

**GENERAL ADMISSION AND ENROLLMENT RULES FOR
UNDERGRADUATE STUDIES**

ACADEMIC YEAR 2025-2026

1. Admission and Enrollment Renewal Process

1.1 Admission of New Admission Candidates to Undergraduate Programs

Students interested in pursuing undergraduate studies at Universidad San Pablo-CEU must follow a set of administrative procedures in an organized and sequential manner. The steps of the admission process for new students are detailed below.

1.1.1 Admission application form

The admission process begins with the completion of the admission application form available on the University's website [<https://www.uspceu.com/admision-ayuda/admision-grado/informacion-admision>]. On this page you can also consult the various access routes and the necessary documentation both for admission and for the fulfillment of the legally established requirements for access to the University.

Once the candidate has completed the form, he/she will receive an e-mail with a username and password to access the Future Student Portal [<https://intranet.ceu.es/>]. In this portal, the student will be able to track the status of his/her application and complete the additional steps of the admission and enrollment process.

1.1.2 Required Documentation

The candidate must upload the following documents to the portal:

- Identification document.
 - Spanish citizens:
 - National Identity Card (DNI).
 - Foreign citizens:
 - Passport.
 - And, if applicable, if you have the following documents on the of completion of this step of filling out the application form for admission:
 - Foreign Identification Number NIE)¹.
 - Alien Identification Card (TIE).
- Motivation letter.
- Grades of the first year of Baccalaureate (or equivalent).

¹ In accordance with the **NOTE** from the **GENERAL SECRETARIAT OF UNIVERSITIES OF THE MINISTRY OF SCIENCE, INNOVATION AND UNIVERSITIES**, dated May 10, 2024,

Regarding **the identification of foreign citizens in the issuance of university degrees**, foreign students must provide the University with the Foreign Identification Number (NIE). For this purpose, we inform that the NIE is an essential requirement for the issuance of official university degrees by Universidad San Pablo- CEU.

1.1.3 Admission interview

After reviewing the documentation, the candidate will have the opportunity to choose a date for an admission interview, which can be modified up to 48 hours before the selected date. This interview will evaluate the candidate's academic achievements, motivation to pursue the degree, and language skills. The results of the interview, together with the documentation provided, will determine whether the candidate is admitted, not admitted, or placed on the waiting list.

The candidate will be notified of the result by e-mail and SMS (international candidates will not receive the SMS). If further information or documentation is required, it will be requested from the candidate.

1.1.4 Admission test for new students entering the Bachelor's degree in Medicine. In the case of candidates applying for admission to the Bachelor's degree in Medicine, instead of taking the admission interview, they must take a specific entrance exam. The University will offer, at least, two calls per year. The candidate must take one of them as compulsory, but, if he/she wishes to improve his/her grade, he/she may take all the established exams. In this case, the highest grade obtained will be taken into consideration. The fee to be paid for each call, called **ADMISSION PROCESS FEE**, is two hundred euros (200€). It is important to note that this fee is non-refundable, unless the candidate exercises his/her right of withdrawal under the legally established terms². Candidates must meet the requirements established for the entrance exam and pay the fee before taking the exam.

1.1.5 File transfer method

Students wishing to enter the University by transferring from another institution must complete the admission form and pay the fee for the evaluation of the

² **IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal of the admission process fee (candidates to new undergraduate students).**

Interested parties may exercise their legal right of withdrawal provided by Royal Legislative Decree 1/2007 of 16 November, approving the revised text of the General Law for the Defense of Consumers and Users and other complementary laws. For this purpose, they shall have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract shall be deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the item in question shall be returned in full. In no case will it be possible to exercise this right once the admission test has been carried out. The exercise of the right of withdrawal shall not be subject to any formality or the delivery of a specific form. As a valid document sufficient to exercise this right, it will be sufficient for the interested party to send an e-mail to info.usp@ceu.es indicating his/her name and surname and other information that sufficiently identifies the procedure in question. The exercise of this right of withdrawal within the established period will entail the loss of all the rights inherent to the admission as a new student at the University.

validation of credits, whose cost is one hundred euros (100€). In case the candidate requests credit recognition, his/her academic record, curriculum vitae, and, when deemed appropriate, a personal interview will be evaluated.

