

# **RECOGNITION IN THE FORM OF CREDITS OF ACCREDITED WORK AND PROFESSIONAL EXPERIENCE IN THE MASTER'S DEGREES TAUGHT AT THE FACULTY OF ARTS**

Approved by the Faculty Board on 21 December 2011

## **DESCRIPTION**

Through this procedure, the URV recognises accredited work and professional experience. The credits recognised are counted towards the total required to obtain an official master's degree, provided that the experience is related to the competencies inherent to the qualification.

**Under no circumstances will credits corresponding to final master's projects be recognized. Also exempt from recognition is experience obtained as the result of accrediting a grant or cooperation grant**

The number of credits based on professional and work experience may not exceed **15%** of the total credits of the curriculum. This percentage also includes, if appropriate, recognized credits from non-official university courses. Students may also ask the Postgraduate and Doctoral School for recognition of the subject Career Guidance and Citizenship, which is organised by the Postgraduate and Doctoral School.

The maximum number of credits based on professional and work experience that can be recognized for master's courses is:

- Master's degree of 120 credits:..... 18 credits
- Master's degree of 90 credits:..... 13.5 credits
- Master's degree of 60 credits:..... 9 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 master's course 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, provided that the corresponding committee considers it appropriate.

**MINIMUM PERIOD:** The minimum period that can be recognised is 6 months. Experience that lasted for less than 6 months cannot be recognised.

**RESOLUTION-ISSUING UNIT:** The Faculty of Arts constitutes the Recognition Committee and it consists of the Dean, representatives from the faculty's official master's degrees and the Head of the Secretary's Office of the Faculty.

**GRADING:** Approved or not approved. Credits recognised in this manner are not given a grade and so are not counted towards the final average of the student's academic transcript.

The faculty/school must evaluate the experience accredited by the student and may resolve award recognition, which is usually applied to the External Internships subject. If the resolution is negative, the faculty/school may consider the option of exempting the student from undertaking the external activity either totally or partially, which would mean that the student would register for the subject in the ordinary manner and obtain a grade.