

Regulations for admission and enrolment on the Bachelor's Degree in Medicine (*Grado en Medicina*), taught in Spanish, or English and Spanish

CEU Cardenal Herrera University

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0. Admission groups

There are two **admission groups**:

1. **General admission group**: these applicants must apply via one of the seven admission pathways described in these Regulations. All these applicants must undertake one of the two types of admission test, and applications are then scored using the same criteria. In order to be able to undertake an admission test, the applicants must meet the requirements described below regarding the admission pathway which corresponds to them.
2. **Transfer group**: the applicants in this group are those transferring from another university, either in Spain or abroad, having already begun to study a medicine degree. These applicants are assessed on the basis of their academic performance on the medicine degree they wish to transfer from.

1. General admission group for both Medicine programmes

Students on the degree form part of one of two groups:

1. **Grado en Medicina**: this Bachelor's Degree in Medicine programme is taught in its entirety in Spanish at CEU UCH's Castellón Campus.
2. **Grado en Medicina bilingüe inglés/español**: this Bachelor's Degree in Medicine programme is taught at CEU UCH's Alfara del Patriarca Campus in Valencia. This Spanish/English bilingual group receive teaching in English during the first two years and part of the third year (165 ECTS credits in total in English), with the rest taught in Spanish.

All applicants for either version of the degree must undertake one of the two types of admission test described below in these Regulations.

1.1 Two types of admission test

All applicants in the general admission group must undertake one of the two types of admission test. BMAT is only available for admission pathways 1,2,6 and 7 (bachillerato, credencial, university graduates and started university studies but not finished).

A) The CEU Cardenal Herrera's internal admission test for Medicine (called EPAM, using its Spanish initials)

Applicants from any country can sit this test. This test must be taken in person on either the University's Castellón Campus or the Alfara del Patriarca Campus on the set date. Applicants from the general admission group from any admission pathway may sit this test.

In order to sit the EPAM test, applicants must:

- A. Request to sit the test by filling in the relevant form, available on the CEU UCH website, before the corresponding deadline.
- B. Fulfil the requirements for the appropriate admission pathway, as specified in these Regulations. Being allowed to sit the test does not necessarily mean the applicant has fulfilled these requirements; it is the responsibility of the individual applicant to ensure that they do fulfil them and are able to demonstrate this. If, at any stage of the admission process, it is found that an applicant does not fulfil the requirements, then this person will be considered ineligible and his or her application will be rejected.
- C. Upload and submit scanned copies to the applicant intranet of the documentation required for their admission pathway. This must be done before the relevant deadline and applicants must take care to comply with the specific instructions for their admission pathway.

Applicants are strongly advised to pay close attention to the information on the website and other communication channels regarding the deadlines corresponding to the different stages of the process, the documentation that must be submitted, and the requirements of each admission pathway. Ensuring such compliance with deadlines, the documentation needed, or admission requirements is entirely the applicant's responsibility and a lack of awareness in one or other respect will not constitute grounds for special treatment under any circumstances.

Admission via the internal admission test for Medicine (EPAM)

The examination will take place on **27th May 2023**. More specific information on the examination itself is provided in section 2 of these Regulations.

Applications for admission are made using the form for this purpose on the CEU Cardenal Herrera University website. Applicants can use this same form to apply for admission to both Bachelor's Degree in Medicine programmes: that taught entirely in Spanish on CEU UCH's Castellón Campus (*Medicina*) and the bilingual English and Spanish programme taught on CEU UCH's Valencia Campus in Alfara del Patriarca (*Medicina Bilingüe/Medicine*).

The order of preference for the two programmes (*Medicina* or *Medicina Bilingüe/Medicine*) stated on the application form is very important because, during the final stage of the admission process, which concerns the allocation of places to applicants, the order of preference will have the following effects:

- Those candidates who are successful in gaining a place on their first option will automatically have the application for their second option rejected.
- On the other hand, if the applicant obtains a place for their second option, they will be put onto the waiting list for their first option.

Once the form has been completed and submitted, **login details for access to the applicant intranet (*intranet de nuevo alumno*)** will be generated, a process which may take a few minutes. These login details will be sent to the email address provided in the application form, and this email address will become, from that moment onwards, the official communication channel between the University and the applicant. Via the intranet, applicants will be able to:

1. Pay the fee for CEU UCH's in-house EPAM test: 75 euros. Payment must be made by credit card. The fee paid for this examination is strictly non-refundable.
2. Upload scanned copies of the documentation required for the process. Please note: all the documentation and information provided must be authentic and truthful. Successful applicants will be required, when enrolling, to provide the originals of all such documentation. If at that time it is found that one or other documents then supplied do not correspond with those provided previously via the intranet, or that certain information is contradictory, the applicant will lose their right to admission and will not be able to enrol on the degree. No alleged special circumstances will be taken into account in this respect, even if an inadvertent error has led to a discrepancy between the uploaded documents and the originals. It is entirely the applicant's responsibility to ensure that all the documentation and information provided is authentic and truthful; otherwise, the application will be rejected and the applicant will lose any acquired right to admission.
3. View the status of their application at any time, and undertake a variety of necessary administrative tasks before enrolment.

B) BMAT (BioMedical Admissions Test)

Applicants from any country can sit this test.

