



REGULATIONS FOR CURRICULAR ASSESSMENT OF BACHELOR'S DEGREE PROGRAMMES

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Contents

1. Regulatory framework
2. Introduction
3. Curricular Assessment of the Initial Stage
 - 3.1 Students subject to curricular assessment in the Initial Stage
 - 3.2 Curricular Assessment Results
 - 3.3 Criteria for passing the Initial Stage
4. Curricular Assessment of the Post-Initial Stage
 - 4.1 Students subject to curricular assessment in the Post-Initial Stage
 - 4.2 Curricular Assessment Results
 - 4.3 Criteria for passing the Post-Initial Stage
5. Curricular Assessment Committee
 - 5.1 Description
 - 5.2 Members
 - 5.3 Tasks
 - 5.4 Meetings
6. First additional provision
7. Second additional provision

1. Regulatory framework

The assessment of students at the CITM will be subject to the [Academic Regulations for Bachelor's and Master's Degrees at the UPC](#).

2. Introduction

There are three groups or sets of subjects for assessment purposes in bachelor's degree programmes at the CITM. These are known as curricular stages: Initial, Post-Initial and Bachelor's Thesis. Each student is subject to overall assessment for all the subjects in each stage. This overall assessment constitutes the student's Curricular Assessment for each stage, and if the student is deemed to have passed in the curricular assessment process, they will be considered to have passed the stage.

The three stages are:

- Initial Stage (IS): all the subjects in the first year of the bachelor's degree programme (first and second semester).
- Post-Initial Stage (PIS): all the compulsory and optional subjects during the second, third and fourth years of the bachelor's degree programme, except for the Bachelor's Thesis.
- Bachelor's Thesis.

3. Curricular Assessment of the Initial Stage

3.1 Students subject to curricular assessment in the Initial Stage

All students who have taken all the subjects in the Initial Stage, and who do not explicitly relinquish their right to it by means of a request addressed to the director of the Center, submitted at least 2 working days before the date established for the Curricular Assessment in the academic calendar, shall undergo curricular assessment. A student who has passed all the subjects in the Initial Stage may not relinquish their right to curricular assessment.

3.2 Curricular Assessment Results

Students assessed for the Initial Stage may find themselves in three situations:

- The student has passed the Initial Stage.** The assessment report must include the Pass mark, the final, numerical and descriptive marks for each subject in the group, and the numerical mark for the curriculum group, calculated as the weighted average of the credits for the subjects in the curricular group.
- The student has not passed the Initial Stage, but the deadline for doing so has not yet expired** (*as set out in the Academic Regulations for Bachelor's and Master's Degrees at the UPC*). The curricular assessment report assigns a mark of "pending", with no numerical or descriptive mark for the curricular group.

- c. **The student has not passed the Initial Stage, and the deadline for doing so has not yet expired.** The curricular assessment report must include the "Fail" mark.

3.3 Criteria for passing the Initial Stage

The guideline criteria for passing the Initial Stage are presented below:

- a. The numerical marks for all the subjects in the Initial Stage must be at least 5.0. In this case, the numerical and descriptive marks shall be final, with no changes.
- b. The mark for a maximum of **three subjects** may be less than 5, but not less than 4.0, and the marks for all the other subjects in the stage must be at least 5.0, and the weighted average mark for the curricular group must also be at least 6. In this case, the subject (or subjects) failed with a mark of at least 4.0 will receive a descriptive mark of Pass, and a numerical mark of 5.0.

These criteria are for guidance purposes, and the Curricular Assessment Committee will be responsible for the final decision regarding their application, as set out in section 5.3 of these regulations.

After taking all the subjects in the Initial Stage, and despite not meeting the criteria set out above, a student may submit a reasoned request for a Pass Mark for the Initial Stage, accompanied by the necessary documentation, to the president of the Curricular Assessment Committee of the Initial Stage. This request must be submitted at least 2 working days before the date for the Curricular Assessment set out in the UPC's academic calendar.

4. Curricular Assessment of the Post-Initial Stage

4.1 Students subject to curricular assessment in the Post-Initial Stage

All students who have taken all the subjects in the Post-Initial Stage, and who do not explicitly relinquish their right to it by means of a request addressed to the director of the Center, submitted at least 2 working days before the date established for the Curricular Assessment in the academic calendar, shall undergo curricular assessment. A student who has passed all the subjects in the Post-Initial Stage may not relinquish their right to curricular assessment.

4.2 Curricular Assessment Results

Students assessed in the Post-Initial Stage may find themselves in two situations:

- a. The student has passed the Post-Initial Stage. The assessment report must include the Pass mark, the final, numerical and descriptive marks for each subject in the group, and the numerical mark for the curricular group, calculated as the weighted average of the credits for the subjects in the curricular group.
- b. Failure to pass the Post-Initial Stage. The curricular assessment report assigns a mark of "pending", with no numerical or descriptive mark for the curricular group. The student must retake the subjects they have failed that do not permit them to pass the Post-Initial Stage.

