

## **Conditions for Enrolment and Continuation of Studies on Bachelor's Degrees**

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Approved by the Governing Council on 31st March 2022.

Modification approved by the Governing Council on 25th July 2024.

Modifications approved by the Governing Council on 3rd and 22nd July 2025.

### **I. General provisions**

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#### **Article 1. Purpose**

These Conditions establish the requirements for enrolment, satisfactory progress and continuation of studies for students at the Universidad Cardenal Herrera-CEU, in accordance with Organic Law 2/2023, of 22nd March, on the University System, and Organic Law 14/2011 of 1st June, on Science, Technology and Innovation.

#### **Article 2. Scope**

1. These Conditions apply to those studies offered by the Universidad Cardenal Herrera-CEU 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 conditions 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 Conditions and will be subject to, where appropriate, the terms in the corresponding agreement and official verification report.

### **II. Framework for the modes of study**

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#### **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 Universidad Cardenal Herrera-CEU 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 Conditions 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 with responsibility for academic affairs, 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, study 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**

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#### **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 Universidad Cardenal Herrera-CEU 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 or school director 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 degree at Universidad Cardenal Herrera-CEU who wish to start a dual study programme in the second semester. However, students who are already enrolled in a dual study programme during the first semester will not be able to request a change of study programme until the end of the academic year.

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 then take place in the following academic year.

**(Modification approved by the Governing Council on 3rd July, 2025)**

#### **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 requirements for the continuation of studies, a special additional enrolment period may be opened at the beginning of the second semester.
3. The maximum number of credits on which a student can be enrolled during the same academic year will correspond to the total number of credits of the most advanced study year they are enrolled on, plus a further 18 ECTS credits. Exceptionally, students may enrol on a greater number of credits if they have authorization from the vice-dean or deputy director 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 on dual study programmes. In any case, the enrolment for each new academic year must include those courses pending from previous academic 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 or school director 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 degree at the Universidad Cardenal Herrera-CEU who wish to start a dual study programme in the second semester. However, students who are already enrolled in a dual study programme during the first semester will not be able to request a change of study programme until the end of the academic year.

If a 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.

**(Modification approved by the Governing Council on 3rd July, 2025)**

#### **IV. Continuation requirements**

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

1. In their first academic year, all undergraduates at the Universidad Cardenal Herrera-CEU must achieve the award of at least 30 ECTS credits, having two opportunities during the year 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 Universidad Cardenal Herrera-CEU, except where the circumstances regarding readmission apply, which are described in the following two sections of this article.

2. If a student has passed between 18 and 29 credits in their 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. In this case, 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 regarding the student's circumstances that allow the request to be granted. This decision is final and will lead to the automatic application of the provisions of section 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 or school director's office will set appropriate requirements for enrolment and continuation, such as:

- 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 for a given course (*suspense*) or chose not to participate in it (*no presentado*).
- In the 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 two possible attempts to do so during the year, then this student will not be able to continue studying this degree at the Universidad Cardenal Herrera-CEU.

3. In the case of students who achieve fewer than 18 ECTS credits during their first year and who believe that their personal circumstances (regarding health or other circumstances for which evidence is available) have significantly affected their academic performance, they may submit a request to the dean of their faculty or the director of their schools for readmission to the degree. The dean's office or the school director's office will then collate the necessary information, choosing, if appropriate, to consult with the vice-rector with responsibility for academic affairs, and may then decide to:

a) Deny the request for readmission, on the basis that there are no mitigating factors regarding the student's circumstances that allow the request to be granted. This decision is final and will lead to the automatic application of the provisions of section 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 appropriate requirements for enrolment and continuation will be set, such as:

- 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 for a given course (*suspense*) or chose not to participate in it (*no presentado*).

- In the 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 two possible attempts to do so during the year, then this student will not be able to continue studying this degree at the Universidad Cardenal Herrera-CEU.

4. If a student, as a result of the above, cannot continue his or her studies on a particular degree at the Universidad Cardenal Herrera-CEU and then 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 (or deputy school director) responsible for 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 sections 1, 2 or 3 of this article were taken.

In accordance with the above, students who find themselves in these circumstances may not apply for a place on 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 Universidad Cardenal Herrera-CEU, regardless of the study year to which they are admitted.

