



**REGULATION 1/2025, WHICH REGULATES THE ALTERNATIVE
PATHWAYS TO ACCESS UNIVERSIDAD SAN PABLO-CEU**

Approved by the Governing Council at its meeting of February 5 2025
and by the Board of Trustees at its meeting of February 22, 2025

PREAMBLE

Article 8 of Royal Decree 534/2024, of June 11, which regulates the requirements for access to official undergraduate university studies, the basic characteristics of the entrance exam and the basic regulations for admission procedures, establishes that persons over twenty-five and forty-five years of age who do not have the necessary academic qualifications for university entrance and pass the established entrance exam, as well as persons over forty years of age, also without the corresponding qualifications, who have work or professional experience in relation to an education, may access official undergraduate university courses at Spanish universities.

Universidad San Pablo-CEU aware of the importance of these alternative access pathways for people who decide to enter higher education without following the traditional or academic path, wishes to promote the implementation of access pathways for those candidates who, for various reasons, have not been able to continue their academic training and have already reached the regulatory age or have the appropriate work or professional experience.

For these purposes, and in the exercise of the university autonomy recognized by Article 3 of the Organic Law 2/2023, of March 22, of the University System, Universidad San Pablo-CEU has prepared these regulations, the purpose of which is to regulate the admission to official undergraduate university studies of those over twenty-five and forty-five years of age, by passing an entrance exam, as well as those over forty years of age who have work or professional experience related to the studies they wish to pursue.

CHAPTER ONE

ACCESS TO OFFICIAL UNDERGRADUATE UNIVERSITY STUDIES FOR CANDIDATES WHO DO NOT HAVE AN ACADEMIC DEGREE THAT QUALIFIES THEM FOR UNIVERSITY ENTRANCE

Article 1. Object

The purpose of these Regulations is to regulate access to official undergraduate university studies for those over twenty-five, forty and forty-five years of age who do not have the necessary qualifications for university entrance.

Article 2. Entry requirements for persons over twenty-five and forty-five years of age

Those over twenty-five and forty-five years of age who wish to access official undergraduate university studies must meet the following requirements:

- Be twenty-five or forty-five years of age in the calendar year in which the entrance examination is held.
- Not to be in possession of any academic degree that would allow them to access the University by other pathways.
- Pass the entrance examination in accordance with the provisions of these Regulations.

Article 3. Access requirements for persons over forty years of age with work or professional experience.

The following are requirements to access the University through this route:

- Be at least forty years of age in the calendar year of the beginning of the academic year.
- Not possessing any academic qualification enabling access to the university by other pathways.
- To have work or professional experience related to a specific teaching.

CHAPTER TWO

ACCESS TO UNIVERSIDAD SAN PABLO-CEU FOR STUDENTS OVER TWENTY-FIVE YEARS OF AGE

Article 4. Applicable regulations

1. Persons over twenty-five years of age who do not have any academic degree that gives access to the university by other pathways may access the official undergraduate university studies of Universidad San Pablo-CEU by passing an entrance exam.

2. *Royal Decree 534/2024, of June 11, which regulates the requirements for access to official undergraduate university education, the basic characteristics of the entrance exam and the basic rules of admission procedures, will be applicable to the university entrance exam for those over twenty-five years of age.*

Article 5. Structure of the admission test for persons over twenty-five years of age

1.- The university entrance examination for students over twenty-five years of age is structured in two phases: a general phase and a specific phase.

2. The general phase of the test will be aimed at assessing the suitability of candidates to successfully pursue university studies, as well as their reasoning and written expression skills. It will consist of three exercises in the following areas:

- a) Text commentary or development of a general current topic.

- b) Spanish language.
- c) Foreign language, to choose between German, French, English, Italian or Portuguese.

3. The purpose of the specific phase of the test is to assess the skills, abilities and aptitudes of the candidates to successfully complete the different university courses. For this purpose, it will be structured in five options: option A (Arts and Humanities); option B (Sciences); option C (Health Sciences); option D (Social and Legal Sciences) and option E (Engineering and Architecture).

