



CEU

*Universidad
San Pablo*

REGULATION 2/2024 ON RECOGNITION OF CREDITS FOR ENGAGEMENT AND PARTICIPATION OF UNDERGRADUATE STUDENTS IN UNIVERSITY ACTIVITIES.

Approved by the Governing Council at its meeting of April 9, 2024 and by the Board of Trustees at its meeting of April 26, 2024

REGULATIONS ON RECOGNITION OF CREDITS FOR ENGAGEMENT AND PARTICIPATION OF UNDERGRADUATE STUDENTS IN UNIVERSITY ACTIVITIES

PREAMBLE

The Organic Law 2/2023, of March 22, of the University System, includes in its article 33 k), among the rights of university students, the possibility of obtaining "academic recognition for their participation in university cultural, sports, student representation, solidarity and cooperation activities".

Following the entry into force of Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for quality assurance, its article 10.9.c) states that "these procedures shall apply to credits related to student participation in university cooperation, solidarity, cultural, sports and student representation activities, which together shall be equivalent to at least six credits. Likewise, other academic activities organized by the university for teaching purposes may be subject to these procedures. In no case may the total number of credits subject to the recognition established in letter c) of this article represent more than 10 percent of the total credits of the study plan". In addition, it establishes that the study plan must contemplate the possibility for students to obtain a recognition of at least 6 credits over the total of said study plan, for participation in the aforementioned cooperation, solidarity, cultural, sports and student representation activities.

For its part, the University Student Statute, approved by Royal Decree 1791/2010 of December 30, 2010, in its articles 7 and 32 establishes the right of university students to recognition and the duty of the universities to regulate the procedure to make effective the right of students to academic recognition for their participation in university activities, highlighting that such activities will be transferred to the student's record and to the European Diploma Supplement.

Likewise, Article 4 of Universidad San Pablo-CEU Regulations for the recognition and transfer of credits in university degrees states in letter l) the right of students to "participate in social responsibility activities or other complementary extracurricular cultural, sports, student representation, solidarity or cooperation university activities that are organized, as well as to obtain academic recognition for such participation under the terms established by the applicable regulations".

In view of the above legislative framework and the principles and prescriptions regulated therein, and by virtue of the principle of university autonomy recognized in Article 3, paragraph 1, of Organic Law 2/2023, of 22 March, of the University System, Universidad San Pablo-CEU elaborates this Regulation for the recognition of credits for the realization and participation of undergraduate students in university activities. This regulation provides our University with a comprehensive regulation of the right of students to academic recognition of the activities described.

CHAPTER I

GENERAL PROVISIONS

Article 1.- Purpose.

The purpose of these Regulations is to regulate the academic recognition of credits to undergraduate students for their participation in university cooperation, solidarity, cultural, sports and student representation activities, as well as mentoring, service-learning, Citizen Science, university associations and the creation of new social and business initiatives, as established in articles 33 k) of Organic Law 2/2023, of March 22, of the University System, and 10.9 of Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for quality assurance.

Article 2.-Scope of application

These regulations shall be applicable to students of Universidad San Pablo-CEU enrolled in courses leading to official undergraduate degrees.

CHAPTER II

Activities to be recognized

Article 3.- Recognition of credits

1.- Undergraduate students of Universidad San Pablo-CEU may obtain credit recognition for participation in university cultural, sports, representation, solidarity, and cooperation activities, as well as mentoring, service-learning, citizen science, university associations and the creation of new social and business initiatives that meet the requirements established in these Regulations.

2.- The recognition of credits for the activities referred to in the previous section shall be carried out, at the request of the interested party, in accordance with the procedure set forth in Chapter IV of these Regulations. The student will use the "Application form for the recognition of credits for university activities" attached as Annex I.

Article 4.- Procedure for the proposal of activities to be recognized

1.- Each academic year the University, at the last meeting of the Standing Committee of the Governing Council, shall adopt the Catalog of University cultural, sports, representation, solidarity and cooperation activities, as well as mentoring, service-learning, citizen science, university associationism and the creation of new social and business initiatives that may be subject to recognition, as well as the number of optional credits that may be obtained for each of them, subject to the approval of the Recognition Committee.

2.- The Catalogue of activities referred to in the previous section will be published on the website and on the University's Intranet, and new activities may be added during the academic year.

2.- For the purposes of the provisions of the previous sections, each academic year, the Faculties/Schools will submit to the Vice-Rectorate for Students and University Life the initial proposal of activities that may be subject to recognition. Likewise, the activities organized by the University Services will be submitted to the Vice-Rectorate to which they report, which in turn will forward them to the Vice-Rector for Students and University Life.

Any proposal for the recognition of these activities must indicate the number of credits to be recognized for the same and the requirements to obtain them, and may include the corresponding evaluation mechanisms.

4.- The Vice-Rector for Students and University Life shall submit the proposals for activities received to the Governing Council for approval.

