

# **General Admission and Enrollment Policies for Official Master's Degrees and Continuing Education Master's Degrees**

**ACADEMIC YEAR 2026-27**





# 1. Admission and Enrollment Renewal Process

## 1.1 Admission of New Master's Degree Applicants

Applicants interested in pursuing a University Master's Degree or Continuing Education Master's Degree at Universidad San Pablo-CEU must complete the following administrative procedures in an organized and sequential manner:

### 1.1.1 Admission Application Form

The admission process begins by completing the admission application form, available on the University's website, <https://admision.uspceu.es/>

Once the personal information has been entered, the applicant will receive an email containing the username and password to access the Future Student Portal at <https://intranet.ceu.es/>, where they can check the status of their application at any time and complete the subsequent steps of the admission and enrollment process.

### 1.1.2 Required documentation for the admission process

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 date you complete this admission application form:
      - Foreign Identification Number (NIE)<sup>1</sup> .
      - Foreign Resident Card (TIE).
- **Letter of motivation.**
- **Curriculum Vitae.**
- **If you have completed your university studies, include your degree or a substitute certificate.**
- **Updated academic transcript.**

Additional documentation may be requested for enrollment. The applicant will be informed during the admission process.

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<sup>1</sup> In accordance with the **MEMORANDUM** issued by the **GENERAL SECRETARY'S OFFICE 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 their Foreign Identification Number (NIE). For these purposes, please be advised that the NIE is an essential requirement for the issuance of official university degrees by Universidad San Pablo-CEU.



### **1.1.3 Admission Interview**

Once the documents have been uploaded, the applicant will have access to the online calendar, where they can select the date and time of their interview.

During this interview, the program administration will evaluate the applicant's academic record, motivation, prior training, or relevant professional experience, as well as other factors they deem appropriate. Once the program administration has evaluated the applicant's profile, a decision will be issued informing the applicant whether they have been admitted, rejected, or placed on the waiting list.

The applicant will receive notification of the result via email and SMS (international applicants will not receive an SMS).

If the applicant requests a transfer of academic records, with the possibility of recognizing credits from their previous degree, their university transcript, resume, and the personal interview they conduct will be evaluated.

The credit recognition report costs one hundred euros (100 €), in addition to the fee established for credit recognition or validation in these General Enrollment Rules.

### **1.1.4 Reservation of a spot**

If the applicant passes the admission process, they will be notified of their conditional admission, subject to meeting the admission requirements, submitting the required documentation, and paying the PLACE RESERVATION FEE.

The conditional admission notification will specify the deadline for paying the PLACE RESERVATION FEE, as well as the payment method, which may be made by credit card or bank transfer.

Prospective Master's students must pay—as a one-time fee—the PLACE RESERVATION FEE to cover the costs of opening and administering their file, which includes reserving their spot until enrollment is finalized.

The amount of the PLACE RESERVATION FEE will depend on the Master's program for which admission is sought and will be published on each Master's program page, as well as at [<https://www.uspceu.com/admission-ayuda/admision-postgrado/precios>], where the total amount for each program will be detailed.



This amount is due separately from tuition fees; therefore, if the applicant does not complete the enrollment process, it is non-refundable, without prejudice to the applicant's right to withdraw, as provided by law<sup>2</sup>, which applies in any case.

In addition, applicants must upload to the Portal the academic documents proving that they meet all the legal requirements for admission to the master's program; generally, those relating to the possession of a university degree where required or the required language proficiency level (university degrees not issued by the Spanish Education System must be duly apostilled and/or legalized. Those not issued in Spanish must also be translated into Spanish by a certified translator).

If, at the time of registration, the applicant has not yet received the physical copy of the required university degree, they must provide the provisional supplementary certificate 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 legal value until the physical degree is issued, or a receipt certifying that the degree has been requested.

Furthermore, depending on the specific master's program, the University may require additional criteria that must be met by the applicant. This is without prejudice to the provisions of these General Enrollment Rules regarding the provisional and conditional admission of applicants who, at the time of enrollment, do not hold the necessary university degree.