1.1.6 Pre-registration and place reservation

Once admitted, the candidate must pay the **PRE-REGISTRATION FEE AND PLACE RESERVATION FEE**, which guarantees the , until the registration is formalized.

All prices (pre-enrollment and reservation fee, tuition and academic fees) will be published on the University's website [<https://www.uspceu.com/admision-ayuda/admision-grado/precios>].

The **PRE-REGISTRATION FEE AND PLACE RESERVATION FEE** is not

refundable, without prejudice to the right of withdrawal under the legally established terms³. It is absolutely necessary that students pay this fee within the deadline indicated in the conditional admission communication, as only then will their place reservation be guaranteed.

The reservation of a place will be effective from the date of payment of the **PRE-REGISTRATION FEE AND PLACE RESERVATION**, extending, at the most, from the date of payment of the **PRE-REGISTRATION FEE**:

- **International candidates:** up to 10 calendar days after the opening of registration. If they do not formalize their registration within this period, it will be understood that they have released their place.
- **National candidates:** up to 10 calendar days after passing the ordinary call of the University Entrance Exam (PAU) and, in any case, until **July 7, 2025**, at the latest.

After these deadlines, candidates will lose their right to the place reserved.

³ **IMPORTANT NOTICE:** Legal information on the exercise of the right of withdrawal of the pre-enrollment fee and reservation of place (candidates to new undergraduate students).

Interested parties may exercise their legal right of withdrawal provided by Royal Legislative Decree 1/2007 of 16 November, approving the revised text of the General Law for the Defense of Consumers and Users and other complementary laws. For these purposes, they will have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is understood to be concluded, without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the concept in question will be returned in full. The exercise of the right of withdrawal shall not be subject to any formality or the delivery of a specific form. As a valid document sufficient to exercise this right, it will be sufficient for the interested party to send an email to info.usp@ceu.es indicating their name and surname and other information that sufficiently identifies the procedure in question. The exercise of this right of withdrawal within the established period will entail the loss of all the rights inherent to the admission as a new student at the University.

1.1.7 Hospitality services for international students

The international candidate must pay, in addition to the **PRE-ENROLMENT AND PLACE RESERVATION FEE**, six hundred euros (600 €) as a **HOSPITALITY SERVICE FEE**. These services are offered to facilitate the student's access to the Spanish university and their integration into their new environment.

This amount is non-refundable, without prejudice to the right of withdrawal, under the terms established by law⁴, which in any case is granted to the candidate. **Only** students who present a Spanish National Identity Card, or Foreigner's Identity Card, or a Homologation Form or the UNED Credential, within fifteen days from the date on which the admission is communicated, **will be exempt** from this payment.

1.1.8 Enrollment

Once the **PRE-REGISTRATION FEE AND PLACE RESERVATION FEE** have been paid, the candidate can formalize his registration as follows

1. **Receipt of notification:** The candidate will receive a notification indicating the start of the enrollment period.
2. **Access to the registration form:** The electronic registration form will be available on the Future Student Portal, where you will find all the necessary instructions.
3. **Administrative support:** If the candidate needs assistance, he/she may contact the New Student Assistance Unit through the indicated channels (supportunit@ceu.es -+ 34 915140404).

⁴IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal of the hospitality services fee.

Interested parties may exercise their legal right of withdrawal provided by Royal Legislative Decree 1/2007 of 16 November, approving the revised text of the General Law for the Defense of Consumers and Users and other complementary laws. For these purposes, they will have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is understood to be concluded, without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the concept in question will be returned in full. The exercise of the right of withdrawal shall not be subject to any formality or the delivery of a specific form. As a valid document sufficient to exercise this right, it will be sufficient for the interested party to send an email to info.usp@ceu.es indicating their name and surname and other information that sufficiently identifies the procedure in question. The exercise of this right of withdrawal within the established period will entail the loss of all the rights inherent to the admission as a new student at the University.

