

Handbook for the credit transfer in dual degrees

IT Docencia



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CREDIT RECOGNITION AND TRANSFER

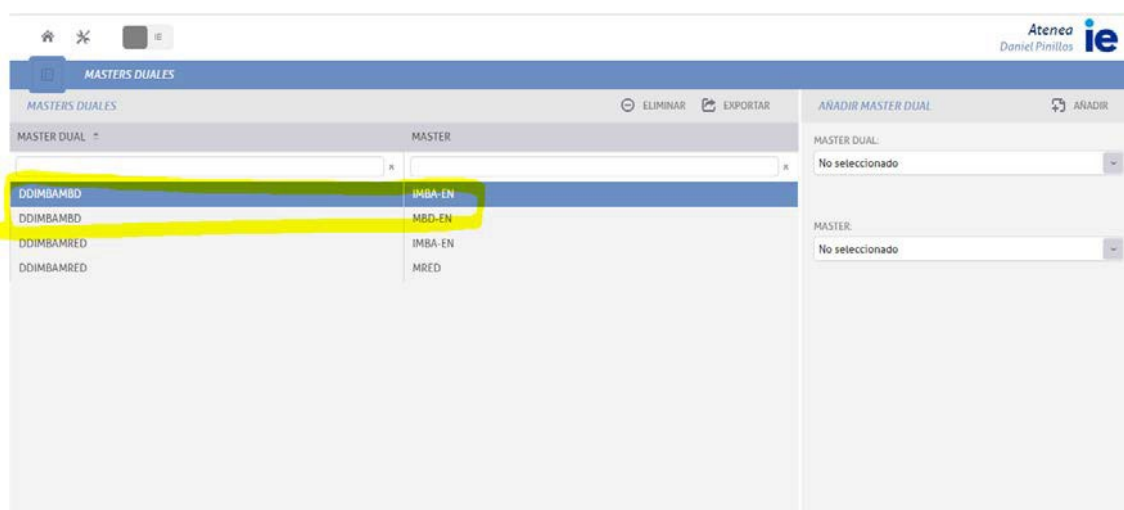
The scope of this handbook is to guide users when configuring equivalent courses that belong to two different masters, which together make up a dual degree. The goal is that equivalent courses can be recognized and the credits transferred from Master I to Master II and vice versa, and for it to be shown on the final grades transcript.

STEP 1: DEFINE DUAL DEGREE

Determine equivalent subjects between the single masters and the dual degree. This step must be completed only once for each dual degree.



In this module, you can define (systemwise) the equivalence between the dual degree and the two single masters that compose it. If you do not complete this step, the intake will not appear in the “CONVALIDACIÓN MASTER” module.



A list of all dual degrees and the single Masters that compose them will appear on the main screen.

In order to create an equivalence, you must:

Select “MASTER DUAL” and “MASTER” (first one of the two single Master that compose the dual degree) and click on “AÑADIR”:

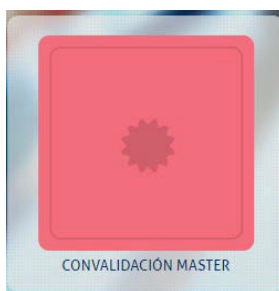


Select “MASTER DUAL” and “MASTER” (second single Master that composes the dual degree) and click on “AÑADIR”:



*In the case of Dual Degrees studying in a Bilingual program, Program Experience Innovation must first request vía ServiceDesk the creation of the Bilingual DD program in Atenea. Only then may the combination be created properly in MASTERS DUALES.

