

Regulations for the Continuation of Studies and Enrolment Conditions for Bachelor's Degrees

Approved by the Governing Council of the CEU Cardenal Herrera University on 31st March 2022.

I. General provisions

Article 1. Purpose

These regulations concern the requirements that students must fulfil in order to continue their studies at the CEU Cardenal Herrera University, in accordance with the following legislation: Organic Law 6/2001, of 21st December, on Universities, amended by Law 4/2007, of 12th April; Organic Law 14/2011 of 1st June, on Science, Technology and Innovation; and Organic Law 8/2013, of 9th December, on the Improvement of Quality in Education.

Article 2. Scope

1. These regulations apply to those studies offered by the CEU Cardenal Herrera University which lead to the award of Bachelor's Degrees (*títulos de Grado*) which are official and valid throughout Spain, regardless of the manner in which these programmes are taught: in-person lectures, blended learning, or online. These regulations also apply to those foundation courses known as *Cursos de Adaptación al Grado*.
2. Those study programmes offered in conjunction with other Universities are excluded from these regulations and will be subject to, where appropriate, the terms in the corresponding agreement and official verification report.

II. Framework for the modes of study

Article 3. Modes of study

1. Studies leading to the award of a Bachelor's Degree may be undertaken in either full-time or part-time modes.
2. The ordinary mode of study for students of the CEU Cardenal Herrera University will be full-time.

Article 4. Full-time study

Those who enrol on more than 30 ECTS credits for the year, or the maximum number of credits required to complete their studies where this number is less than 30, will be considered to be full-time students.

Article 5. Part-time study

1. Those who enrol on no more than 30 ECTS credits and not less than 15 ECTS credits will be considered to be part-time students.
2. In order to study on a part-time basis, students must provide appropriate justification regarding their personal circumstances, such as employment commitments, taking part in elite sporting events, special educational needs or family responsibilities. Those students covered by the terms of Article 6.3 of these regulations may also study on a part-time basis.
3. The part-time mode of study must be requested prior to the enrolment period of each academic year, except in those cases covered by Article 6.3. Such requests will be considered by the Office of the Vice-Rector for Students and University Life, which may seek relevant information from the academic staff responsible for the study programme concerned.
4. Once permission to study on a part-time basis has been granted, this mode must be maintained throughout the academic year.
5. For academic, continuation and administrative purposes, an academic year in which part-time study has been undertaken will be counted as 0.5 of a full academic year.

III. Enrolment conditions

Article 6. Undergraduates in their first year at the University

1. The first enrolment for the first year of study of a Bachelor's Degree at the CEU Cardenal Herrera University will, as a general rule, only be undertaken once and will cover all the courses of this first year, both from the first and second semester, except in the case of those students studying on a part-time basis in accordance with Article 5.

2. Assignment to a particular group is the responsibility of the relevant faculty dean's office or school director's office.

3. In exceptional circumstances, a candidate may enrol for the first year at the beginning of the second semester. This must be approved by the dean of the corresponding degree. In such a case, students may only enrol on second semester courses. Such exceptional circumstances may include applications from students already enrolled on a study programme at CEU UCH who wish to start a dual degree programme in the second semester.

If the student wishes to request the recognition of completed credits corresponding to other studies and thus to be exempted from undertaking certain courses, this process will take place with respect to the courses concerned, except in the case of those courses which have already been taught in the first semester. The recognition process corresponding to such first semester courses may take place in the following academic year.

Article 7. Other students

1. In general, students must undertake the enrolment process on one occasion only for courses to be taken in the same academic year, covering both first and second semester courses.

2. Exceptionally, in order to resolve potential enrolment imbalances between semesters due to the continuation requirements, a special additional enrolment period may be opened at the beginning of the second semester.

3. The maximum number of credits for which a student can be enrolled on during the same academic year will correspond to the total number of credits of the most advanced study year they are enrolled on, plus 18. Exceptionally, students may enrol on a greater number of credits if they have authorization from the vice-dean responsible for the degree or from the academic secretary of the corresponding faculty or school. This limit – the number of credits from the most advanced study year plus 18 – does not apply in the cases of students studying two degrees simultaneously. In any case, the enrolment for each new year must include those courses pending from previous years.

4. The minimum number of credits on which the student must be enrolled is 30, except in the case of those students who have fewer than 30 credits left to complete their degree or in the case of those pursuing their studies part-time.

5. In exceptional circumstances, a candidate may enrol on a degree at the beginning of the second semester. This must be approved by the dean of the corresponding degree. In such a case, students may only enrol on second semester courses. Such exceptional

circumstances may include applications from students already enrolled on a study programme at CEU UCH who wish to start a dual degree programme in the second semester.

