

Postgraduate Admission and Enrolment Regulations

Approved by the Governing Council on 27th September 2023

These Regulations are applicable to those applying for postgraduate study programmes at the Universidad CEU Cardenal Herrera – both for degree programmes and programmes specific to the University (*enseñanzas propias*) – and to students renewing their enrolment at the University. The content of these Regulations has been drawn up in accordance with the relevant legislation.

Article 1. Admission to master's degree programmes

1. Studies undertaken in educational systems within the European Higher Educational Area (EHEA)

- In accordance with article 18.1 of Royal Decree 822/2021, to be admitted applicants must possess:
- A bachelor's degree (i.e., either the university qualification known in Spain as a *grado* or its equivalent).
- A master's degree, or other qualifications at the same level as a Spanish bachelor's degree (*grado*) or master's degree (*máster universitario*) issued by universities or higher education institutions in an EHEA country and which enable the holder to be admitted to master's degree programmes in that country.
- The provisions of article 18.4 of Royal Decree 822/2021, of 28th September, establishing the organization of university studies and related quality assurance procedures, may be applied.
- The tenth additional provision of Royal Decree 822/2021, regarding bachelor's degree programmes which may be recognized as MECES level 3/EQF level 7 qualifications, i.e., where such degrees include master's degree level content, is also applicable.

2. Studies undertaken in educational systems outside the European Higher Educational Area (EHEA)

- In accordance with article 18.2 of Royal Decree 822/2021, to be admitted applicants must possess:

A bachelor's degree, i.e. a university qualification which is equivalent to what is known in Spain as a *grado*. It will not be necessary for those possessing such a qualification to obtain official recognition from Spain's Ministry of Education that the qualification is equivalent to a *grado* (i.e., the process known as *homologación* is unnecessary). However, the University will need to undertake its own checks to ensure that the qualification can be taken as equivalent to a *grado*, and that the qualification enables access to postgraduate studies in the country concerned.

- In order to verify the equivalence of these qualifications, the University may require written confirmation from the issuing university or higher education institution. In such a case, the applicant must submit a certificate from the university in question confirming that the qualification enables the holder to access postgraduate studies in the educational system of the country in question. The Universidad CEU Cardenal Herrera (hereinafter CEU UCH) may, at its discretion, undertake additional checks to confirm that the qualification meets the required standard.

- CEU UCH reserves the right not to admit applicants who may seem to fulfil these requirements and yet for whom CEU UCH considers that the issuing university or higher education institution has not provided sufficient evidence to demonstrate that the qualification meets the relevant standard required by law.

- If CEU UCH and the issuing university located outside the EHEA possess a collaboration agreement, then this may facilitate the confirmation of sufficiency referred to in this section, especially if the agreement specifically mentions the mutual recognition of qualifications with regard to admission.

- Similarly, CEU UCH may be able to admit applicants of this type without such written confirmation when CEU UCH has prior significant experience of dealing with applicants with these qualifications from the university located outside the EHEA.

- However, CEU UCH reserves the right not to admit those with qualifications issued by such universities outside the EHEA if it perceives that the characteristics, study programmes or quality assurance standards have changed

since the time at which students with such qualifications from such universities were previously admitted.

- As article 18.2 of Royal Decree 822/2021 further states: "The fact of being admitted in this fashion does not, under any circumstances, imply that *homologación* [i.e., official recognition of the equivalence for all purposes of the qualification by the Ministry of Education] has occurred, but merely that the qualification is recognized as sufficient for admission to the master's degree".

3. University qualifications issued before the establishment of the EHEA.

- Admission in such cases occurs in accordance with the first additional provision of Royal Decree 822/2021.

“1. Official university qualifications awarded under higher education systems in place prior to the implementation of the current system, which operates according to the principles of the European Higher Education Area, will maintain all their academic and, where appropriate, professional effects.

2. Those who possess the qualifications of *licenciado*, *arquitecto* and *ingeniero*, issued under the previous higher education system in Spain, and who wish to apply for a *grado* (bachelor's degree) may receive the recognition of credits in accordance with article 10 of this Royal Decree. Likewise, such qualifications are sufficient for them to be admitted to study a master's degree. In such cases and where appropriate, the applicants may receive credit recognition for knowledge, skills and abilities acquired during their previous studies where these correspond with equivalent content on the master's degree they wish to study.

3. Those who possess the qualifications of *diplomado*, *arquitecto técnico* or *ingeniero técnico*, issued under the previous higher education system in Spain, and who wish to apply for a bachelor's degree (*grado*) programme may receive the recognition of credits in accordance with article 10 of this Royal Decree. Likewise, such qualifications are sufficient for them to be admitted to study a master's degree, but the university in question may, at its discretion, require the student to fulfil additional educational conditions if necessary. Furthermore, and where exceptionally appropriate and justified, the applicants may receive credit recognition for knowledge, skills and abilities acquired during their previous

studies where these correspond with equivalent content on the master's degree they wish to study."

