

**GENERAL ADMISSION AND ENROLLMENT RULES  
FOR UNIVERSITY MASTER'S DEGREES AND  
MASTER'S DEGREES OF CONTINUING EDUCATION  
AT UNIVERSIDAD SAN PABLO-CEU**

**ACADEMIC YEAR 2023/2024**

## **FIRST: ADMISSION OR REGISTRATION PROCESS**

Students interested in pursuing a University Master's degree and Master's degree of Continuing Education at Universidad San Pablo-CEU must complete the following administrative procedures in succession, depending on whether they are new Master's degree candidates or students renewing their enrollment in a Master's degree:

### **A) ADMISSION OF CANDIDATES FOR NEW MASTER'S DEGREE STUDENTS**

#### **Admission application form**

By filling in the admission application form, the admission process begins. Once the personal information has been filled in, the candidate will receive an e-mail with the user name and password to access the Future Student Portal [<http://www.uspceu.com>], where he/she can check the status of his/her application at any time, as well as carry out the subsequent procedures of the admission and enrollment process. The website provides information on the various alternative ways of accessing the University.

#### **Admission process**

In the admission process for access to the Master's degree, the academic record will be evaluated, as well as the result of the personal interview carried out by the candidate, all depending on the degree that the candidate wishes to pursue. If the candidate requests a transfer, with the possibility of recognizing credits from the degree of origin, his/her academic record, curriculum vitae and personal interview will be evaluated.

The credit recognition report has a cost of one hundred euros (100€), in addition to what results from applying the price established for the recognition or validation of credits in these General Rules of Enrollment. The result of the admission process (admitted/not admitted/admitted conditional upon passing the previous studies) will be communicated to the candidate by e-mail and SMS (international candidates will not receive the SMS communication). The corresponding letter of admission will also be available on the Prospective Student Portal.

#### **Place Reservation**

If the candidate passes the admission process, he/she will be informed of his/her admission, conditioned to the fulfillment of the access requirements, with the delivery of the



documentation that accredits it and to the payment of the RESERVATION OF PLACE FEE.

The conditional admission notice will specify the deadline for payment of the PLACE RESERVATION FEE, as well as the method of payment, which may be made by credit card or bank transfer. Prospective Master's students must pay -only once- the PLACE RESERVATION FEE for the opening and administrative management of their file, which includes the reservation of the place until the moment of formalization of enrollment.

The amount of the PLACE RESERVATION FEE will depend on the Master for which the reservation is requested and will be published on the page of each Master at <https://www.uspceu.com/admision-ayuda/admision-postgrado/precios> where the Master's fees are detailed.

This amount is accrued independently of the academic fees, and therefore, in the event that the candidate does not complete the enrollment process, it will not be subject to any type of refund, without prejudice to the candidate's right of withdrawal, under the legally established terms<sup>1</sup>, which in any case is granted to the candidate.

Likewise, the candidate must include in the Portal application the academic documents that accredit that he/she meets all the requirements legally established for access to the Master's degrees; in general, those related to the possession of the university degree in the cases in which it is required or the required language level (university degrees not belonging to the Spanish Educational System must be duly legalized).

If at the time of making the reservation, the candidate is not in possession of the required university degree, he/she must provide the provisional supplementary certification, provided for in Article 14.2 of Royal Decree 1002/2010, of August 5, on the issuance of official university degrees, which replaces the degree and has the same value until it is issued, or a receipt certifying that he/she has applied for the degree.

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<sup>1</sup> **IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal of the reservation fee (candidates to new students in Master's degree).**

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.posgrado@ceu.es](mailto:info.posgrado@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.



Likewise, the University, depending on the Master's degree in question, may demand additional requirements to be fulfilled by the candidate. All of the above, without prejudice to the provisions of these General Enrollment Rules regarding the provisional and conditional admission of those candidates who, at the time of enrollment, lack the necessary university degree.

In any case, the University reserves the right to request the original documentation referred to in the previous paragraph in paper format.

The University only guarantees a place to those applicants who pay the PLACE RESERVATION FEE by the deadline stated in the conditional admission notice.

### **Hospitality Service (for international students)**

The international candidate will be able to contract, voluntarily, the HOSPITALITY SERVICES (<https://www.uspceu.com/admision-ayuda/admision-postgraduate/hospitality>). These services are offered to facilitate the student's access to the Spanish university and their integration into their new environment.

To contract this service, the candidate must pay the HOSPITALITY SERVICE FEE, which corresponds to three hundred euros (300€), at the same time as the reservation of the place in the Master's degree. This option will be available on the prospective student's portal at the time of booking the place, and there may be exceptions in degrees that the university has agreed with a partner to manage the economic part of the Master.

The HOSPITALITY SERVICE FEE is non-refundable, without prejudice to the right of withdrawal<sup>2</sup>, under the terms established by law, which in any case is granted to the candidate.

