

**GUIDELINES FOR CREDIT RECOGNITION IN BACHELOR PROGRAMS IN THE ACADEMIC YEAR 2025-2026.<sup>1</sup>**

	ACTIVITIES	CONDITIONS FOR CREDIT RECOGNITION	GRADING	RATE €/ECTS	MAXIMUM NUMBER OF RECOGNISABLE ECTS
1	University Activities (RD 822/2021): <ul style="list-style-type: none"> <li>- cultural</li> <li>- sports</li> <li>- student representation</li> <li>- solidarity</li> <li>- cooperation</li> </ul>	Student representation activities are included in the student transcript. In the case of activities that are not included in the student transcript, a document certifying the activity carried out and the number of hours dedicated to said activity, must be submitted to the Bachelor Direction.  (See the <b>Procedure</b> section on page 3 and additional information in the <b>Annex</b> )  1 ECTS = 30 hours	Credit recognition without a numerical grade in the student transcript.  <b>Not considered in the student's GPA.</b>	See <b>Annex</b> .	Maximum 5% of the ECTS of the Bachelor program (12 ECTS for Bachelor programs of 240 ECTS and 15 ECTS for Bachelor programs of 300 ECTS).
2	Language courses taken at the IEU Language Centre	English courses cannot be recognized.  For Spanish courses, only level 3 (B2) or higher courses can be recognized.  (See the <b>Procedure</b> section on page 3)  1 ECTS = 25 hours	Credit recognition without a numerical grade in the student transcript.  <b>Not considered in the student's GPA.</b>	The difference between the rate paid and the ECTS rate of the admission year.	Maximum 12 ECTS.

<sup>1</sup>The complete regulations are available here: [Credit Recognition and Transfer Regulations](#).

ACTIVITIES		CONDITIONS FOR CREDIT RECOGNITION	GRADING	RATE €/ECTS	MAXIMUM NUMBER OF RECOGNISABLE ECTS
3	Advanced seminars, IE University summer courses (including those organized in conjunction with other universities) and Honors Program	(See the <b>Procedure</b> section on page 3) 1 ECTS= 25 hours	Credit recognition without a numerical grade in the student transcript.  <b>Not considered in the student's GPA.</b>	ECTS rate of the admission year.	Maximum 12 ECTS.
4	Labs	1 ECTS = 25 hours	Credit recognition without a numerical grade in the student transcript.  <b>Not considered in the student's GPA.</b>	ECTS rate of the admission year.	Maximum 6 ECTS.
5	Courses from another Bachelor program at IE University	Approval of Bachelor Direction	<b>The grade obtained.</b>	0€	
6	Courses taken in Dual Programs with foreign universities	Approval of Bachelor Direction	<b>The grade obtained.</b>	Rate established in the agreement.	
7	Research support activities	The approval of Bachelor Direction (certificate issued by the Research Office or the professor)  1 ECTS = 25 hours	Credit recognition without a numerical grade in the student transcript.  <b>Not considered in the student's GPA</b> <b>ECTS rate of the admission year.</b>	ECTS rate of the admission year.	Maximum 6 ECTS
8	Courses taken in a foreign university as a "Visiting Outgoing" student	Approval of Bachelor Direction	<b>The grade obtained.</b>	ECTS rate of the admission year.	

## **General Information**

### ***Application deadline:***

Credit recognition can be requested only by the students who will enroll in elective courses in the following academic year. Credit recognition can be requested from June 19<sup>th</sup> to July 20<sup>th</sup>, 2025. If necessary, an additional period may be established given justified causes. Final year students can apply for credit recognition from May 5<sup>th</sup> to May 31<sup>st</sup>, 2026.

### ***Procedure:***

During the aforementioned dates, the online enrollment application will be available in order to apply for credit recognition for activities that are included in the student's transcript (student representation activities, advanced seminars, IE University language courses, Labs and Honors Program). The application will be available through Blackboard Ultra. When accessing the platform, the recognition tab will display the activities eligible for recognition that are included in the student's transcript. Students must select the activities which they would like to recognize. If the procedure is done properly, the requested credit recognition will be done automatically.