If the student wishes to request the recognition of completed credits corresponding to other studies, this process will take place with respect to the courses concerned, except in the case of those courses which have already been taught in the first semester. The recognition process corresponding to first semester courses may take place in the following academic year.

IV. Continuation requirements

Article 8. Continuation requirements for students in their first year at CEU UCH

1. In their first academic year, all undergraduates at the CEU Cardenal Herrera University must achieve the award of at least 30 ECTS credits, having two opportunities to pass the examinations for each course. Students who are unable to achieve this number of credits cannot continue studying on the degree on which they were enrolled at the CEU Cardenal Herrera University, except where the circumstances described in the following two points of this article apply.

2. If a student has passed between 18 and 29 credits in the first year, he or she may make a request to the dean of the faculty or the director of the school for re-admission to the degree. Then, the academic staff with responsibility in this respect may decide to:

- a) Deny the request for readmission, on the basis that there are no mitigating factors that allow the request to be granted. This decision is final and will lead to the automatic application of the provisions of point 1 of this article.
- b) Accept the request and readmit the student. In this case, the decision will be communicated to the student in writing and the relevant dean's office will set appropriate requirements for enrolment and continuation, such as:
 - That throughout that year the student can only enrol on those courses on which he or she was enrolled the previous year and did not pass, either because he or she failed the assessment process or chose not to participate in it.
 - That in this new academic year, the student must pass all the credits he or she has enrolled on. In the event that he or she does not pass 100% of the credits enrolled on after the two possible examination sittings for the year, then this student will not be able to continue his or her studies in this degree at the CEU Cardenal Herrera University.

3. In the case of students who achieve fewer than 18 ECTS credits during the first year who believe that their personal circumstances (regarding health or other circumstances

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for which evidence is available) have significantly affected their academic performance, they may submit a request to the Office of the Vice-Rector for Students and University Life to be readmitted to the degree. The Office of the Vice-Rector for Students and University Life will collate the necessary information and may then decide to:

- a) Deny the request for readmission, on the basis that there are no mitigating factors that allow the request to be granted. This decision is final and will lead to the automatic application of the provisions of point 1 of this article.
- b) Accept the request and readmit the student. In this case the decision will be communicated to the student in writing and the appropriate requirements for enrolment and continuation will be set, such as:
 - That throughout that year the student can only enrol on those courses on which he or she was enrolled the previous year and did not pass, either because he or she failed the assessment process or chose not to participate in it.
 - That in this new academic year, the student must pass all the credits he or she has enrolled on. In the event that he or she does not pass 100% of the credits enrolled on after the two possible examination sittings for the year, then this student will not be able to continue his or her studies in this degree at the CEU Cardenal Herrera University.

4. If a student, as a result of the above, cannot continue his or her studies on a particular degree at the CEU Cardenal Herrera University and as a result decides to enrol on a different degree at the University, the following must be taken into account:

- a) The student must apply to the General Secretary's Office for enrolment on the new degree programme and for recognition of any credits achieved as part of the previous degree programme.
- b) Having received such a request, the General Secretary's Office will send the student's academic records to the vice-dean of the degree on which the student wishes to enrol. Thus, the vice-dean, aware of the student's past performance at the University, will decide on his or her suitability for admission and arrange, where appropriate, for a personal interview or any assessment exercises he or she deems appropriate. In the event that the vice-dean authorizes the admission of the student, he or she will notify the General Secretary's Office in writing, so that they can proceed with the administrative tasks related to enrolment.
- c) A student in this situation who is admitted to a new degree programme (defined for this purpose as the 'degree of destination') may not request re-enrolment on the degree of origin (i.e. the degree for which the procedure described above in this article was applied) even if this change of degree occurred several years previously. Any exception to this requires the explicit authorization of the vice-dean of the degree of origin in respect of which the measures provided

for in points 1, 2 or 3 were taken. The re-admission of the student to their degree of origin is subject to the necessary approval of the vice-dean and the criteria defined by the academic staff responsible in this area; re-admission is thus not guaranteed for the student.

In accordance with the above, students who find themselves in these circumstances may not apply for a place in the new degree of destination via the ordinary admission process. If such an application is detected, this application will be redirected and be subject to the exceptional process defined herein.

5. The appropriate proportions of ECTS credits will apply to those students whose enrolment does not follow the standard pattern.

Article 9. Students from other degrees or other universities

1. Students who transfer and begin their first year of study at the University, having started and not completed the same or another degree, and those who are already graduates and are entitled to the recognition of credits for their studies, may enrol on courses from more advanced years of study, if authorized to do so by the corresponding vice-dean, up to a maximum of 60 credits.

