

Rules of permanence in the University official master studies

General Provisions

1. The permanence of official master degree students is limited to the academic year or academic years recognized in each master's *Memoria* as necessary for the completion of those studies.
2. However, that period may be extended for another course for those students who have obtained most of the master credits and who demonstrate not having been able to dedicate the required attention to their studies and provide sufficient accreditation for their reasons.
3. The extension must be requested during the last permanence course through an application addressed to the University Rector, who will decide and examine a report developed by the Board of Directors of the School.

Maximum and minimum tuition

4. All students will be enrolled in a minimum of 40 ECTS and a maximum of 78. Within these limits, specific maximum and minimum values may be established for each degree.

Partial time students

5. Those students who cannot work full time in the degree may request the condition of part time student through an application addressed to the University Rector, who will decide taking into account the report developed by the Board of Directors of the School.
They will be allowed to register in a minimum of 3 ECTS and a maximum of 39. Within those limits, each degree may specify certain maximum and minimum values.

Call to compulsory subjects' exam

6. Students have the right to two exam calls.
7. Those who don't pass a subject after the second call may apply for an extension for another two calls. The application must be formalized within the month following the release of the third call grades, via an explanatory document addressed to the Dean or Director of the School; if the Board of Directors of the School and the Dean decide against granting these third and fourth calls, the student should inform the Rector, who will decide upon the request.
8. Students can't discretionally renounce to take the offered exam calls but may be dispensed from those to which they can't possibly attend for a sufficiently justified cause, reported in a written document to the Dean or the Director of the School thirty days before the end of the class period or before the exam if that's when the cause motivating the absence occurs. The dispensation has no economic effects.
9. Excepting the aforementioned exempted cases, all calls in which the student is registered shall be computed, including those lost in other Universities and those in which the students fails to sit for the exam –excepting those subjects incompatible with others still pending to be passed-.

10. Optional subjects will only be recorded in the student's transcript when he or she has obtained the corresponding credits. Therefore, students may leave an optional subject without passing and register in other subjects of that same type as many times as they wish, within the general period limitation of the number of years for that degree.

Final provisions

11. If there are sufficient reasons, backed up with previous experience, Schools may suggest their own specifications regarding these norms to the Rector's office.
12. Students with special educational needs or studying part-time unable to adjust to these provisions should present each year their situation before formalizing the registration in their studies so that it can be adapted to their possibilities of dedication to their studies.
13. To those students registered in masters not adapted to the European Higher Education Area or in a degree particular to this University, the specific permanence rules of those studies will be applied.