

# **REGULATION 12/2025 OF UNIVERSIDAD SAN PABLO-CEU ON ITS EXCLUSIVE DEGREES AND CONTINUING EDUCATION**

Approved by the Governing Council at its meeting on November 26, 2025, and by the Board of Trustees at its meeting on December 13, 2025

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### **STATEMENT OF REASONS**

The importance of own teaching and continuing education and their incorporation into higher education has been raised since the Bologna Declaration in 1999. Subsequently, it has been discussed at the various biennial meetings of European Union Ministers responsible for Higher Education held in Prague (2001), Berlin (2003), Bergen (2005), London (2007), and Leuven (2009), with a progressive emphasis on the need to promote the role of higher education in continuing education, as well as improving the recognition of prior learning within higher education.

The university's exclusive degrees and continuing education include all undergraduate and graduate degrees offered by the university, as well as occupational, retraining, tailor-made, in-company, or corporate training, whether open or closed, and delivered using different methodologies: in-person, blended, or online.

In the Agreement of the Plenary Session of the Council of Universities of July 6, 2010, endorsed by the General Conference on University Policy at its meeting on July 7, 2010, entitled "Continuing Education and Spanish Universities," a series of agreements were adopted related to the name and duration of the different types of degrees that made up the consolidated and recognized continuing education offering, while highlighting the need to pass evaluation processes to obtain the corresponding degrees and the recognition of these studies among different universities. Continuing education was included at the time in the Ministry of Science and Innovation's University Strategy 2015 document, which defined it as one of the main areas of action and established its scope in a very broad sense. Recently, university courses and continuing education have been regulated by Royal Decree 822/2021 of September 28, which establishes the organization of university courses and the procedure for ensuring their quality.

Over the last few decades, the importance of university education and continuing education has increased as a result of a combination of factors, such as the greater relationship between universities and the social environment, the internationalization of university offerings, the growth in demand for training from diverse groups with different profiles, and the need for continuous professional and personal development, which requires flexibility in training offerings.

University education and continuing education have become a differentiating factor when it comes to finding and keeping a job, pursuing professional advancement, or contributing to personal development and well-being through programs in the cultural sphere, university extension programs, or programs for older adults, among others.

To meet this demand, universities can act on their own or in collaboration with other institutions, employers, and workers' organizations. Lifelong learning involves universities responding to the training demands of a diverse student body with different motivations and interests. In general, it involves 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 programs designed to improve, update, and expand their knowledge.

In this context, Universidad San Pablo-CEU wishes to promote its own teaching programs and quality continuing education or training, ensuring that its academic excellence is compatible with the flexibility, creativity, and adaptability that should characterize these initiatives.

The purpose of these Regulations is to regulate Universidad San Pablo-CEU's own teaching and continuing education programs, understood as any lifelong learning activity that aims to improve knowledge, skills, and abilities from a personal, civic, social, or employment-related perspective.

## **CHAPTER ONE**

### **The University's own teaching and continuing education programs and their types**

#### **Article 1. Purpose**

1. The purpose of these Regulations is to regulate the University's own teaching and continuing education programs that are accredited by a degree from Universidad San Pablo-CEU and that may be delivered in in-person, hybrid, or online formats.

2. The University's exclusive and continuing education degrees of social, professional, or scientific interest, taught by Universidad San Pablo-CEU, shall have the following objectives:

- a) To complement the University's offering with courses not included in the official curriculum.
- b) To promote the updating and improvement of the professional qualifications of workers and employers.
- c) To establish mutually beneficial collaborative relationships with other institutions and companies.
- d) To address new areas of specialization with potential for professional application.
- e) To disseminate and transfer to society the knowledge and results generated in the university context.

