

**REGULATION 3/2021, ON EXCLUSIVE AND CONTINUOUS
TRAINING DEGREES OF UNIVERSIDAD
SAN PABLO-CEU**

Approved by the Board of Trustees of the University, at its meeting on 10 December 2021, at the proposal of the Governing Council, at its meeting on 17 November 2021

Updated in accordance with the Second Final Provision of Royal Decree 889/2022, of 18 October, amending art. 37.7 of RD 822/2021

STATEMENT OF PURPOSES

The importance of Exclusive and Continuous Training degrees and its incorporation into higher education has been raised since the Bologna Declaration in 1999. Subsequently, it has been discussed in the different biennial meetings of Ministers responsible for Higher Education of the European Union held in Prague (2001), Berlin (2003), Bergen (2005), London (2007) and Leuven (2009), progressively emphasising the need to promote the role of Higher Education in Continuous Training, as well as the improvement of the recognition of prior learning within Higher Education.

Exclusive and Continuous Training degrees include all the universities' exclusive undergraduate and postgraduate degrees, as well as occupational, retraining, tailor-made, in-company or corporate training, and training provided openly or not and in different methodological forms: in-person, blended or virtual.

In the Agreement of the Plenary Session of the Council of Universities of 6 July 2010, endorsed by the General Conference on University Policy at its meeting of 7 July 2010, entitled 'Continuous Training and Spanish universities', a series of agreements were adopted relating to the name and duration of the different types of degrees that made up the consolidated and recognised training offer of Continuous Training, as well as highlighting the need to pass assessment processes in order to obtain the corresponding degrees and the recognition of these studies between different universities. Continuous Training was included, at the time, in the document *Estrategia Universidad 2015 [stratégie pour l'université 2015]*, of the Ministry of Science and Innovation, being one of the main areas of action and establishing its scope in a very broad sense. Recently, the university's Exclusive and Continuous Training degrees have been regulated by *Royal Decree 822/2021, of 28 September, which establishes the organisation of university courses and the procedure for quality assurance*.

Over the last few decades, there has been an increase in the weight of university-specific courses and Continuous Training as a result of the confluence of factors such as the greater relationship between universities and their social environment, the internationalisation of the university offer, the growth in the demand for training by different groups with different profiles and the need for continuous professional and personal updating, which require mechanisms of flexibility in the range of courses on offer.

The university's Exclusive and Continuous Training degrees has become a differential element when it comes to finding and keeping a job, being able to contemplate professional improvements or contributing to personal development and well-being through programmes of a more cultural nature, university extension or for the elderly, among others.

In order to meet this demand, universities can act on their exclusive or in collaboration with other institutions, employers and workers' organisations. Continuous Training involves the university meeting the training demands of a heterogeneous profile of students, with different motivations and interests. In general, it implies a different conception of traditional university learning, which is not limited to a single period in life, but also facilitates the return of former students with specific programmes aimed at improving, updating, and broadening their knowledge.

In this context, Universidad San Pablo-CEU wishes to promote its quality Exclusive and Continuous Training programmes, which ensure the compatibility of its academic excellence with the flexibility, creativity and capacity for adaptation that must be characteristic of these initiatives.

The purpose of this Regulation is to regulate Universidad San Pablo-CEU's Exclusive and Continuous Training degrees, the latter being understood as any Continuous Training activity that aims to improve knowledge, competences, and skills with a personal, civic, social, or employment-related perspective.

FIRST CHAPTER

The University's Exclusive and Continuous Training degrees and their typology.

Article 1. Object

1. This regulation aims to regulate Exclusive and permanent training programmes that are accredited by means of an Universidad San Pablo-CEU's Exclusive degree and that could be developed in in-person, hybrid, or virtual teaching modes.
2. The following objectives shall be pursued by Universidad San Pablo-CEU's Exclusive and Continuous Training programmes of social, professional, or scientific interest:
 - a) To complete the University's offer with teachings that is not established in the official curricula.
 - b) To promote the updating and improvement of the professional qualifications of workers and employers.
 - c) To establish mutually beneficial partnerships with other institutions and companies.
 - d) To address new areas of specialisation with potential for professional application.
 - e) To disseminate and transfer to society the knowledge and results generated in the university context.