BMAT is an international admissions examination administered by Cambridge Assessment Admissions Testing (part of the University of Cambridge), which has partnered with the CEU Cardenal Herrera University.

This admissions test takes place on the same day in countries throughout the world and is used by leading European and American universities to assess applicants. BMAT is developed and marked by Cambridge Assessment and is therefore a standardized test of proven international validity. The test content concerns the biomedical knowledge and skills that applicants should have acquired during their pre-university studies. The test is in English. The result will be valid for admission purposes for either CEU UCH Medicine degree programme, that taught in Spanish (*Medicina*) and the bilingual programme (*Medicina Bilingüe/Medicine*).

Admission via BMAT

a) Date: The provisional date for this test is **4th March 2023**. More specific information on the test itself is provided in Section 2.

b) Procedure:

The first step is to register for the test via the Cambridge Assessment's website, once the details have been updated for the BMAT 2023 edition:

<https://www.admissionstesting.org/for-test-takers/bmat/>

Applicants must ensure they register for the February edition of the BMAT test. It is important that applicants comply with the deadlines detailed on the test website, set by Cambridge Assessment.

The second step is to apply for admission to study Medicine at the CEU Cardenal Herrera University using the online form on the University's website and to communicate the BMAT grade achieved to CEU UCH via Cambridge Assessment's platform. Those interested in applying must do so by **17th April 2023**, and must also communicate their BMAT grade by this date. Applicants can use this same form to apply for admission to both Bachelor's Degree in Medicine programmes: that taught entirely in Spanish on CEU UCH's Castellón Campus and the bilingual English and Spanish programme taught on CEU UCH's Alfara del Patriarca Campus in Valencia. The order of preference for the two programmes stated on the application form (*Medicina* or *Medicina Bilingüe/Medicine*) is very important because, during the final stage of the admission process, that concerning the allocation of places to applicants, the order of preference will have the following effects:

- Those candidates who are successful in gaining a place on their first option will automatically have the application for their second option rejected.
- On the other hand, if the applicant obtains a place for their second option, they will be put onto the waiting list for their first option.

c) Required documents: Once the form has been completed and submitted, **login details for access to the applicant intranet (*intranet de nuevo alumno*)** will be generated, a process which may take a few minutes. These login details will be sent to the email address provided in the application form, and this email address will become, from that moment onwards, the official communication channel between the University and the applicant. Via the intranet, applicants must then:

1. Upload scanned copies of the documentation required for the process. Please note: all the documentation and information provided must be authentic and truthful. Successful applicants will be required, when enrolling, to provide the originals of all such documentation. If at that time it is found that one or other documents then supplied do not correspond with those provided previously via

the intranet, or that certain information is contradictory, the applicant will lose their right to admission and will not be able to enrol on the degree. No alleged special circumstances will be taken into account in this respect, even if an inadvertent error has led to a discrepancy between the uploaded documents and the originals. It is entirely the applicant's responsibility to ensure that all the documentation and information provided is authentic and truthful; otherwise, the application will be rejected and the applicant will lose any acquired right to admission.

2. View the status of their application at any time, and undertake a variety of necessary administrative tasks before enrolment.

d) Applicants must meet the requirements corresponding to their admission pathway. These requirements are detailed in Section 1.2 of these Regulations.

Those applicants who sit BMAT and are unsuccessful will still be able to sit CEU UCH's EPAM test. In this case, the negative BMAT result will then be set aside for the purposes of admission and it will not prevent applicants from sitting the EPAM test.

1.2 Admission pathways for the general admission group

It is important to note that the admission pathway you choose must correspond to the highest level of studies you possess at the time of making the application. Thus, if an applicant's highest level of study is that of pre-university studies (*Bachillerato*, etc.) then he or she must apply via the corresponding pathway, whereas applicants who have already begun a degree must take a different pathway, with different requirements. This is the case for each of the seven admission pathways. If, at the time of enrolment, it is found that an applicant has followed an admission pathway which does not correspond to the level of studies they possess, then his or her application will be rejected at that time, as the original documents will not correspond with those which were uploaded to the intranet earlier in the process. Such applicants will thus lose any rights to admission that the CEU Cardenal Herrera had previously awarded to them.

All those applicants in this general admission group are competing with each other according to the same criteria, which can be seen in Section 4, Application assessment criteria. If it were found that a significant imbalance was occurring in the admission process, affecting admission to the different study years and teaching groups, then the Rector and the Dean may establish a committee to draw up lists for admission which will take into account the different applicant profiles. This may occur during the first or subsequent rounds of place allocation, depending on possible changes to the initial waiting list.

Those applicants who have already begun studies in medicine at another university (in Spain or abroad) must apply as part of the transfer group, which is subject to a different process, described in Section 6 of these Regulations.