In the case of requesting recognition for an activity not included in the student's transcript (cultural, sports, solidarity and cooperation activities, etc.) or courses taken in another IE University Bachelor, during Visiting Outgoing status or in IE University summer courses (including those organized jointly with another university), the student must submit the documentation to the Bachelor Direction, who will determine whether or not the activity presented is eligible for recognition. This documentation may be submitted from September 1<sup>st</sup>, 2025, to June 1<sup>st</sup>, 2026. If the decision of the Bachelor Direction is favorable, the activity will be included in the student's transcript and the appropriate credit recognition will be made.

### ***Payment:***

For the payment of recognized credits, the fee established in the tables contained in this document will be applied.

Students who decide to take courses as “Visiting Outgoing” at another university must request authorization from the Bachelor Direction in which they are enrolled for the time they will remain at the other university. Upon their arrival, they must register for the subjects included in the study plan for that year of the Bachelor program. The tuition rate will be calculated considering the price of the ECTS corresponding to the year of incorporation. Subsequently, if the student wants the courses taken abroad to be included in the IEU transcript, credit recognition may be requested. The “Visiting Outgoing” rate established by Administration will be applied.

If the number of recognized credits is higher than the number of credits needed to complete the official program, the student will only pay for the credits needed to obtain the diploma and it will not be necessary to pay for the credits that exceed the limit of 240/300 ECTS. To count the credits required to obtain the official degree, the enrolled credits will be considered first and then the recognized credits. The enrollment fee will be applied first, and the credit recognition fee will be applied second. The recognition of credits will be made effective in a single payment and within a maximum period of 1 month after the generation of the resolution through the computer application. If the corresponding payment is not made, the authorized recognition will not be included in the into the student transcript.

### ***The validity of these guidelines:***

These guidelines and fees may be subject to revision during the next academic year.

### ***Observations:***

The maximum limit of ECTS that can be recognized for the sum of credits obtained from university activities, research support activities, languages, seminars, summer courses, Honors Program and Labs is 15 ECTS.

The Bachelor Direction may establish exceptions to the recognition of certain activities due to the characteristics of the study plan.

Students in DUAL programs may only apply for credit recognition in those cases authorized by the program Direction.

**ANNEX: CREDIT RECOGNITION**

CHARACTER OF ACTIVITY	TYPE OF ACTIVITY	REQUIREMENTS	ECTS	RATES
<b>STUDENT REPRESENTATION</b>	<i>Delegates and Sub-delegates</i>	Preparation, organization and attendance to student and academic authorities' meetings. Report on the proposals and contributions. Compulsory attendance (100%). Certification: <b>Bachelor Direction / Vice-rectorate for Academic Affairs.</b>	1 ECTS	0€
	<i>Student Government</i>	Preparation, organization, and attendance to meetings. Meetings with the academic authorities. Development of projects. Compulsory attendance (100%) Certification: <b>Vice-rectorate for Academic Affairs / Vice-rectorate for Students Affairs.</b>	3 ECTS	0€
<b>SOLIDARITY</b>	<i>Support for students with special educational needs</i>	Participation in activities and carrying out tasks during the academic year (30 hours): - attendance to training sessions - participation in meetings - scheduled tutoring activities Certification: <b>Bachelor Direction.</b>	1 ECTS	Half of the ECTS rate of the admission year
<b>COOPERATION</b>	<i>Collaboration with IE Center for Health, Well-Being, and Happiness</i>	Participation in activities and carrying out tasks during the academic year (30 hours). Certification: <b>IE Center for Health, Well-Being and Happiness.</b>	1 ECTS	Half of the ECTS rate of the admission year
	<i>IE University club coordinator and president</i>	Preparation of club activity plan. Organization of at least 3 activities per semester. Preparation, organization, and attendance to meetings. Regular meetings with Campus Life. (30 hours). Compulsory attendance (100%). Certification: <b>Student Experience.</b>	1 ECTS	Half of the ECTS rate of the admission year
<b>SPORTS</b>	<i>Participation in an official inter-university competition representing the University</i>	Attendance to training sessions and competitions during the academic year Minimum attendance required: 80%. Certification: <b>IEU Athletics.</b>	2 ECTS	Half of the ECTS rate of the admission year
<b>CULTURAL</b>	<i>Participation in academic competitions representing the University</i>	Attendance to competitions and participation in the preparation activities for the event organized during the academic year by the University (30 hours). Certification: <b>Bachelor Direction.</b>	1 ECTS	Half of the ECTS rate of the admission year