



## **PROTOCOL COMMITTEE FOR THE REVIEW OF QUALIFICATIONS OF THE FACULTY OF HUMANITIES**

In accordance with the academic regulations for undergraduate teaching at the UPF, the student may submit a claim for review of the final grade obtained in any subject, whether or not he or she has exercised the right of review before the professor or professors responsible for the subject, provided that the final minutes of the subjects have been closed.

The generality of the regulation contained in the aforementioned regulations makes it advisable to establish a detailed protocol for the review of qualifications.

### **1. Request for Review of Qualifications.**

The grade review procedure will begin with a claim from the student addressed to the dean, presented through a CAU to Student Academic Assistance or any other of the means included in article 16.4 of Law 39/2015, of October 1, of the common administrative procedure of public administrations, within a period of five calendar days, counting from the date of publication of the final minutes.

### **2. Appointment of the Qualifications Review Commission**

The dean will appoint a Qualifications Review Commission that will be responsible for resolving the student's claim within a period of five calendar days, counting from the end of the previous period.

This commission will be made up of a minimum of three members, who must be PDI with teaching in the subjects of the degrees taught in the Faculty of Humanities.

The dean will designate the members who will serve as president and secretary of the Qualifications Review Commission.

In accordance with the academic Regulations from the degree courses at the UPF, the student may submit a claim for review of the final grade obtained in any subject, whether or not he or she has exercised the right of review before the professor or professors responsible for the grade as long as the minutes of the subjects have been closed.

The generality of the regulation contained in the aforementioned regulations makes it advisable to establish a detailed protocol for the review of qualifications.

### **3. Information required for the qualification review process.**

The Faculty Secretary will request from the professor or professors responsible for the subject a brief report on the claim, as well as the teaching guide, the learning plan for the subject and all the documents that are relevant for the purposes of the claim (works, exams,

seminars, etc.). Likewise, the student will be required to provide qualified work that he or she has when they are the subject of the claim.

All documentation collected by the Faculty Secretary will be sent to the Qualifications Review Commission

#### **4. Qualifications Review Commission Performance.**

Within five natural days from the end of the period established by the student's request, the Grades Review Commission will meet and will have to resolve the claim.

Minutes of the Commission sessions will be kept, where the decision will be recorded, which must be motivated. The minutes will be signed by all members of the Commission.

The secretary of the Qualifications Review Commission will transfer a certificate of the agreement to the Faculty Secretary.

If the result of the Commission's agreement implies a change in the grade, the Faculty Secretary will proceed to inform it in the computer system, and the grade minutes will be signed by the dean.

#### **5. Resolution communication**

The Faculty Secretary will notify the student of the certificate of agreement from the Qualifications Review Commission. The notification will express the appropriate resources.

The Faculty Secretary will communicate to the professor or professors responsible for the subject the certificate of agreement from the Qualifications Review Commission.