Admission pathway 1: *Bachillerato* or equivalent studies at schools following foreign curricula in Spain, or those who have undertaken equivalent studies in any country which would allow them to access university education

Requirements for admission by means of BMAT

1. Possession of an average grade of at least 7 during the first year of *Bachillerato* (i.e., the standard programme of pre-university studies in Spain) or its equivalent. The average grade will be calculated using the grades from all the subjects undertaken, without exclusions of any kind.
2. To be studying, during the second year of *Bachillerato* or its equivalent, at least two of the following subjects: Chemistry, Biology, Physics or Mathematics II

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm of **17th April**:

1. Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
2. Certificate or copy of the *libro de escolaridad* showing the grades achieved in the 1st year of *Bachillerato* or its equivalent.
3. In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking the language test offered by the CEU UCH's Languages Service (8th March).
4. Documents demonstrating eligibility for the award of "additional points", if required. For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

Requirements for admission by means of EPAM

1. Possession of an average grade of at least 7 during the first year of *Bachillerato* (i.e., the standard programme of pre-university studies in Spain) or its equivalent.

The average grade will be calculated using the grades from all the subjects undertaken, without exclusions of any kind.

2. To have studied, during the second year of *Bachillerato* or its equivalent, at least two of the following subjects: Chemistry, Biology, Physics or Mathematics II
3. Payment of the fee for the EPAM examination (75 euros) via the intranet before the deadline. The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm on **23rd May**:

1. Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
2. Certificate or copy of the *libro de escolaridad* showing the grades achieved in the 1st year of *Bachillerato* or its equivalent.
3. In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).
4. Documents demonstrating eligibility for the award of "additional points". For more information on the nature of these "additional points" for the CEU UCH Medicine admissions process, go to Section 5, "Additional points for application scoring" of this document.

Admission pathway 2: applicants with pre-university studies in foreign education systems, whose qualifications will require recognition (*credencial or Homologation*) (FIRST YEAR)

Requirements for admission by means of BMAT

- 1) Possession of an average grade of at least 7 (i.e., 70% of the maximum mark) in the last year of pre-university studies undertaken (this will be calculated in accordance with the provisions of Order EDU/1161/2010; BOE 7/5/2010, modified by BOE 10/03/2014).
- 2) To have studied at least two subjects of a scientific nature: Chemistry, Biology, Physics, Mathematics or equivalent subjects in the previous academic year, or

the last year of pre-university education undertaken enabling admission to university.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm of **17th April**:

- 1) Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
- 2) Certificate detailing the subjects studied and the average grade obtained in the previous academic year (or the last year of pre-university education undertaken enabling admission to university). Such certificates may be in any of the following languages: Spanish, English, French, Italian or Portuguese. Students whose certificate is not available in these languages will need to provide a translation of it undertaken by a sworn translator (*traductor jurado*) when submitting their application.
- 3) Homologation Report with the conversion of the obtained grades to the Spanish grading system. This report is available through “Homologation Students”, partnered business with CEU, through their web www.hostudents.com.
- 4) If the official grades (European Baccalaureate, A-levels (UK), Leaving Certificate (Republic of Ireland), International Baccalaureate, etc.) are not available at the time that the documents are required to be submitted, then the candidate must submit a certificate issued by the institution at which they are studying which records their expected grades.
- 5) In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking the language test offered by the CEU UCH's Languages Service (8th March).
- 6) Documents demonstrating eligibility for the award of “additional points”, if required. For more information on the nature of these “additional points”, go to Section 5, “Additional points for application scoring” of this document.

Requirements for admission by means of EPAM

1. Possession of an average grade of at least 7 (i.e., 70% of the maximum mark) in the last year of pre-university studies undertaken (this will be calculated in accordance with the provisions of Order EDU/1161/2010; BOE 7/5/2010, modified by BOE 10/03/2014).
2. To have studied at least two subjects of a scientific nature: Chemistry, Biology, Physics, Mathematics or equivalent subjects in the previous academic year, or the last year of pre-university education undertaken enabling admission to university.
3. Payment of the fee for the EPAM examination (75 euros) via the intranet before the deadline. The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm of **23rd May**:

1. Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
2. Certificate detailing the subjects studied and the average grade obtained in the previous academic year (or the last year of pre-university education undertaken enabling admission to university). Such certificates may be in any of the following languages: Spanish, English, French, Italian or Portuguese. Students whose certificate is not available in these languages will need to provide a translation of it undertaken by a sworn translator (*traductor jurado*) when submitting their application.
3. Homologation Report with the conversion of the obtained grades to the Spanish grading system. This report is available through "Homologation Students", partnered business with CEU, through their web www.hostudents.com.
4. If the official grades (European Baccalaureate, A-levels (UK), Leaving Certificate (Republic of Ireland), International Baccalaureate, etc.) are not available at the time that the documents are required to be submitted, then the candidate must submit a certificate issued by the institution at which they are studying which records their expected grades.
4. In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate,

he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).

1. Documents demonstrating eligibility for the award of "additional points", if required. For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

Admission pathway 3: Students of Ciclos Formativos de Grado Superior / Formación Profesional

These applicants must undertake the EPAM test. Only applicants who have undertaken those vocational training courses which form part of the Spanish educational system and are known as *Ciclos Formativos de Grado Superior* or *Formación Profesional* may use this admission pathway.

Requirements for applicants to be able to undertake the EPAM test:

- 1) Possession of an average grade of at least 9 for their vocational training course. The average grade will be calculated using the grades from all the subjects undertaken, without exclusions of any kind.
- 2) The vocational training course undertaken must concern an area with some relationship to medicine.
- 3) Payment of the fee for the EPAM examination (75 euros) via the intranet before the deadline. The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm on **23rd May**.

