

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 🔆 📶 E | | | | Atenea Daniel Pinillos |
|----------------|---------|-----------------------------|--------------------|---------------------------|
| MASTERS DUALES | | | | |
| MASTERS DUALES | | \ominus ELIMINAR 🖻 EXPORTAR | ANADIR MASTER DUAL | 🕤 ARADIR |
| MASTER DUAL = | MASTER | | MASTER DUAL: | |
| | * |)* | No seleccionado | × |
| DDIMBAMBD | IMBA-EN | | | |
| DDIMBAMBD | MBD-EN | | MASTER: | |
| DDIMBAMRED | IMBA-EN | | No seleccionado | |
| DDIMBAMRED | MRED | | | |
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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":

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| MASTERS DUALES | | |
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| MASTER DUAL + | MASTER | MASTER DUAL |
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| DDIMBAMBD | IMBA-EN | and the |
| DDIMBAMBD | MBD-EN | MASTER |
| DDIMBAMRED | IMBA-EN | IMBA-EN |
| DDIMBAMRED | MRED | |

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

| MASTERS DUALES Constraints Con | NPORTAR ANADIR MASTER DUAL 🖓 ANADIR |
|--|-------------------------------------|
| MASTERS DUALES MASTER MASTER DUAL | NPORTAR ANADIR MASTER DUAL 🖓 ANADIR |
| MASTER DUAL + MASTER | |
| DDIMBALL | MASTER DUAL: |
| | A DDIMBALLMIBL |
| DDIMBALLMIBL IMBA-EN | |
| DDIMBALLMIBL LLMIBL-EN | MASTER |
| | LLMIBL-EN |

*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 MASTERES 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.

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| CONVALIDA | NCIÓN MASTER | | | | |
| MASTERS DUALES | VER CONVOCATORIAS ANTERIORES | PROGRAMA I - PROGRAMA II ESTUDIANTES PROGRAMA II - PROGRAM | KA 7 | | |
| PROGRAMA C | CONVOCATORIA | PROGRAMA MASTER I | | PROGRAMA MASTER # | |
| | (x) | PROCRAMA: | | PROGRAMA: 3 | |
| DDIMBAGTAX | ENE-2020 | IMBA-EN | | - MBD-EN | |
| DDIMBAGTAK | ENE-2019 | CONVOCATORIA: | | CONVOCATORIA: | |
| DDIMBALLMCC | ENE-2020 | ENE-2019 | | + OCT-2019 | |
| DDIMBALLMCC | ENE-2019 | | | | |
| DDIMBALLMCC | ENE-2021 | ASIGNATURAS CONVALIDADAS | | | ⊕ ARADIR ⊘ GUARDAR |
| DDIMBALLMESP | ENE-2019 | ASIGNATURA PROCRAMA I | TIPO ASIG. PROG. I | ASIGNATURA PROGRAMA II | TIPO ASIG. PROG. II |
| DDIMBALLMESP | ENE-2020 | Distance and a second se | 1.1 | | |
| DDIMBALLMIBL | ENE-2019 | PT- IN IN THIS I HAVE NOT WITH TAME | | CAREER DIVIDED INTERNED PREDAD TOOL | and an and a second sec |
| DDIMBALLMIBL | ENE-2020 | BP1: BUILDING HIGH PUTENTINE TEAMS | reguar | CAREER FILINESS INTERVIEW PREPARATION | reguar Lumine |
| DDIMBALLMIBL | ENE-2021 | BP 1 COMMUNICATING FOR SOLCESS | regular | CAREER FITHESS INTERVIEW PREPARATION | reguar. <u>commar</u> |
| DDIMBAMBD | ENE-2020 | BP1 MACKING RADIIS | reguar | CAREER PTINESS INTERVIEW PREPARATION | regular <u>Eleminar</u> |
| DOIMBAMED | SEP-2019 | | | | |
| DDIMBAMBD | SEP-2018 | | | | |
| DOIMBAMED | ENE-2019 | | | | |
| DDIMBAMED | SEP-2020 | | | | |
| DDIMBAMED | ENE-2021 | | | | |
| DDIMBAMCMC | ENE-2021 | | | | |
| DDIMBAMCMC | ENE-2019 | | | | |
| DDIMBAMCMC | ENE-2020 | | | | |
| DDIMBAMCS | ENE-2019 | | | | |
| DDIMBAMCS | ENE-2020 | | | | |