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<sup>2</sup> IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal of the place reservation fee (candidates to new students in Master's Degree). Interested parties may exercise their legal right of withdrawal provided by the 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 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.posgrado@ceu.es](mailto:info.posgrado@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.



## Enrollment

Once the PLACE RESERVATION FEE has been paid, the candidate will receive a notification in the Future Student Portal to formalize his/her enrollment within the period indicated.

For this purpose, upon receipt of the above notification, and during the period indicated therein, the new candidate will have the electronic ENROLLMENT form available on the Future Student Portal [<http://www.uspceu.com>].

In the Future Student Portal you will find all the necessary instructions for registration; however, should you have any additional questions, please call (+34) 91 514 04 04, or contact the Postgraduate Admissions and New Student Service by e-mail at [info.posgrado@ceu.es](mailto:info.posgrado@ceu.es).

The end of the above-mentioned period for the formalization of enrollment without having satisfactorily completed all the established steps will mean that the rights derived from the admission, previously communicated, will be definitively extinguished and the University will be able to freely dispose of the place reserved until that moment.

To complete the ENROLLMENT\* the following steps are required:

1. Confirmation of personal data
2. Statistical questionnaire
3. Selection of subjects for enrollment
4. Payment information (SEPA Direct Debit direct debit mandate).
5. In the particular case of having initiated master's degree studies in another Spanish University, the transfer of the academic record must be processed and authorized.

\* The validity of the ENROLLMENT is conditioned to:

- In the case of students who, due to not being in possession of the university degree required for access to the Master's studies, had provided the provisional supplementary certification, as provided in Article 14.2 of Royal Decree 1002/2010 or the receipt of the application for the degree, once the Master's studies have been completed, they may only withdraw the official degree upon presentation of the official university degree that allowed them access to these Master's degrees.
- In the case of students who, at the time of enrollment, do not have the previous university degree required to do so, because they have pending the TFG and up to 9 ECTS credits, enrollment will be conditioned to the completion of all credits of the Bachelor's degree curriculum. In no case may the student obtain the Master's degree if he/she has not previously obtained the Bachelor's degree.



- The veracity of the data and documents provided throughout the process.
- The full payment of the corresponding academic fees, within the deadlines indicated for this purpose.

The assignment of the shift and group, as well as that of the University Hospital in its case, corresponds exclusively to the center of the University in which the courses are taken, depending on the teaching availabilities and the organizational needs that may arise.

By virtue of the Recommendation, dated September 29, 2004, of the Public Health Commission of the Ministry of Health and Consumer Affairs, the University considers it necessary for all students who are going to carry out part of their training in health and/or clinical centers, services and establishments, to accredit that they have been vaccinated against Hepatitis "B". Likewise, they will have to accredit vaccination against the infectious disease caused by the SARS-CoV-2 virus (COVID-19), as well as any other vaccinations required by the health authorities for exceptional and urgent public health reasons.

For the purposes of the theoretical and practical teaching given at the agreed hospital centers, the students integrated in them undertake to fully respect their rules of internal regime, operation and safety, being subject to them during their stay in such centers and health establishments.

They must at all times be properly identified by means of their National Identity Card/Foreigner's Identity Card/Passport (as appropriate), their University student card, as well as the identification card, if any, issued by the corresponding center. The student is also obliged to keep due reserve and confidentiality on any information to which he/she may have access in relation to patients on the occasion of the delivery of these teachings, respecting the provisions of 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 their personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights, and its implementing regulations, as well as Law 41/2002, of 14 November, basic regulatory law on patient autonomy and on rights and obligations regarding clinical information and documentation.

The risk of accidents derived from the activities related to the courses taught at the agreed hospital centers will be covered by the school insurance of Universidad San Pablo-CEU and, with regard to possible damages caused by the students to material goods and third parties, by the



corresponding civil liability insurance policy taken out by the hospital groups collaborating with the University.

**Provisional and conditional admission of candidates who do not have the required university degree.**

Pursuant to the provisions of article 18, section 4, of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance, if a candidate to be admitted to official Master's degrees that require a previous university degree, lacks the necessary university degree at the time of registration, it is possible, exceptionally, to carry out a PROVISIONAL and CONDITIONAL admission that allows its incorporation on the starting date of the same. Such conditional admission and enrollment will only be possible when the student has only the TFG and a maximum of 9 ECTS credits to pass.

This procedure may take into account credits pending recognition or transfer in the Bachelor's degree, or the requirement to pass a certain level of knowledge of a foreign language in order to obtain the degree.

Simultaneously to the subscription of the conditional enrollment, the candidate must make a RESPONSIBLE DECLARATION of completion of studies, including the acceptance that, in case of not obtaining the official university degree required for access, he/she will not be able to acquire the Master's degree, even if he/she has passed all the credits of the study plan.

