



CEU

*Universidad
Cardenal Herrera*

**REGULATIONS REGARDING UNIVERSITY-
SPECIFIC STUDY PROGRAMMES AT THE
UNIVERSIDAD CEU CARDENAL HERRERA**



REGULATIONS REGARDING UNIVERSITY-SPECIFIC STUDY PROGRAMMES AT THE UNIVERSIDAD CEU CARDENAL HERRERA

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PREAMBLE

The importance of lifelong learning and of the need for it to be part of higher education has been recognized since the Bologna Declaration in 1999. The issue was also on the agenda of the biannual meetings of European ministers in charge of higher education in Prague (2001), Berlin (2003), Bergen (2005), London (2007) and Leuven (2009), with progressively greater emphasis being placed on the need to increase higher education's role in the provision of lifelong learning and in improving recognition of prior learning in higher education.

The issue of lifelong learning – known as *formación permanente* in Spanish – was included in Spain's Ministry of Science and Innovation's strategy document, *Estrategia Universidad 2015*, and it was seen as being applicable across the current areas of activity and having a very wide scope.

Over recent decades the importance of lifelong learning in higher education has grown due to a range of different factors, including a stronger relationship between universities and their social environment, the internationalization of study programmes, an increase in the demand for training from a range of stakeholders of different kinds and the need for everyone to continue to grow and develop, both personally and professionally. All this has led to a more flexible study system.

Lifelong learning has become a key factor for finding and holding on to employment, for seeking better employment, and for personal development and well-being through culture-focused initiatives, university outreach schemes and programmes for the elderly, amongst other activities.

To meet this demand, universities can design new study programmes either on their own or through collaboration with other institutions, employers or employee organizations. The provision of lifelong learning means that universities must address the needs of a heterogeneous group of students, with different motivations and interests. In general, this means a new conception of what learning at university means. It is no longer restricted to a single period of life; instead, we now see the return of former students who wish to access specific upskilling or reskilling programmes.

It is in this context that the Universidad CEU Cardenal Herrera wishes to create lifelong learning programmes, placing particular emphasis on their inclusion within its internal quality assurance system.

These Regulations are established in accordance with articles 36 and 37 of Royal Decree 822/2021 of 28th September, regarding "university-specific study programmes" (*enseñanzas propias de las universidades*; i.e., non-degree programmes) and the second additional provision of Royal Decree 889/2022, of 18th October, which modifies

article 37.7 of Royal Decree 822/2021.

CHAPTER I

University-specific study programmes and their types

Article 1. Purpose

1. This document regulates all university-specific study programmes at the Universidad CEU Cardenal Herrera, known as *enseñanzas propias* in Spanish.
2. Such study programmes will have the following objectives:
 - a) To complement the bachelor's, master's and doctoral degree programmes on offer.
 - b) To address new social demands and the need for specialized training in new areas of professional development.
 - c) To promote the upskilling of employees and businesspeople.
 - d) To establish mutually beneficial collaborative relationships with other institutions and companies.
 - e) To provide a service in new areas of professional specialization.
 - f) To disseminate and transfer university knowledge and research outcomes to society.

Article 2. Types of university-specific study programmes

1. University-specific study programmes at the Universidad CEU Cardenal Herrera may be of the following types:

a) Lifelong Learning Master Programme (*Máster de Formación Permanente (MFP)*)

This concerns postgraduate university-specific study programmes which may consist of 60, 90 or 120 ECTS credits. Only those who already hold a university degree will be able to graduate from a programme of this type. Those completing the programme will be awarded the corresponding qualification. The certificate will contain the following information at least:

- The title of the qualification in the following format:
Máster de Formación Permanente en [NAME OF THE PROGRAMME IN SPANISH].
- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which

the activities took place.

- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this postgraduate programme is not a degree, and therefore to differentiate it from “official” bachelor’s, master’s and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de Formación Permanente según el Real Decreto 822/2021.

b) Specialist Diploma (*Diploma Universitario de Especialización, DUE*)

This concerns postgraduate university-specific study programmes which may consist of between 30 and 59 ECTS credits. This type of programme is not available for the health sciences. Only those who already hold a university degree will be able to graduate from a programme of this type. Those completing the programme will be awarded the corresponding qualification. The certificate will contain the following information at least:

- The title of the qualification in the following format:
Diploma de Especialización en [NAME OF THE PROGRAMME IN SPANISH]
- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which the activities took place.
- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this postgraduate programme is not a degree, and therefore to differentiate it from “official” bachelor’s, master’s and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de Formación Permanente según el Real Decreto 822/2021.

c) Advanced Postgraduate Diploma (*Diploma Universitario de Formación Avanzada, DUFA*)

This concerns postgraduate university-specific study programmes which may consist of between 30 and 59 ECTS credits. This type of programme is only available for the health sciences. Only those who already hold a university

degree in the health sciences will be able to graduate from this programme. Those completing the programme will be awarded the corresponding qualification. The certificate will contain the following information at least:

- The title of the qualification in the following format:
Diploma de Formación Avanzada en [NAME OF THE PROGRAMME
IN SPANISH]
- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which the activities took place.
- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this postgraduate programme is not a degree, and therefore to differentiate it from “official” bachelor’s, master’s and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de Formación Permanente según el Real Decreto 822/2021.

d) Expert Diploma (*Diploma Universitario de Experto, DUEx*)

This is awarded for postgraduate university-specific study programmes of fewer than 30 ECTS credits. Only those who already hold a university degree will be able to graduate from a programme of this type. No study programmes of this type are offered in the area of veterinary medicine. Those completing the programme will be awarded the corresponding qualification. The certificate will contain the following information at least:

- The title of the qualification in the following format:
Diploma de Experto en [NAME OF THE PROGRAMME IN
SPANISH]
- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which the activities took place.
- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this postgraduate programme is not a degree, and therefore to differentiate it from “official” bachelor’s,

master's and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de Formación Permanente según el Real Decreto 822/2021.

e) Higher Postgraduate Certificate (*Curso Superior de Posgrado, CSP*)

This is awarded for postgraduate university-specific study programmes of fewer than 30 ECTS credits. This type of programme is only available in the area of veterinary medicine. Only those applicants in possession of at least a bachelor's degree in veterinary medicine or its equivalent can graduate from this programme. Those completing the programme will be awarded the corresponding qualification. The certificate will contain the following information at least:

- The title of the qualification in the following format:

Curso Superior de Posgrado en [NAME OF THE PROGRAMME IN SPANISH]
- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which the activities took place.
- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this postgraduate programme is not a degree, and therefore to differentiate it from “official” bachelor's, master's and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de Formación Permanente según el Real Decreto 822/2021.

f) Lifelong Learning Certificate (*Curso de Actualización Profesional, CAP*)

This concerns university-specific study programmes which may consist of between 25 and 60 ECTS credits. Students with or without prior university qualifications may graduate from these programmes. Those completing the programme will be awarded the corresponding qualification. The corresponding certificate will contain the following information at least:

- The title of the qualification in the following format:

Curso de actualización profesional en [NAME OF THE

PROGRAMME IN SPANISH]. The name in Spanish may contain certain English words such as “*upskilling* in NAME” or “*reskilling* in NAME”, as appropriate, if the corresponding governing body approves this.

- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which the activities took place.
- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this programme is not a degree, and therefore to differentiate it from “official” bachelor’s, master’s and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de formación permanente según el Real Decreto 822/2021.

