



General Regulations for Evaluation and Grading

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Preamble

Royal Decree 1125/2003, of 5 September, establishes the European Credit Transfer System and the grading system for official university degrees valid throughout Spain. Likewise, Royal Decree 822/2021, of 28 September, which establishes the organisation of official university education, refers in its art. 9, to the aforementioned Royal Decree 1125/2003, which states, on the one hand, that the academic credits that represent the fulfilment of the objectives set in the curricula leading to the award of official university degrees must be measured in European Credits (ECTS) and, on the other hand, that the level of learning achieved by students in official Bachelor's and Master's degree programs will be expressed in numerical grades. Taking into account these state level regulations, these regulations develop all aspects related to student assessment and grading systems, as well as review and compensation mechanisms, both in curricular subjects and in compulsory supplementary education, with the exception of the assessment and grading of Master's thesis (TFM) at the University and Master's thesis and final projects in other own studies, which are governed by their own regulations. In this context, one of the characteristics of these regulations is their application to the qualification and evaluation systems of the programs offered by UPF Barcelona School of Management. In this way, UPF Barcelona School of Management commits itself to the quality of the qualification and evaluation systems of these programs, offering them the same guarantees as university programs.

For all these reasons, and by virtue of the Internal Governance Charter that regulates the organisation and functioning of the UPF Barcelona School of Management, the General Regulations for Evaluation and Grading have been adopted and are reproduced below.

Chapter 1: Subject matter and areas of application and exclusion

The purpose of these regulations is to establish the rules for the evaluation and grading of the subjects and courses offered by UPF Barcelona School of Management.

The elements thus defined in the teaching guides of the subjects that provide students with the knowledge, competences, skills or abilities and aptitudes established in the verification reports of the University Master's degrees and in the program sheets of the Master's degrees and postgraduate courses offered by the School are considered to be the subject of the assessment.

Article 2: Areas of application

These regulations apply, regardless of the number of ECTS credits, to the subjects and curricula of university master's programs and of the university's own programs, whether they are face-to-face, live or remote synchronous, blended or online; this includes the compulsory training complements, both for university master's programs and for the university's own master's programs, whether they are open training, corporate training programs or tailor-made programs.

In cases where some of the above subjects are taught in collaboration with a foreign university, the assessment regulations of that university and the specific agreement in force must be considered, subject to prior agreement between the parties as to which regulations are applicable.

Article 3: Areas of exclusion

These regulations do not apply to the assessment and grading of Master's thesis (TFM) in University Master's programs and in the Master's programs themselves, which are governed by their own regulations.

Nor shall these regulations apply to elements of the programs referred to in Art. 2 which are not expressly included in the assessment systems published in the teaching guides for their subjects.

Finally, these regulations do not apply to short-term university extension programs aimed at specific groups, or to other extra-curricular activities organised by the university.

Chapter 2: Student rights in relation to assessment

Article 4: The right to evaluation

Students have the right to be assessed impartially and objectively according to the assessment system published in the teaching guides of the subjects.

To this end, the departments of the Knowledge Area and the Academic Planning and Quality Unit will ensure the publication of all the teaching guides, in the time and manner established by the Academic Committee of the UPF Barcelona School of Management, making sure that the different assessment systems in these contents correspond to those established in the verification reports of the University Master's degrees or, where appropriate, in the program sheets of the programs themselves.

Students have the right to use any of the three official languages of the school (Catalan, Spanish and English), both orally and in writing, in all academic activities, including assessment, unless they have a specific linguistic profile, according to the relevant teaching guide, which requires the student to use a specific language, be it Catalan, Spanish or another language, both orally and in writing. In the case of subjects that are not taught in English and do not have a linguistic profile, students may express themselves in English, in which case they must inform the teacher in advance at the beginning of the course so that he/she can take the measures he/she deems appropriate.

Article 5: The right to know the assessment system before the start of the course

In accordance with the provisions of the previous article, the students of the programs to which these regulations apply have the right to know, through the teaching guides of the subjects, the assessment system of these subjects before the beginning of the teaching.

