



**Mondragon  
Unibertsitatea**



**MONDRAGON  
TEAM  
ACADEMY**

# **CURRICULUM AND ACADEMIC REGULATIONS**

**Degree in Entrepreneurial Leadership and  
Innovation 2024-2025**

**Applicable to the 2015 Curriculum (Rocket Model)**

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## **1. INTRODUCTION**

Mondragon Unibertsitatea was recognised by Law 4/1997 of 30 May 1997 of the Basque Parliament, and its implementation was approved retrospectively for the 1997/98 academic year by Order of the Basque Government on 2 February 1999.

The University, Mondragon Unibertsitatea, S. Coop., is young, but its roots go back to 1943 when Don José María Arizmendiarieta founded the Professional School, with the firm conviction that education and knowledge are the fundamental driving forces for the development of society. The three centres that make up our University have many years of experience to their credit: Eskola Politeknikoa (Arrasate, 1943), Escuela Técnica Empresarial Oñati, ETEO (Oñati, 1960) and Irakasle Eskola (Eskoriatza, 1978). All of them, now converted into Faculties, offer sixteen degrees and integrate nearly four thousand students. In 2011 a fourth faculty was added, the Faculty of Gastronomic Sciences.

The University also has the collaboration of other entities such as MONDRAGON: *Humanity at Work*, Grupo Ulma S. Coop., Oñati Town Council, LKS S. Coop. which are integrated as collaborating partners in its social bodies.

Mondragon Unibertsitatea, S. Coop. is the first cooperative university in Spain, integrated in the MONDRAGON *Humanity at Work* cooperative group, which marks the uniqueness of its educational project.

MONDRAGON TEAM ACADEMY (hereinafter, MTA) is the entrepreneurship unit of the Faculty of Business created in 2008 in cooperation with *Team Academy Finland*. MTA aims to transform its environment through team entrepreneurship based on cooperative values and active learning. In this context, it offers, among other degrees, the Bachelor's Degree in Entrepreneurial Leadership and Innovation (hereinafter LEINN), the Academic Regulations of which are set out below.

## **2. PRESENTATION OF THE DEGREE: LEINN**

The Degree in Entrepreneurial Leadership and Innovation that we offer at Mondragon Unibertsitatea aims to train our future graduates to lead the creation of new companies and/or new business lines within existing companies.

These skills are acquired through a method based on practice (learning based on experience -learning *by doing*-), and working in self-managed teams, through companies that our students create from day one, working for real clients with projects that are also real.

The Bachelor's Degree in Entrepreneurial Leadership and Innovation is designed for people whose natural way of working is in teams and who are interested in learning about new cultures, experiencing new methodologies and travelling abroad.

The student will also be able to choose a field of specialisation related to one of the following emerging business sectors: digital companies, advanced services, biosciences and social enterprises. Being, in addition, part of a platform of collaboration with companies in the sector, participants will be able to learn about their basic characteristics and key features.

### **2.1. Finnish educational model - "You will experience the Finnish method".**

Our learning method has its origin in the entrepreneurship unit *Team Academy* - a team entrepreneurship teaching community operating within the Jyväskylä University of Applied Sciences (Finland). This method has been used for more than 20 years in Finland and was awarded special recognition by the Finnish Ministry of Education in 2006.

The Finnish educational model can be recognised in several concepts and tools of our programme, such as: self-management and creativity, dialogue spaces, entrepreneurial learning teams, sense of community, shared responsibility or physical working spaces. This model is based, on the one hand, on freedom and, on the other hand, on the assumption of responsibility.

### **2.2. International Experience - "You will travel to train to become a global citizen".**

Given that success in the business world is increasingly based on interaction between countries worldwide and acting in international markets, companies need professionals with a global vision. In this context, our Bachelor's Degree trains global citizens. Our Degree allows you to enjoy an individual exchange programme, and to travel abroad with the team. All students will go on a learning journey within Europe for two months, connecting with young entrepreneurs and entrepreneurial ecosystems and startups. They will also experience *learning journeys travelling* to places such as Silicon Valley and Seattle in the United States and at least one country in the global south (e.g. China, India); visiting innovative companies and learning from successful entrepreneurs.