4. In accordance with article 18.6 of Royal Decree 822/2021, for master's degree programmes, "at least 5% of the available places must be reserved for those students with a disability rating of 33% or more and those students who require permanent educational support related to the personal circumstances of their disability and who have previously required certain resources and support in their previous studies to be able to enjoy full educational inclusion.

Article 2. Admission to study programmes specific to CEU UCH (*enseñanzas propias*)

Applicants may be admitted to study programmes specific to CEU UCH (known as *enseñanzas propias* and which include expert and specialization certificates) where the applicants meet the specific admission requirements for the desired programme. These requirements will be set in accordance with the provisions of these regulations and they will be approved by the University's Governing Council.

Article 3. Enrolment on a master's degree

1. All students admitted to a master's degree (*máster universitario*) must enrol according to a standard procedure, which may be general in nature or specific to the programme, and will be set by the office of the vice-rector with responsibility for postgraduate programmes and by the General Secretary's Office.

2. Enrolment on a master's degree programme will mean students possess a set of rights and responsibilities which may be general in nature or specific to the programme in question.

Article 4. Enrolment on study programmes specific to CEU UCH (*enseñanzas propias*)

1. All students admitted to study programmes specific to CEU UCH (*enseñanzas propias*) must enrol according to a standard procedure, which may be general in nature or specific to the programme, and will be set by the office of the vice-rector with responsibility for postgraduate programmes and by the General Secretary's Office.

2. Enrolment on such study programmes will mean students possess a set of rights and responsibilities which may be general in nature or specific to the programme in question.

3. In the case of lifelong learning master programmes (*máster de formación permanente*), article 18.4 of Royal Decree 822/2021, of 28th September, regarding the possibility of conditional enrolment, will be applicable.

4. In the case of study programmes specific to CEU UCH which do not require other university qualifications for admission, students who fulfil all the admission requirements may be admitted, on the condition that they are compatible with the admissions profiles specified in the report which formed the basis for the approval of the programme.

Article 5. Conditional enrolment

1. In accordance with article 18.4 of Royal Decree 822/2021, students may conditionally enrol on a master's degree. This means that students may enrol on a master's degree programme that they have been admitted to even if they have not yet graduated from their bachelor's degree programme. This will also be applicable in the case of lifelong learning master programmes.

2. Conditional enrolment is subject to the following conditions:

a) Students who wish to conditionally enrol may do so voluntarily and at their own risk.

b) This type of conditional enrolment is only available to students who have a maximum of 9 ECTS credits and/or the end-of-degree project (*trabajo de fin de grado*, TFG) still to complete in order to graduate from the degree programme which would enable them to be admitted to the master's degree programme at CEU UCH.

c) Such students must submit an up-to-date certificate from the university which is to award the bachelor's degree, which shows the number of credits still to be completed, and a receipt for enrolment on those credits in the academic year in which the student is to begin the master's degree programme.

d) Students may remain conditionally enrolled for a maximum of 180 days of a master's degree programme, counted from the commencement of lectures. They must provide documentary evidence of having completed their bachelor's degree before the end of this period.

Therefore, students who wish to conditionally enrol on a master's degree must check, at the university at which they are studying for the bachelor's degree, that they will have the opportunity to be examined and acquire the remaining credits (including those which may correspond to the end-of-degree project or TFG) within the 180-day period. If not, then such students should not conditionally enrol on the master's degree, as they will be technically unable to fulfil the conditions described herein.

e) Students who are unable to achieve completion of the remaining credits on their undergraduate programme within the 180-day period (including those corresponding to the end-of-degree project or TFG) will not be permitted to continue with their master's degree or master programme studies and their enrolment will be cancelled. The cancellation of their enrolment will have the following effects:

1. They will lose their status as a conditionally enrolled student at the University.
2. They will not be able to request any academic certification or transcript regarding the period in which they were conditionally enrolled at the University.
3. Students will not have the right to request a refund of fees paid to the University up to the date of the cancellation of their enrolment. In the case of missed payments due before the date of cancellation, students will still be liable for these payments.
4. Such students will have the right to re-enrol during the following two academic years of activity of the study programme, on the condition that they can demonstrate that they have completed their bachelor's degree. In such cases, these students will receive a discount equivalent to the amount paid during the previous conditional enrolment. The University is under no obligation to offer the master's degree or master programme in future years and therefore the availability of this discount depends on whether the programme is in operation when the student is ready to re-enrol.

f) A student may only be conditionally enrolled once for a given admission process and cannot conditionally enrol on a second occasion.