Steps to complete the registration:

1. **Payment of the ENROLMENT FEE:** The candidate must pay the fee by credit or debit card, or by bank transfer.
2. **Confirmation of personal data:** Update and verification of personal information.
3. **Completion of the statistical questionnaire:** Mandatory Form to obtain relevant data about the student's profile.
4. **Selection of subjects:** New students must register for all the subjects corresponding to the first complete course.
5. **Additional documentation:** The candidate must complete the SEPA form for the direct debit of payments corresponding to the academic fees.
6. **Transfer of academic transcript** (if applicable): new students who enter via the University Entrance Exam (PAU), or who have begun studies at another Spanish University must process the transfer of their academic transcript.

Students will be exempted from this procedure if they provide a final PAU report card with a secure verification code (CSV).

Validity of the enrollment:

Enrollment will be conditional upon:

- The delivery of all the required documentation, including the transfer of the file, if applicable. **The deadline for providing this documentation is December 11, 2025 at the latest.**
- The veracity of the data and documents provided.
- Full payment of the corresponding quotas within the established deadlines.

It is important to bear in mind that, in case of failure to complete the enrollment within the established deadlines, the rights derived from the admission will be extinguished, and the University will be free to dispose of the reserved place.

The amount paid as an **ENROLMENT FEE** will not be refundable if the applicant subsequently leaves the University, without prejudice to the right of withdrawal, under the terms established by law⁵, which in any case is granted to the applicant.

⁵ **IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal of the tuition fee (candidates to new undergraduate students).**

Interested parties may exercise their legal right of withdrawal provided by Royal Legislative Decree 1/2007 of 16 November, which approves the revised text of the General Law for the Defense of Consumers and Users and other complementary laws. For these purposes, they will have a period of fourteen calendar days following the date of the corresponding payment, at which time the contract is understood to be concluded without the need to justify their decision and without penalty or expense of any kind, in which case the money paid for the concept in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formality or the delivery of a specific form. As a valid document sufficient to exercise this right, it will be sufficient for the interested party to send an email to info.usp@ceu.es indicating their name and surname and other information that sufficiently identifies the procedure in question. The exercise of this right of withdrawal within the established period will entail the loss of all the rights inherent to the admission as a new student at the University.

1.1.9 Documentation required for legal access to the university

In order to formalize enrollment at Universidad San Pablo-CEU, it is essential that students present the documentation that accredits compliance the legally established requirements for access to the University according to their admission route:

- 1. Spanish High School/Baccalaureate Graduates:** They must provide a document certifying that they have passed the University Entrance Exam (PAU).
- 2. Students from educational systems of the European Union or States with applicable international agreements** on education: These candidates must present certified academic documentation proving that they meet the requirements of their educational system for access to their universities.
 - **European Union (EU):** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden.
 - **Other States with an agreement:** Norway, Liechtenstein, Iceland, Switzerland, United Kingdom, Andorra, China and Colombia.
- 3. Students from other countries outside the EU or without an international agreement:** They must apply to the Spanish Ministry of Education for the homologation of their studies to the Spanish Baccalaureate. They will be able to enroll with the flyer from homologation provisional, subject to a favorable resolution of the file by the Ministry.
- 4. Higher Technicians:** Candidates who have obtained Higher Technical Degrees in Vocational Training, Plastic Arts and Design, or Sports Technician of the Spanish Educational System must present the documents proving it.
- 5. Students with partial foreign or Spanish university studies:** Those who have not obtained the homologation of their foreign studies, but wish to continue their education, must have passed a minimum of 30 ECTS credits that can be recognized.

The candidate must provide the following documentation stamped by the University of origin, and duly legalized, in the cases of educational systems not belonging to the European Union. If the language of the documentation is not Spanish, the corresponding sworn translation must be provided.

1. Official Academic Certificate or certified photocopy (in case of having submitted a simple copy).
2. Syllabus (including number of credits and nature of the subject).
3. Program of approved subjects

6. Spanish university graduates: documentation accrediting the degree of Licenciado, Arquitecto, Diplomado, Ingeniero, Ingeniero Técnico, Graduado, Máster Universitario, or other, which has been recognized or declared equivalent by the Ministry of Universities.

7. Students over 25, 40 or 45 years of age: Depending on the access route selected, students must present documents proving that they have passed the requirements and/or specific university entrance exams for students over 25, 40 or 45 years of age.

