



CEU
*Universidad
San Pablo*

**RULES CONCERNING UNIVERSITY
ACCESS FOR OVER 40'S
ACCREDITED WORKING OR
PROFESSIONAL EXPERIENCE**

Approved by the Governing Board in its meeting held on 23 of January 2017 and by the Board of Trustees of Universidad CEU-San Pablo in its meeting on 7 of April 2017

RULES CONCERNING UNIVERSITY ACCESS FOR OVER 40'S ACCREDITED WORKING OR PROFESSIONAL EXPERIENCE

The over 40 years old who have got working or professional experience will be able to access the bachelor's degree offered by Universidad San Pablo-CEU, according to Royal Decree 412/2014, of 6 June, which establishes the basic regulation for the admission proceedings to official bachelor's degrees studies.

Requirements

The interested parties must fulfil de following requirements:

- To be over 40 years old before 31 December of the same year of the call.
- To not hold any academic degree, neither Spanish nor foreign, which enables them to access University (PAU-Selectividad, bachelor's degrees, PAU-for over 25 and 45's, a vocational training degree as higher technician, or an equivalent degree that allows access).
- To accredit a working or professional experience, of at least 5 years, related to the requested bachelor studies.
- To fulfil the requirements that, where appropriate, the degree verification record establishes.

Application

Candidates shall submit an admission application through Universidad San Pablo-CEU webpage in the format and within the deadlines set out therein.

Requested documentation

The interested parties shall attach to their applications the following documentation:

- A photocopy of their national identity card or passport.
- Payment for the selection process shall be made in the application programme.
- A detailed resumé of their working and professional experience accompanied by the corresponding supporting documentation.



- A certified copy of their certificate of employment, issued by the competent official body.
- Certificates from companies or entities describing in detail the activity carried out by the candidate, specifying the period of time.
- An affidavit that explains that the candidate does not hold any academic degree that enables him for accessing university and that the admission is not requested by this means in any other university.
- A cover letter, showing interest in the University and in the bachelor's degree the candidate is requesting to enrol in.

Any other documentation that they may consider appropriate and that accredits the working and professional experience previously mentioned in the resumé (for instance: certificates of training courses related to the degree they are opting for, accreditation of obtained official studies, etc.).

The documentation must be submitted through the application programme, so that subsequently, at the time of the enrolment, the interested parties shall be requested to submit the following certified documents:

- The documents can be cross-checked by the competent University bodies, if the original documents and their non-certified photocopies are provided.
- The certification can be done in the institutions where the documentation has been issued (and shall have the minimum administrative requirements: date, stamp, signature, position, name and surname of the signing party).

Proceedings

- Submission of the application for the enrolment in bachelor studies and the submission of the requested documentation (the application shall be done concerning certain studies, offered by the University)
- Payment for the economic rights established for this purpose
- Personal interview
- Reservation and enrolment fees

Applications evaluation

The evaluation of merits is articulated in 3 phases:

1st. Verification of the fulfilment of the requirements: verification of the documentation provided by the applicant. During this phase, Universidad San Pablo-CEU shall seek the correction of any document's error. Only those applications that fulfil all requirements shall be object of evaluation.

2nd. Evaluation of the suitability of the candidate's profile for the requested degree. The Commissions will establish the corresponding Schools.

The Schools shall decide whether they ask for a minimum number of points and the consequent application of a scale, and in all cases, they shall take into account the following candidate's merits:

- Professional and working experience duly certified by organisations and/or companies in occupations specifically related to the field of the degree for which they intend to apply.
- Training: the accredited training shall be assessed. For instance: pre-university training courses (baccalaureate, professional training, higher studies, among others) and continuing training courses, specially related to the requested field of the degree or with transversal competences (for instance: computing, social skills, etc.).

3rd. Personal Interview with those candidates that have passed the resumé assessment phase, in order to evaluate the candidates' competences and knowledge suitability for the objectives of the degree the candidate is opting for, for a pass/fail decision.

Each candidate shall only submit one and only application for a certain degree in each academic year.

Resolution

Universidad San Pablo-CEU shall notify the adopted resolution, individually, by e-mail.

Reservation and Enrolment

Every academic year, the Schools shall determine the number of students that will access their studies this way.

The deadline for the tuition fee for every academic year shall be the one determined by the University.

Once the deadline has expired, the University may dispose of vacant places.