

**PROCEDURE FOR THE
ESTABLISHMENT AND DISCONTINUATION
OF EXCLUSIVE AND CONTINUING
EDUCATION DEGREES, AND FOR THE
APPLICATION FOR AND ISSUANCE OF
DIPLOMAS AND CERTIFICATES FOR
EXCLUSIVE AND CONTINUING
EDUCATION DEGREES**

Approved by the Governing Council at its meeting
on June 24, 2026

**PROCESS FOR THE ESTABLISHMENT AND TERMINATION OF INSTITUTION EXCLUSIVE AND CONTINUING
EDUCATION DEGREES AND FOR THE APPLICATION FOR AND ISSUANCE OF DIPLOMAS AND
CERTIFICATES FOR CONTINUING EDUCATION**

1. REGULATIONS

Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for ensuring its quality, provides for the first time basic regulations for continuing education and exclusive degrees developed by universities. It structures the educational space in which universities demonstrate their social commitment, allowing for a high degree of flexibility, while minimally standardizing the structure of such training and introducing a culture of quality assessment for these degrees.

Thus, Article 36 provides that universities, in the exercise of their autonomy, may offer other degrees leading to the award of degrees other than official university degrees, which shall be defined as institutional degrees. These degrees shall be awarded in the manner determined by the university, and in accordance with the provisions of this Royal Decree, provided that under no circumstances may either the name or the format in which the corresponding institutional degrees are issued and publicly reported lead to confusion with official university degrees.

For its part, Article 37 of Royal Decree 822/2021 regulates continuing education within the university's exclusive degrees, understood as a series of courses whose purpose is to strengthen individuals' lifelong learning by updating and expanding their knowledge, capabilities, and general, specific, or multidisciplinary skills across various fields of knowledge. This article requires universities to establish, through specific regulations, the conditions and criteria for delivering this type of instruction.

In compliance with this legal mandate, the University Board of Trustees, at its meeting on December 10, 2021, approved Regulation 12/2025 on the University's own courses and continuing education at the Universidad San Pablo-CEU, the purpose of which is to regulate these courses, understood as any lifelong learning activity aimed at improving knowledge, skills, and abilities from a personal, civic, social, or employment-related perspective.

The types of continuing education degrees are set forth in the aforementioned Regulation, in full compliance with the provisions of Article 37 of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality, as amended by the Second Final Provision of Royal Decree 889/2022, of October 18, establishing the conditions and procedures for the recognition, declaration of equivalence, and validation of university education from foreign educational systems and regulating the procedure for establishing the correspondence

to the level of the Spanish Qualifications Framework for Higher Education of official university degrees belonging to previous academic structures.

Thus, the Regulations distinguish between several types of continuing education degrees:

- On the one hand, programs that require a university degree and are designed to expand knowledge and skills, provide specialization, and offer continuing education for university graduates. Within this category, the following degrees can be distinguished: the Master's in Continuing Education (with 60, 90, or 120 ECTS credits), the Specialization Undergraduate Course (with 30 to 59 credits), and the Expert Graduate Course (with 15 to 29 credits).
- Programs that do not require a university degree and are designed to expand and update knowledge, competencies, and educational or professional skills that contribute to better labor market integration for citizens with or without a university degree. These programs will entitle participants to receive a Certificate bearing the name of the respective course, which must include the corresponding credit load.

Pursuant to the provisions of Section 9 of Article 37 of Royal Decree 822/2021, universities are permitted to use other names for their continuing education degrees, with the exception of the Master's in Continuing Education, which must always bear this title.

2. TYPES OF EXCLUSIVE AND CONTINUING EDUCATION COURSES

2.1. General Classification

Considering the provisions of *Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for ensuring its quality*, and the *Regulations on Exclusive and Continuing Education Degrees at Universidad San Pablo-CEU*, Universidad San Pablo-CEU, in exercise of its university autonomy, establishes the following typology of its own programs and

- **Master's Degree in Continuing Education**, with a credit load ranging from 60 to 120 ECTS and requiring a prior university degree.
- **Specialization Undergraduate Course**, with a credit load of 30 to 59 ECTS and requiring a prior university degree.