To this end, the Academic Affairs Management Area keeps a record of the publication of teaching guides and immediately reports any delays in their publication to the knowledge area department responsible for their preparation and to the Academic Programming and Quality Unit.

Article 6: Right to know the results of the continuous assessment elements before the final assessment

In continuous assessment subjects that include a final assessment test, students have the right to know the marks of all continuous assessments before the final test.

Article 7: Right to information about their qualifications

More generally, and with the aim of making assessment itself an additional element of learning, students have the right to receive information about the marks awarded to them by their lecturers or teaching assistants. This information will be provided mainly via e-campus.

Article 8: Right to review final grades

As set out in Chapter 8 of these Regulations, students have the right to a personal and individual review of their final marks before the assessment reports are finalised.

The right to review final grades may be exercised in two ways: with the lecturer or teaching assistant for the subject and/or with the Academic Board or the sub-committee to which it has delegated this function.

Chapter 3: Mechanisms for publicising evaluation systems

Article 9: Publication of teaching guides

According to its own regulations, all the subjects of the University's Master's degrees and its own programs, as well as those designed to complement them, must have a teaching guide.

As far as assessment systems are concerned, the teaching guides of the subjects are their main publication mechanism. As stated in art. 3 of these regulations, only the assessment tests described in the teaching guides and published on the e-campus of the subject or program will be considered by the teaching staff and teaching assistants when calculating the final grade for the subjects. Any other activity scheduled after the publication of the teaching guides may not be subject to grading.

The specific assessment system for each subject, as set out in the relevant course guide published on the e-campus of the program or subject, is considered the official system for the calculation of final grades and must be considered in any claims that students may make regarding assessment.

Article 10: Publication in program guides

In accordance with their own regulations, the guides for each university master's degree or specific program must also contain an approximation of the general assessment system.

However, it will be the curricula of each subject that will provide information on the specific and official assessment system, in accordance with the provisions of the last paragraph of the previous article.

Chapter 4: Evaluation systems

Article 11: General

In general, the evaluation system at UPF Barcelona School of Management is continuous, since it is ideal for the optimal assessment of the achievement of the transversal, general and specific competences associated with each teaching guide, and is carried out with impartiality and objectivity.

The assessment systems must always comply with the provisions of the verification reports of the University's Master's programs and with the programming sheets of the programs themselves.

As stated in the previous articles, assessment systems cannot be changed once the teaching guides containing them have been published and thus communicated to students.

If the student needs an adaptation to the established evaluation system, he/she must request it from the teacher in charge of the subject. This adaptation will only be possible if the student fulfils the conditions for an exception allowing this adaptation. For this purpose, the student must present the relevant accreditation documents, which will be evaluated by the committee or service set up for this purpose.

In this case, the teacher responsible for the subject must arrange for a postponement or change in the assessment system.

Article 12: Continuous evaluation system

Continuous assessment involves the evaluation, in a clear and transparent way, of the progress and learning outcomes achieved by students in each subject through a range of activities.

The continuous assessment system must be formative and provide a comprehensive view of the content, competences, skills and dispositions acquired by students. It must also be coherent with the objectives of each subject, module or degree into which the subject is integrated.

The continuous assessment system consists of the student's participation in the various assessment tests specified in the subject's syllabus and in a final assessment test, if this is provided for.

To determine the final mark for subjects with continuous assessment, the weighting percentages contained in the teaching guides will be applied to each of the assessment tests and, where applicable, to the final examination.

The weighting percentage of each subject assessment test must be within the scales established for this purpose by the Verification and University Master's Degree Reports and the syllabus sheets of the programs themselves.

Article 13: Single final evaluation system

A single final assessment is one that consists of a single assessment test. In cases where a single final assessment is provided for a subject, the assessment test shall ensure that the student has acquired all the competences contained in the subject's syllabus.

Chapter 5: Evaluation tests

Article 14: Typology of evaluation tests

Continuous assessment is the recommended option for all programs. The different assessment tests may consist of mid-term exams, final exams, individual work or exercises and group work or exercises, bearing in mind that the weightings assigned to each of them must add up to 100%. As stated in Art. 19, participation may also be considered an element of assessment for the purposes of these Regulations, provided that this is stipulated in the Subject Teaching Guide. If a subject syllabus includes an assessable activity that is not specified in these regulations, it will be considered as individual or group work.

