

## **Proposals for Approval of the Studies Committee (CEST) Agreements and Recommendations for the Degrees in Nursing and Physiotherapy regarding the Drafting of the Course Guides**

1. The CESTs shall only approve changes to course guides for subjects where lecturers have sent information within the deadline and in the appropriate way, and where the person responsible is present (or another lecturer representing them) to explain, contextualise and justify the changes. If this is not the case, the course guide from the previous year shall be taken as approved, **as long as it complies with current academic regulations**.
2. In terms of mid-term exams or major assessed activities on a subject: each 6-ECTS subject may schedule a maximum of two assessed activities that represent 20% or more of the subject mark weighting during the semester (without taking into account the supplementary or extraordinary periods).
3. Minimum mark for each examination or assessment as a requirement to be included in the final mark: for recoverable assessed activities that alone represent more than 20% of the final subject mark, a minimum mark of 4 shall be required to be included as an assessed activity in the final subject mark.
4. For third-year Physiotherapy subjects, it is agreed that on subjects with a practical examination in the third year, it will not be recoverable. **The modification to the Academic Regulations in May 2015, article 4, obliges that this examination be recoverable, as long as it is a final examination. This does not affect assessments if they are mid-term and taken during the semester.**
5. On subjects with planned continuous assessment activities for theoretical and practical or lab placements (non-recoverable), a minimum mark (pass mark) may be set, as long as its weight is 20% or above for the final assessment.
6. The assessment weighting for the external placement on the Practicum subjects may be above 50% (according to section 8 in article 26 of the modification to the Academic Regulations, Regulatory Agreement of 20<sup>th</sup> May 2015).

### **Other Considerations**

- External placement subjects must state the start and end dates of the placement period, as well as the general schedule, in the course guide.
- Compliance with the Faculty placement regulations shall be referenced on placement subjects.
- It is agreed to be specified in the course guide itself and, according to criteria from the head of the subject, pending language review.
- It is agreed to add a sentence stating the measures to take if plagiarism is detected.
- The bibliography in the course guides shall be standardised (specifying a single format for drafting the bibliography).

- The assessment criteria must be specified in as much detail as possible in the course guides for each subject:
  - An introduction must be provided in the assessment section where the different assessment elements are explained, as well as the status of the subject with regard to extraordinary assessment periods.

**Example texts to be included in the course guide, where applicable:**

- *Notice: Course guide pending language review.*
- *Notice: This subject shall run subject to LOPD 15/1999, whereby no recording of lectures without the explicit permission of the lecturer, fraudulent use of their content or material is allowed.*
- *Notice: Plagiarism is deemed as fraud in assessment for all purposes, whereby it shall be governed as per what is set out to this effect in the Academic Regulations.*
- *Cultural or training activities organised at the UIB during the 201x-1x academic year and which are linked to the subject may be included for calculating the mark for this subject.*
- *For Group Work: 'In the event that a work group deems it necessary to expel any of its members, it must notify the affected member and the lecturer, and include the reasons for this in the notification, sufficiently in advance to be able to rectify the situation that led to expulsion'.*