- 1) Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
- 2) Certificate or copy of the *libro de escolaridad* showing the grades achieved in each of the last two academic years or the average grade for the vocational training course enabling admission to university.
- 3) In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).

- 4) Documents demonstrating eligibility for the award of “additional points”, if appropriate. For more information on the nature of these “additional points”, go to Section 5, “Additional points for application scoring” of this document.

Admission pathway 4: Mature students over 25 and over 45 years of age

These applicants must undertake the EPAM test.

Requirements for admission by means of EPAM for those applying via this pathway:

- 1) An average grade of at least 9.
- 2) To have passed the specific university admission test for those over 25 or 45 (as appropriate; *prueba de acceso para mayores de 25/45 años*) in the disciplinary area corresponding to the Bachelor's Degree in Medicine.
- 3) Payment of the fee for the EPAM examination (75 euros). The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm on **23rd May**.

- 1) Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
- 2) A copy of the statement of results from the university for the admission test for persons over 25/45.
- 3) In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).
- 4) Documents demonstrating eligibility for the award of “additional points”, if required. For more information on the nature of these “additional points”, go to Section 5, “Additional points for application scoring” of this document.

Admission pathway 5: Mature students over 40

These applicants must undertake the EPAM test.

Requirements for admission by means of EPAM for those applying via this pathway:

- 1) Evidence of at least 12 years of work experience in the health sciences area.
- 2) Submission of an application to the Board of the Faculty of Health Sciences (*Comisión de la Facultad de Ciencias de la Salud*) by 23rd May.
- 3) Payment of the fee for the EPAM examination (75 euros). The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm on **23rd May**.

- 1) Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
- 2) Work experience: evidence of work experience, CV, and a sworn declaration that the applicant does not possess qualifications which would otherwise enable them to be admitted to the University.
- 3) In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).
- 4) Documents demonstrating eligibility for the award of "additional points". For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

Admission pathway 6: University graduates

Requirements for admission by means of BMAT for those applying via this pathway:

1. An average final grade for their degree of 7 (in the case of those with foreign qualifications, applicants must apply for recognition of equivalence of their grade from ANECA, the Spanish authority for quality assessment and qualification recognition in higher education).
2. The qualification or degree must belong to an area of knowledge related to Medicine (food science and technology, sports and exercise science, nursing, pharmacy, physiotherapy, speech and language therapy, human nutrition and dietetics, dentistry, optics and optometry, podiatry, psychology, occupational therapy, veterinary science, etc.).

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm of **17th April**.

1. Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
2. Copy of the academic certificate, with the average grade on a 0-10 scale, or an equivalence report issued by ANECA.
3. In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking the language test offered by the CEU UCH's Languages Service (8th March).
4. Documents demonstrating eligibility for the award of "additional points", if required. For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

Requirements for admission by means of EPAM for those applying via this pathway:

- 1) An average final grade for their degree of 7 (in the case of those with foreign qualifications, applicants must apply for recognition of equivalence of their grade from ANECA, the Spanish authority for quality assessment and qualification recognition in higher education).

- 2) The qualification or degree must belong to an area of knowledge related to Medicine (food science and technology, sports and exercise science, nursing, pharmacy, physiotherapy, speech and language therapy, human nutrition and dietetics, dentistry, optics and optometry, podiatry, psychology, occupational therapy, veterinary science, etc.).
- 3) Payment of the fee for the EPAM examination (75 euros). The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm on **23rd May**.

- 1) Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
- 2) Copy of the academic certificate, with the average grade on a 0-10 scale, or an equivalence report issued by ANECA.
- 3) In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).
- 4) Documents demonstrating eligibility for the award of "additional points". For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

Admission pathway 7: Applicants who have begun, but not completed university studies (except those who have begun a Medicine degree elsewhere, who are admitted via the Transfer Group)

Applicants who have begun studying for a qualification in an area related to Medicine but have not completed it, must apply using the grades from the pre-university studies which enabled them to begin their university studies (*Bachillerato, Formación Profesional, etc.*, or their foreign equivalents). Applicants must upload documentation regarding their pre-university studies to the applicant intranet. Such applications must be made via the "applicants who have begun, but not completed university studies" pathway (*estudios iniciados pero no finalizados*). If the application for a place is successful, applicants may

then request that a study be made to explore whether the credits already undertaken can be recognized for their new degree.

Requirements for admission by means of BMAT

1. Possession of an average grade of at least 7 (i.e., 70% of the maximum mark) in the first year of *Bachillerato* or equivalent pre-university studies in the year it was undertaken (this will be calculated in accordance with the provisions of Order EDU/1161/2010; BOE 7/5/2010, modified by BOE 10/03/2014).
2. To have studied at least two subjects of a scientific nature: Chemistry, Biology, Physics, Mathematics or equivalent subjects in the previous academic year, or the last year of pre-university education undertaken enabling admission to university.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm of **17th April**.

1. Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
2. Certificate or copy of the *libro de escolaridad* showing the grades achieved in the 1st year of *Bachillerato* or its equivalent.
3. In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking the language test offered by the CEU UCH's Languages Service (8th March).
4. Documents demonstrating eligibility for the award of "additional points". For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

Requirements for applicants to be able to undertake the EPAM test:

- a) Possession of an average grade of at least 7 during the first year of *Bachillerato* (i.e., the standard programme of pre-university studies in Spain) or its equivalent at the time it was undertaken. The average grade will be calculated using the grades from all the subjects undertaken, without exclusions of any kind.