4.3 Criteria for passing the Post-Initial Stage

The guideline criteria for passing the Post-Initial Stage are presented below:

- a. The numerical marks for all the subjects in the Stage must be at least 5.0. In this case, the numerical and descriptive marks shall be final, with no changes.
- b. The mark for a maximum of **two subjects** may be less than 5.0, but not less than 4.0, and the marks for all the other subjects in the post-initial stage must be at least 5.0, and the weighted average mark of the curricular group must also be at least 5.5. In this case, the subject (or subjects) failed with a mark of at least 4.0 will receive a descriptive mark of **Pass**, and a numerical mark of 5.0.
- c. The mark for a maximum of **three subjects** may be less than 5.0, but not less than 4.0, and the marks for all the other subjects in the stage must be at least 5.0, and the weighted average mark for the curricular group must also be at least 6. In this case, the subject (or subjects) failed with a mark of at least 4.0 will receive a descriptive mark of **Pass**, and a numerical mark of 5.0.

These criteria are for guidance purposes, and the Curricular Assessment Committee will be responsible for the final decision regarding their application, as set out in section 5.3 of these regulations.

After taking all the subjects in the Post-Initial Stage, and despite not meeting the criteria set out above, a student may submit a reasoned request for a Pass Mark for the Post-Initial Stage, accompanied by the necessary documentation, to the president of the Curricular Assessment Committee of the Post-Initial Stage. This request must be submitted at least 2 working days before the date for the Curricular Assessment set out in the UPC's academic calendar.

5. Curricular Assessment Committees

5.1 Description

The Curricular Assessment Committee is the body responsible for assessing the records of students who have been assessed for all the subjects in the stage (Initial Stage or Post-Initial Stage).

5.2 Members

- a. The academic secretary of the Center, who chairs the committee.
- b. The coordinator of the bachelor's degree programme.
- c. Representatives of the coordinators of subjects within the Stage being assessed. These representatives on the Committee must amount to at least 30% of the teaching staff in the Initial Stage, and 20% of the teaching staff in the Post-Initial Stage.
- d. Two bachelor's degree students who have passed the Initial Stage of any bachelor's degree programme at the CITM. If they meet this condition, they will be the delegate and deputy delegate for the centre.
- e. A representative of the centre's Academic Secretary's Office, who will act as secretary.

5.3 Tasks

The tasks of the Curricular Assessment Committee are to:

- a. Confirm the students who pass the Stage.
- b. Study the specific cases and appeals presented to the committee.

The Curricular Assessment Committee of the Initial Stage will also be responsible for confirming students who have failed the first year and failed the Initial Stage, according to the UPC's regulations for continuity.

The secretary will draw up a report, recording for each of the bachelor's degree programmes assessed:

- a. The number of students assessed.
- b. The number of students who pass the Stage, according to the various applicable criteria, and who are awarded a Pass mark.
- c. The number who do not pass the Stage and are awarded a Pending mark.
- d. The number of students awarded a Fail mark.
- e. The responses to the appeals submitted and specific cases.

The record for the Initial Stage must also include the number of first-year students who are awarded a Fail mark.

The Committee may on justified and reasoned grounds decide that a student should not be awarded a compensated pass, despite meeting the criteria set out in these Regulations. The reasons may be related to the student's academic performance and attitude, and to the need to pass certain basic subjects, or subjects belonging to the same area if knowledge.

In specific cases and on justified grounds, the Committee may approve a compensated pass for subjects with marks lower than 4.

5.4 Meetings

Ordinary meetings of the Curricular Assessment Committees will take place at the end of the academic year (first and second semester). The call for ordinary meetings applies to the management team, and will be included in the academic calendar. An extraordinary annual meeting may be called in duly justified cases.

6. First additional provision

All students who have completed the Initial Stage at the end of the 2022-2023 academic year may be assessed in the Post-Initial Stage based on the application of the respective regulations above, provided that they explicitly and formally request this assessment at least 3 working days before the date established for the Curricular Assessment in the academic calendar.

7. Second additional provision

Under exceptional circumstances, a student's Post-Initial Stage curricular group may be closed without an ordinary meeting of the Curricular Assessment Committee. The student must request it from the centre's Academic Secretary's Office, and must have passed all the subjects in the Post-Initial Stage with a mark of at least 5. If the student has subjects that can receive a compensated pass, as set out in point 4.3 of these regulations, the Curricular Assessment Committee must hold on extraordinary meeting.