In any case, the University reserves the right to request the original documentation referred to in the preceding paragraph in hard copy.

The University guarantees a spot only to those applicants who pay the PLACE RESERVATION FEE within the timeframe specified in the admission notification.

Specific documentation depending on the country where the qualifying degree was issued:

- If the qualifying degree was earned at a Spanish university: you must provide the university degree, the receipt for the degree issuance fee, the European Diploma Supplement, or a substitute certificate for the degree, along with the official personal academic transcript that includes the grade point average.

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**<sup>2</sup> IMPORTANT NOTICE: Legal information regarding the exercise of the right to withdraw from the seat reservation fee (prospective new Master's Degree students).**

Customers may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection 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 is deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to [info.posgrado@ceu.es](mailto:info.posgrado@ceu.es) indicating their first and last names and any other information that sufficiently identifies the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



- If the qualifying degree was earned outside of Spain: you must submit the official degree or diploma, legalized or apostilled; the official academic transcript, also legalized or apostilled (the apostille must appear on the original document); and, in special cases where there are reasonable doubts regarding the official status of the studies, a letter certifying that said studies grant access to official Master's or graduate programs in the country where they were completed.
- Degrees issued by European universities located within European territory do not require legalization or an apostille. However, if the university is a non-European institution based in Europe (for example, a Chinese university based in France), the documents must be legalized.
- If the submitted documentation does not include a verifiable electronic signature or QR code, a notarized copy of all documents—including the passport—must be provided, regardless of whether the student is a domestic or international student. This documentation must be submitted in person at the university's administrative offices before the start date of the corresponding master's program. The notarization stamp must be original; scanned copies of the stamp will not be accepted.

### 1.1.7 Hospitality Services for International Students

International applicants may voluntarily sign up for the HOSPITALITY SERVICES: (<https://www.uspceu.com/admision-ayuda/admision-postgrado/hospitality>).

If the applicant wishes to purchase this service, they must pay the HOSPITALITY SERVICE FEE of three hundred euros (300 €) at the same time they pay the Master's program reservation fee. This option will be available on the prospective student portal when reserving a spot, though there may be exceptions for programs where the university has an agreement with a partner that manages the financial aspects of the Master's program.

The HOSPITALITY SERVICE FEE is non-refundable, **without prejudice to the candidate's right of withdrawal<sup>3</sup> under the terms established by law**, which applies in all cases.

The package includes, among other things:

- Guidance on obtaining the NIE/TIE.
- Assistance with opening a bank account, and direct management of the transit card, SIM card, and e-SIM.

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**<sup>3</sup> IMPORTANT NOTICE: Legal information regarding the exercise of the right to withdraw from the Hospitality service fee (prospective new Master's Degree students).**

Customers may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection 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 is deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to [info.posgrado@ceu.es](mailto:info.posgrado@ceu.es) indicating their first and last names and any other information that sufficiently identifies the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



- Access to the International Student Identity Card (ISIC) and welcome benefits (*Welcome Pack*).

Optional services not included in the Hospitality fee:

- Private health insurance, which the student is responsible for purchasing. The University provides guidance on available providers, but payment is made directly by the student to the chosen provider.
- Personalized housing search (at an additional cost on top of the Hospitality package fee).
- Assistance with student visa processing

Universidad San Pablo-CEU assumes no responsibility whatsoever for services not included in the Hospitality service fee; therefore, any contract, procedure, or issue that may arise in relation to such excluded services will be resolved exclusively within the framework of the relationship established between the student and the provider.

## 1.2 Enrollment

Once the PLACE RESERVATION FEE has been paid, the applicant will receive an email notification to complete their enrollment within the specified timeframe.

To this end, upon receipt of the aforementioned notification and within the timeframe specified therein, new applicants will have access to the online ENROLLMENT form on the Future Student Portal [<https://intranet.ceu.es/>].

The Future Student Portal contains all the necessary instructions for enrollment; however, if you have any additional questions, please call (+34) 91 514 04 04 or contact the Graduate Admissions and New Student Services Office via email at [info.posgrado@ceu.es](mailto:info.posgrado@ceu.es).