### **2.3. Team learning - "You will learn as a team".**

Our main learning tool is the team: your team. Each student participates and learns by working in various teams: your company or *team company*, shared projects, learning units, management teams and forums. In other words: "we learn to interact and work with other people". By working in teams we learn to put into practice entrepreneurial skills such as negotiation, leadership, time management, commitment and communication. All teams have a trainer or *team coach*. The *team coach* keeps an overview of what is happening in the team, being aware of how to encourage and support the team's learning in each case.

### **2.4. Real companies (*Team company*) - "You will create your own company as a team".**

The key to personal development and learning lies in constant interaction with the real world: setting up a real company, working for real clients and on real projects. When faced with the business world, we need to find ways to survive and succeed. The students are the protagonists, creating, in teams, their own companies, contacting real clients and providing offers and services. The expert *coaches* and experts/assessors who advise them in these tasks and support and promote this process, not direct it. We offer our students a real opportunity as entrepreneurs and business people in a safe and optimal learning environment, thanks to the relationship with the business world.

## **2.5. Passion and enthusiasm, you are the protagonist of your learning** **- "You will discover that learning can be an exciting challenge".**

What is your passion? What do you really want to do in your life? What do you need to make your personal dream come true? Our starting point is always passion and the desire to be a team player. Our mission is that students who learn in teams experience the activities they do with real passion.

### **3. SYLLABUS**

The syllabus of our Bachelor's Degree is structured in a single cycle composed of four courses totalling 240 ECTS.

The competences acquired by graduates of this degree are grouped into three categories. Within each category there are 7 competences that respond to the need to learn, lead and be enterprising in a collaborative context:

#### **a) Team learning**

1. Information technology and computer skills
2. Team learning techniques
3. Personal learning methods and attitudes (mental models)
4. Creativity
5. International vision
6. Communication skills
7. Self-guidance

#### **b) Leading in a team**

8. Self-management skills
9. Project management
10. Team leadership skills
11. Planning techniques
12. *Coaching* skills
13. Strategic skills
14. Decision-making and determination

#### **c) Team entrepreneurship**

15. Customer service, negotiation and sales techniques
16. Understanding financial elements
17. Marketing
18. Innovation
19. Theoretical and modelling skills of an entrepreneur
20. *Networking*
21. Courage and willingness to overcome barriers

The Syllabus is structured in the following modules, understood as academic units that include several subjects:

1. Fundamentals of business creation and management.
2. Leadership and knowledge management: developing individual learning.
3. Entrepreneurship and the customer approach: developing learning in the company.
4. Networked innovation as a driver of value creation: developing community learning.
5. Global citizens.
6. The process of business creation and specialization.
7. Final Degree Project.



## SYLLABUS

### Plan of the DEGREE IN ENTREPRENEURIAL LEADERSHIP AND INNOVATION

#### PRIMER CURSO

##### Primer Semestre

Inglés empresarial	FB	4 - Anual
Economía de la empresa	FB	3 - Anual
Informática	FB	4 - Anual
Derecho de la empresa	FB	3 - Anual
Matemáticas empresariales	FB	3 - Anual
Emprendizaje e intraemprendizaje I	OB	3
Liderazgo I	OB	3
Gestión del conocimiento I	OB	3
Equipos internacionales: Finlandia	OB	5

Tipo	ECTS	Segundo Semestre
FB	4 - Anual	Inglés empresarial
FB	3 - Anual	Economía de la empresa
FB	4 - Anual	Informática
FB	3 - Anual	Derecho de la empresa
FB	3 - Anual	Matemáticas empresariales
OB	3	Habilidades de aprendizaje individual I
OB	3	Desarrollo de producto I
OB	3	Autogestión y gestión de equipos I
OB	5	Gestión de redes sociales I

Tipo	ECTS
FB	4 - Anual
FB	3 - Anual
FB	4 - Anual
FB	3 - Anual
FB	3 - Anual
OB	3
OB	3
OB	3
OB	3