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".

| | | ASIGNATURA 单 | TIPO | | ASIGNATURA + | TIPO | |
|-----------|---|---|---------|-----|--|---------|-------|
| MASTERS | Ÿ | ()× | reg × | Ÿ | * | | |
| PROGRAMA | 3 | ACTION LEARNING | regular | ^ U | CONFLICT OF LAWS | regular | |
| | | ANALYTICS FOR CREATORS | regular | 0 | CORPORATE FINANCE: LEGAL ASPECTS | regular | |
| | 2 | ANALYTICS TOOLS FOR CREATORS | regular | 6 | CROSSBORDER MERGERS & ACQUISITIONS | regular | - |
| DOIMBALL | 3 | BEHAVIORAL FITNESS 1 | regular | 0 | DIGITAL DNA: DATA INSIGHTS & VISUALIZATION | regular | |
| DDIMBALLI | 8 | BEHAVIORAL FITNESS 2 | regular | 0 | DIGITAL DNA: TECHNOLOGY FOR INNOVATION | regular | |
| DDIMBALL | 8 | BF1: BUILDING HIGH POTENTIAL TEAMS | regular | | ECONOMIC5 | regular | |
| DDIMBAME | 8 | BF1: COMMUNICATING FOR SUCCESS | regular | 0 | ENTREPRENEURIAL MINDSET | regular | |
| DDIMBAME | | BF1: HACKING HABITS | regular | 6 | EU COMMERCIAL LAW | regular | AREAR |
| DDIMBAME | 0 | BF2: ASSESSMENT & DEVELOPMENT | regular | | FINAL CASE DEFENSE | regular | |
| DDIMBAME | | BF2: CREATING A LEADERVISION | regular | 10 | FINANCIAL MANAGEMENT | regular | |
| DDIMBAME | 8 | BF2: INFLUENCING AND PERSUADING | regular | | INTELLECTUAL PROPERTY | regular | |
| DDIMBAME | 3 | BGS SIMULATION | regular | | INTERNATIONAL ARBITRATION | regular | |
| DDIMBAME | 9 | BIG DATA & BUSINESS ANALYTICS | regular | .0 | INTERNATIONAL CONTRACTS | regular | |
| | 8 | BUILDING HUMAN ASSETS IN ENTREPRENEURIAL VENTURES | regular | 10 | INTERNATIONAL CONTRACTS II | regular | |
| 0 | | BUSINESS 360 | régular | 0 | INTERNATIONAL TAX FRAMEWORK | regular | |
| | | BUSINESS IMPACT LAB | regular | . 0 | INTRO TO EU LAW | regular | |

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:

