

**PROTOCOL FOR
INTERNAL
CERTIFICATION OF
ENGLISH LEVEL B2
(CEFR)**

Approved by the Governing Council at its meeting on April 8, 2026

This Protocol establishes the criteria, evidence, and procedures for certifying English Level B2 (CEFR) for students and graduates of Universidad San Pablo-CEU, detailing the official English tests suitable for this purpose, as well as the various alternative methods accepted by the University for those students who do not have the aforementioned official tests.

1. Purpose and Scope of Application

This Protocol applies to students and graduates of any of the Bachelor's degrees offered at Universidad San Pablo-CEU.

Level B2 implies comprehension, production, and interaction with fluency and spontaneity in academic and professional contexts.

2. Methods of demonstrating English proficiency at Level B2

2.1 B2-level English proficiency can be demonstrated through the **official certifications** listed on page 34 of the document "Call for Applications for International Undergraduate Study Mobility 2026/2027." Please refer to the following link:

https://www.uspceu.com/Portals/0/docs/movilidad-internacional/estudiantes-ceu/erasmus-y-otros-programas/Convocatoria-de-movilidad-internacional-2627_ESP.pdf

2.2 If you do not hold an official B2-level certificate, you may demonstrate B2-level English proficiency through any of the following **alternative methods**:

- If **they have passed the English course** included in their Bachelor's degree program at Universidad San Pablo-CEU, provided that their B2 level is recognized in the corresponding Verifica transcripts. If the student is pursuing a dual degree and only one of the programs includes the English course in its curriculum, passing that course will suffice to demonstrate English proficiency for the purpose of applying for both degrees.

If the student's degree program does not include an English course in its curriculum, a B2 level of English proficiency may be demonstrated through the following alternative methods:

- Credits earned in English courses at other universities
- Bilingual programs
- International exchange
- Bachelor's/Master's thesis in English
- Internal exam aligned with the CEFR
- Academic and/or professional experience in an English-speaking environment
- Education in an English-speaking context

3. Proof of B2-level English proficiency through alternative means

3.1 The following sets forth the criteria and requirements for the alternative methods mentioned in section 2.2 of this Protocol:

Credits earned in English at other universities (domestic or international)

- **Minimum requirement:** 30 ECTS credits earned in courses taught and assessed in English.
- **Additional requirement:** Grade of $\geq 5/10$ in all of them.
- **Supporting documentation**

Bilingual programs/degrees in English at Universidad San Pablo-CEU

- **Requirement:** Must have completed the bilingual track of the corresponding degree program ($\geq 50\%$ of instruction in English).
- **Evidence:** Student's academic transcript

International mobility

- **Minimum duration:** 1 academic semester ($\approx 4-5$ months).
- **Course load:** ≥ 18 ECTS credits earned in English at the host university.
- **Evidence:** Transcript of Records + Learning Agreement.

Bachelor's/Master's Thesis in English

- **Requirement:** Complete writing of the TFG or TFM in English ($\geq 10,000$ words) and oral defense in English.
- **Evidence:** Defense transcript + copy of the thesis.

Official exam with an internal exam session aligned with the CEFR

As an exception, the University will organize three testing sessions per year (January, June, September) for an official B2-level exam accepted by CRUE and ACLES for students who are unable to take the exam independently. The official language proficiency exam administered internally will assess language proficiency in accordance with the descriptors of the Common European Framework of Reference (CEFR) for level B2, applying quality control procedures that ensure validity, reliability, and traceability, equivalent to those required by other official certifications. The test format will assess the student's reading and listening comprehension, as well as written and oral production in English (fluency, coherence, vocabulary, grammar). The University will decide in each case which test is most appropriate.

In exceptional cases, and only when duly justified circumstances arise (e.g., students with special academic needs, specific administrative situations, hospitalization, etc.), the University may offer its own internal proficiency test designed and administered by the Language Center. This internal test will follow the academic quality criteria established by ACLES and will be aligned with the CEFR descriptors to ensure pedagogical validity and full equivalence with an official external test. In such cases, the Language Center will issue an unofficial internal certificate at the B2 level.

Academic/professional experience in an English-speaking environment

- **Minimum duration:** 6 consecutive months of academic/professional activity at a company, university academic institution, or research center where English is the working language.
- **Documentary evidence**

Education in an English-speaking context:

Proof of a B2 level of English (CEFR) may be provided by submitting an official certificate demonstrating full or partial enrollment in an educational system where English is the language of instruction, provided that such enrollment **lasted at least two years, was at the secondary or high school level**, and the courses were **assessed in English**. Documentary evidence will be required.

3.2 Proof of English proficiency must be provided through only one of the exceptional methods. In exceptional cases, a combination of several methods may be requested. In case of doubt, additional documentation will be requested.

3.3 Students who find themselves in any of the situations mentioned above and wish to obtain accreditation of a B2 (or higher) level of English through an exceptional route must follow the procedure established by the University.

The procedure will begin with the student's [online application](#) to the Language Center, which will be reviewed by the Language Proficiency Committee (Language Center), which must issue a positive or negative decision. In the event of a positive decision, the Language Center will issue an institutional certificate/accreditation specifying the level achieved, in accordance with the following model:

CERTIFICATE OF LANGUAGE PROFICIENCY – ENGLISH (B2 CEFR): The University acknowledges that the student has demonstrated a B2 level in accordance with the CEFR through internal evidence.

3.4. Data Protection

The Language Center will retain the documentation submitted by applicants for 36 months and will process it in accordance with *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.*