#### TOTAL

31

#### TOTAL

29

#### SEGUNDO CURSO

##### Primer Semestre

Ingeniería de producto	FB	4 - Anual
Estadística	FB	3 - Anual
Contabilidad	FB	3 - Anual
Ética empresarial	FB	3 - Anual
Emprendizaje e intraemprendizaje II	OB	3
Liderazgo II	OB	3
Marketing I	OB	3
Servicio al cliente y ventas I	OB	3
Silicon Valley: USA	OB	5

Tipo	ECTS	Segundo Semestre
FB	4 - Anual	Ingeniería de producto
FB	3 - Anual	Estadística
FB	3 - Anual	Contabilidad
FB	3 - Anual	Ética empresarial
OB	3	Pensamientos estratégicos I
OB	3	Creatividad e Innovación I
OB	3	Gestión de la marca I
OB	3	OPTATIVAS
OB	5	

Tipo	ECTS
FB	4 - Anual
FB	3 - Anual
FB	3 - Anual
FB	3 - Anual
OB	3
OB	3
OB	3
OP	8

#### TOTAL

30

#### TOTAL

30

#### TERCER CURSO

##### Primer Semestre

Programa especialización: Empresas y Emprendedc	OP	5 - Anual
Programa especialización: economía de la experien	OP	5 - Anual
Programa especialización: empresas digitales	OP	5 - Anual
Programa especialización: empresas de biociencias	OP	5 - Anual
Marketing II	OB	3
Emprendizaje e intraemprendizaje III	OB	3
Liderazgo III	OB	3
Gestión del conocimiento II	OB	3
Servicio al cliente y ventas II	OB	3
Oportunidades en países emergentes: países BRIC	OB	6

Tipo	ECTS	Segundo Semestre
OP	5 - Anual	Programa especialización: Emprendedores soc
OP	5 - Anual	Programa especialización: servicios industriales
OP	5 - Anual	Programa especialización: empresas digitales
OP	5 - Anual	Programa especialización: empresas de biocien
OB	3	Autogestión y gestión de equipos II
OB	3	Habilidades de aprendizaje individual II
OB	3	Pensamientos estratégicos II
OB	3	Creatividad e innovación II
OB	3	Desarrollo de producto II
OB	3	Gestión de redes sociales II
OB	3	Gestión de la marca II
OP	4	OPTATIVAS

Tipo	ECTS
OP	5 - Anual
OP	5 - Anual
OP	5 - Anual
OP	5 - Anual
OB	3
OB	3
OB	3
OB	3
OB	3
OB	3
OB	3
OP	4

#### OPTATIVAS

4

4

#### TOTAL

30

#### TOTAL

30

#### CUARTO CURSO

##### Primer Semestre

Proyecto final: nueva creación	TFG	10 - Anual
Proyecto final: nueva creación	TFG	10 - Anual
Proyecto final: nueva creación	TFG	10 - Anual
Prácticas especializadas en empresas	P	15
Trabajo fin de grado : Memoria estratégica start-up	TFG	6
OPTATIVAS		4

Tipo	ECTS	Segundo Semestre
TFG	10 - Anual	Proyecto final: nueva creación
TFG	10 - Anual	Proyecto final: Intraemprendizaje
TFG	10 - Anual	Proyecto final: Erasmus
P	15	Prácticas especializadas en empresas
TFG	6	

Tipo	ECTS
TFG	10 - Anual
TFG	10 - Anual
TFG	10 - Anual
P	15

#### TOTAL

35

#### TOTAL

25

#### LISTADO DE OPTATIVAS ELEGIBLES (exceptuando el programa de especialización del 3er curso)

Taller: gestor de la innovación	OP	4	Taller: gestor de la innovación	OP	4
Taller: liderazgo	OP	4	Taller: liderazgo	OP	4
Taller: coaching de equipos	OP	4	Taller: coaching de equipos	OP	4
Taller: marketing personal	OP	4	Taller: marketing personal	OP	4
Chino conversacional I	OP	4	Chino conversacional I	OP	4
Chino conversacional II	OP	4	Chino conversacional II	OP	4
Chino conversacional III	OP	4	Chino conversacional III	OP	4