| BUSCADOR | | ILA NOTAS ASIGNATURAS I | REDUCCIÓN POR FA | LTAS REQUISITO D | EINGLES LISTA DE | L DECANO | | | | | @ CUARDAR |
|-----------|------------|-------------------------|-------------------|------------------|------------------|----------------|----------------|----------------|--------------|-----------|-----------|
| CURSOS = | CONVOC | | NOTAS | Ø VALIDAR | NOTA MEDIA | () VALIDAR | DISTRIBUCIÓN | ⊘ VALIDAR | EQUIVALENCIA | (VALIDAR | |
| IMBA-EN × | ENE-2019 * | | LETER | VALOR | LETRA | VALOR. | LEDIA | VALOR | LETRA | VALOR | |
| IPIDA-DV | ENE-1019 | | HONDES | | HONORS | 1.1 | HONORS | 46 55 | HONORS | 10 | |
| | | | CONTRACTOR . | | 000000 | | 0000000 | N A | 0.00000000 | | |
| | | | EACELLEMCE. | 3,66 | DALEILENGE | 3.83 | ENCELEDINE | 35 % | EXCELLENCE | | |
| | | | PROFICIENCY | 3.33 | PROFICIENCY | 3.5 | PROFICIENCY | 35 % | PROFICIENCY | 6,5 | |
| | | | PASS | 3 | PASS | 3,17 | PASS | 15 95 | PASS | 5 | |
| | | | LOW PASS | 1 | LOW PASS | 3 | LOW PASS | 0 % | LOW PASS | 5 | |
| | | | FAIL | 0 | FAIL | 2,99 | EAUL | 0 % | 140. | 0 | |
| | | 5 | VALIDADO: 31/01/3 | 1019124903 | VALIDADD: 30/04 | /2019 14:58:48 | VALIDADO: 30/0 | /2019 14:58:50 | CONV. | 7 | |
| | | | USUMRIO: IEVANGEL | ESPEREZ | USUARIO: EMMART | IA GARCIA | USUARICE IEVMA | TA GARCIA | NCS | 10 | |
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| | | | | | | | | | NGU | 5 | |
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Eg. 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.

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| CONVALIDACIÓN MAST | ER | | | | | | | | |
| MASTERS DUALES | CATORIAS ANTERIORES | 1 | CONVALIDACIONES | ESTUDIANTES | TRANSFERENCIA DE O | RÉDITOS | | | |
| PROGRAMA = | CONVOCATORIA | 1 | ESTUDIANTES | | | | | | |
| | . н | ū | NOMBER Y APELLIDO: | Nº IDENTIFICACIÓN | NACIONALIDAD | PAÍS RESIDENCIA | PROVINCIA | EMAIL | ID PERSONA |
| DDIMBALLMIBL | ENE-2019 | Y | () N | 8 | (). | ()× | ()× | | x |
| DDIMBALLMIBL | ENE-2020 | | Jess Hoffmann | | ESTADOUNIDENSE | | | | 1009768 |
| DDIMBALLMIBL | ENE-2021 | Teost I | | | Contraction of the second second | | | / | A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O |
| DIMBAMBD | ENE-2019 | | | | | | | | |
| DIMBAMBD | SEP-2018 | | | | | | | | |
| DIMBAMBD | SEP-2019 | | | | | | | | |
| DIMBAMBD | ENE-2020 | | | | | | | | |
| DDIMBAMBD | 5EP-2020 | | | | | | | | |
| DIMBAMRED | ENE-2019 | 1 | | | | | | | |
| DDIMBAMRED | ENE-2020 | | | | | | | | |

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

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| CONVILIDACIÓN MAS | | | | | | | | | |
| MASTERS DUALES . | | KONVALIDACIONES | | | | | | | |
| PROGRAMA = | | | | | | | | | 2. CONVICIONE |
| MR | | | | | | | | | ID DED STALL |
| DDIMBAMIR | | | | | | | | | 1 |
| DDIMBAMIR | | | | | | | | | |
| DDIMBAMIR | ENE-2017 | Adam Mitchell-Hoggs | RESUMEN DE ASIGNATURAS | | | | × | amitchellhefffs65zridentsexdu | 265831 |
| DDIMBAMIR | ENE-2018 | | MASTER IMBA-EN ENE-2017 | 1 | | | _ | | |
| DDIMBAMIR | ENE-2019 | | ACICMATUDA | ECCIONEE. | NOTA N.E. | MOTS MILLS | - C. | | |
| DDIMBAMIR | ENE-2020 | | ASIGNATION | acalunca | auto auto | RUNROM | | | |
| DEXIMBAMIR | | | ACTION LEAKNING | 0 | NGS | | - 18 | | |
| | | | STARY UDIAR | 10 | Hennes | 3,00 | - 18 | | |
| | | | STAKT-OP LAD | 60 | nonors | 4 | - 18 | | |
| | | | MARKETING MANAGEMENT | 20 | Pronciency | 5.35 | - 18 | | |
| | | | MANAGERIAL ECONOMICS | 20 | Pronciency | 3.33 | | | |
| | | | MANAGERIAL DECISION MAKING | 15 | Excellence | 3.66 | - 18 | | |
| | | | LEADING PEOPLE & TEAMS | 20 | Excellence | 3.66 | - 18 | | |
| | | | LAUNCH | 20 | PRESENTE | | - 18 | | |
| | | | INNOVATION IN A DIGITAL WORI | 15 | Honors | 4 | | | |
| | | | FINANCIAL ACCOUNTING | 20 | Proficiency | 3.33 | | | |
| | | | CRÉDITOS ACUMULADOS: | 336 | NOTA MEDIA ACUMULADA | A: Excettence | | | |
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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.

