



Frequently asked questions about transfer of credits in Undergraduate degrees (FAQ)

Questions:

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1. *What is transfer of credits?*

Transfer of credits is an administrative process that deems a subject as recognised, implying that the knowledge and skills to be acquired in the same are adequately proven by the credentials provided.

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2. *What does transfer of credits consist of?*

The transfer of credits procedure consists of six consecutive steps:

Firstly, the interested party (the student) initiates the process by submitting the form available under Intranet/Virtual Secretary/Applications/Credit Transfer Application, which requests transfer of credits of one or more subjects of his/her degree, together with the required documents to the Degree Academic Committee (CAT), where the provided credentials will be evaluated (see What documents must be submitted to justify the credentials provided?).

Secondly, the student also has to submit the accompanying documents to the Secretary of the Department or Faculty. This formality must be completed within 10 working days of submission of the online application (see What documents must be submitted to justify the credentials provided?). Applications where credentials are not justified with accompanying documents within the established timeframe shall be dismissed as it shall be assumed that the student withdraws his/her application.

Thirdly, the Centre shall verify the authenticity of the provided documents.

Fourthly, the Centre, once documents have been verified, will ask the professor in charge of the requested subject for a report about the equivalence between the content of said subject and the subject(s) or credential(s) submitted by the student.

Fifthly, the professor's report is passed on to the Degree Academic Committee, who will make a prescriptive and non-binding proposal at least one week before the meeting with the Subcommittee for Transfer of Credits in Undergraduate degrees. Applications that are not accompanied by a proposal on the day of said meeting shall be rejected.

Sixthly, the Subcommittee for Transfer of Credits in Undergraduate degrees, after checking the compliance of the proposals with legislation and rules, accepts or denies the transfer according to said proposals.

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3. *What is the procedure if there have been similar applications to the one I am submitting?*

In the case of existing precedents, an abridged procedure is used, where the application is resolved in the same direction as the existing precedents post verification of documentation by the Centre, and is immediately reflected in the academic file.

If the credentials provided are solely subjects included in official UPV degrees, the verification process is also omitted and the application is immediately resolved.

This abridged procedure is NOT used for credit transfer applications of students enrolled in specific courses for adaptation of degrees (see 10. What conditions should the provided credentials fulfil?).

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4. What is a credit transfer rule (or a rule with precedent)?

The resolution of applications, where NO credentials are provided for work experience or in the form of a degree, lead to credit transfer rules (or "rules with precedent").

A credit transfer rule is a mechanism designed to speed up resolution by avoiding Degree Academic Committees having to re-evaluate identical applications.

The existence of a credit transfer rule implies the procedure described in question 3. Refer to the next question (question 5) for information on existing rules (or precedents).

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5. *Where can I consult a list of existing precedents (approved credit transfer rules)?*

On the Student Services website, you can look up approved credit transfer rules (precedents) using an [assistant](#). There are three types of lists/tables:

- Precedents between a **UPV** degree being phased out and the Undergraduate degree that will substitute it (Table on adaptation of Undergraduate degrees)
- Precedents between university degrees not included in the previous point
- Precedents between Higher Education Professional Training (Higher Level Training Cycles) and Undergraduate degrees.

Furthermore, it is also possible to consult and/or select applicable rules with precedent for the indicated completed subjects when submitting an application.

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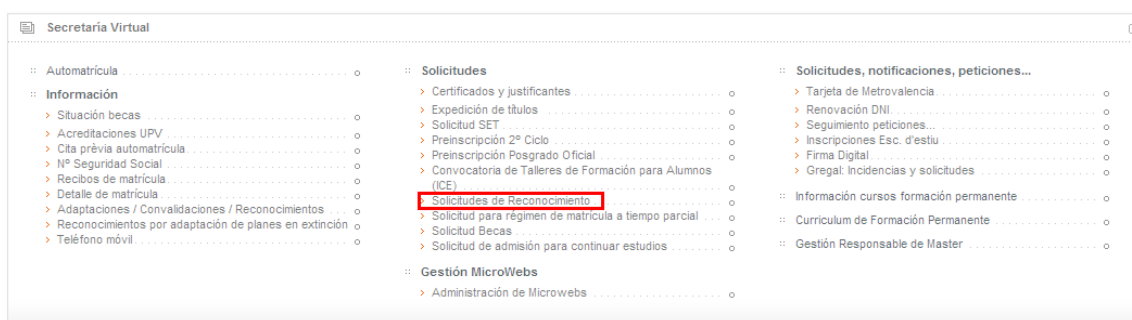
6. *Do I have to enrol for a subject to apply for a transfer of credits?*


No, it is not necessary. You can apply for a transfer of credits for any subject offered in the course plan that you are enrolled in.