Article 15: Partial exams or objective content tests

Mid-term examinations are individual written examinations which, taken as a whole, assess the knowledge and skills corresponding to a part of the subject and which count for a maximum of 50% in the weighting of the final grade.

The verification report of the university master's program or, if applicable, the program's curriculum itself may stipulate that the mid-term examinations may be of an eliminatory nature, i.e. they may stipulate that the knowledge and skills assessed in them will not be assessed again in the final examination, provided that this examination has been passed. The eliminatory nature or not of the mid-terms must be explicitly stated in the Teaching Guide.

Article 16: Final exams

Final examinations are individual written tests which, taken as a whole, assess the knowledge and skills of a subject and which count for a maximum of 70% of the final grade of that subject.

Article 17: Individual work

Individual assignments are those proposed by the lecturer or teaching staff to assess specific knowledge and skills of a part of the subject and which must be carried out individually by each student.

Individual assignments in a subject may take the form of cases, exercises or problems, simulations of professional environments or practical activities, whether oral or written, using a digital device. In the case of an oral defence, the student must submit the written version of the examination in accordance with the provisions of the last paragraph of this article.

In general, individual assignments will have a maximum weight of 70% in the weighting of the final grade for the subject. Where the subject syllabus provides for the completion of more than one individual assignment, the total maximum weight will still be 70%.

Regardless of the type of program, individual work must always be submitted through the Virtual Campus in order to be used as evidence in national or international accreditation processes of the programs or the School, and to be evaluated with the available plagiarism detection tools.

Article 18: Group work

Group assignments are those proposed by the lecturer or teaching assistant with the aim of assessing specific knowledge and skills of a part of the subject and which must be carried out in groups of at least two students.

Group work in a subject may take the form of cases, exercises or problems, simulations of professional environments or practical activities, oral or written, using a digital device. In the case of an oral defence, students must submit their written version in accordance with the provisions of the last paragraph of this article.

The subject leader will determine whether all members of the team will receive the same grade or whether there are mechanisms in place to allow teachers to make individual assessments.

In general, the maximum weight of group work in the weighting of the final course grade is 70%. If the teaching guide for the subject includes more than one group assignment, the maximum weighting will still be 70% in total.

Whatever the modality of the program, group work must be submitted through the Virtual Campus in order to be available as evidence in national or international accreditation processes of the programs or the School, and to be evaluated with the available tools for detecting plagiarism.

Article 19: Participation in the classroom

Attendance in class may be taken into account in the subject's grading system, provided that the university's Master's program verification report or the program's own syllabus so provides. In any case, the inclusion of the above elements in the assessment system must be reflected in the subject's teaching guide.

As a general rule, class participation may not exceed 30% of the final mark for the subject. In the case of Master's degrees, this provision is subject to the provisions of the respective examination reports.

In any case, attendance must be duly justified by the lecturer or teaching assistant, in the first case by the attendance records they have requested from the Academic Affairs Management Area, and in the second case by their own notes.

Article 20: Minimum compulsory attendance

In the case of face-to-face, live or distance synchronous or blended programs, it will also be essential to be able to accredit attendance at a minimum of 80% of the teaching sessions of the entire program to pass it. Attendance is personal and non-transferable and any irregularity in its accreditation may result in automatic cancellation or deregistration from the program.

Article 21: Evaluation of curricular external academic placements

The assessment of curricular external placements is carried out in accordance with the provisions of the Academic Placements Regulations.

Article 22: Assessment of Master's or postgraduate final projects

The assessment of Master's or postgraduate final projects is carried out in accordance with the final project regulations.

Article 23: Fraud in evaluation tests

If it is found that an assessment test of any kind has been cheated, the measures laid down in the UPF Barcelona School of Management Coexistence Regulations will be applied.

Chapter 6: Assessment of students with disabilities and assessment in exceptional circumstances

Article 24: Assessment of students with disabilities or special needs

Prior to the start of each academic year, the Academic Management will inform the teaching staff of the programs under its management of the possible presence of students with special needs for reasons of disability or other reasons, in accordance with the UPF regulations and the UPF Inclusion Program.