## 4. ACADEMIC REGULATIONS

### 4.1. THE NEW CURRICULUM

*European Credit Transfer & Accumulation System* (hereinafter referred to as ECTS)

The study reform introduces the term "ECTS credit" as a new unit of value around which the curriculum is articulated. Each subject is valued in credits. One credit is equivalent to 25 teaching hours (face-to-face and non-face-to-face). Students will obtain credits in accordance with the systems for assessing knowledge, competences and evaluation established by the University.

#### ➤ *Modules, Subjects and Subjects*

The new curriculum is made up of modules, subjects and subjects. The modules are a set of topics that respond to the competences defined in the degree profile, and the topics are thematic units corresponding to the same area of knowledge. In turn, the topics are made up of subjects whose programmes are detailed in this teaching guide.

The subjects contained in the curriculum are classified as follows:

- **Basic Training:** these are introductory knowledge subjects corresponding to the branch of knowledge to which the degree is attached.
- **Compulsory and Optional Subjects:** these are those freely established by the University in each Study Plan. The former must be taken by the student, and the latter are those that the universities offer each year for the student to choose from, according to their preferences and/or interests.

### 4.2. REGULATORY FRAMEWORK OF THE CREDIT RECOGNITION AND TRANSFER SYSTEM

#### *Recognition of credits*

1. Credit recognition is understood to be the acceptance of credits that, having been obtained by the student in **official courses**, at Mondragon Unibertsitatea or at another University, are calculated in the Bachelor's Degree in Entrepreneurial Leadership and Innovation, for the purposes of obtaining an official qualification.

This Faculty may recognise credits for courses taken at other universities or in other degrees depending on the suitability of the skills and knowledge associated with the subjects taken by the student and those foreseen in the Syllabus, or if they are of a transversal nature, provided that the course load in ECTS credits is similar, with the exception of the credits corresponding to the final degree project.

2. Likewise, credits taken **in other official non-university higher education courses**, as referred to in article 34.1 of the Organic Law 6/2001, of 21 December, on Universities.

Minimum number of ECTS recognised	Maximum number of ECTS recognised
3	31

In any case, the minimum unit of recognition shall be the subject.

The credits recognised in accordance with sections 1) and 2) will be graded with numerical grades, in accordance with the provisions of article 5 of R.D. 1125/2003, of 5 September.

3. Credits taken **in university courses leading to the award of other degrees**, as referred to in Article 34.1 of Organic Law 6/2001, of 21 December, on Universities, may be subject to recognition.

Minimum number of ECTS recognised	Maximum number of ECTS recognised
3	36

In any case, the minimum unit of recognition shall be the subject.

In order for this recognition of credits to be possible, the adequacy between the competences, knowledge and learning outcomes associated with the subjects taken by the student and those foreseen in the Syllabus will be studied, or if they are of a cross-cutting nature, provided that the course load in ECTS credits is similar.

4. **Accredited work and professional experience** may also be recognised in the form of credits that will count towards the degree in Entrepreneurial Leadership and Innovation, provided that the following requirements are met:
- The student must provide documentary proof of work experience by submitting:
    - ✚ An up-to-date extract from the student's employment record.
    - ✚ Certification by the director or senior manager attesting to the applicant's professional and/or work experience, starting at least: the duration of the professional experience, the field of work in which the applicant has applied and the characteristics of the work performance.
    - ✚ Declaration made by the applicant himself/herself in which he/she states: the professional activity carried out, the professional competences acquired through this activity, the knowledge acquired, and the subject(s) for which he/she is applying for recognition.
  - The minimum unit of recognition will be the subject and the competences associated with it, and ECTS units that do not constitute a subject cannot be recognised. The credits corresponding to the final degree project may not be recognised.
  - The criteria used for the recognition of credits for accredited professional experience will be:
    - a) Hold an official university degree (Spanish or foreign).
    - b) The length of professional experience.
    - c) The mode of dedication to the professional activity carried out, full (equivalent to 100% of the professional activity carried out) or partial (equivalent to 50% of the professional activity carried out).