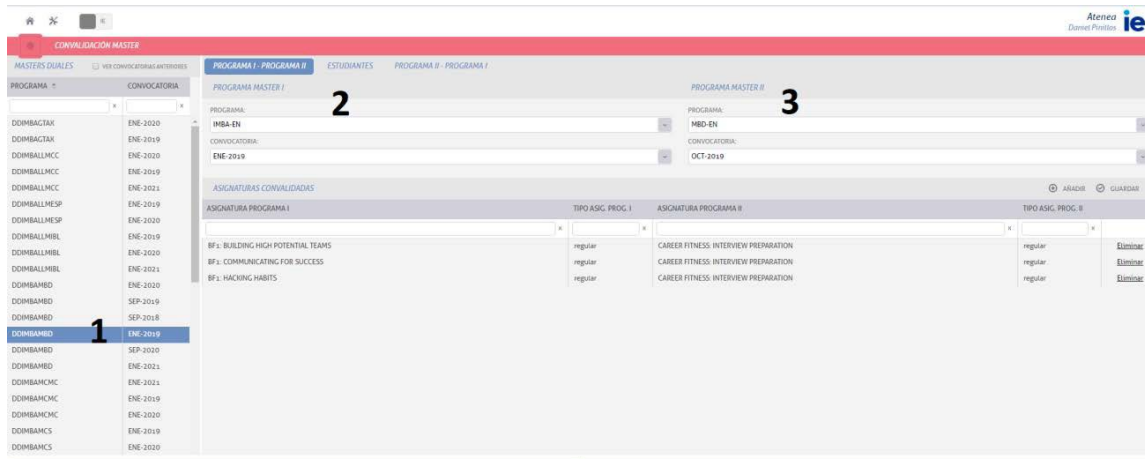
The following steps must be completed in the “CONVALIDACIÓN MASTER” module:



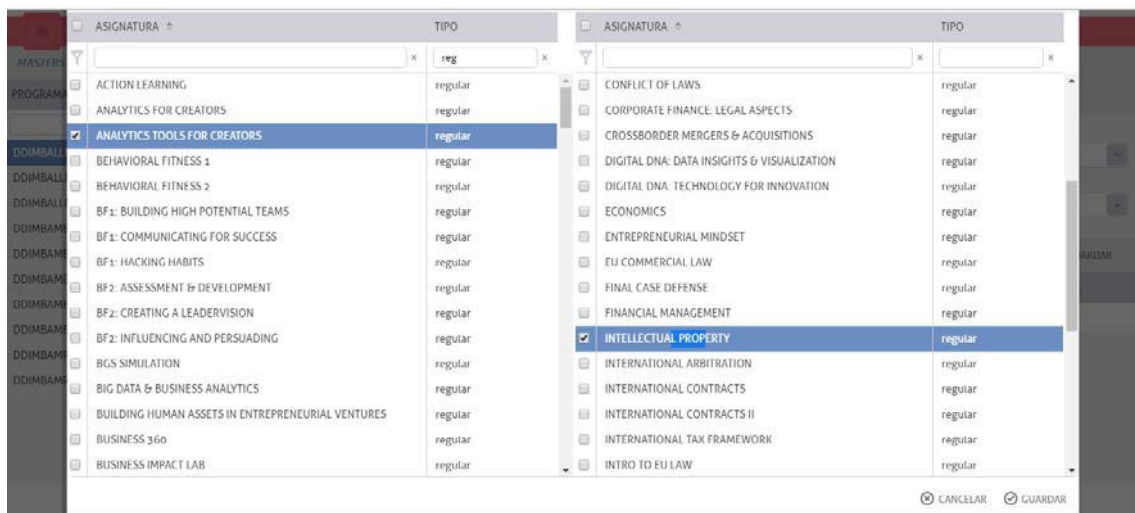
STEP 2: DEFINE EQUIVALENCE BETWEEN COURSES

In this step, we will explain how to set equivalences between courses of the first Master and courses of the second Master.

First, choose the dual degree with the corresponding intake, then choose the first and second programs and their respective intakes.



After clicking on “AÑADIR”, a window will open, displaying the courses of the Master I on the left, and those of the Master II on the right. Select one or a few courses from each Master at the same time in order to define that these are equivalent, and therefore the grade of these courses will be transferred to the equivalent course(s). To finish, click on “GUARDAR”.



If one of the Master II courses is equivalent to various courses of Master I, on uploading the grades, the grade for the Master II will be the weighted average of all the grades of the Master I, rounded up, in order to adjust the existing grade in the table:

Atenea
Diplomados **ie**

NOTAS

BUSCADOR CONVOCATORIALES ANTERIORES

TABLA NOTAS NOTAS ASIGNATURAS REDUCCIÓN POR FALTAS REQUISITO DE INGLÉS LISTA DEL DECANO GUARDAR

CURSOS * CONVOC.