The Academic Management, the teaching staff and the Academic Affairs Management will take all appropriate measures to ensure that the assessment of students with disabilities is carried out under equal conditions and in accordance with the established protocols and procedures and the therapist's report.

Article 25: Assessment for extraordinary circumstances

If a student is unable to take a continuous assessment test for inexcusable and duly justified reasons, provided they are accepted by UPF-BSM, the following procedure will be followed:

a) If the examination consists solely of the submission or defence of an exercise, the Tutor or Teaching Assistant will postpone the date of submission or defence for that student until he/she is able to submit or defend it. If the exercise involves the publication of an indicative solution on a specific date, or if it is a group exercise with an oral defence, this date will not be postponed. Therefore, a student who has not submitted the assignment for the above reasons will not be able to submit it once the indicative solution has been published.

If the assessment consists of a non-final examination or other activity of a face-to-face nature, the lecturer or teaching assistant will decide whether to postpone the date of the examination for that student or, on the contrary, to waive the assessment test for that student.

In the two previous cases, if the continuous assessment test could not be taken and the teacher is explicitly aware of the existence of the justification for the above reasons, the test will remain ungraded. In this case, the weighting percentage of the ungraded test will be added to the weighting percentage of the final assessment test to the same extent as the test not taken. If the subject does not include a final examination, the weighting percentage of the ungraded test will be proportionally increased by the percentage of the other continuous assessment tests that make up the subject.

Regarding the final assessment examinations, if a student is unable to sit them on the date specified in the relevant examination timetable for the reasons set out above, he/she may request that the examinations be cancelled in accordance with the procedures set out in the School's General Conditions.

In the case of assessment due to exceptional circumstances, it is strictly forbidden for teachers or teaching staff to use, in whole or in part, the same statements that were proposed in the ordinary assessment.

Chapter 7: Qualification

Article 27: General grading system

In accordance with the provisions of art. 5 of Royal Decree 1125/2003, of 5 September, which establishes the European Credit System and the grading system for official university degrees valid throughout the national territory, the learning outcomes obtained by students in the different subjects that make up the curriculum are graded according to the following numerical scale from 0 to 10, to one decimal place, to which the corresponding qualitative grade is added:

From 0 to 4,9: Fail

From 5,0 to 6,9: Pass

From 7,0 to 8,9: Good

From 9,0 to 10: Excellent

The subjects of the degree programs are also graded according to this criterion. In the case of some of our own courses, the Academic Management may, exceptionally and with justification, establish a

different scale, considering the logic of the grading of the assessment test and/or the requirements of external bodies, which will be duly specified in the Course Catalogue.

The results of the compulsory complementary studies that may be imposed on students, both in university master's programs and in some of the subjects of the programs themselves and, exceptionally, in some of the subjects of the programs themselves, as long as this is stated in the Course Catalogue, will be expressed only in terms of 'pass' or 'fail' and will not be taken into account in the calculation of the average qualification of the program.

Article 27: Awarding of Honours

At the request of the teachers or teaching staff, the Head of the Department to which the subject is assigned may award the 'Honours' to students who have obtained an individual final grade of 9.0 or above in that subject, in recognition of their exceptional effort and dedication. The number of 'Honours' mentions may not exceed five per cent of the students enrolled in the subject, unless the number of students enrolled is less than 20, in which case only one 'Honours' may be awarded. The awarding of Honours will be reflected on the corresponding grade file and does not imply any financial compensation.

Article 28: Qualification of recognized or adapted subjects

Recognition implies the equivalence with respect to knowledge, content and workload among subjects of curriculums leading to different titles. Adaptation implies the equivalence with respect to knowledge, content and workload among subjects of curriculums leading to the same title.

The recognized or adapted subjects will maintain the qualification of the source subject if they come from a master's degree. In the case of recognized subjects from unofficial university studies (own titles or lifelong learning) or by professional experience, will not have a numerical grading and therefore cannot be used at the time of evaluating the student's file. Recognized credits from own degrees or professional experience cannot exceed, globally, 15% of the total of credits of the curriculum of the title the students aim to obtain.

