student has the right to request at any time during their studies the Personal Academic Certification (CAP) in which all the data of their academic file at the time of issue is accredited. This certification entails the payment of the fee established by the eUniv.

4. The ordinary academic certifications are the following:

- a) Education Study Plan (PdE)
- b) Teaching unit (UdE)
- c) Student academic file (CAP)
- d) Live student enrollment (MVA)
- e) Completion of studies (CAF)
- f) Additional Title Credential (CST)
- g) Annual academic calendar (CAA)
- h) Effective execution of tests (REP)
- i) Link to the eUniv of the teaching staff (VdP)
- j) Annual teacher training (DAP)
- k) Academic management of teachers (EDP)
- l) Elaboration of teaching material (EMD)

Article 31. Academic qualifications

1. The students have the right to receive an overall rating of the level of learning achieved at the end of each teaching unit, which must be resolved by the relevant teaching staff and recorded in the academic file.

2. The results of the global assessment of each teaching unit are qualified quantitatively and qualitatively as follows:

- a) From 0 to 4.9: Suspended (S).
- b) From 5.0 to 6.9: Passed (A).
- c) From 7.0 to 8.9: Notable (N).
- d) From 9.0 to 10: Excellent (E).

3. The student's academic file must always contain the quantitative average of their grades, which must be automatically included in the CAP, the CAF and the European Supplement to the Diploma.

4. The average of the academic record is the weighted average of the grades of all teaching units, and the weighting coefficient is the number of credits for each subject.

5. The Matricula d'Honor (MH) is a distinction awarded to students with an excellent rating; the number of students with MH cannot exceed 5% of the students enrolled in a teaching unit and course, with a

maximum of 1 MH if the group is less than twenty.

VII

Teaching management

Article 32. *Organization*

1. The Teaching Management Service (SdGD) is the body in charge of managing the teaching platform of the eUniv, the Continuing Teacher Training Program (PFC), the Teaching Innovation Laboratory (LID), the updating and quality control of the content, training activities and teaching methods, and of the application of the student personality control systems, which must be done in accordance with the instructions given by the person responsible for the protection of personal data of the eUniv.

2. The prefecture of the SdGD organically depends on the Vice-Rectorate for Teaching Organization and Innovation.

Article 33. *Training activities*

1. The general educational model of the eUniv includes the following training activities:

- a) Theoretical Training Activities
- b) Practical Training Activities
- c) Participatory Training Activities
- d) Training Research Activities

2. The list of training activities is fully incorporated into the organization of each of the courses implemented and acquires a public and binding character, except for specific authorizations due to the nature of the degree.

3. The list of training activities can be modified at the request of binding regulatory imperatives, at the request of initiatives to improve teaching quality or depending on the technical evolution of the teaching platform; in any case, the modifications will lead to the revision of this rule.

Article 34. *Teaching methodologies*

1. It is up to the Theoretical Training Activities to apply the following teaching methodologies:

- a) Theoretical classes.
- b) Theoretical seminars.
- c) Conferences.
- d) Individual tutorials.

2. It is up to the Practical Training Activities to apply the following teaching methodologies:

- a) Practical classes.
- a) Practical workshops.
- c) Conferences.
- d) Individual tutorials.

3. Participatory Training Activities must apply the following teaching methodologies:

- a) Debate and discussion forum.

4. It is up to Research Training Activities to apply the teaching methodologies:

- a) Individual or group work.
- b) Individual or group virtual simulations.
- c) Individual or group tutorials.

Article 35. *Teaching development*

1. For the development of Theoretical Training Activities, the teaching units provide the following specific teaching material for the lessons assigned to each ECTS:

a) Key Text: descriptive text, presentation and presentation of the general contents of the lesson, drawn up based on the learning outcomes planned for the teaching unit and with a minimum length of 1,500 words and a maximum of 4,000, according to the characteristics of the subject. The self-assessment test batteries address this text.

b) Reference Text: complementary text deepening or updating the theoretical content of the lesson, with a minimum length of 1,500 words and a maximum of 4,000. The questions to be debated in the Discussion Forum of the teaching unit refer to this text.

c) Audiovisual accessible from the teaching platform with the contents of the Key Text of each lesson.