In this case, the student will not be entitled to any refund of the amounts paid for the reservation of the place, as well as for the tuition and academic fees for the courses taught. In no case may a student obtain a Master's degree or continuing education degree if he/she has not previously obtained a Bachelor's degree.

**Right not to teach the Master's degree**

The University reserves the right not to offer the Master's degree in question, for justified reasons; in this case, it will communicate it at least **seven days in advance**, proceeding to the reimbursement of the amounts paid.

**B) RENEWAL OF ENROLLMENT OF MASTER'S DEGREE STUDENTS**

Apart from the process established in these Rules for new Master's degree candidates, the rest of the Master's degree students must renew their enrollment for the 2023-2024 academic year by means of their





personal Intranet, without the need for prior reservation of a place, within the period that will be indicated in due course. Once this period has elapsed without the student having formalized the enrollment for the following academic year, the University will understand that this implies a waiver of the place, and the student will be free to dispose of it.

To complete the ENROLLMENT\* the following steps are required:

1. Payment, if applicable, of the ENROLLMENT FEE [only if applicable, depending on the Master's degree in question]: students who wish to renew their place will pay the enrollment fee in September by debiting their bank account.
2. Confirm your personal data.
3. Completion of a questionnaire for statistical purposes.
4. Selection of subjects for enrollment.
5. Complete the direct debit fee payment document (SEPA Direct Debit Direct Debit Mandate).

*\* The validity of the registration is conditioned to the full payment of the registration fee, as well as the corresponding academic fees, within the deadlines indicated for this purpose.*

Once the enrollment has been completed by signing the corresponding electronic form, the amount of the ENROLLMENT FEE [only if any, depending on the Master's degree in question] will not be refundable if the student subsequently withdraws from the University, without prejudice to the right of withdrawal, under the terms established by <sup>law3</sup>, which in any case is granted to the student.

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<sup>3</sup> IMPORTANT NOTICE: Legal information on the exercise of the right of withdrawal of the enrollment fee [only if any, depending on the Master's Degree in question] (students renewing enrollment in a Master's degree). The interested parties may exercise their legal right of withdrawal provided by the 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 later 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 to [alumnos@ceu.es](mailto:alumnos@ceu.es) indicating with 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 renewal of the registration as a student of the University.



## **SECOND: GENERAL ASPECTS OF APPLICATION TO UNIVERSITY STUDENTS**

### **Computer tools**

The student agrees to have his/her own computer equipment for computer practices and for online connection, in case it is necessary to resort to distance teaching, tutorials, practices and evaluation tests, when the competent authorities so require, either directly or indirectly, or in those Masters in which the University resorts to a hybrid teaching system, through the Hyflex Classroom.

### **Teaching Fees**

The total academic fees are the result of multiplying the number of credits by the price per credit, corresponding to the year and course in which the student is enrolled. They will be invoiced in nine monthly payments, the first one corresponding to the month in which the Master's Degree begins, unless it is a Master's degree with a course load of more than 60 ECTS credits. If there is a subsequent variation in the number of credits enrolled, the difference in the amount will be prorated in the following invoices after notification.

The academic fees, as well as the admission process, place reservation and enrollment fees, correspond solely and exclusively to the provision of the teaching service in the degree program for which the student is enrolled, this being the only service correlative to the payment of those fees.

When registering, the student agrees and accepts that the teaching, tutorials, internships, and evaluation tests may be face-to-face or at a distance when the competent authorities so require, either directly or indirectly.

The obligation of full payment of the aforementioned fees (academic fees, admission process, reservation of place and enrollment) will subsist even in the event that, for reasons beyond the University's control, some of the training activities for the degree cannot be carried out according to the teaching schedule foreseen at the beginning of the academic year. Should this occur, the University will guarantee the student that the activity will be rescheduled whenever possible, taking into consideration the interest of the students and other applicable academic criteria.

The student will pay the tuition fees by means of a single payment in installments. (See the catalog and <http://www.uspceu.com>).

In the event that the fees are paid in a single payment, a 3% discount will be applied, except in the case of certain groups of students who will be governed by the specific conditions applicable to them.

applicable. Said payment shall be made in the month in which the Master's degree begins. In case of non-compliance with the obligation of full payment of fees on the established date, the student will lose the 3% bonus.

### **Surcharge on second and subsequent registrations**

The price of the credit will have a surcharge in case of second and successive enrollments of repeating students that will consist of:

- 10% if it is the second enrollment.
- 20% if it is the third enrollment.
- 30% in the case of fourth and successive enrollments.

The surcharge will be applied to the price of the course established for the year and course in which the second or successive enrollment of the repeating student is formalized.