- **Expert Graduate Course**, with a credit load of 15 to 29 ECTS and requiring a prior university degree.
- **Advanced Course** with a credit load of 15 to 59 ECTS, aimed at students with or without a degree.
- **Micro-credentials** worth fewer than 15 ECTS credits, aimed at students with or without a university degree.

In the latter two cases, the University will decide whether or not the candidate requires a prior university degree. Under no circumstances may these programs be confused with the degrees offered by Intermediate or Advanced Vocational Training centers.

2.2. Other Training

In addition to continuing education degrees, Universidad San Pablo-CEU offers other types of training within its own programs and degrees, such as conferences, workshops, seminars, meetings, colloquia, lectures, talks, master classes, etc. This exclusive training is characterized by the fact that it does not carry ECTS credits nor require a prior university degree, and it will be recognized through supporting documents, which will specify the number of hours taught.

3. APPROVAL OF NEW PROPOSALS AND MODIFICATIONS TO THE UNIVERSITY'S EXCLUSIVE AND CONTINUING EDUCATION DEGREES

The Governing Council is responsible for approving new proposals and modifications to the University's exclusive and continuing education degrees, upon the recommendation of the Vice-Rectorate for Continuing Education, as well as for subsequently submitting them to the Board of Trustees, in accordance with the provisions of Articles 15(k) and 29(f) of the Rules of Organization and Operation of the Universidad San Pablo-CEU.

Proposals for new exclusive degrees and continuing education courses, as well as modifications to existing ones, must be submitted by the Center's administrators to the Office of the Vice-Rector for Continuing Education in the manner and within the deadlines established, which will be determined based on the program's advance notice period and the anticipated start date of classes.

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

- a) Description of the program: specific title, affiliated institution, partner institution (if applicable), total number of ECTS credits, delivery format (in-person, blended, or online), Program Director and/or Coordinator, academic calendar, and schedule.
- b) Justification of the proposal: the relevance of the degree to the advancement of knowledge and the labor market, including the degree's objectives and competencies.
- c) Admission requirements for the degree: the conditions for student admission, specifying the entry requirements and the selection and admission criteria.
- d) The curriculum, which must specify the number of credits assigned to each course. It must also include the procedure and conditions for the possible recognition of credits earned in other degrees.
- e) The teaching plan for the program, which must specify the faculty responsible for instruction.
- f) Location of instruction and material resources involved. Under no circumstances shall the offering of the University's exclusive and continuing education degrees require an excessive use of resources that reduces the University's capacity to offer new official degrees.
- g) A detailed budget of the revenues and expenses resulting from the launch of the academic degrees, specifying the minimum and maximum number of available spots, in accordance with the standardized form approved by the University Administration.
- h) Relationship with other CEU universities, if applicable.

4. TERMINATION OF THE UNIVERSITY'S EXCLUSIVE AND CONTINUING EDUCATION DEGREES

Proposals to discontinue exclusive and continuing education degrees must be submitted by the Center's directors to the Rector, with a copy to the Vice-Rector's Office for Continuing Education, stating the reason for the request to discontinue the program. The Vice-Rector's Office for Continuing Education will submit the proposal for approval to the Governing Council and subsequently forward it to the Board of Trustees.

5. PROCESS FOR ISSUING DIPLOMAS AND CERTIFICATES FOR EXCLUSIVE DEGREES AND CONTINUING EDUCATION

MASTER'S DIPLOMAS IN CONTINUING EDUCATION, SPECIALIZATION UNDEGRADUATE COURSE, AND EXPERT GRADUATE COURSE

A. Formal Requirements

Diplomas must be printed in DIN A3 size in landscape orientation and bear the Rector's signature.