- The written application shall be completed by an interview with the applicant in which the teacher(s) of the subject(s) will check the student's acquisition of the knowledge and competences for which recognition is sought.

The combination of the three criteria under c) above gives rise to the following table, which shows the length of professional experience required in cases where students are in possession of an official university degree:

Time required for credit recognition:

**SITUATION 1.- RECOGNITION OF CREDITS FOR PROFESSIONAL EXPERIENCE (APPLICANTS WITHOUT AN OFFICIAL UNIVERSITY DEGREE)**

<b>RECONNAISSANCE UNITS</b>	<b>Full dedication (equivalent to 100% of the professional activity carried out).</b>	<b>Part-time dedication (equivalent to 50% of the professional activity carried out)</b>
Minimum unit: 3 ECTS (and associated competences)	8 months	16 months
Maximum unit: 16 ECTS (and associated competences)	30 months	60 months

Credits corresponding to company internships may be recognised, provided that the acquisition of Bachelor's Degree competences is accredited, even if these competences have not been assigned to specific subjects, or the professional experience has not been considered sufficient to recognise all the ECTS of the subject in question in each case.

<b>RECONNAISSANCE UNITS</b>	<b>Full dedication (equivalent to 100% of the professional activity carried out).</b>	<b>Full dedication (equivalent to 50% of the professional activity carried out).</b>
Minimum unit: 5 ECTS	<b>12 months</b>	<b>24 months</b>
Maximum unit: 30 ECTS	<b>78 months</b>	<b>156 months</b>

The credits recognised in the cases referred to in sections. 3) and 4), will not be taken into account for the purposes of ranking the file.

**SITUATION 2.- RECOGNITION OF CREDITS FOR PROFESSIONAL EXPERIENCE (APPLICANTS WITH AN OFFICIAL UNIVERSITY DEGREE)**

<b>RECONNAISSANCE UNITS</b>	<b>Full dedication (equivalent to 100% of the professional activity carried out).</b>	<b>Part-time dedication (equivalent to 50% of the professional activity carried out)</b>
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**The following may be recognised  
up to a maximum of 36  
ECTS corresponding to  
subjects of the Syllabus  
(and the competences  
partners)**

24

48

5. Up to 6 ECTS credits from the Syllabus may be recognised for participation in university cultural, sporting, student representation, solidarity and cooperation activities. For the purposes of the above, the Faculty of Business Studies will publish annually the activities that qualify for such recognition, indicating for each of them the number of credits that can be recognised and the mechanisms for accrediting participation in these activities.

6. The following limits are established for the recognition of credits:

- ✓ The maximum number of credits to be recognised on the basis of professional and work experience and for university studies leading to the award of other degrees may not exceed 36 ECTS.
- ✓ In the cases established in the previous points 2, 3 and 4, the minimum number of credits recognised must be understood once the documentation submitted has been analysed, having exceeded the established conditions (contents and competences associated with a subject).

If you do not meet the required conditions, no credit will be granted.

- ✓ The Final Degree Project may not be subject to credit recognition under the following conditions  
the concept regulated in this paragraph. .

➤ ***Transfer of credits***

Transfer of credits is understood to be the inclusion in the official academic documents accrediting the studies followed by each student of all the credits obtained in official studies taken previously, at Mondragon Unibertsitatea or at another University, which have not led to the award of an official degree.

➤ ***Academic record***

The student's academic record will include all the credits obtained by the student in official courses at Mondragon Unibertsitatea or at another University, in order to obtain the degree, whether transferred, recognised or passed, indicating what corresponds in each case. In the case of recognised credits, the following information will be stated with reference to the courses of origin: the university(ies), the official courses and the branch to which they are attached; the subjects and/or subjects obtained and the number of credits, and the grade obtained.