3. 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**

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### **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 have the right to a total of four examination sittings (i.e., attempts) to pass the courses on which they enrol.
3. If a student does not undertake the examination or assessment exercise which enables the final grade for the course to be set, then an exam sitting with regard to that course is not 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.

(Modification approved by the Governing Council on 3rd July, 2025)

### **Article 11. Discretionary examination sitting:**

1. If a student has not been able to pass a course after four attempts to do so, he or she may request a maximum of two additional discretionary examination sittings.
2. Such requests must be submitted via the relevant online form and the student must include reasons for the request to be granted.
3. The request will be considered by the vice-rector with responsibility for student affairs, after receiving a report from the relevant vice-dean or deputy school director. The vice-rector's decision will be communicated to the student, the General Secretary's Office and the relevant vice-dean or deputy school director.
4. Requests for a discretionary examination sitting are not automatically approved, as it must be clear that extraordinary circumstances exist.

Students have no absolute right to a discretionary examination sitting; rather, it is an exceptional measure which may or may not be granted after consideration of the circumstances. These decisions are final and no appeals are accepted.

5. The granting of the discretionary examination sitting is a prior and essential requirement for the student in question to be able to enrol on the course once more.
6. In general, except in duly justified cases, once the discretionary examination sitting has been granted, the student must sit the examination in the first ordinary or extraordinary examination period in the academic calendar. The student may undertake the discretionary examination sitting during the extraordinary end-of-degree examination period, if they have requested this and where the circumstances permit this.

7. In general, applications for a second 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 passes the discretionary examination in the first semester.
8. In every case of a student being granted a discretionary examination sitting, then this student's progress will be subject to close supervision by the vice-dean responsible for the degree.
9. In the case of fifth and sixth examination sittings, a panel of examiners must be established.
10. If the student is unable to pass the course at the discretionary examination sitting, he or she will not be able to continue with the corresponding degree programme at the University.
11. Once the two discretionary examination sittings have been used up, no further examination sittings may be granted, unless the Rector perceives that there are exceptional circumstances.

**(Modifications approved by the Governing Council on 3rd and 22nd July, 2025)**

#### **Article 12. Calculation of the number of examination sittings**

1. If a student enrolls on a course but does not attempt the final examination and is therefore marked as "No presentado", then the student has not used up an examination sitting.
2. However, the above does not apply in the case of discretionary examination sittings (fifth and sixth attempts) requested by the student: such sittings will be used up even if the students does not attempt the examination.

**(Approved by the Governing Council on 3rd July 2025.)**

#### **Article 13. End-of-degree project (TFG)**

The end-of-degree project (usually referred to using its Spanish abbreviation, TFG) is subject to a special system of examination sittings, which is detailed in other specific regulations.

#### **Article 14. Extraordinary end-of-degree examination period (*convocatoria extraordinaria de fin de grado*)**

1. In the first semester of every academic year, an extraordinary end-of-degree examination period takes place, during which students who have a maximum of 10% of credits left to complete their bachelor's 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.

2. By taking part in the extraordinary end-of-degree examination period, the student is considered to be using one of the two examination sittings which they may undertake each academic year for the corresponding courses. In the event of non-attendance, the general rules will apply, meaning that an examination sitting has not been used up and the next opportunity to sit the corresponding examination will be in the extraordinary examination period for that academic year.
3. The provisions of Article 10 of these Regulations apply to the extraordinary end-of-degree examination period.

### **Provision regarding the obsolescence of earlier regulations**

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

The Regulations for the Discretionary Examination Sitting (*Normativa de Convocatoria de Gracia*) approved by the Governing Council on 18th November 2020 and whose modification was approved on 27th September 2023 are hereby superseded.

### **Transitional Provision**

Students enrolled at the University prior to the 2025-26 academic year:

1. In 2025-26, these students will be subject to the system for examination sittings established in the Regulations for the Discretionary Examination Sitting (*Normativa de Convocatoria de Gracia*) approved by the Governing Council on 18th November 2020 and whose modification was approved on 27th September 2023. These Regulations can be found as an annex to these Conditions.
2. From the academic year 2026-27 onwards, the new system for examination sittings established in articles 10 to 12 of these Conditions will apply to them. In the case of courses enrolled on before the 2025-26 academic year, to prevent any possible disadvantage that this change in regulations may cause, the Rector may grant a single additional examination sitting where it is deemed that exceptional circumstances exist.