The body of the text must maintain the structure, layout, and font sizes specified in the default template in SIGMA (samples are attached as Annexes I, II, and III):

a) The front of the Diploma shall include:

- Name and logo of the USP-CEU. In the case of master's degrees and university-specific degrees offered in partnership with or under the auspices of a Chair, the logo of the collaborating entity or Chair may be included, if deemed appropriate, along with the caption "in collaboration with" or "with the participation of," as applicable in each case.
- Rector's Header: specified font and size, uppercase and centered, in dark gray.
- General text: specified font and size, lowercase and centered, in dark gray.
- Student information: specified font and size, centered, in dark gray, with only the first letter capitalized.
- Name of the Degree or Master's Program: specified font and size, centered, in dark gray with an initial capital letter.
- Academic year or period of study.
- Place and date of issuance.
- Digitized signature of the Rector.
- Caption: "Continuing education degree in accordance with Royal Decree 822/2021, dated September 28."

b) On the reverse side of the diploma, the following shall appear:

- Name of the Faculty/Center where the Degree or Master's program is offered, centered and with the first letter capitalized.
- Name of the degree or master's program, left-aligned and in uppercase.
- Description and content of the courses comprising the curriculum, number of class hours and ECTS credits (in bold), and, where applicable, number of internship hours.
- The Center's seal.
- Address of the Center.

B. Application and Issuance of Diplomas

The Academic Registries will issue all diplomas for each program en masse once the program has been completed. Therefore, students do not need to submit a request.

Diplomas will be awarded to students at the respective graduation ceremonies or at the end-of-year ceremonies for each academic year. Otherwise, they may be picked up at the Academic Office of the corresponding campus.

The diploma must be picked up in person by the student upon presentation of identification, or, if applicable, by a third party duly authorized by the student, who must present a photocopy of the student's ID.

The loss, destruction, or damage of the diploma may result in the issuance of a duplicate, at the request of the student, through a standard request submitted via the Intranet.

ACADEMIC CERTIFICATES AND ENROLLMENT CERTIFICATES FOR CONTINUING EDUCATION MASTER'S DEGREES, SPECIALIZATION UNDEGRADUATE COURSE, AND EXPERT GRADUATE COURSES

In addition to the diplomas mentioned in the first section, students may request personal academic certificates and enrollment certificates for continuing education master's degrees, Specialization Undergraduate Course, and expert graduate courses.

A. Formal Requirements

Certificates shall be issued in DIN A4 size, in portrait orientation, and shall bear the letterhead of the Center's Academic Secretary.

The body of the text must maintain the structure, layout, and font size specified in the template, which is predefined in SIGMA and available in Spanish and/or English (samples are attached as Annexes IV and V).

- Student information: first and last names, identification number. Font and size as specified in the SIGMA template.
- Name of the program (Degree or Master's): font and size as specified in the SIGMA template.
- Breakdown of courses by academic year of completion and grade. Font and size as specified in the SIGMA template. (Personal Academic Transcript) – Annex IV.
- Academic year of enrollment at the institution: font and size as specified in the SIGMA template. (Certificate of Enrollment) – Annex V
- Place and date of certification.
- Official seal and CSV of the Academic Secretary.

B. Requesting and Receiving Certificates

Students may request certificates through the Intranet Self-Service portal, make payment via POS terminal, and automatically access their certificate, download it, and view the repository of requested certificates in the “My Certificates” section of the Intranet.

CERTIFICATES FOR ADVANCED COURSES

A. Formal Requirements

Certificates must be printed on DIN A4 paper in portrait orientation and bear the letterhead of the Center’s Academic Secretary.

The body of the text must maintain the structure, layout, and font size specified in the template, which is predefined in SIGMA and available in Spanish and/or English (Appendix VI)

- Student information: first and last names, identification number. Font and size as specified in the SIGMA template.
- Name of the program (Advanced Course): font and size as specified in the SIGMA template.
- Breakdown of courses with academic year, ECTS credits, and grade. Font and size as specified in the SIGMA template.
- Grade point average and a summary of courses and credits earned.
- Place and date of certification.
- Electronic signature (CSV) of the Academic Secretary.