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7. How do I apply for a transfer of credits?

- Students **enrolled** in a degree wishing to apply for transfer of credits: through the intranet, in the Applications section under Virtual Secretary, by selecting the **Credit Transfer Applications** option.



If you have questions about the procedure, you can click on the **Ayuda**  icon on the form to access detailed instructions for credit transfer applications.

- Students applying for admission to continue studies in **other** degrees or bodies than where they are enrolled: through the intranet, in the Applications section under Virtual Secretary, by selecting the **Admission application to continue studies** option, and within this application, clicking on **Management of transfers**.

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8. *When do I apply?*

The application submission period in an academic year is determined in the [academic calendar](#) of the corresponding course, which, after approval, is published on the Student Services website.

- Students **enrolled** in a degree wishing to apply for transfer of credits should refer to section 3.5.1 of the [academic calendar](#).
- Students applying for admission to continue studies in other degrees or bodies than where they are enrolled: during the same period when admission applications to continue studies are submitted (refer to section 3.1.2.1 of the [academic calendar](#)).

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9. *What credentials can be submitted for a transfer of credits?*

According to applicable rules, the following can be submitted as credentials:

- Subjects completed in official university degrees, Spanish and foreign, when the content of the submitted subject/s and the number of hours overlap at least 75% with the one/s applied for.
- Subjects completed in non-official universities degrees, when the content of the submitted subject/s and the number of hours overlap at least 75% with the one/s applied for. Such credentials can only be submitted for courses that have been taught in a University or Higher Conservatory and are part of a course plan conducive to obtaining a degree in itself. This means that you CANNOT SUBMIT courses conducted by public administrations, professional schools etc. nor seminars or short courses that are not part of any degree in themselves (Professional Specialisation, University Specialisation, Diploma of Specialisation, University Expert or Masters).
- Accredited work experience related to the subject applied for.
- Degrees from Higher Education Professional Training (Higher Level Training Cycle); Plastic Arts and Design Higher Education or Sports Higher Education.

Be sure to consult question 10 (conditions to be fulfilled by credentials provided with credit transfer applications).

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10. What conditions should the provided credentials fulfil?

- Subjects completed by transfer of credits (recognition/adaptation) submitted by the student as credentials for a credit transfer application for a UPV degree cannot be considered as such, and the transfer of credits has to be evaluated, generally speaking, on the basis of subjects that have actually been attended.
- Subjects completed due to revision of curriculum submitted by the student as credentials for a credit transfer application for a UPV degree cannot be considered as such.
- To apply for and receive recognition of credits for work experience, it must be accredited and for a minimum period of 3 months.

For students wishing to continue studies:

- NO consideration shall be given - with respect to admission for continuing studies - to credit transfers from degrees that are different from the degree to which admission is sought (professional training, other completed or partial degrees, in-house degrees...) or for accredited work or professional experience.

For students enrolled in a specific course for adaptation of degrees to Undergraduate degrees:

- When submitting subjects completed in the degree required to participate in the specific course for adaptation to Undergraduate degrees, the transfer rule shall only apply if the subjects submitted as credentials (optional or free-choice) lead to extra credits in the degree of origin, and are not required for the envisaged degree (i.e. the rules created by submitted optional subjects should lead to surplus optional credits in the degree of origin and, similarly, rules created by submitted free-choice subjects should lead to surplus free-choice credits in the degree of origin).

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11. **What documents must be submitted to justify the credentials provided?**

Every subject included in the credit transfer application will generate an individual transfer request, which is why it is useful to provide the necessary documents for every subject/application.