Delivery time:

The **deadline** for providing the required documentation is **December 11, 2025**. After that date, if the University does not have the student's complete documentation, it may proceed to cancel the student's enrollment, without the right to a refund of the amounts paid as pre-enrollment fee and place reservation, enrollment and academic fees up to that time, nor to the issuance of any official certificate of credits taken.

1.2 Renewal of Enrollment for Undergraduate Students

Students who are already enrolled in a degree program must renew their enrollment for the 2025-2026 academic year through their personal student intranet. It will not be necessary to make a prior reservation of a place. The deadline for completing the renewal will be communicated in due course. Once this deadline has passed without the student having formalized the registration for the following academic year, the University will understand that this means that the student has given up his/her place, and may freely dispose of it.

Steps for enrollment renewal:

1. **Online renewal:** The registration renewal process will take place during the month of July through the University's intranet platform.
2. **Payment the ENROLMENT :** Students must pay the corresponding fee in September by direct debit.
3. **Updating personal data:** Confirm or modify data personal information on the registration platform.
4. **Completion of statistical questionnaire:** It is mandatory to complete a questionnaire for statistical purposes during the registration process.
5. **Selection of subjects:** Students must select the subjects corresponding to their academic year.
6. **Payment of fees:** Complete the form for payment of fees by direct debit.

Validity of the enrollment:

The renewal of the registration will be valid as long as the following conditions are met:

- Full payment of the **ENROLMENT FEE** and academic fees within the established deadlines.
- Provision of any additional documentation required by the University.

Once the amount of the **ENROLMENT FEE** has been paid, it will not be refundable if the student subsequently leaves the University, without prejudice to the right of withdrawal, under the terms established by law⁶, which in any case is granted to the student.

⁶ IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal (students renewing enrollment in a degree program).

Interested parties may exercise their legal right of withdrawal provided by Royal Legislative Decree 1/2007 of November 16, which approves the revised text of the General Law for the Defense of Consumers and Users and other complementary laws. For this purpose, they will have a period of fourteen calendar days following the date of registration, the time of conclusion of the contract, regardless of whether the payment of the fee is carried out subsequently by debiting the account of the interested party. In no case will it be possible to exercise this right once the academic year has begun. In order to exercise this right it will not be necessary to justify your decision and there will be no penalty or expense of any kind, in which case the money paid for the concept in question will be returned in full. The exercise of the right of withdrawal shall not be subject to any formality or the delivery of a specific form. As a valid document sufficient to exercise this right, it shall be sufficient for the interested party to send an e-mail to the Student Financial Section, addressed to alumnos@ceu.es, indicating his/her name and surname(s) and other data that sufficiently identify the procedure in question. The exercise of this right of withdrawal within the established period will entail the loss of all rights inherent to the renewal of enrollment as a student of the University.

2. General Aspects Applicable to University Students

2.1 Computer Tools

It is the responsibility of each student to have adequate computer equipment for the development of academic activities involving the use of information technologies. This includes all activities inherent to teaching.

2.2 Teaching Fees

Academic fees are calculated by multiplying the number of credits enrolled by the price corresponding to each credit. These fees are invoiced in **nine monthly payments**, from October to June, unless the student chooses to make a single payment in September, in which case he/she will receive a **3% discount**.

In case of changes in the number of credits enrolled after the is formalized, the University will adjust the corresponding amount, prorating the difference in the remaining receipts.

The 3% discount for one-time payment does not apply to certain groups of students who will be governed by the specific conditions applicable to them.

In case of non-compliance with the obligation to pay the fees in full by the established date, the student will lose the 3% bonus.

In the case of students who, meeting the requirements, opt for the Extraordinary Final Bachelor's degree Project Assessment, the fees must be paid in full in a single payment. Invoicing for this concept will be made in September.

2.2.1 Surcharges for second and subsequent enrollments

The following surcharges will be applied to the price of the credit, in case of second or subsequent enrollments:

- **10%** for the second enrollment.

- **20%** for the third enrollment.
- **30%** for the fourth and subsequent enrollments.

These surcharges will be applied to the price of the current credit for the course in which the student repeats the course.

