

RECOGNITION IN THE FORM OF CREDITS OF DULY ACCREDITED WORK AND PROFESSIONAL EXPERIENCE IN THE BACHELOR'S DEGREES TAUGHT AT THE FACULTY OF ARTS

Approved by the Faculty Board on 21 December 2011

Amended by the Faculty Board on 25 April 2012

Amended by the Faculty Board on 26 February 2021

CONCEPT

With this procedure, the Universitat Rovira i Virgili recognises the work and professional experience accredited. The credits recognised count towards the total required to obtain an official qualification, provided that the experience is related to the relevant competences.

Under no circumstances will credits corresponding to bachelor's degree theses be recognised. Neither can experience obtained as the result of accrediting a grant or cooperation grant be recognised.

The number of credits for professional and work experience may not exceed **15%** of the total credits of the curriculum. This percentage also includes credits recognised from non-official university courses, if there are any.

On bachelor's degrees, the maximum number of credits that can be recognized for professional and work experience is:

- Bachelor's degrees of 240 credits: 36 credits

PROCEDURE

ADMINISTRATIVE UNIT: Applications must be presented to the secretary's office of the faculty/school.

DOCUMENTATION:

- Application for recognition
- Employment record certificate that accredits the student's relationship with the company or the equivalent document for work experience gained abroad.
- Document issued by the company that details the tasks carried out by the student and the period when this occurred.
- Payment of the credit recognition fee.

BASIC CRITERIA OF THE RESOLUTION: Recognition of this experience basically applies to the External Internships subject. The faculty/school must evaluate the experience accredited by the student, which must be related to the competencies inherent in the bachelor's programme on which the student is registered and that is the object of the request. In specific cases, the faculty/school may apply the recognition to another subject.

MINIMUM PERIOD: The minimum period for which experience can be recognised is 12 months. Experience of less than 6 months cannot be recognised.

UNIT RESPONSIBLE FOR RESOLUTION: Head of the bachelor's degree with the assistance of the coordinator of bachelor's degree internships.

GRADING: Pass or fail. Credits recognised in this manner are not given a grade and so do not count towards the final average of the student's academic transcript. The

faculty/school must evaluate the experience accredited by the student and may decide to award recognition, which is usually applied to the External Internships subject. If the decision is not to award recognition, the faculty/school may consider exempting the student from the external activity either totally or partially, which would mean that the student registers for the subject in the ordinary manner and is given a grade.