Article 2. Typology of exclusive and continuing education and training courses

1. Exclusive and Continuous Training degrees of Universidad San Pablo-CEU will be able to opt for different names, depending on its features, differentiating the teachings that require a university degree prior and those that do not require it:
 - a) Within those teachings that require a university degree and whose aim is to broaden students' knowledge and competences, the academic specialisation and update, of university graduates, the following degrees can be listed: the Master's Degree of Continuous Training (with a credit load of 60, 90 and 120 ECTS credits), the Diploma of Specialisation (with between 30 and 59 credits) and the Expert Diploma (of less than 30 credits).
 - b) In those teachings that do not require a previous university degree and whose aim is to broaden and update academic and/or professional knowledge and skills that contribute to a better employability of citizens without university degrees, a certificate with the name of the respective course may be issued, on which the corresponding credit load must be indicated.
 - c) Likewise, the university may offer its exclusive courses, courses of less than 15 ECTS that may or may not require prior university qualifications, in the form of micro-credentials or micro-modules, which make it possible to certify learning outcomes linked to short-term training activities. Under no circumstances may these courses be confused with the qualifications offered by Intermediate or Higher Level Vocational Training centres.
2. Universidad San Pablo-CEU, in the exercise of its autonomy, will be able to use other names for its Exclusive and Continuous Training degrees, except for the Master's Degree of Continuous Training that will always be named this way.

Article 3. Exclusive graduate degrees

1. The University will be able to design Exclusive postgraduate degrees which will correspond to scientific specialisation or advanced professional training studies when, due to their temporary implementation, their specific demand or their special curricular design, their verification as an Official Master's Degree is not considered appropriate. In any case, the Governing Council may evaluate the possibility of the proposed studies being offered in the form of an Official Master's Degree at a later date, provided that they meet the requirements for this type of Master's Degree.
2. Except for exceptional reasons, no Continuous Training Master's Degrees of 60 or more than 60 ECTS credits shall be approved if they repeat the content of the University's Official Master's Degrees for more than 30 % of the credits. The Governing Council may authorise specific courses that exceed this percentage in special and duly justified cases.

3. The name of the degree shall state that it is a postgraduate degree without official validity, to avoid confusion with Official Master's Degrees. Under no circumstances shall Master's degrees of Continuous Training be approved that coincide with the name of Official Master's degrees offered by the University.

4. Flexible programmes structured in different continuous training modules may be organised within a specific degree, until a higher academic rank or duration is reached according to the pathway specified in the programme. The option for the modular structure may not affect the access regulations foreseen for the respective studies, with the awarding of degrees with more restrictive access requirements being subject to compliance with the same.

SECOND CHAPTER

Management of Exclusive and Continuous Training degrees, responsible bodies, and teaching personnel

Article 4. Management of Exclusive and Continuous Training degrees

1. The Vice-Rectorate for Academic Programmes is the competent body in terms of Exclusive and permanent training courses of Universidad San Pablo-CEU and therefore, it assumes the following competences:
 - a) To develop the rules of application for its Exclusive and Continuous Training degrees, in collaboration with the General Secretary's Office.
 - b) To propose to the Governing Council the creation, modification and termination of the University's Exclusive and Continuous Training programmes and their subsequent submission to the Board of Trustees.
 - c) To approve the renewal of its Exclusive and Continuous Training courses.
 - d) To ensure compliance with the quality system in its Exclusive and Continuous Training degrees, in accordance with the assessment models established in this respect, in collaboration with the Academic Secretary's Offices, the Centres and the Statistics and Quality Unit.
2. The Deans/Director of the School, the Vice-Deans, or persons to whom responsibility is delegated for their exclusive teaching and Continuous Training in the Centres, will coordinate, and support the improvement of the offer of their exclusive teaching within the scope of their Faculties and Schools, and will work with Departments, Institutes and Centres in the search for new fields of action. They shall also maintain close collaboration with the management of the different courses of study and Continuous Training in relation to the following issues:
 - a) Advice on compliance with the regulations governing the University's Exclusive and Continuous Training courses, assuming the role of intermediary with the Vice-Rectorate for Academic Programmes.
 - b) Boosting communication, promotion, and student recruitment.

- c) Space management in the Faculties and Centres.
- d) Support for relations with institutions and companies.

Article 5. Promoter of Exclusive and Continuous Training degrees

1. The academic unit of the University that takes the initiative for the implementation of the studies, by means of the corresponding proposal, and assumes responsibility for the organisation of the same, shall be considered the Promoter of its Exclusive and Continuous Training studies.
2. The Schools, Departments, University Institutes or Research Chairs of the University may be Promoters of their Exclusive and Continuous Training degrees.
3. The Promoter of certain specific studies and Continuous Training studies shall propose, through the Dean or Director of School, to the Vice-Rector for Academic Programmes the appointment of the person who, in accordance with the provisions of the Academic Report of the degree, shall assume the functions of Academic Director/Coordinator of the proposed studies. The Vice-Rector for Academic Programmes shall proceed, where appropriate, with the appointment, after having heard the Standing Committee of the Governing Council.