- b) To have studied during the second year of *Bachillerato* or its equivalent at least two of the following subjects: Chemistry, Biology, Physics or Mathematics II.
- c) Payment of the fee for the EPAM examination (75 euros) via the intranet before the deadline. The fee paid for this examination is strictly non-refundable.

Deadlines and documentation which must be scanned and uploaded to the applicant intranet site. Applicants must submit the following documentation before 11:59 pm on **23rd May**.

- 1) Copy of their DNI (national ID document), NIE (document given to registered foreign residents in Spain) or passport.
- 2) Certificate or copy of the *libro de escolaridad* showing the grades achieved in the 1st year of *Bachillerato* or its equivalent.
- 3) In the case of those applying for *Medicina Bilingüe/Medicine*, a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish, a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language. If the applicant is unable to provide a valid certificate, he or she has the option of undertaking a language test on one of the dates offered by the CEU UCH's Languages Service (8th March, 19th April or 10th May).
- 4) Documents demonstrating eligibility for the award of "additional points", if required. For more information on the nature of these "additional points", go to Section 5, "Additional points for application scoring" of this document.

1.3 Important information regarding the documentation to be submitted and the admission pathways

- a) If, at any stage of the process, the University becomes aware that the applicant does not meet the admission requirements, then the application will be rejected, regardless of the stage at which this occurs and/or any communications the applicant may have received from the University, even if these suggest that a place at the University has been confirmed.

This means that, even at the time of enrolment at the University, if it is discovered that the previously scanned and uploaded documentation does not correspond with the hard-copy originals later presented to the General Secretary's Office, the applicant will lose all acquired rights to admission and no refunds will be provided for any fees paid up to that point. This is in accordance with the general regulations of the CEU Cardenal Herrera University.

- b) If, at any stage of the process, the University becomes aware that an applicant does not meet the admission requirements corresponding to the admission pathway/group they are applying for, then this application will be rejected, regardless of the stage of the process at which this occurs and/or any communications the applicant may have received, even if these suggest that a place at the University has been confirmed. No applicant will be allowed, once the admission process has begun, to change from the general admission group to the transfer group, nor vice versa. Therefore, if a request for a change in admission group is received, whether or not the applicant claims an inadvertent error or some other circumstance has occurred, then the applicant will automatically be removed from the admissions process, regardless of the stage concerned. If such a request for change in admission group occurs after the applicant is enrolled, and therefore the corresponding documentation is submitted after the act of enrolment, then this student will be expelled from the degree, on the grounds of having submitted misleading information regarding his or her academic situation and of having acted in bad faith with regard to the documentation supplied to support his or her application. He or she will consequently lose any right acquired during the admission process or after enrolment.

2. Admission tests for the general admission group

2.1 Regarding the CEU Cardenal Herrera University internal admission test for Medicine: EPAM

The test will take place on **Saturday 27th May 2023** and applicants will be required to attend in person. The test will take place simultaneously on the University's campuses in Alfara del Patriarca (Valencia) and Castellón. If the student has applied for both Medicine programmes, then the programme which the student has chosen as their preferred option will determine the location at which they will undertake the test: for *Medicina* in Castellón, and for the *Medicina Bilingüe/Medicine* in Alfara del Patriarca.

The relevant times and duration of the test are as follows:

- Commencement of the test: 10:00 am.
- Approximate duration of the test: 120 minutes.

The test will be in a multiple-choice format, consisting of 75 questions. The questions will be on the following areas:

- Biology: 35 questions
- Chemistry: 15 questions
- Physics/Mathematics: 15 questions
- Comprehension of a published scientific article: 10 questions

Sample questions can be found in the Admissions Process for Medicine (*proceso admisión de medicina*) section of the CEU Cardenal Herrera University website.

Incorrect answers won't rest points on the exam.

Those applicants who are not native Spanish speakers may undertake the EPAM test in English.

2.2 Regarding the BioMedical Admissions Test: BMAT

The date for the BMAT test is 4th March 2023, and it can be undertaken in any of the authorised for these matters by Cambridge Assesments test centers. One of these centers is the Faculty of Health Sciences of University CEU Cardenal Herrera, this means that on this date the exam will be available to sit here. Candidates from all nationalities may take this test.

To sit the BMAT, applicants must register with the University of Cambridge before the appropriate deadline via the following link: <https://www.admissionstesting.org/for-test-takers/bmat/>

3. Admission decisions for the general admission group

3.1 Decisions for those sitting CEU UCH's internal test (EPAM)

Places will be allocated on the basis of the score attained in the test and the other assessment criteria detailed in these regulations. All applicants will be informed of the decision with regard to their application for admission via the applicant intranet. Applicants will be informed of the decision on **13th June**. Applicants may also be informed via email or text message.