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| CONVAL | DACIÓN MASTER | | | |
| MASTERS DUALES | VER CONVOCATORIAS ANTERIORES | PROGRAMA I - PROGRAMA II ESTUDIANTES PROGRAMA II - PROGRAMA I | | Ø GUARDAR |
| PROGRAMA : | CONVOCATORIA | ASIGNATURAS MÁSTER II | ASICMATURAS SELECCIONADAS | |
| | A | ASICNATURA ± | TIPO | TIPO |
| DDIMBAGTAX | ENE-2020 | | 1 / · · · · · · · · · · · · · · · · · · | |
| DDIMBAGTAX | ENE-2019 | ADVANCED PYTHON | rieting | |
| DDIMBALLMCC | ENE-2020 | ADVANCED R | elective | |
| DDIMBALLMCC | ENE-2019 | ANALYTICS FOR FINANCIAL SERVICES | riection | |
| DDIMBALLMCC | ENE-2021 | ANALYTICS FOR RETAIL IN CONSUMER | elerrivo | |
| DDIMBALLMESP | ENE-2019 | ANALYTICS FOR THICO | - EPTINO | |
| DDIMBALLMESP | ENE-2020 | apteicial Intel Incence | - Section | |
| DDIMBALLMIBL | ENE-2019 | ARTIFICIAL INTELLICENCE B | Bierriso | |
| DDIMBALLMIBL | ENE-2020 | ATTENTION FOR HICH DEPENDANCE | nambar | |
| DDIMEALLMIBL | ENE-2021 | BIC DATA S- MEANTH | - tagene | |
| DDIMBAMED | ENE-2020 | BUDDING THE DATASCIENCE TOOL MT 1 | interior interior | |
| DDIMBAMBD | 5EP-2019 | B B DW THE DATASCIENCE TO DATA T | regular . | |
| DDIMBAMBD | 5EP-2018 | BUILDING THE DATASCIENCE TOOLET IN | resider | |
| DOIMBAMED | ENE-2019 | BUSINESS INTELLICENCE /# DATAWAREHOUSING | reputer . | |
| DDIMBAMBD | SEP-2020 | CAREER FITNESS COVER LETTER WORKSHOP | teacher | |
| DDIMBAMBD | ENE-2021 | CASES STATES CONTRACTOR MONOTON | ramdar | |
| DDIMEAMCMC | ENE-2021 | CAREED CITIESS OF DUITMENT DOOFESS | - tageout | |
| DDIMBAMCMC | ENE-2019 | CAREED STITUESS THE HIDDEN TO MADVET | - Second Are | |
| DDIMBAMCMC | ENE-2020 | CAREER FITNESS. TIME TO CET A 108 | remiar | |
| DDIMBAMCS | ENE-2019 | Data visual (zation | remiar | |
| DDIMBAMCS | ENE-2020 | DATASCIENCE INDIVIDUAL COMPETITION 1ST ATTEMPT | regular | |

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.