REGULATIONS ON ACADEMIC PERMANENCE, EXAMINATION EXEMPTION, AND ENROLMENT, APPROVED BY THE GOVERNING COUNCIL AT ITS SESSION OF FEBRUARY 7, 2008, AND AMENDED AT THE SESSIONS OF JUNE 30, 2016, AND APRIL 12, 2018.

Academic Permanence at the University

Article 1.- Academic performance in the first academic year

Students enrolled in any degree program at the Carlos III University of Madrid must achieve the following academic results in order to continue their studies in the degree program in which they have commenced:

1. In the first academic year, students must pass at least twelve of the credits assigned by the curriculum to the first year of the degree program in which they were enrolled.

2. a) Students shall have two consecutive academic years to pass the full first year, with the exception of degree programs in the field of engineering, for which students shall have three consecutive academic years to pass the full first year.

   b) Paragraph a) shall not apply to students enrolled in UC3M Open Degrees. These students must pass a minimum of 90 ECTS credits within two consecutive academic years in the Open Degree in Social Sciences and Humanities, and within three consecutive academic years in the Open Degree in Engineering. Upon obtaining the aforementioned minimum number of credits, the student must gain entry to a Degree program in the corresponding field in accordance with the requirements established in the University's regulations.

3. Students pursuing part-time studies pursuant to the provisions of Annex I to Royal Decree 1393/2007, of October 29, must pass at least one subject in their first academic year. For the purposes set forth in paragraph 2 of this Article, each academic year of part-time enrolment shall be calculated as half an academic year.

Article 2.- Number of examination sittings

Students enrolled in any degree program at the Carlos III University of Madrid shall have four examination sittings to pass the enrolled subjects, with the exception of students in engineering degree programs, who shall have six examination sittings to pass them.

Students who do not pass an elective subject within the number of sittings established in the preceding paragraph may choose a different subject from among the alternatives offered by the university, having available to pass each newly selected subject the number of examination sittings indicated in the preceding paragraph.

Examination Exemption

Article 3.- Exemption for justified cause

An exemption from an examination sitting for enrolled subjects may be granted when duly justified exceptional circumstances occur that prevent the student from sitting the examination. Students must apply for an exemption on these grounds and submit the corresponding supporting documentation proving the cause that prevented attendance at the examination on the scheduled date and time. The academic head of the degree program shall grant or deny the exemption following an evaluation of the circumstances alleged by the student as well as the supporting evidence provided.

Article 4.- Unjustified exemption

Students may freely waive a maximum of two examination sittings per subject, with the exception of subjects assigned by the undergraduate curricula to the first year, which may not be freely waived under any circumstances. Applications must be submitted prior to the date on which the examination takes place, in the manner established by the University.

Enrolment

Article 5

Enrolment shall take place within the periods, deadlines, and manner determined by the University, which shall be duly publicized.

Article 6

Enrolment in the various subjects shall cover the examination sittings provided for in the applicable regulations for each academic year.

Article 7

1. Students may opt for part-time or full-time enrolment. Enrolment not exceeding 30 ECTS credits per academic year shall be considered part-time enrolment. The University shall annually determine the programs in which part-time enrolment shall not be permitted.
2. First-time enrolment in any degree program taught by the University shall comprise all subjects assigned to the first year in the corresponding Study Program. Students who opt for part-time enrolment upon initial registration must enrol in a minimum of 30 first-year credits.
3. In subsequent enrolments, students must enrol in a minimum of 18 ECTS credits per academic year.

Article 8

For a student to enrol in subjects scheduled in the curriculum across different academic years, it shall be required that the student be enrolled in all outstanding subjects from the first and second years.

Article 9

Undergraduate students who have not passed 18 ECTS credits of subjects assigned by the curriculum to the first year in the term in which they intend to enrol may only enrol, during that term, first- and second-year subjects up to a maximum total of 30 credits.

Article 10

Each term's enrolment shall comprise subjects assigned by the curriculum to a maximum of two consecutive academic years. In the event that, in a given term, the subjects belonging to these two academic years do not amount to 30 ECTS credits, students wishing to enrol full-time may enrol in subjects from a higher academic year.

Article 11

1. Total cancellation of enrolment due to withdrawal by the student shall not entitle the student to a refund of the fees paid. Exceptionally, when the student communicates their withdrawal prior to the start of the academic year and has paid the full enrolment fee, they shall be entitled to a 50% refund of the amount of said tuition fee, with the exception of secretarial services and student insurance fees, which shall in no case be refunded.
2. Students may partially cancel their enrolment, without refund of fees paid, up to two months after the start of each academic term with respect to subjects to be taught in that academic period. Notwithstanding the above, eFaculties and the Higher Polytechnic School that have opted for the

annual enrolment modality for second-year and higher-level undergraduate students shall establish a period in the month of December for these students to request cancellation of enrolment in subjects to be taught in the second term, with the right, in this case, to a refund of the public fees paid.

Under no circumstances may the cancellation of enrolment result in non-compliance with the applicable regulations.

3. When the modification or cancellation of enrolment is due to causes attributable to the university, all amounts paid by the student for reservation or enrolment fees shall be refunded.

Article 12

The University shall promote the effective adaptation of academic permanence and enrolment regulations to the needs of students with disabilities through the evaluation of each specific case and the adoption of appropriate specific measures.

Additional Provision

In accordance with the provisions of Article 69.4 of Law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations, any essential inaccuracy, falsehood, or omission in any data, information, or documentation incorporated into a responsible declaration or communication submitted alongside an application to pursue studies at the University, or the failure to present the documentation that may be required to prove compliance with what was declared or communicated, shall determine, where the interested party holds the status of student, the loss of their enrolment rights and of such status, resulting in the immediate inability to continue their studies, without prejudice to any criminal, civil, or administrative liabilities that may arise.

Likewise, the resolution declaring such circumstances may determine the impossibility of applying for admission to University studies for a period determined therein, up to a maximum of four years.

Repealing Provision

The General Rules governing the period of permanence of students at the Carlos III University of Madrid, enrolment, examination exemption, and cancellation of enrolment, approved by resolution of the Management Committee on March 31, 1992, as partially amended by subsequent resolution of February 15, 1994, by agreement of the Provisional Governing Commission of November 2, 1995, and by agreement of the Governing Board of June 5, 1998, are hereby repealed. Likewise, the enrolment regulations of the Carlos III University of Madrid approved by the Governing Council on June 27, 2002, are hereby repealed.