Article 29: Publication deadline for continuous assessment test scores

The grades corresponding to the continuous assessment tests must be published within 15 calendar days after their completion and, in any case, before the end of the teaching period for the subject.

If a continuous evaluation test is scheduled for the last school days of the subject, the grade will be published within a sufficient and reasonable period of time to allow the student to know the grades of all the continuous evaluation tests that have been taken before the date scheduled for the final evaluation test.

Article 30: Deadline for publication of final evaluation test scores

The results of the final assessment tests must be published within a maximum of 15 calendar days from the date of the test.

Article 31: Deadline for publication of final grades for subjects

In continuous evaluation systems, the final grades resulting from applying the weighted average of the results of all the evaluation tests planned to the teaching guide will be published jointly with those corresponding to the final evaluation tests, that is, in a maximum period of 15 calendar days elapsed from the date of the final test.

If the continuous evaluation system does not contemplate the completion of a final test, the final grades of the subject will be published in a maximum period of 15 calendar days elapsed since the official end date of the corresponding quarter.

Article 32: Qualification records

Once the teaching staff publish the final grades of a subject on the e-campus, the Academic Affairs Management Area will extract them to compose the qualification minutes for this.

The qualification minutes will not be final until the exam reviews have been held in the first instance; that is, before the professor, or the teaching collaborator.

Once the review is completed in the first instance, the professor or the teaching collaborator will inform the Academic Affairs Management Area about the eventual modifications in the qualifications that could have occurred as a result of that. Such area will transfer the changes to the corresponding minutes.

Once the reviews have been carried out and any changes in the original grades have been transferred, the final minutes must be signed by the teacher, or the teaching collaborator, of the subject.

The qualification minutes cannot be modified after they have been made final, except when one of the following circumstances occurs:

Due to error in the transcription or recording of grades.

By agreement of the Academic Committee, or the subcommittee to which it delegates this function, acting in the second instance and modifying the grade granted by the professor, or the teaching collaborator, in the first instance review. The Academic Affairs Management Area will ensure compliance with the deadlines established in the institutional academic calendar for the closing of the minutes, informing the respective vice deans of any irregularities that may occur in this regard. The qualification records will be kept in electronic and physical format by the Academic Affairs

Management Area, with the Registrar's Office of UPF Barcelona School of Management acting as notary in any modifications that may occur in them after their elevation to definitive.

Article 33: Communication of grades to Pompeu Fabra University

The Registrar's Office will report the final qualifications of official course subjects to Pompeu Fabra University through the specific procedure established for this purpose. In any case, such communication will be made in accordance with current legislation on personal data protection.

Article 34: Qualification of own students in international mobility

The grades of UPF Barcelona School of Management students who have studied in other universities or business schools as part of an international mobility agreement or program will be converted to the grading scale provided for in art. 26; either automatically, if the agreement expresses the conversion scale, or manually, through the relevant calculations and always respecting the equivalence between the two grading scales.

The Academic Administration Department is responsible for receiving the grades of the international students of the UPF Barcelona School of Management and for sending them to the Registrar's Office to be adapted and transferred to their transcripts.

Article 35: Qualification of external students in international mobility

External students on international mobility will be graded in accordance with these grading regulations, i.e. according to the scale set out in art. 26. The Academic Administration Department is responsible for compiling the grades of foreign students on international mobility at the UPF Barcelona School of Management and sending them to the Registrar's Office to issue the certificate that the student must present to his or her home university for it to be adapted and included in his or her transcript.

Chapter 8: Review of qualifications

Article 36: Review in the first instance by the teacher or teaching partner

The right to review final grades, although exercised at a single moment, after the publication of the provisional grades of the final exams, if any, or, if applicable, of the result of the weighting of the continuous assessment tests of which the subject consists, will include the review of the grades of all of them. The review procedure in the first instance before the lecturer or teaching assistant will have the following specificities:

The teaching staff may set a specific time limit for the review of grades in the subject's teaching guide. If no such deadline has been set, and within 5 calendar days of the publication of the final

grades, students who wish to request a review of the above-mentioned assessment elements must send an e-mail to the Academic Coordination of the program in which they are enrolled. The Academic Coordination, once it has received all the requests for each subject of each program, will draw up the timetable for the review, which will be communicated to the applicants.