4. The establishment of the general lines of the methodology, the development and the contents of the exercises that make up both the general phase and the specific phase, as well as the establishment of the criteria and formulas for evaluation, will be carried out by the Educational Administrations.

Article 6. Organization and announcement of the entrance examinations for persons over twenty-five years of age.

1. The organization of the entrance examinations for persons over twenty-five years of age will be the responsibility of the public universities, within the framework established by the educational administrations. The candidate may take the entrance examination in as many universities as he/she deems appropriate.

2. The universities will hold an annual entrance exam for people over twenty-five years of age, for each of the options in which they offer courses.

3. Those who wish to improve the grade obtained in the test may retake it in successive exams. The grade obtained in the new call will be taken into consideration, as long as it is higher than the previous one.

4. Once the entrance exam has been passed, the candidate may apply for admission to Universidad San Pablo-CEU to pursue the desired studies, through the ordinary procedures established. Passing the entrance exam only entitles the applicant to apply for admission to the admission process of Universidad San Pablo-CEU, provided that there are places available.

CHAPTER THREE

ACCESS TO UNIVERSIDAD SAN PABLO-CEU FOR THOSE OVER FORTY-FIVE YEARS OF AGE

Article 7. Applicable regulations

1. People over forty-five years of age who do not have any academic qualification to access the university by other pathways may access the official undergraduate university studies at Universidad San Pablo-CEU by passing an adapted entrance exam.

2. Royal Decree 534/2024, of June 11, which regulates the requirements for access to official undergraduate university education, the basic characteristics of the entrance exam and the basic rules of admission procedures, will be applicable to the university entrance exam for those over forty-five years of age.

Article 8. Structure of the entrance examination for persons over forty-five years of age

1. The entrance examination for persons over forty-five years of age will be aimed at assessing the suitability of candidates to successfully pursue university studies, as well as their reasoning and written expression skills.

It will include two exercises in the following areas:

- a) Text commentary or development of a general current topic.
- b) Spanish language.

2. The organization of the entrance examinations for persons over forty-five years of age will be the responsibility of the universities offering the courses requested by the interested party, within the framework established by the educational administrations.

3. In addition to the admission test, candidates must take a personal interview. The result of the interview must be approved as a necessary condition for the subsequent favorable admission decision.

4. The establishment of the general lines of the methodology, development and contents of the exercises that make up the test, as well as the establishment of the criteria and formulas for evaluation, will be carried out by each educational administration, after a report from the universities in its territorial area.

Article 9. Announcement of the entrance examination for persons over forty-five years of age.

1. Universidad San Pablo-CEU will hold an annual entrance exam for people over forty-five years of age.

2. The access will be made with respect to specific courses offered by the University. Passing the entrance exam that the candidate will take at Universidad San Pablo-CEU will allow him/her to be admitted only to this University.

3. There will be no limit to the number of times the entrance exam for those over forty-five years of age can be taken. Passing the test is valid indefinitely for the purposes of admission to Universidad San Pablo-CEU.

4. Passing the entrance exam only entitles the applicant to opt for the admission process Universidad San Pablo-CEU as long as there are places available.

Article 10. Application for the entrance examination for persons over forty-five years of age

1. In order to take the entrance exam, the candidate must submit an application in accordance with the model established in ANNEX I of these Regulations.
2. Applicants must pay the fees established for the entrance examination for those over forty-five years of age. Proof of payment must accompany the application. If the payment is not made, the registration application will be void and the applicant will lose all rights.