IMBA-EN ENE-2019

IMBA-EN ENE-2019

NOTAS		VALIDAR
LETRA	VALOR	
HONORS	4	
EXCELLENCE	3.88	
PROFICIENCY	3.33	
PASS	3	
LOW PASS	1	
FAIL	0	
VALIDADO: 22/01/2019 12:48:03		
USUARIO: WENDELIS PEREZ		

NOTA MEDIA		VALIDAR
LETRA	VALOR	
HONORS	4	
EXCELLENCE	3.83	
PROFICIENCY	3.5	
PASS	3.17	
LOW PASS	3	
FAIL	2.89	
VALIDADO: 30/04/2019 14:58:18		
USUARIO: EMMARTEL GARCIA		

DISTRIBUCIÓN		VALIDAR
LETRA	VALOR	
HONORS	15 %	
EXCELLENCE	36 %	
PROFICIENCY	35 %	
PASS	15 %	
LOW PASS	0 %	
FAIL	0 %	
VALIDADO: 30/04/2019 14:58:50		
USUARIO: EMMARTEL GARCIA		

EQUIVALENCIA NOTA OFICIAL		VALIDAR
LETRA	VALOR	
HONORS	10	
EXCELLENCE	8	
PROFICIENCY	6.5	
PASS	5	
LOW PASS	5	
FAIL	0	
CONV	7	
NCS	10	
NGU	5	

Fig. If the average grade was 3.45, it would get rounded up to 3.66, taking the IMBA-EN ENE-2019 (IMBA Jan 2019) table into account.

STEP 3: UPLOAD OF GRADES

Validating course grades from Master II with course grades from Master I.

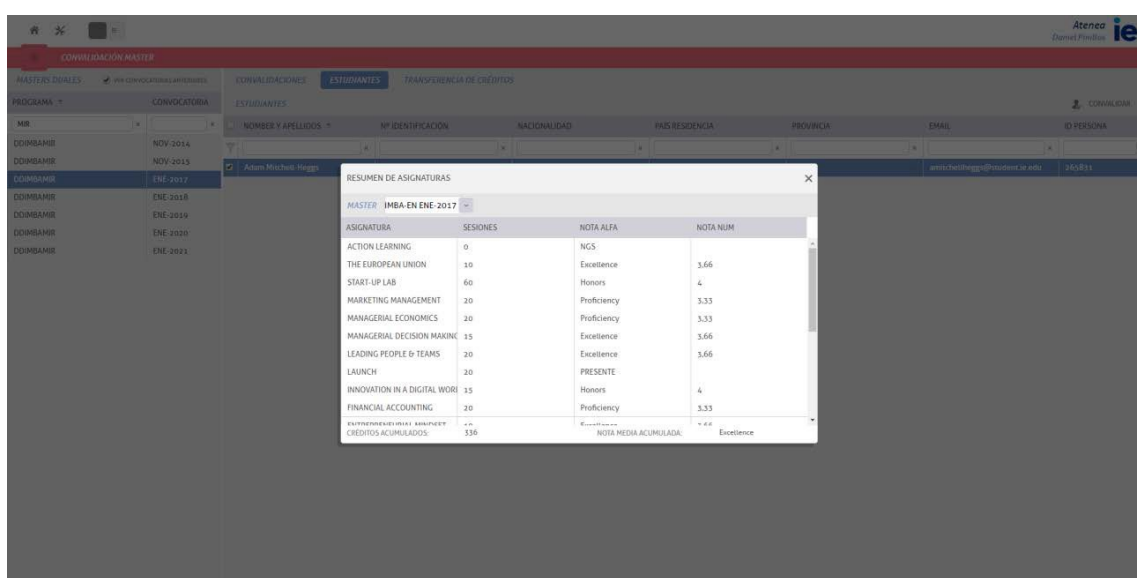
Once the equivalence between the courses of each Master composing the dual degree has been established, we can validate the courses of the second Master of the students doing a dual degree.

In the student section, a list of the students studying a dual degree will appear. Click on one or several students and click CONVALIDAR in order to upload all the grades of the courses in Master I equivalent to the courses in Master II, configured in the previous step.



The screenshot shows the 'CONVALIDACIÓN MASTER' interface. At the top right, the 'Atenea ie' logo and 'Daniel Pinillos' are visible. The main header includes 'CONVALIDACIONES', 'ESTUDIANTES', and 'TRANSFERENCIA DE CRÉDITOS'. Below this, there are filters for 'PROGRAMA' and 'CONVOCATORIA'. A table of students is displayed with columns: 'NOMBRE Y APELLIDO', 'Nº IDENTIFICACIÓN', 'NACIONALIDAD', 'PAÍS RESIDENCIA', 'PROVINCIA', 'EMAIL', and 'ID PERSONA'. One student, 'Jess Hoffmann', is selected with a checkmark. A yellow 'CONVALIDAR' button is located in the top right corner of the student list area.