Article 6. The Academic Director of the Exclusive and Continuous Training degrees

1. The appointment of the Academic Director of certain courses of study and Continuous Training shall preferably fall to a full-time lecturer from the University, who teaches in the proposed courses and is attached to the academic unit acting as Promoter, and may have co-directors from other universities, professionals of recognised prestige, personnel from social and business organisations or entities, or members of other administrations, or when the Exclusive and Continuous Training degrees are organised in collaboration with another body outside Universidad San Pablo-CEU.
2. The Director of a Master's Degree of Continuous Training must comply with the provisions of the Regulations on the Directors of Official and Exclusive Master's Degrees of Universidad San Pablo-CEU.
3. In order to fulfil the obligations established in this Regulation, the Director of an Exclusive and Continuous Training degree may propose the appointment of Coordinators. The appointment of these Coordinators shall be made by the Director of the degree, having heard the Dean or Director of the Centre in which the degree is integrated.
4. The Director shall be responsible for specific continuous training studies, with the support of the Co-Director or Coordinator, if any:
 - a) The representation of the studies.
 - b) The day-to-day management, coordination of teaching personnel and supervision

- of the development of the teachings.
- c) The elaboration and presentation of the academic and economic memoires, as well as its subsequent amendments.
 - d) The preparation of the abridged annual monitoring report.
 - e) The collaboration in the control and execution of the budget.
 - f) The control of the implementation and development of the internal quality assurance system.
 - g) To collaborate in the student recruitment policy in coordination with the Admissions and Marketing Service, trying to give the maximum external projection and, in particular, to diligently attend the requests for information received through Promotion and Marketing. Likewise, it will decide on the admissions of student applicants, notifying them of their admission or refusal as soon as possible. Regarding Admission, depending on the volume of applications, it may be supported by an Admission Committee created for this purpose, which may be made up of the co-directors, degree, or module coordinators, as well as University lecturers who teach on the degree in question.
 - h) Any other powers attributed to it by University Regulations.

Article 7. The Faculty

1. The dedication of the teaching personnel of Universidad San Pablo-CEU to teaching in official studies will be a priority with respect to the assignment and teaching of its Exclusive and Continuous Training Degrees.
2. In the case of Exclusive and Continuous Training degrees organised in collaboration with other entities and institutions, the Vice-Rectorate responsible for Professors and the Management will determine the number of hours of teaching that can be assigned to lecturers at Universidad San Pablo-CEU.
3. The participation as lecturers of persons not linked to Universidad San Pablo-CEU will not give rise to an employment relationship with the latter.
4. In general, the participation of Universidad San Pablo-CEU University lecturers in the courses covered by these Regulations may not be counted in the annual POD.
5. The participation of Professors of Universidad San Pablo-CEU in teachings included in this Regulation, will be remunerated under the conditions established in the project or report for each activity or, where appropriate, by the Management. Remuneration for this activity will only apply to those teaching and research staff who have their teaching assignment (HSA) covered in the final draft agenda (POD) with the guidelines that apply in the Teaching Assignment Criteria (CAD) for each academic year.

CHAPTER III

The students of Exclusive and Continuous Training degrees

Article 8. Rights and duties of students of Exclusive and Continuous Training degrees

All students of our Exclusive and Continuous Training degrees must enrol at Universidad San Pablo-CEU in accordance with the procedure laid by the Undergraduate and Postgraduate Admissions Service and in accordance with the provisions of the *General Enrolment Regulations for undergraduate, postgraduate and Continuous Training courses and for the admission of students with a resolution of homologation of foreign studies conditional upon the completion of complementary training requirements and those of Universidad San Pablo-CEU.*

1. Students enrolled in these courses shall be entitled to the academic rights and duties established in the Regulation of Students of Universidad San Pablo-CEU and the regulations on academic discipline shall be applicable to them.

Article 9. Use of facilities and services

Students enrolled in Exclusive and Continuous Training studies shall have the right to use university facilities and services under similar conditions to those of students enrolled in official studies.

Article 10. Information to students

Students enrolled in Exclusive and Continuous Training degrees will have access to information on programmes, timetables and teaching organisation, dates and the assessment system and its review.

CHAPTER IV

Financing of Exclusive and Continuous Training degrees

Article 11. Budgetary balance

The studies regulated in this Regulation will always be self-financed, and the budget detailing income and expenses must be included in the Academic Report.

