

# Academic Regulations for Studying and Earning Recognition for Languages on Degree Courses

## Article 1. Purpose

1.1. These regulations govern the process of studying language modules as part of an ESCI degree course and set out the means for earning credits for official degree courses by learning languages at university.

1.2. ESCI students may earn credits towards their degree for any language-learning activity they undertake while studying for the degree in question.

1.3. ESCI students may not earn credits towards their degree for language-learning activities delivered in the language of instruction of the subjects on their degree course or in the language of instruction of their required or elective language modules.

## Article 2. General Provisions and Enrolment

2.1. Students enrolling for their first year will have to take an English level test, unless they already hold a certificate of English proficiency at Level B2 or higher on the Common European Framework of Reference for Languages (CEFR).

2.2. Language modules on ESCI degree courses are governed by exactly the same academic regulations and minimum course progress requirements as every other subject on degree courses. Students should enrol for these subjects to ensure their level of knowledge can be assessed.

2.3. Students choose which language to study from those on offer when they enrol for their first year. They should choose a language they do not speak, unless the language is taught at different levels.

2.4. Language teachers may set their first-year students level tests to identify students who should change to a different level.

2.5. Students may only enrol for a second-year required language module if they have passed the first-year module in the same language.

2.6. Students who have not yet made sufficient academic progress in their second term may attend classes as unregistered students. However, they will not be given a grade until they have enrolled for it within the same academic year.

2.7. Students who have made sufficient academic progress in their second term may enrol for the second-year language module during the modification period in the second term, on the understanding that they will have to complete the subject as a whole.

2.8. Students wishing to enrol for the elective subject Language in Business I should have passed the first- and second-year modules in the same language or should sit a level test.

2.9. Students wishing to enrol for the elective subject Language in Business II should study this subject in the same language as they took Language in Business I or should sit a level test.

## Article 3. Procedure for Passing Language Modules

3.1 There will be exams every term within the general exam timetable to assess students' knowledge of the subject they are studying.

3.2 First- and second-year required language modules will feature as a single grade on students' academic record at the end of the third term.

#### **Article 4. Changing Language**

4.1 Changing language at the start of the first year. First-year students may apply to change language during the first six teaching days of the academic year. They will be allowed to change language if there are still places available. Changing language at the start of the year does not use up any exam attempts for this subject.

4.2 Changing language at the end of the year having passed all first-year credits. Students may apply to change first-year language until 31 July. They will sit the exam for their new first-year language during the first round of exams.

4.5 Changing language at the end of the year without having passed all first-year credits. Students may apply to change first-year language until 31 July. They will sit the exam for their new first-year language during the first round of exams. Students who passed the language in their first year will take the new language in the first round of exams; those who did not pass the language in their first year will take it in the cumulative round.

#### **Article 5. Scope of Recognition**

5.1. Credits may be recognised for languages taught by UPF Languages or other language schools or accrediting institutions, provided that courses taught elsewhere are recognised in accordance with these regulations.

5.2. In all cases, students should reach successively higher levels for a given language in accordance with the CEFR or should be studying a specific area of the language in greater depth (specialised or exam-preparation courses).

#### **Article 6. Limitations of Recognition**

6.1. English will not be recognised as a language for RAC credits because it is one of the languages of instruction for subjects on degree courses.

6.2. The language of the language modules that students enrol for as part of their degree course will not be recognised as a language for RAC credits.

#### **Article 7. Number of Credits and Minimal Levels of Recognition of Foreign Languages**

7.1. The number of credits (up to a maximum of six) and the minimum level for recognising credits should be set in accordance with Appendix 1 hereto for courses and certificates delivered through UPF Languages, and in accordance with Appendix 2 hereto for courses and certificates delivered through other language schools or accrediting institutions.

7.2. If applicants have studied the language as part of their secondary education, credits will be recognised at the level of CEFR Level B1.1 (Intermediate) and above, in accordance with Appendices 1 and 2 hereto.

7.3. The head of studies will determine the number of credits and levels to be recognised in any cases not covered in the appendices hereto, provided that the educational activities have been assessed and been awarded a grade corresponding to a CEFR level. Said activities should have involved at least 90 hours of lessons.

7.4. Students will be informed of any new languages and levels accepted for recognition by the University through the usual institutional channels.

#### **Article 8. Number of Credits and Levels of Recognition for Spanish and Catalan**

8.1. Students who completed secondary education in a country whose official language is not Spanish/Catalan at a school or college whose language of instruction was not Spanish/Catalan may obtain credits for learning Catalan/Spanish, respectively.

8.2. Students who completed secondary education at a school or college in an area of Spain where Catalan is not an official language may obtain credits for learning Catalan.

8.3. The number of credits (up to a maximum of six) and the minimum level for recognising credits should be set in accordance with Appendix 3 hereto for courses and certificates delivered through UPF Languages, and in accordance with Appendix 4

hereto for courses and certificates delivered through other language schools or accrediting institutions.

#### **Article 9. Applications and Decisions**

9.1. Applications should be made to the head of studies and sent to ESCI Administration from the start of the academic year until 31 May. Applications made after 31 May will be carried over to the following academic year if the applicant will still be studying at ESCI.

9.2. Applicants should submit the following documentation:

- Application form stating the language to be recognised. In the case of Spanish or Catalan courses, the form must state the secondary school or college where the language was studied.

- Original and photocopy of the certificate of language proficiency obtained. ESCI Administration will verify that the photocopy is a genuine copy of the original, return the original and send on the application form and attested photocopy. If this documentation has already been submitted previously, applicants should indicate when it was submitted to the University.

9.3. All decisions concerning these applications will be made by the head of studies.

#### **Article 10. Reference to General Regulations**

The price, entries to the academic record and any other matters not covered by these regulations shall be governed by the general regulations on credits recognising university activities passed by the Governing Body on 9 July 2008.

#### **Additional Provision. Updating and Amending the Appendices Hereto**

For the purposes of recognition set out herein, the vice-rector responsible for language matters may update and amend the appendices hereto and, if necessary, add other languages in accordance with Article 3.

#### **Final Provision. Effective Date**

Appendices