2. For the development of Practical Training Activities, the teaching units of all degrees contribute:

a) Two Cases or Practical Exercises for each of the 12 lessons of the teaching unit, with three questions to be developed as answers in each of them.

b) Two Audiovisuals accessible from the teaching platform with the contents of the practical classes and the exposition of the practical cases corresponding to the thematic lesson.

3. For the development of the Participatory Training Activities, the teaching units of all the degrees provide a proposal for six specific discussions on the Reference Texts, directed and timed by the teaching unit's teaching staff.

4. For the development of the Academic Training Activities, the teaching staff of each teaching unit designs, for each academic year, a total of 5 research proposals (one for each of the five annual groups that provide for the temporal arrangement of the system), which must be developed, individually or in groups, based on one of the teaching methodologies that the teaching staff has selected.

Article 36. *Teaching monitoring*

1. The monitoring of the academic progress of the Theoretical Training Activities is supported by the self-assessment mechanism of each lesson, consisting of a battery of 40

test questions per lesson, 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 lesson, consisting of the 2 cases or practical exercises with the three respective questions, accessible only from the teaching platform.

3. The monitoring of the academic progress of the Participatory Training Activities is supported by the control system of student participation in the timed discussions and debates of the unit's Forum, of education that informs of interventions and warns of non-compliance.

4. The monitoring of the academic progress of the Research Training Activities is supported by the activity control system integrated in the specific applications of the teaching methods.

Article 37. Evaluation systems

1. The evaluation of the Theoretical Training Activities takes place through a test of 80 questions out of a total of 480 developed by each teaching unit, with a minimum of 60 correct answers being necessary to pass the test. The weighting of this assessment on the overall teaching unit is 30 percent. If the personality control systems detect irregularities during the test, the student will automatically be invited to repeat it within a maximum period of forty-eight hours, counted from the date of communication. In the event that the summoned student does not appear for the test, the qualification of the academic activity will be zero.

2. The evaluation of the Practical Training Activities is carried out through a test that includes six practical questions out of the 72 developed by each teaching unit, with a complete and correct answer to four of them being necessary to be able to pass the test. The weighting of this assessment on the overall teaching unit is 30 percent. If the personality control systems detect irregularities during the test, the student will automatically be invited to take an in-person and individual test within a maximum period of forty-eight hours, counted from the date of communication. In the event that the summoned student does not appear for the test, the qualification of the academic activity will be zero.

3. The evaluation of the Participatory Training Activities is carried out through the standardized reports of the teaching unit provided by the evaluation system, which assess a minimum of 10 academic aspects, previously known to the students. The weighting of this assessment on the overall teaching unit is 10 percent. Insufficient participation in the Forum prevents the

realization of the theoretical and practical tests.

4. The evaluation of the Academic Training Activities is carried out through the standardized reports of the teachers of the teaching unit provided for by the evaluation system, which assess a minimum of 10 academic aspects, previously known to the students. The weighting of this assessment on the overall teaching unit is 30 percent. If the text originality control systems detect a percentage of plagiarism higher than the accepted technical minimum, the qualification of the academic activity will be zero. The non-presentation of the academic work prevents the completion of the theoretical and practical tests.

Article 38. Global evaluation of units

1. Students who do not pass the overall evaluation of a teaching unit due to the application of the rule of minimum weighting, may request the extraordinary overall review, which will be granted ex officio if the results of all weighted partial assessments exceed fifty percent of the grades.

2. Students who do not want to submit to the personality control systems when taking the theoretical and practical tests can request to take the tests in person, which will generally be called ex officio at the headquarters of the eUniv, at 12.00 on the penultimate day of each academic semester.