To see the GPA and full grades of both Masters as they will appear on the transcript, double click on the student's name.



The screenshot shows the 'CONVALIDACIÓN MASTER' interface with a student's transcript details displayed in a pop-up window. The student's name is 'Antoni Michalski' and the master is 'IMBA EN ENE-2017'. The transcript table has columns: 'ASIGNATURA', 'SESIONES', 'NOTA ALFA', and 'NOTA NUM'. The data is as follows:

ASIGNATURA	SESIONES	NOTA ALFA	NOTA NUM
ACTION LEARNING	0	NGS	
THE EUROPEAN UNION	10	Excellence	3,66
START-UP LAB	60	Honors	4
MARKETING MANAGEMENT	20	Proficiency	3,33
MANAGERIAL ECONOMICS	20	Proficiency	3,33
MANAGERIAL DECISION MAKING	15	Excellence	3,66
LEADING PEOPLE & TEAMS	20	Excellence	3,66
LAUNCH	20	PRESENTE	
INNOVATION IN A DIGITAL WORLD	15	Honors	4
FINANCIAL ACCOUNTING	20	Proficiency	3,33
CREDITOS ACUMULADOS:	22	4,00	4,00
NOTA MEDIA ACUMULADA:			Excellence

Conditions for the upload of grades:

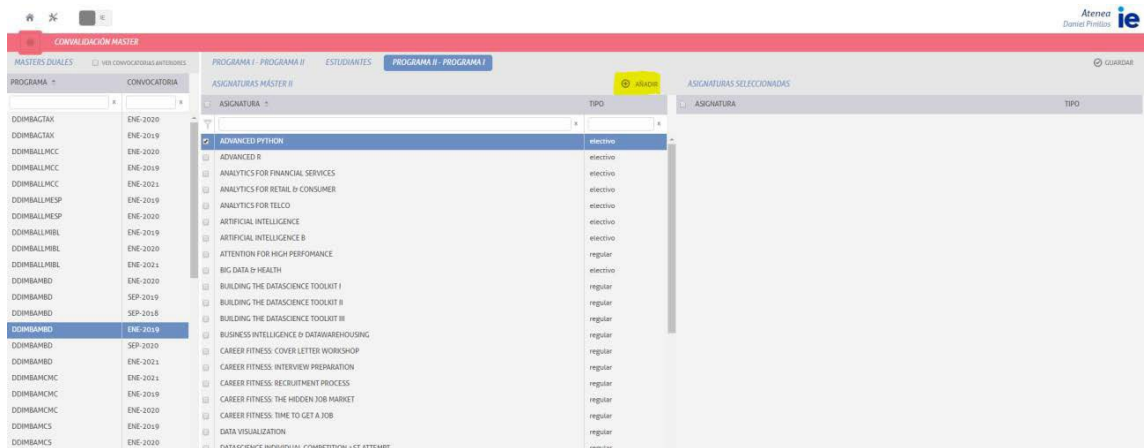
- The student who wants to validate courses from Master I equated to the courses of Master II must have the courses already graded
- The student must already be enrolled in the equivalent course of the Master II

STEP 4: TRANSFER OF CREDITS

Select the courses of the Master II, with the transferred credits from Master I, once the courses have been completed and graded, they will appear on the Master I grade certificate.

In the Transfer of Credits section, a list of all the courses in the Master II will appear on the left. And on the right, all the courses selected which will appear on the Master certificate.

To ensure that a Master II course appears on the Master I transcript, select it and then click **AÑADIR**.



Once all the courses are added, click **GUARDAR**.

USER TEST

1. Establish an equivalence of a dual degree with two simple Masters
2. Establish an equivalence of one or several courses of Master I with a course in Master I
3. Upload the grades of a dual degree student
4. Get the grade transcript of a student, for the Master II, and check that the grade upload is correct for the validation of the course in the previous steps
5. Select a Master II course completed and graded for a transfer of credits
6. Get the grade transcript of a student, for the Master I, and check that you can see the Master II course selected for a transfer of credit
7. Eliminate the equivalence made between two courses in step 2
8. Eliminate the course selected for a transfer of credits in step 5 la asignatura seleccionada para transferencia de créditos en el paso 5.