B. Request and Issuance of Certificates

Certificates for Advanced Courses will be issued in bulk upon express request made to the Academic Secretary of the Center by the course coordinator or sponsor.

Certificates will be issued by the Academic Secretary of the Center where the course was taught.

The certificate will be sent to the applicant via email to their personal account once it has been electronically signed (CSV) by the Academic Secretary of the corresponding Center.

CERTIFICATE OF ENROLLMENT AND DOCUMENT OF COMPLETION FOR ADVANCED COURSES

If you need an additional certificate, supporting document, or a certificate of

To register (Appendix VII), students may submit a general application via the intranet, specifying the course type and attaching proof of payment. This document will be signed by the Academic Secretary of the Center.

Likewise, a certificate for the Advanced Course (Annex VIII) may be issued, detailing the ECTS credits for the Advanced Course, signed by the Vice-Rector for Continuing Education.

MICRO-CERTIFICATE

Certificates must be printed on DIN A4 paper in portrait orientation and bear the letterhead of the Vice-Rector for Continuing Education.

The body of the text must maintain the structure, layout, and font size specified in the template, which are predefined in SIGMA and available in Spanish and/or English (Annexes IX and X).

- Student information: first and last names, identification number. Font and size as specified in the SIGMA template.
- “Has successfully completed” (Name of the Microcredential): font and size as specified in the SIGMA template.
- Place and date of certification.
- Electronic signature (CSV) of the Vice-Rector for Continuing Education.

ANNEX I



LA RECTORA DE LA UNIVERSIDAD CEU SAN PABLO

de conformidad con el RD 822/2021 y lo dispuesto en el Art. 20
del Reglamento 12/2025 de la USP-CEU, otorga a

Dña. Patricia Xxxx Xxxxxx

el

Título de

Máster de Formación Permanente en Derecho Laboral

realizado durante el Curso 2022-2023

En Madrid, a XX de julio de 2023



ROSA VISIEDO CLAVEROL
Rectora de la Universidad CEU San Pablo

El CEU es una obra de la Asociación Católica de Propagandistas

Titulación de Formación Permanente según lo
dispuesto por el RD 822/2021, de 26 de septiembre

Facultad de Derecho

Título de MÁSTER DE FORMACIÓN PERMANENTE EN DERECHO LABORAL

PROGRAMA
Xxxx
Xxxxxx

Total créditos: 60 ECTS

Nº de horas: 600

Dirección: Avda. del Valle, 21
28003 Madrid (Madrid)

ANNEX II



LA RECTORA DE LA UNIVERSIDAD CEU SAN PABLO

de conformidad con el RD 822/2021 y lo dispuesto en el Art. 20
del Reglamento 12/2025 de la USP-CEU, otorga a

Dña. Patricia Xxxx Xxxxxx

el

Diploma Universitario de Especialización en Teaching Skills

realizado durante el Curso 2022-2023

En Madrid, a XX de julio de 2023



ROSA VISIEDO CLAVEROL
Rectora de la Universidad CEU San Pablo

CEU es una obra de la Asociación Católica de Propagandistas

Titulación de Formación Permanente según lo
dispuesto por el RD-822/2021, de 28 de septiembre

Facultad de Humanidades

DIPLOMA UNIVERSITARIO DE ESPECIALIZACIÓN EN TEACHING SKILLS

PROGRAMA
Xxxx
Xxxxx

Total créditos: 30 ECTS

Nº de horas: 300

Dirección: Pº Juan XXIII, 6
28040 Madrid (Madrid)

ANNEX III



LA RECTORA DE LA UNIVERSIDAD CEU SAN PABLO

de conformidad con el RD 822/2021 y lo dispuesto en el Art. 20
del Reglamento 12/2025 de la USP-CEU, otorga a