2. The provisions of Article 8.1 of these Regulations are applicable to students transferring from other universities during their first year of enrolment at the Cardenal Herrera University, regardless of the study year to which they are admitted for the purpose of the credit calculation referred to in Article 8.1, those credits which have been recognized or validated will not be considered.

V. Examination sittings

Article 10. Number of examination sittings

1. Enrolment on a given course gives the student the right, during each academic year, to two examination sittings for that course: an ordinary sitting and an extraordinary sitting.

2. In general, students will have a maximum of six examination sittings (i.e., attempts) to pass the courses on which they enrol. The assessment records for the last two sittings must be ratified by an examination panel appointed for this purpose.

3. If a student does not undertake the examination or assessment exercise considered to be decisive for the final grade, then an exam sitting with regard to that course has not been used up. His or her academic record will be marked with *No presentado* (i.e. "did not sit the assessment/examination") and he or she will lose the right to be assessed during that examination period, regardless of whether it is the ordinary or extraordinary period.

4. If the student expressly states that he or she wishes to bring forward the ordinary

examination sitting to the period known as the *Convocatoria Extraordinaria de Fin de Carrera* ("Extraordinary End-of-Degree Examination Period", which takes place at the beginning of the academic year), then this will count as one of the two examination sittings to which the student has a right to during the academic year. As before, if the student ultimately decides not to attend the examination during this period, then this will not count as one of their six attempts to pass the course in question and the student will next be able to sit the examination during the extraordinary examination period.

Article 11. Discretionary examination sitting

A student who has undertaken all possible examination sittings of one or more courses without passing may not continue with their studies at CEU UCH. Given the gravity of this situation, such a student may apply to the Rector for a discretionary examination sitting, providing reasons for this to be granted.

Such an application will then be duly considered, taking into account the circumstances surrounding the case. Students have no automatic right to a discretionary examination sitting; rather, it is an exceptional measure which may or may not be granted.

In general, applications for a discretionary examination sitting will involve a special enrolment process, both for the course in question and for any other courses that the student is still to pass. If the course for which a discretionary examination sitting has been granted belongs to the first semester, then the student will undertake a partial enrolment only for those courses taught in the first semester. This enrolment can then be extended at the beginning of the second semester if the student has passed the discretionary examination in the first semester.

In every case of a student being granted an extraordinary examination sitting, then this student will be subject to close supervision by the vice-dean responsible for the degree and by the Office of the Vice-Rector for Students and University Life.

Article 12. End-of-Degree Project (TFG)

The End-of-Degree Project (known from its Spanish abbreviation as the TFG) is subject to a special system of examination sittings, which is detailed in other specific regulations. Similarly, given its distinctive characteristics, enrolment on the End-of-Degree Project means that the student expressly authorizes CEU UCH to publicly disseminate its content, in any format or medium, including the internet, without the need to obtain his or her express consent at the time of enrolment and/or publication. If such dissemination takes place, the authorship of the work will always be stated.

Any student who objects to the public dissemination of his or her work must notify his or her TFG tutor in writing at the time of the corresponding oral examination (the *viva* or defence) or include a written and visible request to this effect in the TFG document or

medium.

Article 13. Extraordinary End-of-Degree Examination Period (*Convocatoria Extraordinaria de Fin de Grado*)

In the first semester of every academic year, an extraordinary examination period will be opened, during which students who have a maximum of 10% of credits left to complete their degree (excluding the credits that correspond to the End-of-Degree Project) may sit the corresponding examinations, on the condition that the credits in question have been enrolled on at least once previously, including the credits for the End-of-Degree Project. Please take special note of the provisions of article 10, which apply to the Extraordinary End-of-Degree Examination Period.

VI. Language skills

Article 14. English language requirements

The CEU Cardenal Herrera University has established a standard requirement for its undergraduate students in respect of their ability to use the English language. To ensure that students reach the required level of English, the University may establish any mechanisms it deems necessary during each academic year.

Article 15. Accreditation of ability in English before enrolling on the End-of-Degree Project (TFG)

1. To be able to enrol on the credits corresponding to the End-of-Degree Project, students of all Bachelor's Degrees at the University must first demonstrate sufficient knowledge of the English language, and they may be required to meet other additional requirements by the Faculty or School to which their degree belongs.
2. The level required can be demonstrated by passing internationally recognized tests, such as the B2 First examination, TOEFL, and so forth, or by passing equivalent internal tests set by the Languages Service of the University to verify that students possess the necessary skills in English. The level of ability required will be set in specific regulations for this purpose.
3. The Languages Service will offer free courses for all students to ensure they can reach the required level.

Final provision

The General Secretary of the CEU Cardenal Herrera University has the exclusive right

to interpret these regulations.

Regarding earlier regulations

These regulations supersede any previous regulations which contradict them in any way.