

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

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

Modified by the Governing Council on 25th July 2024.

I. General provisions

Article 1. Purpose

These conditions establish the requirements for enrolment, satisfactory progress and continuation of studies for students at the CEU Cardenal Herrera University, 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.

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Article 2. Scope

1. These conditions apply to those studies offered by the CEU Cardenal Herrera University which lead to the award of bachelor's degrees (*títulos de Grado*) which are official and valid throughout Spain, regardless of the manner in which these programmes are taught: in-person lectures, blended learning, or online. These 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

Article 3. Modes of study

1. Studies leading to the award of a bachelor's degree may be undertaken in either full-time or part-time modes.

2. The ordinary mode of study for students of the CEU Cardenal Herrera University will be full-time.

Article 4. Full-time study

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

Article 5. Part-time study

1. Those who enrol on no more than 30 ECTS credits and not less than 15 ECTS credits will be considered to be part-time students.
2. In order to study on a part-time basis, students must provide appropriate justification regarding their personal circumstances, such as employment commitments, taking part in elite sporting events, special educational needs or family responsibilities. Those students covered by the terms of Article 6.3 of these 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, continuation and administrative purposes, an academic year in which part-time study has been undertaken will be counted as 0.5 of a full academic year.

III. Enrolment conditions

Article 6. Undergraduates in their first year at the University

1. The first enrolment for the first year of study of a bachelor's degree at the CEU Cardenal Herrera University will, as a general rule, only be undertaken once and will cover all the courses of this first year, both from the first and second semester, except in the case of those students studying on a part-time basis in accordance with Article 5.
2. Assignment to a particular group is the responsibility of the relevant faculty dean's office or school director's office.
3. In exceptional circumstances, a candidate may enrol for the first year at the beginning of the second semester. This must be approved by the dean 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 CEU Cardenal Herrera University who wish to start a dual degree programme in the second semester.

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

Article 7. Other students

1. In general, students must undertake the enrolment process on one occasion only for courses to be taken in the same academic year, covering both first and second semester courses.
2. Exceptionally, in order to resolve potential enrolment imbalances between semesters due to the 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 responsible for the degree, the degree coordinator, or from the academic secretary of the corresponding faculty or school. This limit – the number of credits from the most advanced study year plus 18 – does not apply in the cases of students studying two degrees simultaneously. In any case, the enrolment for each new 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 CEU UCH who wish to start a dual degree programme in the second semester.

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

IV. Continuation requirements

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

1. In their first academic year, all undergraduates at the CEU Cardenal Herrera University must achieve the award of at least 30 ECTS credits, having two opportunities 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 CEU Cardenal Herrera University, except where the circumstances regarding readmission apply, 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 or chose not to participate in it.

- 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 his or her studies in this degree at the CEU Cardenal Herrera University.

3. In the case of students who achieve fewer than 18 ECTS credits during 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 or chose not to participate in it.

- 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 his or her studies in this degree at the CEU Cardenal Herrera University.

4. If a student, as a result of the above, cannot continue his or her studies on a particular degree at the CEU Cardenal Herrera University and 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 coordinator of the degree on which the student wishes to enrol. Thus, the vice-dean, aware of the student's past performance at the University, will decide on his or her suitability for admission and arrange, where appropriate, for a personal interview or any assessment exercises he or she deems appropriate. In the event that the vice-dean authorizes the admission of the student, he or she will notify the General Secretary's Office in writing, so that they can proceed with the administrative tasks related to enrolment.

c) A student in this situation who is admitted to a new degree programme (defined for this purpose as the 'degree of destination') may not request re-enrolment on the degree of origin (i.e. the degree for which the procedure described above in this article was applied) even if this change of degree occurred several years previously. Any exception to this requires the explicit authorization of the vice-dean of the degree of origin in respect of which the measures provided for in 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 Cardenal Herrera University, 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 Article 10.

Number of examination sittings

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

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

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

4. If the student expressly states that he or she wishes to bring forward the ordinary examination sitting to the period known as the *convocatoria extraordinaria de fin de carrera* ("extraordinary end-of-degree examination period", which takes place at the beginning of the academic year), then this will count as one of the two examination sittings to which the student has a right during the academic year. As before, if the student ultimately decides not to attend the examination during this period, then this will not count as one of their six attempts to pass the course in question and the student will next be able to sit the examination during the extraordinary examination period.

Article 11. Discretionary examination sitting

A student who has undertaken all six examination sittings of one or more courses without passing may not continue with their studies at CEU UCH. Given the gravity of this situation, such a student may apply to the Rector for a discretionary examination sitting (*convocatoria de gracia*), providing reasons for this to be granted. Such an application will then be duly considered, taking into account the circumstances surrounding the case. Students have no automatic right to a discretionary examination sitting; rather, it is an exceptional measure which may or may not be granted.

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

In every case of a student being granted an extraordinary examination sitting, then this student will be subject to close supervision by the vice-dean responsible for the degree and by the vice-rector with responsibility for academic affairs.

Article 12. End-of-degree project

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

Article 13. Extraordinary end-of-degree examination period (*convocatoria extraordinaria de fin de grado*)

In the first semester of every academic year, an extraordinary examination period takes place, during which students who have a maximum of 10% of credits left to complete their degree (excluding the credits that correspond to the end-of-degree project) may sit the corresponding examinations, on the condition that the credits in question have been enrolled on at least once previously, including the credits for the end-of-degree project.

Please take special note of the provisions of article 10, which apply to the extraordinary end-of-degree examination period.

Regarding earlier regulations

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

Final Provision

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