The documents to be submitted for a credit transfer application shall depend on whether the application corresponds to a pre-existing rule (=precedent) as also on the kind of credentials submitted. In general, some of the following documents must be submitted or attached:

1. Programmes of submitted subjects, stamped by the university of origin.
 2. Official Academic Certification or European Diploma Supplement (for courses attended at UPV, an extract from the academic file shall suffice).
 3. Course plan being followed.
- For an **application with pre-existing rule** where credentials are subjects attended as part of official UPV degrees: No documents need to be submitted (neither in the online application nor to the Centre).
 - For an **application with pre-existing rule** where some credential is a subject from an official degree **NOT** attended at UPV: Submit previous document 2 (only to the Centre within 10 days of the online application).
 - For an **application without pre-existing rule** where credentials are subjects attended as part of official UPV degrees: Submit previous documents 1 and 2 (in the online application and to the Centre within 10 days of the online application) especially when the credentials correspond to self-study subjects or degrees that are no longer offered.
 - For an **application without pre-existing rule** where some credential is a subject from an official degree **NOT** attended at UPV: Submit previous documents 1, 2 and 3 (in the online application and to the Centre within 10 days of the online application).
 - For an application where an **In-house University Degree** is submitted: Document 2 (and 1 as the case may be), and the corresponding in-house degree (in the online application and to the Centre within 10 days of the online application).
 - For an application where **work experience** is submitted as a credential, the following should be attached to the online application and also submitted to the Centre: Career Report or service statement, certificate from the company stating the nature and duration of the work done, college certificate (if applicable) stating the work done, AEAT census certificate for those working freelance but not registered as self-employed persons.
 - When submitting any credential completed in a foreign education system, proof of payment of the fee to examine the credit transfer application must be submitted to the Centre (within 10 days of the online application). This receipt is generated within three days of submitting the credit transfer application for foreign courses.

Documents must be duly notarised if the submitted courses were attended in higher education institutions NOT in the European Union and if applicable, presented as Spanish translations by a sworn translator, in original or as a copy to be compared against the original at the time of submission.

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12. How many credits can be transferred?

- The number of transferred credits **based on work experience or on non-official university degrees (In-house University Degrees)** cannot be more than 15% of the total credits included in the course plan.
- Credits corresponding to a **Final Undergraduate Thesis** cannot be transferred.
- Students enrolled in specific courses for adaptation of degrees to Undergraduate degrees in degrees being phased out should find out about the possible restrictions on transfer of credits established in the Verification register for Undergraduate degrees.

Furthermore, the *Rules for recognition and transfer of credits in official UPV Undergraduate and Masters degrees* establish a **minimum number of credits to be attended** in each degree: **for an Undergraduate degree, you have to attend at least 25% of the degree's credits, in addition to completing the Final Undergraduate Thesis.** Students from phased-out degrees who have adapted to the substituting Undergraduate degrees and from degrees taught as a specific adaptation course are exempt from fulfilling these conditions.

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13. *What is the cost of each recognised subject?*¹

For every subject for which credits are transferred and are reflected in the files of enrolled students, 25% of the value of the transferred credits shall be paid, except when the transfer is on the basis of professional or work experience, where 100% of the value of the transferred credits shall be paid. Please note that this fee for recognised subjects or transferred credits is not covered by grants - from the Ministry or the Generalitat Valenciana, and will therefore have to be paid by the student, even though he/she has requested a grant.

If Undergraduate students receive transferred credits, of a basic nature, for university studies not completed but carried out in the same university and within the same area of study as the degree for which the transfer of credits is being carried out, they shall not have to pay the credit transfer fee. This exemption shall be applied to only one change of degree and in only one direction (it is not applicable if the student returns to the degree that he/she had initially enrolled for).

Furthermore, the **examination of credit transfer applications for foreign courses** implies a fee of 143.73 euros for every application presented as a whole (This fee must be paid irrespective of the result of the application and of whether the student is enrolled or not in the course for which the credit transfer application has been made).

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¹ According to the conditions stipulated in article 143.2 of legislative decree 1/2005 of the Generalitat, amended by law 9/2011.