#### **Article 2. Types of courses and continuing education**

1. The University's exclusive and continuing education degrees may have different names, depending on their characteristics, differentiating between courses that require a previous university degree and those that do not:

- a) Among the courses that require a university degree and whose objective is to broaden knowledge and skills, specialization, and continuing education for university graduates, the following degrees can be distinguished: the Master's degree in Continuing Education (with a load of 60, 90, and 120 ECTS credits), the University Diploma of Specialization (with

**between 30 and 59 credits) and the University Diploma of Expertise (from 15 to 29 credits).**

- b) Likewise, the University may offer other exclusive courses and continuing education courses, the purpose of which is to broaden and update knowledge, skills, and educational and/or professional abilities that contribute to better job placement for citizens with or without a university degree, in which case a certificate will be issued with the name of the respective course, which must include the corresponding credit load. These courses may consist of micro-credentials of less than 15 ECTS credits, or Advanced Courses with a credit load of between 15 and 59 credits. In both cases, the University will decide whether or not the candidate requires a prior university degree. Under no circumstances may these courses be confused with the degrees offered by Intermediate or Advanced Vocational Training centers.
- c) In addition to the continuing education courses listed in the previous sections, Universidad San Pablo-CEU offers other types of training, within its own courses and degrees, under the name of conferences, workshops, seminars, meetings, colloquiums, lectures, talks, masterclasses, etc. This training is characterized by the fact that it does not carry ECTS credits and does not require a prior university degree. It will be recognized by means of supporting documents, which will state the number of hours taught.

2. Universidad San Pablo-CEU, in the exercise of its autonomy, may use other names for its own teaching and continuing education degrees, except in the case of the Master's Degree in Continuing Education, which will always have this name.

### **Article 3. Exclusive Graduate Courses**

1. The University may design its own graduate studies that correspond to scientific specialization or advanced professional training when, due to their temporary implementation, specific demand, or special curriculum design, they are not considered suitable for verification as an Official Master's degree. In any case, the Governing Council may evaluate the possibility of offering the proposed programs as Official Master's degrees at a later date, provided that they meet the requirements for this type of Master's degree.

2. Except for exceptional reasons, Continuing Education Master's degrees of 60 or more than 60 ECTS that repeat content from the University's Official Master's degrees in more than 30 % of the credits will not be approved. The Governing Council may authorize its own courses that exceed this percentage in special and duly justified cases.

3. Their name shall indicate that they are degrees awarded under Royal Decree 822/2021 of September 28, so as not to cause confusion with Official Master's degrees. Under no circumstances shall continuing education Master's degrees be approved that coincide with the names of official Master's degrees taught by the University.

4. Flexible programs structured in different continuing education modules may be organized within a specific degree, up to a higher academic level or duration according to the path specified in the program. The option for a modular structure may not affect the admission requirements for the

respective studies, with the awarding of degrees with more restrictive admission requirements being subject to compliance with those requirements.

## **CHAPTER TWO**

### **Management of the University's exclusive and continuing education degrees, responsible bodies, and teaching staff**

#### **Article 4. Management of the University's exclusive and continuing education degrees**

1. The Vice-Rectorate for Continuing Education is the competent body for the University's exclusive and continuing education degrees and, as such, assumes the following functions:

- a) Developing the rules applicable to the University's exclusive and continuing education degrees, in collaboration with the General Secretary's Office.
- b) Proposing to the Governing Council the creation, modification, and termination of the University's exclusive degrees and continuing education programs and subsequently submitting them to the Board of Trustees.
- c) Approving renewals of the University's exclusive and continuing education programs.
- d) Ensuring compliance with the quality system in the university's exclusive degrees and continuing education programs, in accordance with the assessment models established in this regard, in collaboration with the Academic Secretary's Offices, the Centers, and the Statistics and Quality Unit.

2. The Deans/School Directors, Vice-Deans or persons to whom responsibility for the University's exclusive degrees and continuing education programs in the different Centers is delegated shall coordinate and support the improvement of the range of courses offered by the University within the scope of their Schools, and shall work with Departments, Institutes and Centers in the search for new fields of action. They will also work closely with the Vice-Rectorate for Continuing Education on the following issues:

- a) Advice on compliance with regulations governing teaching and continuing education, acting as intermediaries with the Vice-Rectorate for Continuing Education.
- b) Promotion of communication, promotion, and student recruitment efforts.
- c) Management of spaces in the faculties and centers.
- d) Support for relations with institutions and companies.