(Modification approved by the Governing Council on 24th February 2026.)

g) Advanced Training Diploma (*Programa de Formación Avanzada, PFA*)

University-specific study programmes of up to 30 ECTS credits. Students with or without prior university qualifications may graduate from these programmes. Those completing the programme will be awarded the corresponding qualification. The corresponding certificate will contain the following information at least:

- The title of the qualification in the following format:
Programa de Formación Avanzada en [NAME OF PROGRAMME IN SPANISH]
- The number of ECTS credits and the equivalent number of hours.
- The start and finish dates for the programme or the dates on which the activities took place.
- The date of issue and location (city and country) in which the certificate was signed.
- In order to make clear that this programme is not a degree, and therefore to differentiate it from “official” bachelor’s, master’s and doctoral degrees, the type of qualification is expressly stated as follows:

Titulación de Formación Permanente según el Real Decreto 822/2021.

h) University-specific study programmes certified as microcredentials

University-specific study programmes of fewer than 15 ECTS credits. Students with or without prior university qualifications may graduate from these programmes. Those who complete these programmes will be awarded a microcredential.

2. University-specific study programmes may be taught in in-person, blended, online, hybrid, synchronous or asynchronous formats.

CHAPTER II

Management of university-specific study programmes. Responsibility for university-specific study programmes and academic staff

Article 3. The vice-rector with responsibility for postgraduate studies

The vice-rector with responsibility for postgraduate studies is the officer responsible for university-specific study programmes at the Universidad CEU Cardenal Herrera. Specifically, he or she has responsibility for:

- a) Making proposals to the Governing Council for the creation of lifelong learning programmes of any duration at the University, in accordance with the types specified in Article 2 of these Regulations.
- b) Making proposals to the Governing Council for the discontinuation of a university-specific study programme.
- c) Ensuring compliance with the internal quality assurance system (IQAS) for university-specific study programmes in accordance with the appropriate assessment procedures, in collaboration with the General Secretary's Office and the Strategic Development and Quality Unit.
- d) Management of the academic staff for university-specific study programmes.
- e) Making proposals to the Rector for the naming of the director or coordinator of each university-specific study programme.
- f) The coordination, together with the General Secretary's Office, of student admission and enrolment.

To facilitate the exercise of these responsibilities, the vice-rector with responsibility for postgraduate studies may delegate whichever appropriate tasks to the Postgraduate Unit, with the latter being organically dependent on the vice-rector with responsibility for postgraduate studies.

Article 4. Sponsors

1. Those who make the initial proposal to the Universidad CEU Cardenal Herrera

for the creation of a university-specific study programme will be regarded as the sponsors of the programme and will take on organizational responsibility for it.

2. The faculties, schools, campuses, departments, university research institutes or research chairs at the Universidad CEU Cardenal Herrera may be sponsors of university-specific study programmes, as may also external collaborators – either a person or an organization – who may not necessarily have previous links to the University. In any case, the sponsors must possess the explicit approval of the relevant academic officers responsible for the area in question in order to proceed with the submission of a proposal for a new study programme.

3. The vice-deans, deputy school directors, programme coordinators, postgraduate coordinators or those who have responsibilities for lifelong learning on campus delegated to them will coordinate and encourage the creation of university-specific study programmes at the relevant faculties and schools. They will work with the various departments, institutes and campuses to develop new programmes. They will work closely with the Office of the Vice-Rector for Academic Staff and Strategic Planning in the following areas:

- a) Ensuring compliance with these Regulations, in liaison with the Office of the Vice-Rector for Academic Staff and Strategic Planning.
- b) Communication, promotion and student recruitment activities.
- c) Management of rooms and facilities at the relevant faculties, schools and campuses.
- d) Support for the maintenance of relationships with institutions and companies related to the programmes.

Article 5. Programme directors or coordinators

1. The director or coordinator of a university-specific study programme must be a lecturer at the Universidad CEU Cardenal Herrera.

2. The responsibilities of the director or coordinator will be:

- a) To create and submit academic and financial summary reports, and, if necessary, to make any subsequent modifications to them.
- b) Academic management, coordination of the academic staff and supervision of the delivery of the programme.
- c) Creation of an annual monitoring report.
- d) Collaboration in budget monitoring and implementation.
- e) Monitoring of the implementation and operation of the internal quality assessment system for the programme.

3. When a university-specific study programme is organized in conjunction with an institution external to the Universidad CEU Cardenal Herrera, a co-director or co-coordinator may be named.