If the previously specified deadline for completing the registration process passes without all the required steps having been satisfactorily completed, the rights arising from the previously notified admission will be permanently forfeited, and the University may freely allocate the spot that had been reserved until that point.

To complete ENROLLMENT\*, the following steps must be taken:

1. Confirmation of personal information
2. Statistical questionnaire
3. Course selection for enrollment
4. Payment information (SEPA Direct Debit mandate)
5. If you have already begun a master's degree program at another Spanish university, you must arrange for and obtain authorization to transfer your academic records.



## Validity of enrollment:

\*The validity of ENROLLMENT is subject to:

- In the case of students who, because they did not hold the university degree required for admission to the master's program, submitted either the provisional supplementary certification provided for in Article 14.2 of Royal Decree 1002/2010 or a receipt for the degree application, they may only collect their official degree upon completion of the Master's degree, upon presentation of the official university degree that granted them admission to these Master's degrees.
- In the case of students who, at the time of enrollment, do not possess the required prior university degree—because they have yet to complete their final degree project and have up to 9 ECTS credits remaining—enrollment will be contingent upon the successful completion of all credits in the bachelor's degree program. Under no circumstances may a student be awarded a master's degree unless they have first obtained a Bachelor's degree.
- The accuracy of the information and documents provided throughout the process.
- Full payment of the applicable tuition fees within the specified deadlines.

The amount paid as the ENROLLMENT FEE is non-refundable if the student subsequently withdraws from the University, **without prejudice to the right of withdrawal, under the terms established by law<sup>4</sup>**, which in any case applies to the applicant.

The assignment of the shift and group, as well as that of the University Hospital, if applicable, is the sole responsibility of the University center where the courses are taught, based on faculty availability and prevailing organizational needs.

All students who complete part of their theoretical or practical training at healthcare or social-healthcare centers or facilities must comply with the instructions regarding vaccination of healthcare personnel established by the competent health authorities, as well as, where applicable, by the healthcare or social-healthcare centers or facilities to which they have been assigned.

During their clinical training at hospitals and healthcare facilities affiliated with the University, students must comply with these institutions' **internal regulations** regarding operations, safety, and discipline. They must also carry **valid identification** at all times, such as a national ID card, foreign resident ID card, passport, or student ID card.

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### **<sup>4</sup> IMPORTANT NOTICE: Legal information regarding the exercise of the right to withdraw from the tuition fee (prospective new Master's students).**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection 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 is deemed to have been concluded, without the need to justify their decision and without penalty or expense of any kind; in such cases, the amount paid for the item in question will be refunded in full. The exercise of the right of withdrawal shall not be subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it shall suffice for the interested party to send an email to [info.posgrado@ceu.es](mailto:info.posgrado@ceu.es) indicating their first and last names and any other information that sufficiently identifies the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights associated with admission as a new student at the University.



**Finally**, students are required to respect the **confidentiality** of any patient-related information, in compliance with applicable data protection regulations, **particularly Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and- Directive 95/46/EC, as well as Organic Law 3/2018 of December 5 on the Protection of Personal Data and the Guarantee of Digital Rights**. Likewise, they must comply with the provisions of Order SSI/81/2017, dated January 19, publishing the Agreement of the Human Resources Commission of the National Health System, which approves the protocol establishing basic guidelines intended to ensure and protect the patient's right to privacy by students and residents in Health Sciences ["BOE" No. 31, dated February 6, 2017].

In the event of accidents related to training activities at affiliated hospitals and healthcare facilities, students will be covered by the University's **student insurance**; students over the age of 28 will be covered by a specific accident insurance policy. In addition, any damage to third parties or property will be covered by a **liability insurance policy** taken out by the University.

### **1.3 Provisional and conditional admission of applicants who do not hold the required prior university degree**

Pursuant to the provisions of Article 18(4) of Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for ensuring its quality, if a candidate seeking admission to official Master's degrees that require a prior Bachelor's degree does not hold the necessary Bachelor's degree at the time of enrollment, it is possible, on an exceptional basis, to grant PROVISIONAL and CONDITIONAL admission, allowing the candidate to join the program on its start date. Such conditional admission and enrollment will only be possible when the applicant has only the Final Bachelor's degree Project (TFG) and a maximum of 9 ECTS credits remaining to complete, with priority given to students who have completed their studies prior to the start date of the master's program.