#### **Article 5. Promoter of the University's Exclusive and Continuing Education Degrees**

1. The academic unit of the University that takes the initiative to implement the studies, through the corresponding proposal, assuming responsibility for their organization, shall be considered the

Promoter of Internal Education and Continuing Education.

2. Schools, departments, university institutes, or research chairs at the University may be Promoters of Exclusive degrees and Continuing Education.

3. The Promoter of specific university studies and continuing education shall propose, through the Dean or School Director, to the Vice-Rectorate for Continuing Education the appointment of the person who, in accordance with the provisions of the Academic Report for the degree, shall assume the functions of Academic Director of the proposed studies. The Vice-Rectorate for Continuing Education shall, where appropriate, proceed with the appointment, after consulting the Standing Committee of the Governing Council.

#### **Article 6. The Academic Director of the University's Exclusive and Continuing Education Degrees**

1. The appointment of the Academic Director of certain university-specific studies and continuing education shall preferably fall to a full-time professor at the University who teaches the proposed courses and is attached to the academic unit acting as Promoter. Coordinators from other universities, professionals of recognized prestige, personnel from social and business organizations or entities, or members of other administrations may also be appointed, when the degree programs and continuing education courses are organized in collaboration with another organization outside Universidad San Pablo-CEU.

2. The Director of a Continuing Education Master's Degree must comply with the provisions of the Regulations on Directors of University Master's Degrees and Continuing Education Master's Degrees at Universidad San Pablo-CEU.

3. In order to fulfill the obligations established in these Regulations, the Director of a degree program and continuing education program may propose the appointment of Coordinators. These Coordinators shall be appointed by the Director of the degree program, after consulting with the Dean or Director of the Center where the degree program is based.

4. The Director of a specific continuing education program, with the support of the Coordinator, if any, shall be responsible for:

- a) Representing the Studies.
- b) Managing the day-to-day operations, coordination of teaching staff, and supervision of teaching delivery.
- c) Preparing and presenting academic and financial reports, as well as any subsequent modifications.
- d) Preparing the abbreviated annual monitoring report.
- e) Collaborating in the control and execution of the budget.
- f) Controlling the implementation and development of the internal quality assurance system.

- g) Collaborating in the student recruitment policy in coordination with the Admissions and Marketing Service, seeking to maximize external visibility and, in particular, to respond diligently to requests for information received through Promotion and Marketing. It will also decide on the admission of applicant students, informing them of their admission or rejection as soon as possible. With regard to admissions, depending on the volume of applications, they may be supported by an Admissions Committee created for this purpose, which may be made up of degree or module coordinators, as well as University professors who teach on that degree.
- h) Any other duties assigned to it by University regulations.

### **Article 7. Teaching Staff**

1. The dedication of the teaching staff of Universidad San Pablo-CEU to teaching in official studies shall take priority over the assignment and delivery of its exclusive and continuing education degrees.
2. In the case of the University's exclusive and continuing education degrees organized in collaboration with other entities and institutions, the Vice-Rectorate for Teaching Staff and the Management Unit shall determine the number of teaching hours assignable to Universidad San Pablo-CEU professors.
3. Participation as teachers by persons not affiliated with Universidad San Pablo-CEU shall not give rise to an employment relationship with the latter.
4. In general, the participation of professors from Universidad San Pablo-CEU in the courses covered by these Regulations may not be counted in the Annual Teaching Planning (ATP).
5. The participation of professors from Universidad San Pablo-CEU in the teaching activities covered by these Regulations shall be remunerated under the conditions established in the project or report for each activity or, where applicable, by the Management. Remuneration for this activity shall only apply to those teaching and research staff whose teaching assignment hours (TAH) is covered in the ATP, in accordance with the guidelines applicable in this regard in the Teaching Assignment Criteria (TAC) for each academic year.

## **CHAPTER THREE**

### **Students of the university's exclusive and continuing education degrees**

#### **Article 8. Rights and duties of students in the university's exclusive and continuing education programs**

1. All students enrolled in undergraduate and continuing education programs must register at Universidad San Pablo-CEU in accordance with the procedure established by the Undergraduate and Graduate Admissions Service and in accordance with the provisions of the respective General Admission and Registration Regulations for undergraduate and graduate programs at Universidad

San Pablo-CEU.