➤ ***European Diploma Supplement***

The European Diploma Supplement issued to students will reflect all the credits obtained by the student in official courses at Mondragon Unibertsitatea or another University, in order to obtain the corresponding degree, whether transferred, recognised or passed, with the same specifications that have been determined for the transcript of records.

## **4.3. TEACHING ACTIVITY AND STUDENT ASSESSMENT**

➤ ***Educational planning***

The Management of the Faculty shall ensure equality of conditions in the teaching and management of the courses leading to the award of the various degrees and specialisations taught at the Centre.

The Faculty Management shall approve and publish in good time the school calendar for each academic year.

Before the opening of the enrolment period for each academic year, the Faculty will provide students with basic information on each of the subjects taught:

- Objectives, programmes and basic bibliography



- Evaluation System
- Methodology
- Holiday period
- Other teaching activities

In addition, all data considered to be of interest will be incorporated into these.

The timetables for theory and practical classes contain the names of the lecturers who teach them.

➤ ***Incidents during assessment tests and the carrying out of assignments***

During an exam or any other assessment test, the use by the student of material not expressly authorised by the teaching staff, as well as the use of electronic devices or any unauthorised action aimed at obtaining or exchanging information with other people, may be considered cause for a "Fail" grade for the module, process or subject, without prejudice to possible disciplinary responsibility.

When writing assignments, plagiarism may be added to self-plagiarism and collusion, and the use of non-original material, including material obtained from the Internet without express indication of its origin and, if applicable, permission of its author, may be considered a cause for a "Fail" grade in the corresponding module, process or subject, without prejudice to possible disciplinary responsibility.

In the event of any of the circumstances regulated in the previous sections, the academic committee of the corresponding programme shall inform the vice-rectorate responsible for postgraduate studies.

➤ ***Failure to attend examinations and assessment tests.***

Missing an exam or assessment test at university and obtaining a change of date is a very exceptional occurrence that only takes place in special situations.

Only excused reasons for non-attendance at an examination are considered to be justified (official proof must be provided):

- a) Illness that requires hospitalisation and therefore physically prevents attendance or performance of the test.
- b) Death or extreme seriousness of a first or second degree relative within 48 hours prior to the event.
- (c) An unpostponable court summons that prevents attendance at the test.

Any other reason is ruled out. Requests for a change of date will be made through the laboratory manager and will be sent to the tech skills coordination of the Degree, which will respond as soon as possible.

➤ **First year. First time enrolment**

New students must compulsorily enrol for all the credits corresponding to the first year.

➤ **Successive enrolments**

Once the student has passed the requirements of permanence, he/she must enrol for all the credits corresponding to each year, except in the case that the total number of credits remaining for the completion of the degree is less than the established minimum, in which case he/she must enrol for all of them.

➤ **Permanence**

Students enrolled in the Bachelor's Degree in Entrepreneurial Leadership and Innovation must meet a series of annual objectives, both individually and as a team, in order to remain at the Centre and/or move on to the next year.

Minimum academic requirements to pass the 1st course

- 1) All students must pass a total of 3 core subjects out of the 5 subjects taught in the first year for the first year assessment.
- 2) The whole team must pass as such at least one of the processes within the three basic processes of the *Rocket Model* (Individual Learning Skills I, Entrepreneurship-Intrapreneurship I and Self-Management and Team Management I).
- 3) The whole team must pass the *Learning journey* objectives for the first year (see the Learning journey document for the first year).
- 4) All teams will have to create during the first year an association as a legal form to enable the teams to carry out their real projects and to support their learning project.

Students who do not meet one or more of these minimum requirements must drop out of the Bachelor's Degree in Entrepreneurial Leadership and Innovation.

Minimum academic requirements to pass the 2nd year

- 1) All students must pass the subjects corresponding to the first year.

- 2) All students must pass a total of 3 of the 4 core subjects taught in the second year for the June assessment.
- 3) The whole team must pass as such, at least one of the three basic processes contemplated in the *Rocket Model*, which are: Individual Learning Skills II, Entrepreneurship-Intrapreneurship II and Self-management and Team Management II.
- 4) The entire team must pass the objectives of the learning journey to the United States (see document "Learning Journey: United States").