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

At the time of enrolling under conditional admission, the applicant must submit a STATEMENT OF RESPONSIBILITY regarding the completion of studies, which includes an acknowledgment that, if the official university degree required for admission is not obtained, the applicant will not be able to earn the Master's degree, even if all credits in the curriculum have been completed.

In such a case, the student will not be entitled to any refund of the amounts paid, whether for the reservation of a spot, tuition, or academic fees for the courses taught. Under no circumstances may the student obtain a Master's degree or a continuing education certificate unless they have previously earned a Bachelor's degree.



## 1.4 Right to Cancel the Master's Program

The University reserves the right not to offer the Master's degree in question for justified reasons. In this case, it will provide at least seven days' notice and proceed to refund the amounts paid.

## 2. Renewal of Enrollment for Master's Students

Apart from the process established in these Regulations for new Master's degree applicants, all other Master's degree students must renew their enrollment for the 2026–2027 academic year through their personal student intranet, without the need for prior reservation of a spot, within the timeframe that will be indicated in due course. If this deadline passes without the student having completed enrollment for the following academic year, the University will consider this a waiver of their spot and will be free to reassign it. To complete ENROLLMENT\*, the following steps must be taken:

1. Pay the ENROLLMENT FEE, if applicable [only if applicable, depending on the specific master's program]: Students who wish to renew their enrollment must pay the enrollment fee in September via direct debit from their bank account.
2. Confirm your personal information.
3. Complete a questionnaire for statistical purposes.
4. Select courses for registration.
5. Complete the direct debit payment form (SEPA Direct Debit Mandate).

*\* Enrollment is conditional upon full payment of the tuition fee, as well as the corresponding academic fees, by the deadlines specified for this purpose.*

Once enrollment is completed by submitting the corresponding online form, the ENROLLMENT FEE [if applicable, depending on the specific Master's degree] is non-refundable if the student subsequently withdraws from the University, without prejudice to the right of withdrawal under the terms established by law<sup>5</sup>.

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**<sup>5</sup> IMPORTANT NOTICE: Legal information regarding the exercise of the right of withdrawal from the registration fee [only if applicable, depending on the Master's program in question] (students renewing their Master's program enrollment).**

Interested parties may exercise their legal right of withdrawal as provided for in Royal Legislative Decree 1/2007 of November 16, which approves the consolidated text of the General Law for the Protection of Consumers and Users and other complementary laws. For these purposes, they will have a period of fourteen calendar days following the date of enrollment, which is the date the contract is entered into, regardless of whether payment of the fee is made subsequently via direct debit from the interested party's account. Under no circumstances may this right be exercised once the academic year has begun. To exercise this right, no justification for the decision is required, and there will be no penalty or charge of any kind; in such cases, the amount paid for the relevant item will be refunded in full. Exercising the right of withdrawal is not subject to any formalities or the submission of a specific form. As a valid document sufficient to exercise this right, it is sufficient for the student to send an email to the Student Financial Services Office at [alumnos@ceu.es](mailto:alumnos@ceu.es), indicating their first and last names and any other information necessary to sufficiently identify the transaction in question. Exercising this right of withdrawal within the established period will result in the loss of all rights inherent to the renewal of enrollment as a student at the University.



## **3. General aspects of the application for University students**

### **3.1 Computer Equipment**

The student agrees to have their own computer equipment for computer-based exercises and for online connectivity, in the event that it becomes necessary to resort to distance learning, tutorials, practical exercises, and assessments, when the competent authorities so require either directly or indirectly, or in those Master's degrees in which the University employs a hybrid teaching system via the Hyflex Classroom.