2. Students enrolled in these programs shall have the academic rights and duties established in the Student Regulations of Universidad San Pablo-CEU and shall be subject to the regulations on academic discipline.

#### **Article 9. Use of facilities and services**

Students enrolled in the university's exclusive and continuing education degrees shall be entitled to use the university's facilities and services under conditions similar to those of students enrolled in official programs.

#### **Article 10. Information for students**

Students enrolled in the university's exclusive and continuing education degrees shall have access to information on the programs, schedules, and teaching organization, as well as the dates and system of assessment and review.

### **CHAPTER FOUR**

#### **Financing of university exclusive and continuing education degrees**

##### **Article 11. Budgetary balance**

The studies regulated in these Regulations shall always be self-financed, and the budget detailing income and expenditure must be included in the Academic Report.

##### **Article 12. External funding**

In the event 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 University Management and the General Secretary's Office, shall establish the obligations of the parties, as well as the academic and financial management procedures for the respective courses.

##### **Article 13. Materials and infrastructure**

All goods and equipment purchased with funds from the budget for the University's exclusive and continuing education degrees shall be the property of the University, even after the courses that gave rise to their acquisition have been discontinued. 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 own courses and continuing education courses require the use of supplies purchased by the University or external services contracted by the University, such use shall be considered an additional expense.



## CHAPTER FIVE

### **Approval, modification, and termination of the University's exclusive and continuing education degrees**

#### **Article 14. Approval of new proposals and modification of the University's exclusive and continuing education degrees**

1. The Governing Council is responsible for approving new proposals and modifications to the University's exclusive and continuing education degrees, at the proposal of the Vice-Rector for Continuing Education, as well as their subsequent submission to the Board of Trustees, in accordance with the provisions of Articles 15 k) and 29 f) of the Organization and Functioning Rules of Universidad San Pablo-CEU.

2. Proposals for new exclusive and continuing education degrees, as well as modifications to existing ones, must be submitted by the heads of the Center to the Vice-Rector for Continuing Education in the manner and within the deadlines established, which will be set based on the period of prior information about the degree program and the expected start date of classes.

3. The accreditation report for new proposals and modifications to the university's exclusive and continuing education degrees shall be mandatory and shall consist of an academic section and a financial section, which shall be submitted using a form similar to that used for official degrees. The academic report shall include at least the following information:

- a) Descriptive information about the degree: specific name, center to which it is attached, entity with which it is agreed (if applicable), total number of ECTS credits, modality (in-person, blended, or online), director and coordinator of studies, calendar, and schedule.
- b) Justification of the proposal: the relevance of the degree for the development of knowledge and for the labor market, including the objectives and competencies of the degree.
- c) Profile for admission to the degree: the conditions for admission and enrollment of students, specifying the admission requirements and the selection and admission criteria.
- d) The curriculum, which must specify the number of credits assigned to each subject. It shall also include the procedure and conditions for the possible recognition of credits earned in other degrees.
- e) The teaching plan for the courses, which must specify the teaching staff responsible for teaching.
- f) Place of delivery and material resources involved. Under no circumstances shall the provision of own courses and continuing education require excessive use of resources, which would reduce the University's capacity to offer new official degrees.
- g) A detailed budget of the income and expenses arising from the implementation of the courses, indicating the minimum and maximum number of places offered, in accordance

with the standard model validated by the University Management.

- h) Relationship with other CEU Universities, if applicable.

### **Article 15. Termination of the university's exclusive and continuing education degrees**

Proposals for the termination of exclusive and continuing education degrees must be submitted by the heads of the Center to the Rector, with a copy to the Vice-Rectorate for Continuing Education, stating the reason for the request for termination. The Vice-Rectorate for Continuing Education will submit the approval of the termination to the Governing Council and its subsequent referral to the Board of Trustees.

