

REGULATIONS FOR REMAINING ON OFFICIAL MASTER'S DEGREES AT THE CAMILO JOSÉ CELA UNIVERSITY

(PC-005: Student Selection, Admission and Enrolment)

SUMMARY OF REVISIONS

Edition	Date	Nature of the Revision/Modification
1st	17/02/2005	Drafting of Operating Standards published in RD 28/2005
2nd	28/10/2010	Modification of Operating Standards published in RD 78/2010
3rd	20/06/2012	Adjustment to the legislative enactment associated with RD 1393/1997 and RD 861/2010
4th	02/04/2014	Modification to adapt the standards and organisation to the guidelines of the new Government team
5th	11/05/2015	Regulation update

	Position	Date
Preparation	Legislative Commission	July 2016
Revision	General Secretary's Office	July 2016
Approval	Governing Council	22 July 2016

1. Students may choose to enrol either part-time or full-time. Part-time enrolments will be considered those that do not exceed 30 ECTS credits per academic year. On an annual basis, the University will determine the studies in which part-time enrolment will not be admitted.

Enrolment will be formalised within the periods, terms and in the manner determined by the University; all of which will be publicised. The annual admission and enrolment announcement will determine the procedure for requesting part-time studies. The following causes may be argued in the applications: work activity, special educational needs, family care needs, as well as others that should be justified. The part-time study system must be requested prior to the opening of the enrolment period for each academic year and will be decided by the Faculties' Boards.

2. First-time enrolment in the first year of any degree taught by the University will be formalised annually, and will include the subjects included in the Curriculum over the two semesters.
3. Students enrolled full-time may enrol for a maximum of 60 credits per academic year, unless waived or authorised by the Academic Vice-Rector's Office.
4. Students enrolled in any degree programme at the Camilo José Cela University in Madrid must pass at least two basic subjects in their first year, whether enrolled full-time or part-time.
5. At the end of the second year they will be required to have passed all subjects that involve a minimum of 10 credits.
6. Students who do not pass the subject required in point 4 of these regulations for remaining on the course in their first academic year, will have one opportunity to access the studies leading to the obtaining of another degree from those taught at the Camilo José Cela University. This student will be subject to the same regulations for remaining on the course which apply to new students.

7. Students enrolled on any official master's degree will have four exams in the first exam period and two in the second exam period to pass the subjects they have enrolled for.

When it has been included in the subject record that the student has “not attended”, the call will be used up.

8. Students who need to take a subject equal to or less than 6 credits in order to complete their studies may request the call of a special exam throughout the 1st semester of the following academic year.
9. Once the aforementioned calls have been exhausted, and the students have only one subject left to complete their studies, with the exception of the Final Master's Project, they may request to be assessed by a Compensation Court. (see regulations of the Compensation Court)
10. The year may not be counted in certain cases in which exceptional circumstances occur, e.g. a serious personal illness or that of a close family member who lives with the student at home, maternity, being a high performance athlete, or any other circumstance considered by the Governing Board and communicated to the Academic Vice-Rector's Office before the month of May; unless the lack of this formalisation is proven due to force majeure.

The interested party must attach the supporting documents to at least prove that an exceptional circumstance has occurred, and must expressly waive the examination calls for their studies during the remainder of the academic year.

Implementation of this article does not suppose enrolment cancellation. The aim is to maintain the students' enrolment while justifying the lack of academic performance due to the occurrence of an exceptional circumstance during the academic year.

11. In general, it is understood that only the years in which the student has effectively formalised their enrolment will be counted as years of study.

12. The University will promote the effective adaptation of the Regulations for Remaining on the Course and Enrolment to the needs of students with disabilities and other special needs by assessing each specific case and adopting the appropriate specific measures.