CHAPTER III

General rules applicable to recognition

Article 5.- Subjects of the curriculum for credit recognition

1.- The recognition of credits granted to students for the activities regulated in these Regulations will be charged to the free elective credits of their degree. To this effect, the University's curricula incorporate five subjects called "Training in competencies and skills I" and "Training in competencies and skills II", of 6 credits each, "Training in competencies and skills III", of 3 credits, "Training in competencies and skills IV", of 4.5 credits, as well as "Training in competencies and skills V", of 9 credits, in order to contemplate this right and promote the integral formation of the students.

Article 6.- Minimum and maximum number of credits to be recognized

1.- The academic recognition for these activities will be, at least, 6 credits and up to a maximum of 10 percent of the total number of credits of the study plan. Each Center (School) may, according to its particular circumstances, establish the maximum number of credits that may be subject to recognition.

2.- In the event that the student obtains a higher number of credits for this concept than those established in his or her Study Plan, it may be reflected additionally in his or her transcript, provided that he/she requests it, but they may not be recognized.

Article 7.- Limitations on the recognition of credits

1.- The recognitions foreseen in these Regulations shall not be applicable when the activity is included in the Syllabus to be recognized.

2.- Activities that have not been carried out simultaneously with the courses of the Syllabus to which the incorporation is requested may not be subject to recognition.

3.- The recognition of university activities is only possible in those curricula that contemplate free electives and always taking into account other possible recognitions already made, as is the case of the subjects that are recognized in the simultaneous degrees.

CHAPTER IV

Procedure for the recognition of credits

Article 8.- Application for the recognition of credits

1. The procedure for the recognition of credits will be initiated at the request of the interested party, through the Credit Recognition Application Form attached to these Regulations, which will be available at the Virtual Secretary's Office.
2. The application must be submitted through the Virtual Secretary's Office and must be accompanied by supporting documentation, issued by the bodies responsible for each activity, containing information on the duration of the activity, attendance and student participation.
3. The student, in addition to the activities of his/her School, may provide certification of other activities of the University. The Vice-Dean of Students of the corresponding School or, if applicable, the Deputy Director of the School, will be responsible for assessing whether the recognition is appropriate.
4. The Vice-Dean of Students of each Center or, if applicable, the Deputy Director of the School will examine the applications and supporting documentation, resolve the files, issue the corresponding individualized certificate and forward it to the Campus Secretary.
5. The respective School will inform about the periods during the academic year in which students can apply for credit recognition.

Article 9.- Incorporation of recognized credits to the student's record

- 1.- Credits for carrying out and participating in university cultural, sports, student representation, solidarity, and cooperation activities, as well as mentoring, service-learning, Citizen Science, university associationism and the creation of new social and business initiatives, will be reflected in the student's transcript through the subjects "Training in competences and skills I" and "Training in competences and skills II", of 6 credits each. Exceptionally, and in justified cases, they may be recognized through the subject "Training in competencies and skills III", for 3 credits; "Training in competences and skills IV", of 4.5 credits, and "Training in competences and skills V", of 9 credits.
2. In order to carry out the recognition it will not be necessary for the student to be enrolled in the subjects mentioned in the previous paragraph, but he/she will have to pay the amount of the recognized credits.
3. The student may apply for recognition when he/she has accumulated at least 6 credits for university activities. Exceptionally, he/she may request the recognition of 3, 4.5 or 9 credits. The application shall be submitted to the Dean's Office/Direction of the respective School, which, at the beginning of each academic year, will forward the applications to the corresponding Campus Secretary's Office.
- 4.- The credits will be recorded with the grade of "Pass" and, therefore, will not be taken into account in the calculation of the average grade of the academic record.
- 5.-All recognized credits included in the student's academic record will be reflected in the European Diploma Supplement, regulated by Royal Decree 22/2015, of January 23, establishing the requirements for the issuance of the European Diploma Supplement to the degrees regulated in Royal Decree 1393/2007 of October 29, establishing the organization of official university education and amending Royal Decree 1027/2011, of July 15, which establishes the Spanish Qualifications Framework for Higher Education.

Sole Final Provision

These Regulations shall enter into force on the day following their approval by the Board of Trustees of Universidad San Pablo-CEU.

ANNEX I

**APPLICATION FORM FOR THE RECOGNITION OF CREDITS FOR ACTIVITIES
UNIVERSITY STUDENTS**

| DETAILS OF THE APPLICANT |
|------------------------------------|
| First Surname: |
| Middle Surname: |
| Name: |
| DNI/NIE/Passport: |
| E-mail: |
| Phone: |
| Enrolled in undergraduate studies: |

| ACADEMIC DATA |
|----------------------|
| Qualification: |
| School of: |

| REQUESTS RECOGNITION OF THE COURSE(S) |
|--|
| <input type="checkbox"/> Competences and skills training I |
| <input type="checkbox"/> Competences and skills training II |
| <input type="checkbox"/> Competences and skills training III |
| <input type="checkbox"/> Competences and skills training IV |
| <input type="checkbox"/> Competence and skills training V |

| ACTIVITY PERFORMED | | | | | |
|---------------------------|--------------------|--------------|------------------------|--------------|-------------|
| TYOLOGY | DESCRIPTION | OTHER | ACADEMIC COURSE | HOURS | ECTS |
| | | | | | |
| | | | | | |
| | | | | | |