- g) During the conditional enrolment period, the student will have the same rights and responsibilities as any other student at CEU UCH, except as follows:
- a. Until their enrolment is definitive, they will not be able to request from CEU UCH a transcript of the grades they have achieved on the programme or a certificate recording the activities completed on the programme.
 - b. Until the enrolment is definitive, CEU UCH will not accept any requests for a transfer to another university.
 - c. Any document that CEU UCH may issue at the student's request will record the fact that the student is only conditionally enrolled.
- h) Under no circumstances will a student be able to graduate from a master's degree programme without first obtaining a bachelor's degree.

Article 6. Recognition of credits for master's degrees and lifelong learning master programmes

For the recognition of credits for master's degrees and lifelong learning master programmes, the provisions of the "Regulations on the Recognition and Transfer of Credits at the Universidad CEU Cardenal Herrera" will be applicable.

Article 7. Recognition of credits for study programmes specific to CEU UCH (*enseñanzas propias*)

1. In general, no credit recognition will take place. Exceptionally, in the case of study programmes consisting of more than 15 ECTS credits, students may request credit recognition in accordance with the provisions of the "Regulations on the Recognition and Transfer of Credits at the Universidad CEU Cardenal Herrera".

2. The recognition procedure will also take place in accordance with these same regulations.

Article 8. Activation of study programmes

The CEU Cardenal Herrera University reserves the right not to ultimately activate or provide certain postgraduate programmes which may have been advertised. If this occurs, those affected will be notified in good time and any fees that have been paid will be refunded in full.

Article 9. Renewal of enrolment for students on master's degrees and lifelong learning master programmes

In addition to the process established in these regulations for the enrolment of new students, current students must also renew their enrolment for the following academic year via the student intranet, in the manner which will be communicated to them at the appropriate time. If such a student fails to renew their enrolment for the following academic year by the stipulated date, the University will understand that this means that the student wishes to withdraw from the study programme, making it possible to offer their place to another applicant.

Furthermore, if the student fails to renew their enrolment by the stipulated date, the University reserves the right not to readmit him or her on future editions of the study programme. In any case, the University reserves the right not to "reactivate" or provide the study programme concerned in a given academic year. If CEU UCH decides not to activate a master's degree or lifelong learning master programme, the students who still have courses to pass in order to complete the programme will have the right to examinations for these courses in the academic year following the last in which the study programme was in operation.

The provisions of this article will not apply to those students who request to withdraw from CEU UCH.

Article 10. Renewal of enrolment on study programmes specific to CEU UCH (*enseñanzas propias*)

For students on other study programmes specific to CEU UCH which possess 30 ECTS credits or less, except lifelong learning certificate courses (*cursos de actualización profesional*), they must renew their enrolment for the following academic year via the student intranet in the manner which will be communicated to them at the appropriate

time. If such a student fails to renew their enrolment for the following academic year by the stipulated date, the University will understand that this means that the student wishes to withdraw from the study programme, making it possible to offer their place to another applicant.

Furthermore, if the student fails to renew their enrolment by the stipulated date, the University reserves the right not to readmit him or her on future editions of the study programme. In any case, the University reserves the right not to "reactivate" or provide the study programme concerned in a given academic year. If the University decides not to activate a study programme specific to CEU UCH, the students who still have courses to pass in order to complete the programme will have the right to examinations for these courses in the academic year following the last in which the study programme was in operation.

The provisions of this article do not apply in the case of students who are unable to fulfil the requirements to successfully complete lifelong learning certificate programmes, known as *cursos de actualización profesional*, which have fewer than 30 ECTS credits. The University reserves the right not to organize further editions of such study programmes in future academic years. If CEU UCH ultimately decides not to provide or activate such programmes again, those students who have been unable to fulfil the assessment requirements will not have the right to be examined in future academic years.

The provisions of this article will not apply to those students who request to withdraw from CEU UCH.

First additional provision. Interpretation and further development of the Regulations

The Secretary General of CEU UCH is the only person who may interpret these Regulations.

Second additional provision. Scope

These Regulations are applicable to students beginning postgraduate programmes in 2023-24 onwards.

Regarding the incompatibility and derogation of earlier regulations

The regulations entitled "Reglamento para el proceso de admisión de Grado y Posgrado" and the "Normativa de matrícula condicional en Máster Universitario conforme al art.

18.4º del Real Decreto 822/2021” are derogated and any provisions of other regulations which contradict the present Regulations are superseded by them.

Final provision. Effective date

These Regulations come into effect on the day following their approval by the Governing Council.

ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CEU CARDENAL HERRERA UNIVERSITY'S ACADEMIC AND ADMINISTRATIVE AND REGULATIONS

In the case both of new applicants and those renewing their enrolment, by virtue of their participation in the process of admission, place reservation and enrolment on a postgraduate programme, THEY EXPRESSLY ACKNOWLEDGE AND ACCEPT THE CONTENT IN THEIR ENTIRETY OF THE UNIVERSITY'S REGULATIONS.

All of the University's regulations are publicly available and can be viewed in a range of locations on the University intranet and website, particularly here: <https://www.uchceu.es/conocenos/normativa>