In any case, teachers or teaching staff who have been asked to review must have all the assessment elements available at the time of the review, either in electronic or physical form.

The lecturer's or teaching assistant's decision to either confirm or correct the student's grade must be submitted to the Virtual Campus Grading Centre and communicated to the academic coordinator of the program.

The initial review by the lecturer or teaching assistant must never result in a reduction in the mark originally awarded by the latter.

Article 37: Second instance review before the Academic Committee

If the decision of the lecturer or teaching assistant in the first instance is not favourable, the student may request a retrial before the Academic Board of UPF Barcelona School of Management, which may delegate the retrial to the committee it deems appropriate.

The right of review at second instance may be exercised regardless of whether the right of review at first instance has been exercised.

The qualifications of each subject of the curriculum of the University Master's degree and of the Master's degree itself, including those of the compulsory training complements and the curricular placements, are subject to examination.

The application for review at second instance must be made through this [form](#) and must be submitted to the Registrar's Office (in person or by email to secretaria.academica@bsm.upf.edu) within five (5) calendar days from the date of notification of final qualification.

The Academic Board or, where appropriate, the committee to which it has delegated this function, will give a reasoned written decision on the merits of the complaint within a period of between 5 and 30 calendar days from the date of receipt of the letter by the Academic Affairs Management Area. To this end, it may ask the lecturer or member of the teaching staff of the subject concerned for any information it deems appropriate and may seek the opinion of other lecturers who are experts in the subject.

The decision confirming or correcting the grade awarded in the first instance review will be communicated to the Academic Affairs Management Area, which will communicate it to the student concerned.

The second instance review by the Academic Committee or its delegated committee may never result in a reduction of the grade awarded by the lecturer or teaching staff in the first instance review.

The decision of the second instance shall be final and shall guarantee the exercise of the legal remedies available to the student.

Article 38: Review of grades of students with disabilities or special needs

The Academic Affairs Management Area will notify the lecturer or teaching assistant in the case of first-instance reviews, or the Secretary of the Academic Committee in the case of second-instance reviews, and will ensure that the premises where such reviews are to be conducted are accessible to students with disabilities, according to the needs raised depending on the type of disability.

Chapter 9: Evaluation through curricular compensation

Article 39: Areas of application and exclusion

Curriculum compensation assessment is understood to be the compensation of grades between subjects within a course or subject.

Assessment by curricular compensation is an exceptional option and can only be applied for university master's programs or UB-specific master's programs, unless otherwise specified in the program's verification report and/or the specific regulations of Pompeu Fabra University.

Article 40: Requirements

The requirements to authorize the evaluation for curricular compensation will be as follows:

Number of subjects to be compensated: 1

Maximum credits: 7.5% of total program credits

Grade obtained in the subject to be compensated for: between 4 and 4.9 out of 10.

Always at the student's request and subject to a favourable report from the program's academic management.

Article 41: competent body

If the academic management of the program deems the student's request to be appropriate and the conditions are met, the Academic Committee or the committee to which it has delegated this function will be the competent body to decide on requests for compensation.

Article 42: Procedure

The procedure to be followed by the Academic Board, or the committee to which it has delegated this function, will be initiated following the student's request through this [form](#) and must be submitted to the Registrar's Office (in person or by email to secretaria.academica@bsm.upf.edu) within five (5) calendar days from the date of notification of final qualification.

The Academic Committee or, where appropriate, the committee to which it has delegated this function, shall give a reasoned decision in writing on whether or not to approve the compensation within a period of between 5 and 30 calendar days from the date of receipt of the letter by the Registrar's Office.

Chapter 10: Organisation of final evaluation tests

Article 43: Regular evaluation periods

The institutional academic calendar shall provide for a period of not less than one week and not more than three weeks at the end of each academic term, to allow sufficient time for the organisation of the final examinations of the subjects, recommending that the teaching activity has been completed.