### **Final Provision**

These Conditions and any subsequent modification of them come into force on the day following their approval by the Governing Council of the University.

## ANNEX I

### **Regulations for the Discretionary Examination Sitting**

Approved by the Governing Council on 18th November 2020.

Amended by the Governing Council on 27th September 2023.

#### **I. Principle of application**

Students who have used up all possible examination sittings for a course forming part of their degree programme may submit a request to the Rector for a discretionary examination sitting. The discretionary examination sitting provides students, on an exceptional basis, an opportunity to pass a course after having used up the standard number of six examination sittings.

This opportunity must be requested and such requests duly considered: students do not have a straightforward right to a discretionary examination sitting. The fact of making a request does not imply it will automatically be granted: the request will be considered and then either accepted or rejected. The student will then be informed of the decision.

The decision will take into account the particular circumstances present in the applicant's academic record and the reasons put forward in support of the request.

#### **II. Procedure**

1. Once the student has used up their sixth examination sitting for a course, the student may request a discretionary examination sitting. The application must be made via a specific online form.

2. A discretionary examination sitting is a significant academic event. Therefore, the vice-dean for the degree in question will set up a meeting with the student to explain the importance of this exceptional opportunity. During this meeting, the student will be informed of the relevant study recommendations established by the faculty. The aforementioned guidelines will be included in a commitment agreement, known as the *Compromiso de Aprovechamiento de la Convocatoria de Gracia*, which will be signed by both the vice-dean and the student, with both parties retaining a copy of it.

The commitment agreement will establish the study recommendations for the student, which will include at least the following:

- Regular attendance at the different training activities, indicating which ones are considered essential (which may be all of them).
- Establishment of a plan for regular tutoring sessions with the course lecturer.
- Specific assignments for the study of relevant materials, preparation of practical exercises, etc.
- Possible submission by the student of reports, exercises, case studies and/or completion of in-person practical training activities.

3. The vice-dean will issue a report to the vice-rector with responsibility for academic affairs regarding the request, indicating whether he or she recommends that the request be accepted or rejected. This report will be accompanied by a copy of the signed commitment agreement.

4. On behalf of the Rector, the vice-rector with responsibility for academic affairs will then decide whether to accept or reject the request and then communicate this decision to the student, the General Secretary's Office and the relevant vice-dean.

4.1. If the request is accepted, the student is then bound to follow the guidelines of the commitment agreement he or she has signed. Failure to do so will be viewed as a lack of responsibility and interest and will be taken into account for any future procedures or decisions. In addition and in general, except in duly justified cases, if a request for a discretionary examination sitting is granted, the student must then sit the corresponding examination at the first opportunity in the academic calendar, whether this is in the ordinary or extraordinary examination period. The extraordinary end-of-degree examination period does not count for this purpose.

4.2. If the request is rejected, no appeal will be possible against this decision.

5. When the student attends the discretionary examination sitting, he or she will have the right, having seen the nature of the examination, not to undertake it at that time. This right only applies to the discretionary examination sitting and not to any other examination sitting. In this case, the student will be allowed to review the content of the examination for 10 minutes before leaving the examination venue (the amount of time may be modified if the type of test makes this advisable). Once the amount of time has passed, the lecturer will remind the student that, from that moment on, if he or she continues with the examination, it is considered that he or she has attempted the examination and used up this examination sitting, and that, as the student is aware, this will be the last possible attempt to pass the course and, consequently, to be able to complete his or degree at the Universidad Cardenal Herrera-CEU. Even if the lecturer does not warn the student in this way, this will not invalidate the student's decision to remain in the exam and thus to be subject to the relevant consequences, since any such warning from the lecturer to the student is merely a reminder of information already known to the student.

6. Once the discretionary examination sitting has been used up, and if the student has been unable to pass the examination, no further examination sittings will be made available, unless the Rector perceives there to be exceptional circumstances.

This amendment will come into effect the day after its approval by the Governing Council.