### **3.2 Tuition Fees**

The total tuition fees are calculated by multiplying the number of credits by the cost per credit, as applicable for the academic year and semester in which you enroll. Fees will be billed in nine monthly installments, with the first installment corresponding to the month in which the master's degree begins, unless it is a Master's program with a course load of more than 60 ECTS credits. If there is a subsequent change in the number of credits enrolled, the difference in the amount will be prorated in the invoices following notification.

Tuition fees cover, solely and exclusively, the provision of educational services for the degree program for which the student is enrolled. Tuition fees do not include other additional academic services that may be provided to the student during the academic year for other purposes, in accordance with the provisions of these Regulations.

By completing their enrollment, the student consents and agrees that instruction, tutorials, practical training, and assessments may be conducted in person or remotely when the competent authorities so require, either directly or indirectly.

The obligation to pay academic fees and seat reservation fees in full shall remain in effect even if, for reasons beyond the University's control, certain educational activities required for the degree program cannot be carried out according to the academic schedule established at the beginning of the academic year. Should this occur, the University guarantees the student that such activities will be rescheduled when possible, taking into account the students' interests and other applicable academic criteria.

Students shall pay tuition fees via a single payment or installment plan. (See the catalog and <http://www.uspceu.com>).

If the student chooses to pay the tuition fees in a single installment, a 3 % discount will apply, except for certain groups of students who will be subject to the specific conditions applicable to them. This payment must be made in the month the Master's program begins. If the student fails to pay the full tuition by the established date, they will forfeit the 3 % discount.



## 3.2 Surcharges for Second and Subsequent Enrollments

The credit price will include a surcharge for second and subsequent enrollments of repeat students, consisting of:

- 10% for the second enrollment.
- 20% for the third enrollment.
- 30% for the fourth and subsequent enrollments.

The surcharge will be applied to the price established for the course for the year and academic term in which the repeating student's second or subsequent enrollment is formalized.

## 3.3 Recognition or validation of credits

For the processing of the recognition or validation of credits earned in university programs leading to official degrees<sup>(6)</sup>, a fee of seventy-five euros (75 €) per credit shall be paid—except in cases where specific applicable conditions apply—in a single payment in January; except in the case of the recognition of credits earned at CEU Universities (only in university programs leading to official degrees) or credits earned at the CEU Higher Institute of Professional Studies, which will be free of charge.

All other recognized or validated credits—that is, those not taken in university programs leading to official degrees (including at CEU Universities)—will be charged at the credit rate stipulated for the corresponding programs.

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

Requests for academic transcripts, the transfer of academic records, and the issuance of degrees are not included in the tuition and are not covered by tuition fees; therefore, the applicable fees established for each case must be paid.

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**(6) Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for ensuring its quality.**

“Article 3. Official **University Degrees**

1. University programs leading to official degrees awarded by universities are structured into three cycles, known respectively as Bachelor's, Master's, and Doctoral degrees, in accordance with the provisions of Article 9 of Organic Law 2/2023 of March 22 on the University System. Successful completion in accordance with the corresponding curriculum, in the case of Bachelor's and Master's degrees, or program, in the case of Doctoral degrees, will result in the award of the official university degrees of Bachelor's, Master's, and Doctorate, respectively.”



In accordance with the **NOTICE** from the **GENERAL SECRETARY'S OFFICE OF UNIVERSITIES OF THE MINISTRY OF SCIENCE, INNOVATION, AND UNIVERSITIES**, dated May 10, 2024, Regarding the **identification of foreign nationals in the issuance of university degrees**, foreign students must provide the University with their Foreigner Identification Number (NIE).

For this purpose, please be advised that the NIE is a for the issuance of official university degrees by Universidad San Pablo-CEU. The NIE may be obtained by the applicant either in Spain, at the National Police offices for foreign nationals, or abroad at the Spanish Consular Offices in their place of residence.

The provisions of this section shall apply to all academic years in which the student enrolls.

### **3.5 Non-payment**

Failure to pay all or part of the tuition fees will result in the inability to take the corresponding exams or academic assessments, and no grades will be issued for any theoretical or practical assignments completed until the outstanding amounts are paid in full. Furthermore, in such cases, access to the intranet, virtual campus, and institutional email may be restricted. The University will refuse to issue academic degrees and certificates, as well as to process the transfer of academic records, when students requesting them have outstanding payments until such payments are settled.