The Program Guides and Subject Teaching Guides will determine whether there is an assessment period that differs from the institutional period. In this case, the dates set out in the course catalogues will apply. Students must be given 30 days' notice of any change in the dates once they have been published and communicated.

Article 44: Publication of final examination timetables

At least thirty calendar days prior to the first day of the respective regular examination periods, the Academic Affairs Management Area publishes the final examination timetables for each of the University Master's programs and the UB-specific Master's programs.

Article 45: Development of the final evaluation tests

The final assessment tests for syllabus subjects may be held from Monday to Saturday.

As a rule, final written and individual assessment tests shall last a maximum of three hours.

Where the final assessment test consists of a personal defence of an individual or group work, this defence shall not exceed twenty minutes per candidate or per group.

As far as possible, the final examinations of different teaching groups in the same subject will be held together, unless they are scheduled at different times.

During final examinations, teachers or teaching staff responsible for invigilating examinations may require students to identify themselves by means of their student card, national identity card,

foreigner's card or passport. For those examinations where this is specified, the examination will be conducted face-to-face via e-campus and the school may require students to use a specific application on their devices to ensure that the student does not receive external assistance. If so, this will be communicated well in advance so that students can make the necessary installations and checks. If a suitable device is not available, students may request a temporary loan from the school through their school manager.

During synchronous online final examinations, teachers or teaching staff responsible for supervising these examinations may require students to identify themselves by means of their student card, their national identity card and by activating the cameras. They may also require students to use a special application on their devices to ensure that the student does not receive outside help. In this case, sufficient notice will be given to allow students to make the necessary installations and checks.

In addition, the school may put in place other monitoring mechanisms, in accordance with national and university regulations, to ensure that the student's identity is verified, and that the student is not receiving outside assistance with the assessment tests he/she is taking.

Article 46: Justification for participation in final assessment tests

Students may request written proof of attendance at the final assessment tests, which must be signed by the academic coordinator of the program.

Chapter 11: Preservation of evaluation evidence

Article 47: depositary body

The custodian of the certificates of continuous or final assessment of all the courses offered by the UPF Barcelona School of Management is the Academic Administration Department, which must organise their archiving, in physical and/or electronic form, in accordance with the provisions of the Vice-Dean's Office for Quality and Accreditation.

Article 48: deposit body

Continuous and final assessment tests in electronic format shall be retained for a period of five academic years from the year in which the test was taken. This period shall be one academic year for final assessment tests in physical format, unless a different period is required due to specific requirements of external bodies.

Article 49: Type of deposit

Given that the continuous assessment tests must be submitted electronically through the applications provided by the virtual campus for this purpose, they will be automatically archived in the

corresponding virtual classroom directory. To guarantee future access to these assessment documents, and in accordance with the previous chapters, access to the virtual classrooms by national and international accreditation bodies will be kept active for a period of 5 academic years.

The storage of the final assessment tests on physical support is the responsibility of the Academic Affairs Management Department for a period of one academic year, in such a way as to ensure their preservation and compliance with current regulations on the protection of personal data.

Article 50: Publication of final assessment test papers from previous years

Teachers or teaching staff may, if they deem it necessary, publish the results of previous years' final examinations to guide their students.

It is strictly forbidden to publish final examinations taken by students from previous years.

Chapter 12: Protection of personal data

Article 51: General

UPF Barcelona School of Management fully complies with the current legislation on data protection, so that the grades of the continuous and final evaluation tests will be treated according to the criteria derived from this legislation.

Lecturers or teaching assistants must pay particular attention to the temporary storage of final examinations on physical media, for the time required to correct and mark them, and then hand them over to the Academic Affairs Department for safekeeping.

Final provision

In accordance with the provisions of the Internal Governance Charter, which regulates the organisation and functioning of the UPF Barcelona School of Management, these General Evaluation and Grading Regulations shall enter into force on the date of their approval and shall remain in force until the Executive Committee expressly approves their modification or repeal. In accordance with the School's first principle of publicity, these regulations will be published through the internal and external information systems commonly used by the School.

Repeal provision

All previous legislation on the subject is hereby repealed.