Article 12. External financing

In the case of external funding from public or private entities, this must be reflected in the corresponding agreement prior to the approval of the courses. The agreement, which must be validated by the Management and the General Secretary's Office of the University, shall establish the obligations of the parties, as well as the academic and financial academic and financial management procedure for the respective courses.

Article 13. Materials and infrastructures

All goods and equipment acquired with a charge to the budget for the University's Exclusive and Continuous Training degrees shall be the property of the University, even after the courses that gave rise to them have ceased to exist. In the case of external funding from companies or entities (public or private), the provisions of the corresponding agreement shall be complied with. If the University's Exclusive and Continuous Training courses require the consumption of stocks purchased by the University or external services contracted by the University, such consumption shall be considered as an additional expense.

CHAPTER V

Approval, amendment, and extinction of Exclusive and Continuous Training degrees

Article 14. Approval of new proposals and modification of Exclusive and Continuous Training degrees

1. The Governing Council is responsible for approving new proposals and modifications to the University's Exclusive and Continuous Training degrees, at the proposal of the Vice-Rector for Academic Programmes, as well as their subsequent submission to the Board of Trustees, in accordance with the provisions of articles 15 k) and 29 f) of Universidad San Pablo-CEU's Organisation and Functioning Rules.
2. Proposals for Exclusive and Continuous Training degrees, as well as modifications to existing courses, must be submitted by those responsible for the Centre to the Vice-Rectorate for Academic Programmes in the manner and by the deadlines established, which shall be set in accordance with the prior information period for the degree course and the expected start of classes.
3. The report accrediting new proposals and the modification of Exclusive and Continuous Training degrees shall be compulsory and shall consist of an academic and a financial part, which shall be submitted using a form similar to the one used for official degrees. The academic report shall include at least the following information:
 - a) Descriptive data of the degree: specific name, centre to which it is attached, entity with which it is agreed (if applicable), total number of European credits, modality (in-person, blended or online), Director and/or Coordinator of the studies, calendar, and timetable.
 - b) Justification of the proposal: the relevance of the degree for the development of knowledge and for the labour market, including the objectives and competences of the degree.
 - c) Degree access profile: the conditions of access and admission of students, in particular, the access requirements and the selection and admission criteria.
 - d) The study plan, which must specify for each subject the number of credits allocated to it. The procedure and conditions for the possible recognition of

- credits taken in other degrees shall also be included.
- e) The teaching plan for the courses, which must specify the teaching personnel responsible for teaching.
 - f) Place of teaching and material resources involved. Under no circumstances shall the offer of Exclusive and Continuous Training degrees require an excessive use of resources that would reduce the university's capacity to offer new official degrees.
 - g) Detailed budget of the income and expenses arising from the implementation of the courses, indicating the minimum and maximum number of places offered, according to the standardised model validated by the University Management.
 - h) Relationship with other CEU Universities, if applicable.

Article 15. Extinction of Exclusive and Continuous Training courses

Proposals for the termination of the Centre's exclusive and Continuous Training programmes must be submitted to the Rector by those in charge of the Centre, with a copy to the Vice-Rectorate for Academic Programmes the reason for the termination request. The Vice-Rector for Academic Programmes shall present the approval of the termination to the Governing Council and its subsequent submission to the Board of Trustees.

CHAPTER VI

Access and admission, enrolment, and evaluation of Exclusive and Continuous Training degrees

Article 16. Admission and Access requirements for Exclusive and Continuous Training degrees

1. The system of access and admission to the Exclusive and Continuous Training subjects shall be determined by the provisions of the Academic Report of the corresponding studies.
2. The access requirements will be different according to the typology of the specific and Continuous Training courses:
 - a) To access the Master's Degree of Continuous Training (with a load of 60, 90 and 120 ECTS credits), the Diploma of Specialisation (with between 30 and 59 credits) and the Expert Diploma (with fewer than 30 credits), candidates must hold a university degree. However, the corresponding Director of Exclusive and Continuous Training degrees or, where appropriate, the Admissions Committee, may authorise conditional enrolment procedures, with the conditions to be determined, for those undergraduate students who have yet to complete their Degree's Final Project and a maximum of 9 ECTS credits. Students with conditional enrolment will not be able to obtain the corresponding degree in their Exclusive and Continuous Training degrees if they have not previously obtained the Bachelor's degree. In this case, the student will not be entitled to a refund of the fees paid for the studies received.

Access to these courses will be open to persons holding degrees from educational systems that do not form part of the EHEA, which are equivalent to the Bachelor's degree, without the need for official recognition of the degree, but with verification by the university of the level of training involved, provided that in the country where the degree was issued it allows access to postgraduate university studies. In no case will access by this route imply the homologation of the previous degree held by the interested party or its recognition for purposes other than that of carrying out the Master's degree studies.