## **CHAPTER SIX**

### **Access and admission, enrollment, and evaluation of the university's exclusive and continuing education degrees**

#### **Article 16. Requirements for admission and access to the University's exclusive and continuing education degrees**

1. The system of access and admission to the university's exclusive and continuing education degrees shall be determined by the provisions of the Academic Report for the corresponding studies.
2. The access requirements will differ depending on the type of internal courses and continuing education:
  - a) To access the Continuing Education Master's Degree (with a workload of 60, 90, and 120 ECTS credits), the Specialization Diploma (with between 30 and 59 credits), and the Expert Diploma (with between 15 and 29 credits), candidates must hold a university degree.

However, the Director of Degree Programs and Continuing Education or, where applicable, the Admissions Committee, may authorize conditional enrollment procedures, under the conditions determined, for those undergraduate students who have yet to complete their final degree project and have a maximum of 9 ECTS credits remaining. Students with conditional enrollment will not be able to obtain the corresponding degree in internal courses and continuing education if they have not previously obtained their bachelor's degree. In this case, the student will not be entitled to a refund of the fees paid for the courses taken.

Likewise, persons holding degrees from educational systems that are not part of the EHEA, which are equivalent to a Bachelor's degree, may access these degrees without the need for official recognition of the degree, but with verification by the university of the level of training they imply, provided that the country where the degree was issued allows access to postgraduate university studies. Under no circumstances shall access via this route imply the official recognition of the previous qualification held by the interested party or its

recognition for purposes other than that of undertaking Master's studies.

Furthermore, in compliance with the provisions of the seventeenth additional provision of Organic Law 2/2023, of March 22, on the University System, persons who do not hold a university degree qualifying them for access to continuing education degrees and who can prove one year of work or professional experience in the subject matter of the studies they wish to access may be admitted to continuing education university courses through a procedure for the recognition of professional experience.

Exceptionally, candidates who have less than the specified amount of work or professional experience may be admitted to the aforementioned programs, provided that, after studying the specific case, it is considered that the candidate has a level of competence equivalent to university academic training.

- b) In the case of exclusive and continuing education degrees worth less than 15 ECTS credits in the form of micro-credentials, or advanced courses with a credit load of between 15 and 59 credits, the University will decide whether or not the candidate requires a prior university degree.

3. In the case of the University's exclusive and continuing education degrees whose content forms part of longer official or unofficial studies, admission will be determined by the level of the longer studies. Students will enroll in the subjects of the longer studies with differentiated admission and will be entitled to obtain a certificate ( ).

### **Article 17. Admission procedure, reservation of places, and enrollment**

1. Admission, place reservation, and enrollment for the university's exclusive and continuing education degrees will be carried out in accordance with the General Enrollment Regulations for Undergraduate and Postgraduate Courses approved by the University for each academic year.

2. Fees paid by the student for place reservation and enrollment are non-refundable, except in the following cases:

- a) When the courses in question are not ultimately taught.
- b) When the student exercises their right of withdrawal in accordance with the legally established terms.
- c) When the student obtains a 100 % scholarship for the corresponding courses.
- d) When other causes arise that must be assessed and authorized by the Admissions Committee or the Vice-Rectorate for Continuing Education and the University Management, as appropriate.

### **Article 18. Recognition of Credits**

1. The Degree Management or, where applicable, the Admissions Committee may validate up to

one-third of the total credits for the university's exclusive and continuing education degrees for other studies previously completed.

2. The exceptional validation of a number of credits greater than that indicated in the previous section may be agreed by the Committee only when there are extraordinary circumstances that justify it.

3. In any case, the Degree Program Director or the Admissions Committee must prepare a report justifying the validation on the basis of the correspondence between the content, skills, and learning outcomes of the subjects or courses to be validated.

### **Article 19. Application for microcredentials for participation in university activities**

1. Students may request the issuance of one or more microcredentials worth 1 ECTS for participation in one or more university activities that, together, certify a minimum of eight hours of duration. The content of the activity or activities must correspond to that provided for in one of the microcredentials currently listed in the University's Continuing Education Catalog. The application will be subject to the presentation of the corresponding supporting documentation.

2. The university activities referred to in this article are those established in Article 1 of Regulation 2/2024 on the recognition of credits for the completion and participation of undergraduate students in USP-CEU university activities, which lists the following: university activities involving cooperation, solidarity, culture, sports, and student representation, as well as mentoring, service learning, citizen science, university associations, and the creation of new social and business initiatives.