Students who do not meet one or more of these minimum requirements must drop out of university studies.

In order to ensure that the team meets the minimum academic requirements in June, the individual and team results achieved up to that point will be closely monitored during the January evaluation.

#### Minimum academic requirements to pass the 3rd year

- 1) All students must pass the subjects corresponding to the second year.
- 2) The entire team must pass the objectives of the learning journey to China / India (see document "Learning Journey: China / India").
- 3) All the team must pass as such, at least one of the processes within the three basic processes of the *Rocket Model* (Individual Learning Skills III, Entrepreneurship-Intrapreneurship III and Self-management and team management III). These basic learning processes are reflected in the degree syllabus through the subjects Individual Learning Skills II, Entrepreneurship-Intrapreneurship III and Self-management and Team Management II.

Students who do not meet one or more of these minimum requirements must drop out of university studies.

In order to ensure that the team meets the minimum academic requirements in June, individual and team results up to that point will be closely monitored during the January evaluation.

#### Minimum academic requirements for the defence of the Final Degree Project

- 1) All students must pass the subjects corresponding to the third year and those corresponding to the fourth year (without taking into account the TFG credits).

- 2) Prior to the defence, the student must justify that the association of which he/she is a member has been liquidated or is in the process of liquidation (he/she has filed the cessation of activity with the Tax Authorities and requested the cancellation of entries in the corresponding Register of Associations). With exceptions that will be analysed by the academic committee.

Students who do not meet either of the two aforementioned requirements will defend the TFG the next term or course, depending on the case.

The TFG (Final Degree Project) must be submitted in the ordinary (February, July, September) or extraordinary (November) call of the academic year in which the student is enrolled.

If it is not presented on the dates indicated, an extension must be requested in writing, which must be approved by the Academic Committee of the degree programme.

The granting of this extension gives the student the possibility of extending the deadline for submission until the next call (ordinary or extraordinary), having to adjust to the dates established at the time for the delivery of the documentation and defence of the TFG, having to re-register for the TFG.

Successive enrolments in the TFG do not imply the payment of the corresponding fees, except in the case that two years have passed since the first enrolment, in which case the amount proportional to the credits of the TFG must be paid. Excluding Exceptions.

#### Academic requirements for successive enrolments in the TFG:

The student must have passed all the subjects corresponding to the third year.

#### Academic requirements applicable to all courses:

All students must take part in the usual learning and development dynamics carried out within the teams. These dynamics are subject to assessment throughout the degree, and all students must take part in them.

Students who do not participate in the team dynamics and evaluations will receive a negative evaluation.

In addition, an extraordinary assessment test may be established for those who have not obtained the minimum requirements initially set for each subject. The period for this extraordinary assessment will be specified in the academic calendar. The request for an extraordinary assessment must be made in writing by the interested party to the Academic Coordination Office, which will decide whether it is appropriate (admission or rejection) after the academic head has sent the relevant reports on the basis of the request.

#### **4.4. GRANTS AND STUDY AIDS**

Information: <http://www.mondragon.edu/es/estudios/becas-y-ayudas-2>

#### **4.5. SCHOOL INSURANCE AND CIVIL LIABILITY INSURANCE OF THE ASSOCIATION**

School Insurance was created by law on 17 July 1953 (B.O.E. of 18 August) to guarantee social welfare for the benefit of students, providing them with protection and assistance in adverse, fortuitous or foreseeable circumstances.

Payment of the School Insurance is compulsory and is made at the time of registration.

This insurance is limited to the age of 28 years, so the centre will take out a compulsory insurance policy, which has at least the same coverage as the School Insurance for those students who are over this age.

For their part, the Associations created for the degree as part of the learning process and as a means of carrying out the projects with the companies in accordance with point 4.3 have a civil liability insurance contracted for this purpose.

#### **4.6. BEKABIDE**

The University has a special programme, called Bekabide, which combines public and the University's own aid, adapting the payments to the student's financial possibilities.