There are three possible outcomes for applicants of the decision process:

- a) The applicant has achieved a sufficiently high score in the test **to be offered a place on the degree**. The message informing the applicant will also provide instructions for him or her to confirm acceptance of this offer and to begin the enrolment process, in which the procedure for Spanish and international students will be explained. The applicant then has seven days (one week) to make the initial payment, in accordance with the Student Fees and Administrative and Financial Regulations document, and thus to begin the enrolment process. By making this initial payment, the student reserves his or her place on the chosen degree programme and therefore accepts the University's conditions and regulations regarding admission and enrolment, which is publicly available on the University website.

If this payment is not made within seven days, then the applicant will lose his or her right to admission and the offer of a place will be withdrawn.

After this initial payment is made, reserving a place on the degree, the University will contact the applicant within fifteen days so that the enrolment process can begin. Spanish (home) students will be contacted by the General Secretary's Office and international students will be contacted by the Hospitality Service. If the applicant does not comply with the University's requirements and deadlines regarding the enrolment process, the student will lose their place on the chosen programme and the place will be assigned to the best-placed student on the waiting list. If this occurs, then, in accordance with the Administrative and Financial Regulations regarding admission to the University – which the applicant accepted by making the initial payment – then he or she will lose any right to a refund of this payment.

These same regulations stipulate that, in the case of the Spanish-only degree (*Medicina*), the initial payment consists of the pre-enrolment fee, and, in the case of the bilingual Spanish-English degree (*Medicina/Medicine*), it consists of the pre-enrolment fee and the enrolment fee¹ together. The latter condition derives from this programme's bilingual nature. All applicants should carefully read the Administrative and Financial Regulations, which, among other information, detail the conditions under which the initial payment made to reserve a place may be refunded. Once the relevant deadline for such refunds has passed, no refunds will be made, in accordance with the above regulations. We recommend that students do not make this initial payment unless they are sure of their decision to study the chosen degree at the CEU Cardenal Herrera University.

- b) The applicant is placed on the **waiting list** for admission to the degree. He or she will then be informed of the next steps to take via the applicant intranet. The applicant will be informed, via this same platform, email or telephone, of any movement in the waiting list due to withdrawals from the list itself or the fact that those who have received offers have declined them. In this way, applicants can find out whether their “moving up the queue” enables them to gain a place. The configuration and position on the waiting list stops being valid as soon as University CEU Cardenal Herrera declares the admission process closed, even if by then the access to the future students intranet is still available and can see his position on the waiting list. There is no exact date for this, but will be around 14th August and the guaranteed date the waiting list is no more operating will be the day classes start following th Places may therefore become available due to movement on the waiting list and it is therefore important to bear the following the official academic calendar. The candidate has the right to know if due to

¹The “enrolment fee” may therefore be paid at a time different from that at which the administrative enrolment process takes place.

movement on the waiting list he has achieved a spot, because the movement arrived at his place. If due to movement on the waiting list the a place becomes available for the candidate, keep the following in mind:

- If, after 48 hours of the offer of a place, the University has been unable to get in contact with the applicant or the applicant does not respond to the offer, via the intranet or via email, then he or she will lose the right to this place, which will then be offered to the next person on the list.
 - If the applicant accepts the offer, then the process described in a) above will be applicable.
- c) The applicant has not been able to achieve a score that would secure an offer of a place on the degree or a place on the waiting list. This is the **end of the process** for this applicant. This decision is final and no appeals will be accepted.

If the applicant has applied for a place on both campuses (in Castellón and Alfara del Patriarca, Valencia), then they can appear on both lists and then the admissions criteria detailed in these Regulations will be applied.

3.2 Decisions for those sitting BMAT

Places will be allocated on the basis of the score attained in the test and the other assessment criteria detailed in these regulations. All applicants will be informed of the admission decision via the applicant intranet. The University aims to inform applicants of the admissions decision on **20th April**. Applicants may also be informed via email or text message.

There are two possible outcomes for applicants:

- a) The applicant has achieved a sufficiently high score in the test **to be offered a place on the degree**. The message informing the applicant will also provide instructions for him or her to confirm acceptance of this offer and to begin the enrolment process, in which the procedure for Spanish and international students will be explained. The applicant then has seven days (one week) to make the initial payment, in accordance with the Student Fees and Administrative and Financial Regulations document, and thus to begin the enrolment process. By making this initial payment, the student reserves his or her place on the chosen degree programme and therefore accepts the University's conditions and regulations regarding admission and enrolment, which is publicly available on the University website.

If this payment is not made within seven days, then the applicant will lose his or her right to admission and the offer of a place will be withdrawn.

After this initial payment is made, reserving a place on the degree, the University will contact the applicant within fifteen days so that the enrolment process can begin. Spanish (home) students will be contacted by the General Secretary's Office and international students will be contacted by the Hospitality Service. If the applicant does not comply with the University's requirements and deadlines regarding the enrolment process, the student will lose their place on the chosen programme and it will be assigned to the best-placed student on the waiting list. If this occurs, then, in accordance with the Administrative and Financial Regulations regarding admission to the University – which the applicant accepted by making the initial payment – then the he or she will lose any right to a refund of this payment.