Dña. Patricia XXXX XXXXX

el

Diploma Universitario de Experto en Cirugía y Medicina Oral

realizado durante el Curso 2022-2023

En Madrid, a XX de julio de 2023



ROSA VISIEDO CLAVERO
Rectora de la Universidad CEU San Pablo

El CEU es una obra de la Asociación Católica de Propagandistas

Titulación de Formación Permanente según lo
dispuesto por el RD 822/2021, de 26 de septiembre

Facultad de Medicina

DIPLOMA UNIVERSITARIO DE EXPERTO EN CIRUGÍA Y MEDICINA ORAL

PROGRAMA
XXXX
XXXXX

Total créditos: 15 ECTS

Nº de horas: 150

Dirección: Campus de Montepíncipe
Urbanización Montepíncipe
28925 Alcorcón (Madrid)

ANNEX IV**CERTIFICADO ACADÉMICO PERSONAL****CERTIFICADO ACADÉMICO PERSONAL**

Don/Doña [Firmante], Secretario Académico de la [Facultad/Escuela] de la UNIVERSIDAD SAN PABLO-CEU,

CERTIFICA:

Que según los documentos originales que se encuentran en esta secretaría, Don/Dña [Nombre y Apellidos del alumno], con el DNI/Pasaporte núm. XXXXXXXX, ha cursado las siguientes asignaturas dentro del plan de estudios:

Máster de Formación Permanente en [Denominación del Curso/Formación]

Asignatura	Año académico	Calificación
20315 Introducción práctica a la dirección de proyectos 9,0 créditos (Obligatoria, Primer curso)	2025/26	
20316 Dirección de Proyectos avanzada 33,0 créditos (Obligatoria, Primer curso)	2025/26	
20317 Acercamiento a la empresa / sectores 6,0 créditos (Obligatoria, Primer curso)	2025/26	
20318 TFM 6,0 créditos (Trabajo fin de máster, Primer curso)	2025/26	
20319 Prácticas Profesionales 6,0 créditos (Prácticas externas, Primer curso) Resolución de fecha 21/04/2026. Reconocida a partir de la siguiente experiencia profesional: - PRACTICAS EXTERNAS. Realizada en: GRUPO PARAGUAS (CENTRAL ASTURCOVA, SLU). Fecha de inicio 1/7/2025. Fecha fin 21/4/2026.	2025/26	A Apto
	2025/26	J Apto

CUADRO RESUMEN DEL EXPEDIENTE

El número total de asignaturas superadas que se relacionan en esta certificación es de 1 con un total de 6 créditos desglosados de la siguiente forma:

Créditos por tipo	Superados
Prácticas externas	6,0
Baremación global de las asignaturas relacionadas en este certificado	

CERTIFICADO ACADÉMICO PERSONAL

Notas medias según Asig. Superadas con conv. ponderados créditos. 1-10

Las convocatorias designadas tienen la descripción siguiente: **A:** abril, **J:** junio.

Y para que conste a los efectos oportunos y a petición de la persona interesada, se expide esta certificación en Madrid, a 21 de abril de 2026.

Secretario Académico

XXXXXX XXXXXX XXXXXX

Esta certificación consta de 2 hojas.

ANNEX V

CERTIFICADO DE MATRÍCULA



CERTIFICADO DE MATRÍCULA

Don/Dña [Firmante], Secretario Académico de la [Facultad/Escuela] de la UNIVERSIDAD
SAN PABLO-CEU,

CERTIFICA:

Que Don/Dña [Nombre y Apellidos del alumno], con el DNI/Pasaporte núm. XXXXXXXX,
se encuentra matriculado durante el año académico 2025/26 en el primer curso del
Máster de Formación Permanente en [Denominación del Curso/Formación].

Y para que conste a los efectos oportunos y a petición de la persona interesada, se
expide esta certificación en Madrid, a 21 de abril de 2026.