3. When, by virtue of the provisions of this article, a student requests the issuance of one or more micro-credentials of 1 ECTS for participation in one or more university activities, they may not, in turn, request academic recognition for the same activities in the subjects of the Bachelor's or Master's degree they are studying, nor will they count towards the maximum percentage established in Article 4 of Regulation X/2025 of USP-CEU for the recognition and transfer of credits in Bachelor's and Master's degrees.

### **Article 20. Assessment and awarding of the qualification**

1. Students enrolled in the university's exclusive and continuing education degrees will only obtain the corresponding degree, diploma, or certificate when they have passed all the credits in the curriculum, and it is not possible to issue a partial degree, diploma, or certificate. If the student has not passed all the credits corresponding to the studies taken, they may request a certificate showing the credits taken and passed.

2. If the student has been admitted through conditional enrollment under the terms established in Article 16.2 a) of these Regulations, they will not be entitled to the corresponding degree, diploma, or certificate if they have not previously obtained a Bachelor's degree. Under no circumstances will the student be entitled to a refund of the fees paid for the courses taken.

## **CHAPTER SEVEN**

### **Issuance and enrollment of degrees, diplomas, and certificates for the university's exclusive and continuing education degrees**

#### **Article 21. Issuance and enrollment of degrees, diplomas, and certificates for exclusive and continuing education degrees**

1. The degree department of the Campus Academic Secretary's Offices, in coordination with the degree department of the University General Secretary's Office, shall process the issuance of degrees, diplomas, and certificates at the request of the Director of Studies.
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 degree or continuing education program. In all cases, the front of the degree, diploma, or certificate shall bear the following legend: "Continuing education degree in accordance with the provisions of Royal Decree 822/2021, of September 28."
3. The degrees issued shall be recorded in an internal Register of Exclusive Degrees and Continuing Education.
4. The University shall establish the fees for the issuance of degrees, diplomas, and certificates for its exclusive and continuing education degrees, as well as for the issuance of duplicates.
5. The model for degrees, diplomas, and certificates shall be standardized for all its exclusive and continuing education degrees and may not be used for any other certification.

## **CHAPTER EIGHT**

### **Quality Control of the University's own courses and continuing education**

#### **Article 22. Quality Assurance System for the University's exclusive and continuing education degrees**

1. The University's exclusive and continuing education degrees at Universidad San Pablo-CEU shall be subject to the University's Internal Quality Assurance System.
2. As established in Royal Decree 822/2021, of September 28, the university will guarantee the academic and scientific quality and rigor of continuing education degrees. To this end, continuing education master's degrees must receive a favorable report from the Internal Quality Assurance System prior to their approval by the university's governing bodies, as well as for any modifications. For all other continuing education degrees, advice from the Statistics and Quality Unit during the preparation of the abbreviated report will suffice. For all other continuing education degrees, technical support from the Statistics and Quality Unit during the preparation of the abbreviated report will suffice, as well as the definition of indicators and other information required for internal monitoring. All of this will provide systematic evidence for the analysis and continuous improvement of these programs.

3. The Quality Assurance Committees of the Centers to which the university's exclusive and continuing education degrees are attached shall ensure compliance with the Internal Quality Assurance System, with the support of the Statistics and Quality Unit.

**Sole Transitional Provision. Application of these Regulations to continuing education courses approved prior to their entry into force**

1. These Regulations shall not have retroactive effect. Continuing education courses approved prior to their entry into force shall continue to be governed by the regulations in force at the time of their approval. However, the Deans/School or Center Directors may request at any time the voluntary adaptation of such courses to the modalities established in these Regulations, such as university micro-credentials or advanced continuing education courses.

2. The Vice-Rectorate for Continuing Education and the Deans/School or Center Directors shall jointly ensure the consistency and correct application of this provision, guaranteeing an orderly transition to the new model of university continuing education.

**Sole derogatory provision. Regulatory repeal**

Any provisions of equal or lower rank that contradict the provisions of these Regulations are hereby repealed, in particular Regulation 3/2021 on Universidad San Pablo-CEU's exclusive and continuing education degrees.

**Sole final provision. Entry into force**

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