

# RULES OF PERMANENCE IN OFFICIAL UNDERGRADUATE DEGREE PROGRAMS

## **Title I: Student admission**

### Article 1.

Upon the student's admission to U-tad University Center for Technology and Digital Art (*Centro de Tecnología y Arte Digital*) enrollment will become effective once the admission procedures have been completed and the registration has been formalized. In order to do so, students must prove that they have passed the University Entrance Examinations, Selectivity Examinations or any other exams that are required.

Students will not be considered admitted to U-tad if they have not submitted the official access and enrollment documents by October 31. (For Online students, November 15).

### Article 2.

Students studying for official degrees can terminate their studies in any course if they wish and request to transfer to another university

### Article 3.

First-year students must enroll in all the credits established by their curriculum for that course.

## **Part II: Permanence at U-tad, University Center of Technology and Digital Art**

### Article 4.

Students enrolled in any courses taught at U-tad University Center of Technology and Digital Art will have to pass at least one core or foundation course during the first academic year.

If this prerequisite course is not passed, students may request, for one time only, authorization from the Academic Director to continue their studies.

If authorization to continue is not granted, the student may begin their studies in another Degree taught at the U-tad University Center of Technology and Digital Art, as long as they enroll through the established admissions process.

### Article 5.

Students enrolled in any official degree will have four ordinary and two extraordinary calls to pass their registered courses.

When student receives a "No Show" grade in the course, one call instance will be considered as used.

### **Title III: Credit registration**

#### **Article 6.**

Ordinarily, undergraduate students must register annually for the minimum number of credits established, which is sixty (60 ECTS), unless a department modifies this rule.

The maximum number of credits that can be taken per year is seventy-eight (78 ECTS.)

#### **Article 7.**

Students must first register for the subjects they have not completed in the previous year, and then complete the remaining credits up to the limits set in the following term as established in the study plans for each degree. The student must be careful not to register for courses with conflicting schedules.

Registration will be carried out in the periods established every year by the Academic Secretary. In the case of late renewal, a fee of EUR 250 will be charged.

#### **Article 8.**

When there are justified reasons for registering for a lower number of credits than those set as minimum or higher than the maximum, the student may request an exception through a request addressed to the Academic Director and the Academic Director will resolve these requests before formalizing the registration.

#### **Article 9.**

The registration is done only once every academic year, and once it is done, it is irrevocable. However, Within the period established by the Academic Secretary, students who present a justified exception request may make some changes in their registration. The Center may modify registrations and duly inform the student, in compliance with current legislation or for reasons of academic organization.

The choice of teaching modality ("face-to-face" or "distance") and the language of instruction affect the entire course in which the student is enrolled, and he/she cannot change the modality or language during the academic year.

### **Title IV: Optional course**

#### **Article 10.**

U-tad, University Center for Technology and Digital Art, will offer optional courses that can be taken in each degree, depending on teaching capacity and depending on academic standards. It will also establish the number of places available in each course.

#### **Article 11.**

The credits that may be taken shall also be subject to the provisions of Article 7. These credits are distributed among the courses of the degree, but the student will be able to complete them when they consider it most convenient. However, it is advisable to do so according to the order established in each Study Plan.

#### **Article 12.**

The optional courses will only appear in the transcript when the corresponding credits have been completed. Therefore, as long as they do not pass these courses, students can substitute the registered course with another elective within the registration deadlines of each academic year.

Article 13.

For elective courses, if the student changes the course, the calls used in the previous course will not be counted as valid. When a student registers for the new course, they will have all the calls allowed by the University Center.

Article 14.

U-tad, University Center for Technology and Digital Art, reserves the right to teach elective courses that do not have a minimum of 15 enrolled students.