VIII

Quality management

Article 39. Organization

The Management Service of the Quality Assurance System (SdGQ) is the body in charge of managing the procedures linked to the University's internal quality assurance system and ensuring its compliance. The Prefecture of the Service organically depends on the Second Vice-Rectorate, responsible for the Quality policy.

Article 40. Coordination of education

1. The guarantee of the vertical coordination of each teaching is the responsibility of its Coordination.

2. The guarantee of the horizontal coordination of each course is the responsibility of its Monitoring Committee.

Article 41. Suggestions and complaints

1. All members of the university community have the right and the duty to convey their opinions, suggestions and complaints about the operation of the courses implemented and the services.

2. The SdGQ is responsible for enabling an accessible mailbox for the purpose of communicating quality incidents, as well as

raising them to the degree monitoring commissions or the corresponding university bodies.

Article 42. Annual monitoring report

1. The Degree Monitoring Committee must check annually that the program is updated and implemented in accordance with the conditions established in the verified report and/or their subsequent modifications.

2. The annual monitoring report (IAS) of each degree must mandatory evaluate all the parameters provided for the purpose by the manual of the internal quality assurance system of the eUniv.

IX

Issue of titles

Article 43. State titles

1. The eUniv SdGA issues the student's CAF once they have fully completed their studies; this certificate is what allows the processing of the issuance of the title.

2. State titles are issued by the Government of Andorra and are subject to a public tax.

3. State titles are numbered with an alphanumeric series and are registered in the Official Register of Higher Education Titles.

4. Graduates must collect and sign the degree at the ministerial headquarters in person or through the legally recognized representation system.

5. The Official Register of Higher Education Degrees issues duplicates of the degree in the event of theft, loss, deterioration, rectification, change of name, change of surname or change of nationality, and with the prior presentation of the appropriate proofs. The duplicate title has the same title register as the original title and on the front of the duplicate, under the name of the person entitled, the reason why the duplicate was issued.

6. While the state issuance of the title takes effect, eUniv provides a Supplementary Title Credential (CST) in trilingual format, with verifiable secure certification, signed by the Rector and the Academic Prothonotary and postilable before the Government of Andorra, which incorporates the official registration number of the degree, as well as its full academic description for accreditation purposes before third parties.

Article 44. Own titles

1. eUniv's own degrees are issued by the center responsible for their delivery and they explicitly state the status of non-state studies.

2. The SdGA of the eUniv issues the student's CAF once they have completely finished their studies and files it in GESTAC in

order to ensure the subsequent availability of the data and its certification, if applicable.

3. In accordance with the Statutes, eUniv's own degrees are articulated according to the academic level required for access, and are ordered according to their academic load.

4. The eUniv Postgraduate degrees are as follows:

a) Higher Postgraduate Degree (minimum of 60 ECTS credits).

b) Specialization Postgraduate Degree (minimum of 48 ECTS credits).

c) Initiation Postgraduate Degree (minimum of 36 ECTS credits).

5. The eUniv Undergraduate degrees are as follows:

a) Advanced Studies Diploma (minimum of 24 ECTS credits).

b) Initial Studies Diploma (minimum of 12 ECTS credits).

5. The titles of the eUniv are signed by the Rector and the Academic Prothonotary, and are subject to postila by the Government of Andorra.

Article 45. European Supplement to the Diploma

1. The European Diploma Supplement (SED) is a mandatory document that is attached to all Andorran state university diplomas, in accordance with the EHEA guidelines.

2. The SED is issued by the SdGA of the eUniv in the special document standardized by the Government of Andorra, with the keys of authenticity and the alphanumeric numbering of the title registration in the Official Title Register.

3. The SED incorporates unified and personalized information for each university graduate, on the studies completed, the results obtained, the professional skills acquired and the level of their diploma.

4. The SED is issued in Catalan and, at the request of the interested person, it can be issued in bilingual English or Spanish format.