### **Recognition or validation of credits**

For processing the recognition or validation of credits taken in university studies leading to official degrees<sup>4</sup>, seventy-five euros (75€) per credit will be paid - except in those cases in which specific conditions apply - in a single receipt in January; except in the case of recognition of credits taken at CEU Universities (only in university studies leading to official degrees) or credits taken at the CEU Higher Institute of Professional Studies, which 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 credit price stipulated for the corresponding studies.

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

The request for academic certificates, transfer of records, as well as the issuance of diplomas, are not included in the enrollment and tuition fees. Therefore, the

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<sup>4</sup> Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for quality assurance "Article 3. Official university degrees 1. University studies leading to the award of official degrees offered by the universities are structured in three cycles, called respectively Degree, Master and Doctorate, in accordance with the provisions of Article 37 of Organic Law 6/2001, of December 21, 2001, on Universities. Their completion 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 lead to the award of the official university degrees of Bachelor's, Master's and Doctorate, respectively."

economic fees established for this purpose must be paid in each case. What is expressed in this section will be applicable to all the academic courses in which the student is enrolled.

### **Non-payment**

Failure to pay all or part of the tuition fees will result in the impossibility of taking the corresponding exams or academic tests, and that no grade of any type of theoretical or practical exercise will be communicated to the student until the amounts owed are fully paid. Likewise, in such a case, access to the intranet/virtual campus/institutional e-mail may be limited. The University will deny the issuance of diplomas and academic certificates, as well as the processing of transcripts, when the students who request them have pending payments until these are satisfied.

The claim of the amounts owed will be made in accordance with the provisions of the USP-CEU protocol for the management of unpaid fees. If, after all the claims established in said Protocol, the student's situation has not been regularized and the student has three or more outstanding monthly payments, the University will be authorized to cancel the student's membership.

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](mailto: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 to claim, by any means admitted in law, the total amount of the teaching fees pending payment, against those obliged and responsible for the same.

Regardless of the payment of the corresponding fees established in each case, the University will deny the issuance of diplomas and academic certificates, as well as the processing of transcripts, when the students requesting them have other payments due, for any reason, pending payment.

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

## **Student withdrawal**

Once the enrollment has been formalized, the student, at any time during the academic year or at the end of the same, may communicate through the student Intranet, in the space provided for this purpose, his/her decision to withdraw as a student of the University, providing the data to identify the courses he/she is currently taking, effective from the first day of the month following such communication.

Additionally, the student must communicate his or her request for withdrawal by sending an e-mail to the Alumni Section department ([alumnos@ceu.es](mailto:alumnos@ceu.es)) and to the secretary's office of the Campus to which the Master's degree belongs:

- Moncloa Secretary's Office [secretariamoncloa@ceu.es](mailto:secretariamoncloa@ceu.es)
- Montepríncipe Secretary's Office [secretariamonteprincipe@ceu.es](mailto:secretariamonteprincipe@ceu.es)

This is without prejudice to the University's right to claim the full amount of teaching fees outstanding up to that time.

In any case, the academic record of the student who leaves the University will be kept on file for the appropriate legal purposes.

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

## **Right to reserve a place for members of certain groups**

In compliance with the provisions of Article 18 of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for quality assurance, as well as Article 6 of the Regulations of the Program of Support for Students with Disabilities at Universidad San Pablo-CEU, at least, 5 percent of the places offered in official university Master's degrees for students with a recognized degree of disability equal to or higher than 33 percent, as well as for students with permanent educational support needs associated with personal circumstances of disability, who in their previous studies have required resources and support for their full educational inclusion.

Likewise, at least 3% of the University's postgraduate academic places will be reserved for those students who can prove their status as elite athletes in any of the categories described in article 2, section one of Regulation 1/ 2021, of Universidad San Pablo-CEU, on elite athletes, giving preference to High Level Athletes, and after these to High Performance Athletes, provided they meet the corresponding academic requirements.

For the rest of athletes, the order of preference shall be from b to j), according to the categories of article 2.1 of the aforementioned Regulations.



In the case of degrees related to physical activity and sports sciences, the percentage of postgraduate academic places reserved will be 5%.

In any case, the student who exercises this right to reserve a place must present a certificate and recognition of the degree of disability issued by the competent body of each Autonomous Community, or accredit their status as an elite athlete in any of the aforementioned categories; as well as meet all access and admission requirements established for the studies in question at Universidad San Pablo-CEU.

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 CEU Higher Institute of Professional Studies, provided that they meet all the access and admission requirements established for the studies in question at Universidad San Pablo CEU.

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

By participating in the Admission, Place Reservation and Enrollment Process at the University, 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.

In particular, the participation of new student candidates in the admission process for Master's degree courses, as well as that of students in the renewal of enrollment in Master's degree courses, **EXPRESSLY IMPLIES THEIR FULL KNOWLEDGE AND ACCEPTANCE OF THESE RULES.**