2.2.2 International mobility

In the event that a student participates in an international mobility program (Erasmus or bilateral agreements with other countries), he/she must pay the corresponding fees to Universidad San Pablo-CEU, in addition to any additional amount required by the destination university. Students will be informed of destinations and programs involving additional costs.

2.2.3 Recognition or Validation of Credits

To process the recognition or validation of credits taken in university studies leading to official degrees⁷, a fee of **37 euros per** recognized **credit** will be charged, except in the case of credits obtained at CEU Universities or at the CEU Higher Institute of Professional Studies, in which case the recognition will be free of charge.

Other recognized or validated credits, i.e., all those that have not been taken in university studies leading to official degrees (including at CEU Universities), will be paid at the price of the credit stipulated for the corresponding studies.

2.2.4 Other items not included in the tuition and not covered by the tuition fees.

The request for **academic certificates, transfer of records**, as well **the issuance of diplomas**, **are not included** in the tuition and are not covered by the tuition fees, so the corresponding economic fees established for this purpose must be paid in each case.

⁷ **Royal Decree 822/2021, of September 28, establishing the organization university education and the procedure for quality assurance.**

"Article 3. Official university degrees

1. University studies leading to the award of official degrees given by the universities are structured in three cycles, called respectively Degree, Master and Doctorate, in accordance with the provisions of Article 37 of the Organic Law 6/2001, of December 21, 2001, on Universities.

Their passing in accordance with the corresponding study plan, in the case of Bachelor's and Master's Degrees, or program, in the case of Doctorate, will result in the award of the official university degrees of Bachelor's, Master's and Doctorate, respectively".

In accordance with the **NOTE from the GENERAL SECRETARIAT OF UNIVERSITIES OF THE MINISTRY OF SCIENCE INNOVATION AND UNIVERSITIES**, dated May 10, 2024, regarding **the identification of foreign citizens in the issuance of university degrees**, foreign students must provide the University with the Foreign Identification Number (NIE). For this purpose, we inform that the NIE is an essential requirement for the issuance of official university degrees by Universidad San Pablo-CEU. The NIE can be obtained by the interested party, either in Spain, at the processing offices for foreign citizens of the National Police, or abroad at the Spanish Consular Offices of his/her place of residence.

What is expressed in this section will be applicable to all academic years in which the student is enrolled.

2.3. Teaching of Foreign Certificates and other International Degrees

Regardless of obtaining the corresponding *Degree* from Universidad San Pablo-CEU, the specific documentation must be consulted and the requirements established by the corresponding Faculties or School regarding diplomas, degrees or additional certificates issued by foreign universities in each Program must be complied with.

Visas, as well as any other administrative permits required by the competent authorities to travel to the United States of America or other countries that so require, must be processed directly by the students concerned under their strict and sole responsibility. In this regard, students are advised that such permits must be obtained sufficiently in advance to permit travel. In the event that they are finally denied, the monetary penalties included in the general rules established in the Program will be applicable due to force majeure, which must be documented.

2.4. Assignment of shifts and vaccinations for students at health centers

The University is in charge of assigning shifts and groups to students, as well as their university hospital, when necessary. This assignment is made according to the **availability of teachers** and the **organizational needs** of each center.

All students who carry out part of their theoretical or practical training in health and social-health centers or establishments must comply with the following requirements

regarding the vaccination of health personnel established by the competent health authorities, as well as, where appropriate, by the health and social-health centers or establishments to which they have been assigned.

During their training in hospital and socio-health centers agreed with the University, students must comply with the **internal rules** of these centers in terms of operation, safety and discipline. They must also carry **valid identification** at all times, such as ID card, TIE, passport or student identification card.

Finally, students are obliged to respect the **confidentiality** of any information related to patients, complying with current data protection regulations, especially Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, as well as Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights. They must also comply with the provisions of Order SSI/81/2017, of January 19, which publishes the Agreement of the Human Resources Commission of the National Health System, approving the protocol by which basic guidelines are determined to ensure and protect the right to patient privacy by students and residents in Health Sciences ["BOE" no. 31, of February 6, 2017].

In case of accidents related to the training activities in the agreed hospital and socio-health centers, students will be covered by the University's **school insurance** and, for students over 28 years of age, a specific accident insurance. In addition, any damage to third parties or material goods will be covered by a **civil liability insurance** contracted by the University.

