UNIVERSITY MASTER'S DEGREE IN MOLECULAR BIOLOGY, CELL BIOLOGY, AND GENETICS

REGULATIONS GOVERNING THE RECOGNITION OF ECTS CREDITS FOR EXTERNAL INTERNSHIPS ON THE BASIS OF PROFESSIONAL EXPERIENCE ACQUIRED PRIOR TO ENROLMENT IN THE UNIVERSITY MASTER'S DEGREE IN MOLECULAR, CELLULAR AND GENETIC BIOLOGY (MBMCG)

The verified programme specification of the **University Master's Degree in Molecular Biology, Cellular Biology and Genetics (MBMCG)** at the **University of A Coruña** provides for the recognition of up to **6 ECTS** corresponding to the **External Internships** module on the basis of professional experience acquired prior to enrolment in the Master's programme.

Students wishing to apply for the recognition of ECTS for the **External Internships** module shall submit the corresponding application at the time of enrolment in the module.

The recognition of credits under these Regulations shall be governed, in all respects, by the regulations in force at the University of A Coruña concerning the Recognition and Transfer of Credits in Degree Programmes Adapted to the European Higher Education Area (https://www.udc.es/es/normativa/academica/).

1. ELIGIBILITY REQUIREMENTS

Recognition of ECTS for the **External Internships** module may be granted provided that all of the following requirements are met:

1. The applicant has undertaken professional employment in a company or institution operating in the fields of **Cell Biology, Molecular Biology** or **Genetics** for a minimum period of **two months**, performing duties directly related to the professional competencies expected of a university graduate in these disciplines.
2. The professional activity was carried out under a formal employment contract and after the applicant had been awarded the Bachelor's degree or the former *Licenciatura* degree.

Non-curricular internships undertaken in companies or other organisations, even where completed after obtaining the qualification granting access to the BMCG Master's programme, shall not be eligible for recognition under these Regulations.

3. The period of professional experience must have been completed prior to the date of enrolment in the Master's programme.

2. SUPPORTING DOCUMENTATION

Applications for recognition of credits shall be accompanied by the following documentation:

1. A formal application addressed to the Academic Committee of the University Master's Degree in Molecular Biology, Cellular Biology and Genetics requesting the recognition of ECTS.

2. Documentary evidence of the professional experience:

   a) Where the professional experience was acquired in Spain, evidence may consist of an official Employment History Report (*Informe de Vida Laboral*) issued by the competent authority or a copy of the employment contract, which shall be verified against the original document.

   b) Where the professional experience was acquired outside Spain, evidence may consist of a copy of the employment contract, which shall be verified against the original document. Where the original document is drafted in a language other than Spanish or English, it shall be accompanied by an unofficial translation.

3. A report issued by the employer or by the authorised representative of the organisation describing the duties and responsibilities undertaken by the applicant and certifying that the professional activities performed enabled the acquisition of the learning outcomes and competencies established in the course specification of the **External Internships** module of the University Master's Degree in Molecular, Cellular and Genetic Biology at the University of A Coruña.

3. ASSESSMENT AND DECISION

Once the enrolment period for the corresponding academic year has concluded, the Master's Academic Committee shall assess the application and the supporting documentation submitted and shall determine whether the requested recognition of credits should be granted.

Where considered necessary for the proper assessment of the application, the Academic Committee may request additional information or supporting documentation from either the applicant or the employer.

The decision adopted by the Academic Committee shall be communicated to the applicant, the Dean's Office and the administrative unit responsible for enrolment for the appropriate administrative purposes.

ECTS recognised under these Regulations shall not be assigned a numerical grade and shall therefore not be included in the calculation of the student's overall Grade Point Average or academic transcript average.