Article 6. Postgraduate Unit

The Postgraduate Unit of the Universidad CEU Cardenal Herrera is the body which provides administrative support for university-specific study programmes and it will exercise those responsibilities which are delegated to it by the vice-rector with responsibility for postgraduate studies.

Article 7. Lecturers

1. For Universidad CEU Cardenal Herrera lecturers, participation in teaching on official study programmes (i.e., bachelor's, master's and doctoral degrees) has priority over participation in teaching on university-specific study programmes (i.e., non-degree study programmes).
2. For university-specific study programmes organized in conjunction with other organizations and institutions, the office of the vice-rector with responsibility for postgraduate studies will determine the percentage of teaching activities to be assigned to Universidad CEU Cardenal Herrera lecturers.
3. In general, the participation of Universidad CEU Cardenal Herrera lecturers in the programmes which are the subject of these Regulations cannot be used in the calculations made by the university departments when drawing up their Teaching Organization Plan (known by its Spanish abbreviation, POD). However, such participation should be recorded in the POD.
4. The office of the vice-rector with responsibility for postgraduate studies must provide authorization for external lecturers to participate in the teaching of these programmes before they can begin to do so.

CHAPTER III

Approval and discontinuation of university-specific study programmes.

Article 8. Approval of university-specific study programmes

1. The body with the power to approve a university-specific study programme is the Board of Trustees, in response to a proposal from the University's Governing Council. The vice-rector with responsibility for postgraduate studies is the person who can submit a proposal for a new university-specific study programme to the Governing

Council.

2. To make a proposal to the Governing Council for the creation of a university-specific study programme, an academic report must be submitted, in the format established by the Strategic Development and Quality Unit. It must contain at least the following information:

- a) The name of the study programme.
- b) The names of the sponsors of the study programme.
- c) The structure of the study programme: total number of ECTS credits and how these are distributed across individual courses.
- d) The learning objectives and competencies.
- e) The justification of the need for the study programme in terms of contribution to knowledge and job market impact.
- f) The minimum and maximum number of places on the programme, admissions requirements and selection criteria.
- g) A proposed list of lecturers, with the appropriate information in each case required by the Office of the Vice-Rector for Academic Staff and Strategic Planning.
- h) If the programme is to be a lifelong learning master programme (*máster de formación permanente*, MFP), the academic report must be accompanied a favourable quality assurance report from the quality assurance committee of the relevant faculty, school or campus.

3. To make a proposal to the Governing Council for a university-specific study programme, a financial report must be submitted, in the format established by the General Manager's Office, and it must include a detailed budget, including revenue and expenses, and a target for the minimum number of students for enrolment.

4. The vice-rector with responsibility for postgraduate studies is the person who can submit a proposal to the Governing Council for the discontinuation of a lifelong learning study programme. If the programme concerned is a lifelong learning master programme (*máster de formación permanente*, MFP), the proposal must be accompanied by a report from the quality assurance committee of the relevant faculty, school or campus, regarding the reasons for the proposed discontinuation. If the discontinuation proposal is approved, the proposal will be passed on by the Governing Council to the Board of Trustees for final approval.

5. The vice-rector with responsibility for postgraduate studies will provide periodic updates to the Governing Council regarding the overall provision of university-specific study programmes. The study programmes on offer will be made publicly known so that interested parties can gain information on them.

CHAPTER IV

Quality assurance of university-specific study programmes

Article 9. Internal quality assurance of lifelong learning programmes

University-specific study programmes at the Universidad CEU Cardenal Herrera are subject to the University's Internal Quality Assurance System, proceeding in accordance with Royal Decree 822/2021 in particular.

Additional provision. Interpretation and further development of these Regulations

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

Provision regarding the obsolescence and derogation of earlier regulations

These Regulations supersede and replace the previous regulations on this matter, entitled the "Normativa sobre Enseñanzas Propias de Formación Permanente de la Universidad CEU Cardenal Herrera", and any other provisions which contradict these Regulations in any way.

Second concluding provision. Effective date

These Regulations and any subsequent modifications to them come into effect on the day following their approval by the Board of Trustees.