

**GENERAL RULES FOR THE ADMISSION OF STUDENTS WITH A
RESOLUTION OF HOMOLOGATION OF FOREIGN STUDIES CONDITIONED TO
THE PASSING OF COMPLEMENTARY EDUCATIONAL REQUIREMENTS**

ACADEMIC YEAR 2024-2025

Introduction

Royal Decree 889/2022, of October 18, establishing the conditions and procedures for the homologation, equivalence and validation of university degrees from foreign educational systems and regulating the procedure to establish the correspondence to the level of the Spanish Framework of Qualifications for Higher Education of official university degrees belonging to previous academic systems, its purpose is, among others, the homologation of foreign higher education degrees to the corresponding official Spanish university degrees of Bachelor's and Master's degrees that give access to a regulated profession in Spain, and whose possession is a necessary condition for access to the same.

For these purposes, Article 18 establishes that if, once the homologation procedure processed before the Ministry of Universities has been concluded, deficiencies are detected in the education accredited for obtaining the foreign degree in relation to that required for obtaining the Spanish degree with which homologation is sought, which is not sufficient to deny the homologation, a Resolution of Homologation will be issued, subject to the prior fulfillment by the interested party of certain complementary educational requirements.

These complementary educational requirements may consist of passing an aptitude test, completing an internship, carrying out a project or work, or passing supervised courses that make it possible to remedy the training deficiencies noted, and will be carried out through one or more Spanish universities of the applicant's free choice, which have implemented the studies leading to the Spanish degree to which the homologation refers.

Access Procedure

Universidad San Pablo-CEU establishes the following access procedure for those students who, having studied abroad and having been conditionally approved by the Ministry of Universities, apply for admission to the University to overcome the corresponding complementary educational requirements.

A. If, by virtue of the provisions of the Resolution of Conditional Approval, the student is obliged to pass certain subjects, the interested party may enroll at USP-CEU according to the following access procedure:

- The interested party must submit a written request to the Dean of the corresponding School or the Director of the Institute of Technology, stating that

request to be admitted for the completion of the necessary complementary educational requirements, as established in the Resolution of Conditional Approval of the Degree, issued by the Ministry of Universities. The application must be accompanied by a copy of the duly certified copy of the Resolution of Conditional Approval.

- For the admission of the application, it will be necessary that the Resolution of Conditional Recognition refers to a Degree implanted at Universidad San Pablo-CEU.
- The Dean of the School or the Director of the School, after analyzing the documentation submitted, will issue, if appropriate, a Letter of Admission of the student in which it must be stated that the complementary training requirement consists of passing certain subjects, which will be expressly mentioned.
- Once issued, if applicable, the Letter of Admission will be delivered to the student, who must present it together with a copy of the Resolution of Approval duly certified, as well as the required documentation (personal and bank details, etc.) at the Secretary's Office of the corresponding Campus.
- After the student's inclusion in the System, the Campus Secretary's Office may enroll the student in the subjects listed in the Letter of Admission.
- For admission, the student **must pay the reservation fee plus the academic fees corresponding to the subjects enrolled¹**.

¹ **IMPORTANT NOTICE:** Legal information on the exercise of the right of withdrawal in the admission of students with a resolution of homologation of foreign studies conditioned to the overcoming of complementary educational requirements.

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 will have a period of fourteen calendar days following the date of payment of the corresponding amounts, at which time the contract is 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 will be returned in full. In no case shall it be possible to exercise this right once the completion of the complementary training requirement in question has begun. The exercise of the right of withdrawal shall not be subject to any formality or to 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 the Secretary's Office of the corresponding Campus [secretariamoncloa@ceu.es or secretariamonteprincipe@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 term will entail the loss of all the rights inherent to the admission as a student at the University.

B. If, by virtue of the provisions of the Resolution of Conditional Approval, the student is obliged to pass an aptitude test to be held at Universidad San Pablo-CEU, in order to be enrolled in the same, the access procedure is as follows:

- On the University's website the interested party will find all the information about the aptitude test, along with a link to submit the application.
- The submission of the application must be accompanied by a copy of the Conditional Approval Resolution.
- Once the application has been submitted, the University will proceed, if necessary, to validate it.
- Once the applicant has been notified that he/she meets all the requirements for admission, he/she must pay the **examination fees**, which amount to six hundred euros (600 €)².
- On the University's website, the student will find all the information related to the aptitude test, date and place of the test, as well as the documentation to be presented on the day of the test.

² **IMPORTANT NOTICE:** Legal information on the exercise of the right of withdrawal in the admission of students with a resolution of homologation of foreign studies conditioned to the fulfillment of complementary educational requirements.

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 will have a period of fourteen calendar days following the date of payment of the corresponding amounts, at which time the contract is 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 will be returned in full. In no case will it be possible to exercise this right once the student has taken the aptitude test. The exercise of the right of withdrawal shall not be subject to any formality or to 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 the Secretary's Office of the corresponding Campus [secretariamoncloa@ceu.es or secretariamontepincipe@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 the rights inherent to the admission as a student at the University.

Knowledge and acceptance of the Academic and Administrative Regulations of Universidad San Pablo-CEU.

By participating in the admission process as a student with a Resolution of Homologation of foreign studies conditioned to the completion of complementary educational requirements, the student **FULLY ACCEPTS** the Academic and Administrative Rules that govern Universidad San Pablo-CEU; in particular, its Organization and Functioning Rules, approved by Decree 31/2011, of June 2, of the Governing Council, published in the Official Gazette of the Community of Madrid number 136, of June 10, 2011, as well as the rest of its internal development regulations. The student declares that he/she **KNOWS and FULLY ACCEPTS THE PRESENT REGULATIONS.**