These same regulations stipulate that, in the case of the Spanish-only degree (*Medicina*), the initial payment consists of the pre-enrolment fee, and, in the case of the bilingual Spanish-English degree (*Medicina/Medicine*), it consists of the pre-enrolment fee and the enrolment fee² together. The latter condition derives from this programme's bilingual nature. All applicants should carefully read the Administrative and Financial Regulations, which, among other information, detail the conditions under which the initial payment made to reserve a place may be refunded. Once the relevant deadline for such refunds has passed, no refunds will be made, in accordance with the above regulations. We recommend that students do not make this initial payment unless they are sure of their decision to study the chosen degree at the CEU Cardenal Herrera University.

- b) The applicant **has not been able to achieve a score that would secure an offer of a place** on the degree. In this case, the applicant may then choose to sit the EPAM test organized by the University in May.

4. Application assessment criteria

4.1 Those sitting the CEU UCH's EPAM test

- For admission to the Spanish-only Bachelor's Degree in Medicine programme (*Medicina*): scoring for admission decisions is based on the following components:
 - 60% derives from the average grade of the first year of *Bachillerato* of the current Spanish educational system, or equivalent pre-university studies. Where doubt exists in this respect, decisions as to what constitute

²The "enrolment fee" may therefore be paid at a time different from that at which the administrative enrolment process takes place.

equivalent studies to the first year of *Bachillerato* are entirely at the discretion of the General Secretary's Office.

- 40% derives from the grade achieved in the EPAM test.
 - A maximum of 2 “additional points” may then be added to this score.
- For admission to the bilingual Spanish-English Bachelor's Degree in Medicine (*Medicina/Medicine*): scoring for admission decisions possesses the following components:
 - 60% derives from the average grade of the first year of *Bachillerato* of the current Spanish educational system, or equivalent pre-university studies. Where doubt exists in this respect, decisions as to what constitute equivalent studies to the first year of *Bachillerato* are entirely at the discretion of the General Secretary's Office.
 - 35% derives from the grade achieved in the EPAM test.
 - 5% derives from the applicant's level of English, or Spanish in the case of those who are non-native speakers of Spanish. This is awarded as follows:
 - ✦ B1: 0%, or 0 points B1 is the minimum requirement for admission.
 - ✦ B2: 2%, or 0.2 points out of 10.
 - ✦ C1: 4%, or 0.4 points out of 10.
 - ✦ C2: 5%, or 0.5 points out of 10.
 - A maximum of 2 “additional points” may then be added to this score.

4.2 Those sitting BMAT

- For admission to the Spanish-only Bachelor's Degree in Medicine programme (*Medicina*): scoring for admission decisions is based on the following components:
 - 60% derives from the average grade of the first year of *Bachillerato* of the current Spanish educational system, or equivalent pre-university studies. Where doubt exists in this respect, decisions as to what constitute equivalent studies to the first year of *Bachillerato* are entirely at the discretion of the General Secretary's Office.
 - 40% derives from the BMAT grade achieved.
 - A maximum of 2 “additional points” may then be added to this score.

- For admission to the bilingual Spanish-English Bachelor's Degree in Medicine (*Medicina/Medicine*): scoring for admission decisions possesses the following components:
 - 60% derives from the average grade of the first year of *Bachillerato* of the current Spanish educational system, or equivalent pre-university studies. Where doubt exists in this respect, decisions as to what constitute equivalent studies to the first year of *Bachillerato* are entirely at the discretion of the General Secretary's Office.
 - 40% derives from the BMAT grade achieved.
 - A maximum of 2 "additional points" may then be added to this score.

Applicants must also pass the Spanish university entrance examination, known as *Selectividad/PAU*, or its equivalent, at the June sitting (or be able to provide a document recording official recognition of equivalence (*Credencial*) in the case of those who have foreign pre-university qualifications). However, the grade achieved in this examination will not be taken into account for applicant scoring for admission decisions. Applicants who cannot meet this requirement will lose any acquired right to admission or their positions on the waiting list.

5. Additional points for application scoring

Applications may be awarded a maximum of two additional points, which will be added to the score deriving from academic assessment, as explained in the previous section. Thus, these points will supplement the score deriving from previous studies, the mark achieved in the EPAM or BMAT test and, where appropriate, ability in English.

Applicants must provide appropriate evidence of eligibility for additional points from the relevant authorities. If it is found that an applicant has provided fraudulent documentation or documents which do not correspond with those previously indicated, then this applicant will lose any right to admission or enrolment, regardless of the stage of the process at which this is found to be the case.

Additional points may be awarded in the following cases:

1. Applicants from CEU schools. Such applicants may accumulate up to 1.5 points in the following manner, according to the number of years spent at a school run by the Fundación San Pablo CEU:
 - i. 0.25 points for each year of *Bachillerato*: maximum of 0.5 points.
 - ii. 0.1 points for each year of E.S.O. (obligatory secondary education): maximum of 0.4 points

- iii. 0.1 points for each year of primary education: maximum of 0.6 points.
2. Applicants who have undertaken vocational training (known as *Ciclos Formativos de Grado Superior*) at a CEU institution: maximum of 0.45 points (0.2 for the first year and 0.25 for the second year).
 3. Applicants who have studied at one of the universities which form part of the Fundación Universitaria San Pablo CEU: graduates or students who have completed an academic year of a degree related to medicine: 0.25 points per year, up to a maximum of 1 point for graduates.
 4. Applicants who have siblings or parents who are currently studying at CEU or who are alumni: 0.1 points for each, up to a maximum of 0.5 points.
 5. Applicants who are children of CEU employees: 1 point.
 6. Children of health science professionals who are also part-time lecturers or placement tutors for CEU UCH: 1 point.
 7. Applicants who are registered residents (*empadronados*) in the province of Valencia (in the case of programmes on the Valencia Campus in Alfara del Patriarca/Moncada) or the province of Castellón (in the case of programmes on the Castellón Campus): 0.5 points.
 8. For presenting a valid official Spanish language certificate as international candidates that are not native Spanish and apply for the bilingual degree in Medicine: A1, 0.2 points; A2, 0.4 points; B1, 0.6 points; B2, 0.8 points; C1, 1 point; C2, 1.2 points).