If a student has three or more outstanding monthly payments, the University may require them to resolve their situation, granting them a deadline to do so. If the situation persists after this period, the University may proceed to withdraw the student. If, for any duly justified reason, the student is unable to make any of the outstanding payments, they must contact the Student Financial Affairs Office via email at [alumnos@ceu.es](mailto:alumnos@ceu.es) so that the University may review their situation.

**To renew enrollment for each new academic year**, payment of any outstanding tuition fees from previous academic years will be required; this is a prerequisite for enrollment. Furthermore, the University reserves the right to claim, through any legally permissible means, the total amount of outstanding tuition fees from those obligated and responsible for such payments.

The provisions of this section apply to all academic years in which the student is enrolled.

### **3.6 Withdrawal of Students**

Once enrollment is finalized, the student may, at any time during the academic year or after its completion, notify the University of their decision to withdraw as a student through the student intranet, in the section designated for this purpose, providing the information necessary to identify the courses they are currently taking, effective as of the first day of the month following such notification.



Additionally, the student must submit their withdrawal request by sending an email to the Student Affairs Office ([alumnos@ceu.es](mailto:alumnos@ceu.es)) and to the administrative office of the campus where the Master's program is located:

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

This is without prejudice to the University's right to claim the total amount of tuition fees outstanding at that time.

In any case, the academic record of the student who withdraws will be retained by the University for the appropriate legal purposes.

The provisions of this section shall apply to all academic years in which the student is enrolled.

### **3.7 Right to Reserve a Spot for Members of Certain Groups**

In compliance with the provisions of Article 18 of Royal Decree 822/2021, of September 28, establishing the organization of university education and the procedure for ensuring its quality, as well as Article 6 of the Regulations of the Support Program for Students with Disabilities at Universidad San Pablo-CEU, at least 5 percent of the places offered in official Master's degree programs for students with a recognized disability of 33 % or more, as well as for students with permanent educational support needs associated with personal disability circumstances 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 spots will be reserved for students who can demonstrate their status as elite athletes in any of the categories described in Article 2, Section 1 of Regulation 1/2021 Universidad San Pablo-CEU regarding elite athletes, with preference given to High-Level Athletes, and, after them, to high-performance athletes, provided they meet the corresponding academic requirements.

For all other athletes, the order of preference will be from b to j, in accordance with the categories set forth in Article 2.1 of the aforementioned Regulations.

For degrees related to physical activity and sports sciences, the percentage of reserved graduate program spots will be 5 %.

In any case, students who exercise this right to reserve a spot must submit a certificate of classification and recognition of the degree of disability issued by the competent authority of each Autonomous Community, or provide proof of their status as an elite athlete in any of the categories mentioned above; as well as meet all the admission and enrollment requirements established for pursuing the relevant studies at Universidad San Pablo-CEU.



Furthermore, Universidad San Pablo-CEU recognizes the right to a reserved spot for candidates who hold an Advanced Vocational Diploma obtained from the CEU Higher Institute of Professional Studies, provided they meet all the admission requirements established for pursuing the relevant program at Universidad San Pablo-CEU.

### **3.8 Acknowledgment and Acceptance of the Academic and Administrative Regulations of Universidad San Pablo-CEU**

By participating in the University's Admission, Seat Reservation, and Enrollment Process, the student fully accepts the Academic and Administrative Regulations governing Universidad San Pablo-CEU; these regulations 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, No. 136, dated June 10, 2011.
- Any additional internal regulations derived from the foregoing, which are communicated to students or published on the University's Transparency Portal:

<https://www.uspceu.com/portal-transparencia>

In particular, The participation of prospective students in the admission and enrollment process for Official Master's degrees and Continuing Education Master's degrees, as well as that of students in the renewal of enrollment in said programs, **EXPRESSLY IMPLIES THEIR FULL KNOWLEDGE AND ACCEPTANCE OF THESE REGULATIONS.**