2.5 Removal of Students

Students may request to leave the University at any time during the academic year, through the intranet platform. The cancellation will take effect from the first day of the month following the request.

The academic record of the student who leaves the University will be kept on file, and the University reserves the right to claim payment of the outstanding fees up to the moment of leaving the University.

What is expressed in this section will be applicable to all the academic courses in which the student enrolls.

3. Right to Reserve a Place for Members of Certain Collective Groups

In compliance with current regulations, Universidad San Pablo-CEU recognizes the right to reserve a place for the following groups:

1. **Students who pass the entrance exam for students over 25 years of age:** A minimum of 2% of the places will be reserved.
2. **Students who pass the entrance exam for those over 45 years of age or students over 40 years of age with accreditation of work experience:** Between 1% and 3% of the places will be reserved.
3. **Students with disabilities:** At least 5% of the places will be reserved for students with a recognized disability equal to or greater than 33%, as well as for those students with permanent special educational needs associated with personal circumstances of disability, who during their previous schooling have required resources and support for their full educational normalization. For this purpose, students with disabilities must present a certificate of qualification and recognition of the degree of disability issued by the competent body of each Autonomous Community. In any case, the student must meet the access requirements established for admission to the corresponding degree.
4. **High level or performance athletes:** A minimum of 3% of the places will be reserved.
5. **Candidates in possession of an official university degree:** Between 1% and 3% of the places will be reserved.

In order to exercise the right to reserve a place, students must prove that they belong to one of these groups and comply with the University's access and admission requirements.

Likewise, Universidad San Pablo-CEU recognizes the right to reserve a place for those candidates who are in possession of a Higher Technical Degree obtained at the Higher Institute for Professional Studies CEU, provided that they meet all the access and admission requirements established for the studies in question at Universidad San Pablo-CEU.

4. Non-Payment

Failure to pay all or part of the academic fees will have the following consequences for the student:

1. **Inability to take exams:** The student will not be able to take academic tests if he/she has outstanding payments.
2. **Suspension of grades:** The grades of any exercise or practical will not be communicated until the theoretical or practical

payments.

3. **Limited access:** The University may restrict access to the intranet, virtual campus or institutional mail if there are outstanding debts.
4. **Denial of degrees or certificates:** The University will not issue degrees or academic certificates, nor will it process transcripts while the student has outstanding payments.
5. The University reserves the right to **deny requests** for changes in enrollment, such as modification of credits or study plans, participation in the Erasmus program or internships, among others, of those students who are not up to date with payment.

In the event that a student has three or more outstanding monthly payments, the University may require the student to regularize the situation, granting a period of time for this purpose. After this period, if the situation persists, the University may cancel the student's enrollment. If, for any duly justified reason, the student is unable to pay any of the outstanding payments, he/she should contact the Student Financial Section at alumnos@ceu.es, so that the University can study the situation.

For the renewal of a place in each new academic year, the payment of the amounts pending for enrollment in previous academic years will be required, being a prior condition for enrollment, and without prejudice that the University reserves the right claim, by any means admitted by law, the total amount of the tuition fees pending payment, against those obliged and responsible for them.

What is expressed in this section will be applicable to all academic years in which the student is enrolled.

5. Knowledge and Acceptance of the Academic and Administrative Rules

By participating in the process of admission, reservation of place and enrollment at Universidad San Pablo-CEU, the student accepts in full the **Academic and Administrative Rules** that govern the University. These rules include, but are not limited to:

- **Organization and Functioning Rules of Universidad San Pablo-CEU**, approved by Decree 31/2011 of the Governing Council published in the Official Gazette of the Community of Madrid number 136, June 10, 2011.
- Any additional internal regulations deriving from the above, which are communicated to students or published on the University's Transparency Portal:
<https://www.uspceu.com/portal-transparencia>

In particular, the participation of candidates for new students in the admission process for undergraduate studies, as well as that of students in the renewal of enrollment in undergraduate studies, EXPRESSLY IMPLIES, ON THEIR PART, THEIR FULL KNOWLEDGE AND ACCEPTANCE OF THESE RULES.