Secretario Académico

XXXXXX XXXXXX XXXXXXXX

ANNEX VI



Don/Dña [Firmante], Secretario Académico de la [Facultad/Escuela] de la UNIVERSIDAD SAN PABLO-CEU

CERTIFICA:

Que Don/Dña XXXX XXXX XXXX, con documento de identidad XXXXXXH, ha cursado las asignaturas que figuran a continuación y que corresponden al **Curso Superior de XXXXXXXXXX**.

Código	Descripción	Créditos	Curso	Calificación
12934	Fundamentos de Derecho Civil y mercantil	2.0	2020/2021	9.0 - Sobresaliente
12935	Fundamentos de derechos de sociedades de otras entidades y gobernanza	3.0	2020/2021	9.0 - Sobresaliente
12936	Fundamentos de Derecho concursal	2.0	2020/2021	8.0 - Notable
12937	Fundamentos de derecho fiscal	3.0	2020/2021	8.0 - Notable
12938	Fundamentos de derecho del trabajo y de la Seguridad Social	2.0	2020/2021	8.0 - Notable
12939	Tecnología de la información y sistemas informáticos	4.0	2020/2021	8.7 - Notable

Calificación del acta global: **8,45 - Notable**

El número total de asignaturas superadas relacionadas en este certificado es de **6** con un total de **16.0** ECTS.

Y, para que conste, a petición de la persona interesada firmo este certificado.

Madrid, a 23 de noviembre de 2021

ANNEX VII



Don/Doña [Firmante], Secretario Académico de la [Facultad/Escuela] de la UNIVERSIDAD
SAN PABLO-CEU,

HAGO CONSTAR:

Que **Don/Doña XXXXX XXXX XXXX**, con documento de identidad **00000000F**, ha
formalizado la matrícula en el **Curso Superior en XXXXX** para el curso académico 2022-
2023, cuya fecha prevista de finalización es (DD/MM/AAAA).

Y para que así conste, a petición de la persona interesada, firmo el presente documento.

Madrid, a XX de noviembre de 2022

[Firma y sello]

ANNEX VIII



Don/Doña [Firmante], Vicerrector de Formación Permanente de la Universidad San Pablo CEU,

CERTIFICO:

Que **Don/Doña XXXXX XXXX XXXX**, con documento de identidad **00000000F**, ha superado la formación del Curso Superior [Denominación del Curso] de [N CRED ECT / XX horas], de la Universidad San Pablo CEU en el curso académico 20XX-20XX.

Y para que así conste, a petición de la persona interesada, firmo el presente documento.

Madrid, a XX de noviembre de 2023

[Firma y sello]

ANNEX IX



MICROCREDENCIAL

Doña Esperanza Ferrando Nicolau,
Vicerrectora de Formación Permanente

HACE CONSTAR QUE:

D/Dª XXXXXX

Con documento de identidad XXXX

ha superado la formación en (nombre de la Microcredencial)

obteniendo la presente microcredencial de 1 crédito ECTS.

Y para que así conste y surta efectos donde proceda, se
expide el presente documento.

En Madrid, a 3 de diciembre de 2025



Firmado con certificado cualificado por:
- Esperanza Ferrando Nicolau

Fecha y Hora: 03.12.2025 12:57:52 CET

Puede consultar la validez del documento en la siguiente URL:
<https://valide.redsara.es/>

ANNEX X



MICROCREDENCIAL

Doña Esperanza Ferrando Nicolau,
Vicerrectora de Formación Permanente

CERTIFICA QUE:

D/D^a. XXXXXX

Con documento de identidad XXXX

ha superado la formación en (nombre de la Microcredencial)

obteniendo la presente microcredencial de X créditos ECTS.

Y para que así conste y surta efectos donde proceda, se
expide el presente documento.

En Madrid, a 3 de diciembre de 2025



Firmado con certificado cualificado por:

- Esperanza Ferrando Nicolau

Fecha y Hora: 03.12.2025 12:57:52 CET

Puede consultar la validez del documento en la siguiente URL:

<https://valide.redsara.es/>