Article 11. Qualification of the entrance examination for persons over forty-five years of age and the Evaluation Board

1. The qualification of the entrance examination for persons over forty-five years of age, and of each of its exercises, will be carried out by Universidad San Pablo-CEU, in accordance with the criteria and assessment formulas established by the Educational Administration. The final grade will be determined by the arithmetic mean of the grades obtained in the exercises, graded from 0 to 10 and expressed to three decimal places, rounded to the nearest thousandth and, in case of equidistance, to the higher one.
2. It will be understood that the candidate has passed the entrance exam when he/she obtains a passing grade in the personal interview, and a minimum of five points in the final grade, not being able in any case to average when a minimum score of four points is not obtained in each exercise.
3. For the qualification of the entrance examination a Board will be constituted, which must guarantee the anonymity of the candidates in the whole process of correction of the exercises. The Board will be composed of a president, a secretary, correction members and administration and services personnel. The correction members will be university professors specialized in the different subjects that make up the test. Teaching staff who, during the year of the call or in the immediately preceding year, have participated in preparatory courses for the entrance examination for those over forty-five years of age, may not form part of the Board.

Article 12. Claims of the entrance examination for persons over forty-five years of age.

1. Once the grades have been published, a period of two working days will be granted to submit a complaint addressed to the Rector, which will be made by means of the application form provided by the University and included as ANNEX II of these Rules.
2. The exercises for which a claim has been submitted will be reviewed by specialized university professors who, in any case, will be different from those who made the first correction.
3. The review will be carried out with the purpose of verifying that all the questions have been evaluated and have been evaluated with a correct application of the evaluation and grading criteria, as well as that there are no material errors in the calculation of the final grade.

4. Within ten working days from the end of the period for the presentation of claims, the Rector will adopt the resolutions that establish the definitive grades of the exercises claimed and will be notified to the claimants. No appeal shall be allowed against the respective resolutions within the University.

Article 13. Communication of test results

1. Once the tests have been completed, and within the year of convocation, Universidad San Pablo-CEU will make the results available to the Regional Ministry of Education, Science and Universities of the Community of Madrid.

Article 14. Attention to disability

1. For those candidates who, at the time of their registration and in accordance with the provisions established by the Educational Administration, justify a disability that prevents them from taking the test with ordinary means, the appropriate measures will be taken so that they can take the test in the most appropriate conditions possible, depending on their situation and complying with the principle of equal opportunities.

2. These measures may consist of the adaptation of times, the development of special examination models and the provision to the student of the material and human resources, assistance and support and technical aids required for the performance of the entrance examination, as well as the guarantee of accessibility of information and communication of the processes and the physical space where it is developed.

CHAPTER FOUR

ACCESS TO THE UNIVERSITY SAN PABLO-CEU FOR THOSE OVER 40 YEARS OF AGE WITH WORK OR PROFESSIONAL EXPERIENCE

Article 15. Applicable regulations

1. Those over forty years of age with work or professional experience may access undergraduate degrees offered by the Universidad San Pablo-CEU, in accordance with the provisions of *Royal Decree 534/2024, of June 11, which regulates the requirements for access to official undergraduate university education, the basic characteristics of the entrance exam and the basic rules of admission procedures*.

2. Students over forty years of age who meet the requirements established in Article 3 of these Regulations may be admitted to undergraduate studies.

3. The University will include in the Reports of the verified curricula the accreditation criteria and the scope of the work or professional experience in relation to each of the courses that must be required of the candidates. These criteria will include, in any case,

a personal interview with the candidates, which may be repeated on successive occasions.

Article 16. Application and documentation

1. Candidates must submit an application for admission in accordance with the model established in ANNEX III of these Regulations.

2. The following documentation must accompany the application:

- Photocopy of DNI, NIE or passport.
- Detailed resume of work and professional experience accompanied by the corresponding supporting documentation.
- Certified photocopy of the certificate of employment, issued by the competent official body.
- Certificates of companies or entities with details of the activity developed and period of time.
- Motivation letter, explaining the interest in the University and in the courses to which the student wishes to apply.
- Any other documentation that you consider convenient and that accredits the work and professional experience described in the curriculum vitae.

3. Within 30 days from the submission of the application and the required documentation, Universidad San Pablo-CEU will decide on the admission of the applicant.

Sole final provision. Entry into force

These Regulations shall enter into force on the day following their approval by the Board of Trustees of Universidad San Pablo-CEU.