Applications may accumulate points of more than one type, but only up to the maximum of two points. Applicants must upload the documents demonstrating eligibility for the award of these points to the applicant intranet during the admission process and comply with the relevant deadlines. Any document submitted after the relevant deadline has closed will not be taken into account for the accrual of additional points for the admission process.

6. The transfer group: applicants who have already begun a degree in Medicine elsewhere

Applicants who have already begun studies in Medicine at another university (whether in Spain or abroad) must apply for a transfer. As part of a specific group for admissions, such persons must apply for the places available for such transfers, which are treated separately from those available to the general admission group.

If, at any stage of the process, the University becomes aware that an applicant does not meet the admission requirements corresponding to the admission group they are applying for, then this application will be rejected, regardless of the stage of the process at which this occurs and/or any communications the applicant may have received, even if these suggest that a place at the University has been confirmed. No applicant will be allowed, once the admission process has begun, to change from the general admission group to the transfer group, nor vice versa. Therefore, if a request for a change in admission group is received, whether or not the applicant claims an inadvertent error or some other circumstance has occurred, then the applicant will automatically be removed from the admissions process, regardless of the stage concerned. If such a request for change in admission group occurs after the applicant is enrolled, and therefore the corresponding documentation is submitted after the act of enrolment, then this student will be expelled from the degree, on the grounds of having submitted misleading information regarding his or her academic situation and of having acted in bad faith with regard to the documentation supplied to support his or her application. He or she will consequently lose any right acquired during the admission process or after enrolment.

6.1 For transfers to the either programme of the Bachelor's Degree in Medicine (*Grado en Medicina / Medicine*) from another Spanish university

Applicants must, at the time of application, have already been awarded a minimum of 30 ECTS credits in order to be able to request a transfer to CEU UCH.

To apply for a transfer, applicants must fill in the admission application form, choosing the admission pathway of "transfer" (*traslado de expediente*), and upload the following documentation to the applicant intranet until 29th June:

- An academic transcript detailing their grades from their current university
- Programmes or guides (*guías docentes*) of the courses/modules passed, so that these can be studied for possible validation for credits. At this stage, it is sufficient to provide scanned versions of these documents, but if the applicant is offered a place, then hard copies stamped by the university/faculty of origin will have to be provided in order for the applicant to enrol.
- In the case of those applying for *Medicina Bilingüe/Medicine*: a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish: a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language.

6.2 For transfers to either programme of the Bachelor's Degree in Medicine (*Grado en Medicina / Medicine*) from a foreign university

Applicants must, at the time of application, have already been awarded a minimum of 30 ECTS credits in order to be able to request a transfer to CEU UCH.

To apply for a transfer, applicants must fill in the admission application form, choosing the admission pathway of "transfer" (*traslado de expediente*), and upload the following documentation to the applicant intranet until 29th June:

- An academic transcript detailing their grades from their current university
- Programmes or guides (*guías docentes*) of the courses/modules passed, so that these can be studied for possible validation for credits. At this stage, it is sufficient to provide scanned versions of these documents, but if the applicant is offered a place, then hard copies stamped by the university/faculty of origin will have to be provided in order for the applicant to enrol.
- In the case of those applying for *Medicina Bilingüe/Medicine*: a valid certificate recording their ability in English (minimum of a B1 level), except in the case of those for whom English is their native language. In the case of those applying for the *Medicina* programme taught completely in Spanish: a valid certificate recording their ability in Spanish (minimum of a B1 level), except in the case of those for whom Spanish is their native language.

The documents provided must be in either Spanish or English. If the original documents are not written in one of these languages, then these must be translated by an authorized sworn translator (*traductor jurado*).

6.3 Admission decisions for transfers

Applicants will be notified of the admission decision from 13th July onwards. The admission decision by the Board of the Faculty of Health Sciences will be final. If you are offered a place, then you will receive instructions regarding the submission to the General Secretary's Office of the original copies of the documents uploaded. For more information regarding the documents required for enrolment, please click [here](#).

The University may draw up a waiting list for those who are not initially admitted as part of the Transfer Group. If this occurs, those on this waiting list will be duly notified.

Regarding earlier regulations

These Regulations replace any other previous process, regulations or document concerning admission to the Bachelor's Degree in Medicine.

Please note:

The Office of the Rector of the CEU Cardenal Herrera University is the only body with the authority to interpret the content of these Regulations.

Alfara del Patriarca, 25th November 2022

General Secretary's Office of the CEU Cardenal Herrera University