- b) A university degree is not required when the studies allow obtaining a certificate with the name of the respective course, in which the corresponding credit load must be stated.
 - c) In the case of Exclusive and Continuous Training degrees of less than 15 ECTS in the form of micro-credentials or micro-modules, the University will decide whether the candidate requires a previous university degree.
3. In the case of Exclusive and Continuous Training degrees whose contents are part of official or non-official studies of longer duration, access shall be determined by the level of the longer studies. Students shall enrol in the subjects of the longer studies with differentiated access and shall be entitled to obtain a certificate.

Article 17. Admission, place reservation and enrolment process

1. The admission, place reservation and enrolment in the Exclusive and Continuous Training degrees, will be carried out in accordance with the General Enrolment Rules for Undergraduate and Graduate Studies approved by the University each academic year.
2. The registration and place reservation fees paid by the student are non-refundable, except in the following cases:
 - a) When the courses in question are not finally provided.
 - b) When the student exercises the right of withdrawal under the legally established terms.
 - c) When the student obtains a 100 % scholarship for the corresponding courses.
 - d) When there are other causes that must be assessed and authorised by the Admissions Committee or by the Director of Exclusive and Continuous Training degrees and the University Management, as appropriate.

Article 18. Validation of credits

1. The Directorate of the Degree or, where appropriate, the Admissions Committee may validate up to one third of the total number of credits of the exclusive and the continuous training degrees for other studies previously undertaken.
2. The exceptional validation of a number of credits greater than that indicated in the previous section may be agreed by the Commission only when there are extraordinary circumstances that justify it.
3. In any case, the Degree's Directorate or the Admissions Committee must draw up a report stating the reasons for the recognition as the contents, competences and learning outcomes of the courses or subjects to be recognised correspond to each other.

Article 19. Evaluation and obtention of the degree

1. Students enrolled in Exclusive and Continuous Training degrees shall only obtain the corresponding degree, diploma or certificate when they have passed all the credits of the syllabus. It is not possible to issue a partial degree, diploma or certificate. In the event that the student has not passed all the credits corresponding to the studies taken, he/she may request a certificate stating the credits taken and passed.
2. If the student has been admitted through conditional enrolment under the terms established in Article 15.2 a) of this Regulation, he/she shall not be entitled to the corresponding degree, diploma or certificate if he/she has not previously obtained the Bachelor's degree. In such a case, the student shall not be entitled to a refund of the fees paid for the studies received.

CHAPTER VII

Issuing and registration of degrees, diplomas, and certificates of Exclusive and Continuous Training degrees

Article 20. Issuing and registration of degrees, diplomas, and certificates of Exclusive and Continuous Training degrees

1. The degree area of the Campuses Academic Secretary's Offices, in coordination with the degree area of the General Secretary's Office of the University, shall process the issuing of degrees, diplomas, and certificates at the request of the Studies' Directorate.
2. Degrees, diplomas, and certificates shall be issued by the Rector of the University or by the corresponding academic authority, depending on the type of the Exclusive and Continuous Training degrees. In all cases, the front of the degree, diploma, or certificate shall bear the following caption: 'Exclusive, unofficial degree'.

3. The degrees awarded shall be recorded in an internal Register of Exclusive and Continuous Training Degrees.
4. The University shall establish the corresponding fees for the issuing of Exclusive and Continuous Training degrees, diplomas, and certificates and for the issuing of duplicates.
5. The model of degree, diploma and certificate shall be standardised for all the Exclusive and Continuous Training degrees and may not be used for any other certification.

CHAPTER VIII

Quality control of Exclusive and Continuous Training degrees

Article 21. Quality Assurance System of the Exclusive and Continuous Training degrees

1. Exclusive and Continuous Training degrees of Universidad San Pablo-CEU will be subject to the University's Internal Quality Assurance System.
2. The Quality Assurance Committees of the Centres to which the Exclusive and Continuous Training degrees are attached shall ensure compliance with the Internal Quality Assurance System, with the support of the Statistics and Quality Unit.

Sole final provision. Interpretation and regulatory development

The Governing Council of the University shall be responsible for the interpretation of these Regulations, as well as for adopting such resolutions as may be necessary for their regulatory development.

Sole derogatory provision. Regulatory repeal

Any provisions of equal or lower rank that conflict with the provisions of this Regulation are hereby repealed.

Sole final provision. Entry into force

This Regulation shall entry into force the day after its approval by the Board of Trustees of Universidad San Pablo-CEU.