

REGULATION 3/2026, COMPENSATION-BASED ASSESSMENT FOR BACHELOR'S DEGREES

Approved by the Governing Council at its meeting on April 8, 2026 (Update to *Regulation 3/2019 of Universidad San Pablo-CEU on Credit Transfer for Bachelor's Degrees*, approved by the Board of Trustees at its meeting on October 19, 2019)

EXPLANATORY MEMORANDUM

Royal Decree 1791/2010, of December 30, approving the University Student Statute, provides in Article 23.5 that: *“Universities, within the framework of their recognized academic freedom, may establish subject-specific assessment mechanisms and form examination boards to evaluate, as a whole, the student’s academic record and work, and to determine whether the student possesses sufficient knowledge and skills to obtain the academic degree for which they are applying.”*

The legal basis for introducing this type of assessment in universities lies in the principle of academic freedom, as universities have the authority to establish admission requirements, academic standing policies, and methods for assessing students’ knowledge (Art. 2.2.f and 2.3 of Organic Law 6/2001 on Universities, dated December 21).

Curricular or compensatory assessment has a long tradition at many prestigious European and Spanish universities, and its justification is currently reinforced by the positive and progressive implementation, alongside traditional grading procedures, of continuous or curricular assessment across all educational stages and levels.

The curriculum assessment aims to improve the evaluation system by supplementing the traditional approach with a new method of assessment that considers the overall academic record of a high-achieving student. Along with requiring certain levels of knowledge in each subject, this method evaluates the student’s overall performance and results, as well as their comprehensive education. It is intended to address certain specific and exceptional academic situations that prevent a student with a strong academic record from obtaining the degree they aspire to, due to failing to earn a small percentage of credits.

In light of the foregoing and considering the ongoing demand for this type of assessment from students, these regulations are established to set forth the criteria that guarantee legal certainty, fairness, equal treatment, and transparency in their application within the university.

CHAPTER I

PURPOSE AND SCOPE OF APPLICATION

1. The purpose of these regulations is to govern the curriculum compensation assessment system applicable to students at Universidad San Pablo-CEU enrolled in official undergraduate degree programs, as well as the composition and operation of the “Compensation Committee” to be established at the University for this purpose.
2. Assessment by compensation is an exceptional procedure that a student may resort to once they have exhausted the ordinary procedures for passing any of the courses in the undergraduate degree program they are pursuing, in accordance with the requirements and conditions established in these Regulations. This procedure will allow the student to have their overall proficiency assessed through and to determine whether they possess sufficient knowledge and skills to obtain the corresponding degree, despite not having passed all of the courses.

3. The body responsible for this exceptional evaluation procedure is the Compensation Committee of each institution.
4. Compensation shall apply in cases where the student has completed the curriculum corresponding to their degree and, having exhausted the standard procedures, has only one course remaining to pass.

CHAPTER II

COMPOSITION AND APPOINTMENT OF COMPENSATION COMMITTEES

1. In the event of a request for compensation, the School shall establish a Compensation Committee, an academic body with jurisdiction over undergraduate degree programs.
2. The Compensation Committee shall consist of:
 - a) The Dean or School Director, who shall serve as Chair and have the casting vote in the event of a tie in the voting. The Dean or Director of the School may delegate this authority to the corresponding Vice Dean or Assistant Director.
 - b) Three members, who shall be: the Director of the undergraduate program for the course to be substituted, the Director of the Department offering the course to be substituted, and the Head of the Academic Area or Teaching Unit offering the course to be substituted. If these positions are held by the same person, they shall be replaced by a faculty member designated by the Dean for this purpose.
 - c) The Academic Secretary of the School, who shall have a voice but no vote, shall take the minutes of the meeting, including a reasoned decision and the breakdown of the votes cast. In the absence of the Secretary, the member with the lowest academic rank shall act in their stead, and if there are several of the same rank, the one with the least seniority in the position.

CHAPTER III

APPLICANT REQUIREMENTS AND LIMITS ON COMPENSATION

1. Undergraduate students at Universidad San Pablo-CEU who meet the following requirements shall be eligible to request an evaluation for credit:
 - a) Have completed more than fifty percent (50%) of the credits required for their degree at Universidad San Pablo-CEU.
 - b) Have only one course remaining to complete their degree.
 - c) Have taken the course subject to the compensation evaluation at least four times.
 - d) Have taken the exam for the course for which compensation is requested in the exam session immediately preceding the request for a compensation evaluation.

- e) Have obtained a minimum grade of "3.5" in the most recent exam session taken, or have obtained a grade of "3" in at least two exam sessions.
- f) Have obtained a grade point average in the degree program higher than 6.0, excluding the course that is pending completion.

2. The requirements listed in section 1 must be evaluated as a whole, with any exceptions that may apply, in order to assess the student's academic record and work and determine whether they possess sufficient knowledge and skills to obtain the academic degree for which they are seeking compensation.

3. Final degree projects, the practicum, and external curricular internships may not be subject to credit transfer.

CHAPTER IV

PROCEDURE FOR EVALUATION BY CREDIT TRANSFER

1.- Submission of Applications

- a) The student must submit a request for credit transfer by filing a formal application addressed to the Dean or the Director of the School responsible for the degree program, with a copy to the Academic Secretary. The application must specify the course for which credit transfer is requested, the academic years in which the exams were taken, and the circumstances justifying the request. The student must attach any documentation supporting the stated grounds, including a complete academic transcript. If the student has transferred their academic record from another university, the request must also include the record from the university of origin.
- b) Each student may submit a request for credit transfer only once and, in any case, during the academic year in which the situation entitling them to the credit transfer occurred. The deadline for submitting the request is 15 business days from the date of the closing of records for the regular and make-up exam sessions established in the official calendar of the School.
- c) In cases where the application is not accepted because it does not meet the formal requirements established in this chapter, the Dean or Director shall notify the student in writing of the reasons justifying the refusal to process the application.
- d) Under no circumstances does the administrative process of requesting a make-up exam automatically guarantee that the course will be passed; this is an evaluation procedure based on academic criteria.

2.- Make-up Procedure

- a) Once the deadline for submitting applications has passed, the President shall convene the

Compensation Committee, which shall render its decision within 30 business days following the end of said deadline. The Committee shall be validly constituted with the attendance of half plus one of its members, provided that the President or, where applicable, the person replacing him or her, and the Academic Secretary are present.

- b) For the purposes of the corresponding decision, and provided there is no agreement, the Chair may call for a vote; for the appeal to be granted, it must obtain at least a simple majority of the votes of the members present. In the event of a tie, the Chair's casting vote shall prevail.
- c) The Committee must review the student's complete academic record, as well as any arguments presented by the student. The student's extracurricular activities and credits earned in the University's Values and Leadership Certificate Program will also be considered.
- d) To reach its decision, the Committee may consult as many documents and reports as it deems appropriate, which may come from the student, the department, or the professor of the relevant course, and may also examine any other documents or records that exist or have been requested for this purpose. In any case, in carrying out its duties, the Committee shall ensure compliance with the principles of transparency and fairness, avoiding discriminatory actions.
- e) Under no circumstances may the Compensation Committee administer exams to the student in order to reach its decision regarding the requested compensation.

3.- Grading Procedure

- a) The Secretary shall draw up a record of the decisions adopted, which shall be signed by all attendees, and shall inform the student of the resolution agreed upon.
- b) In the event of an unfavorable decision, it must be substantiated, and the minutes shall include the arguments on which the denial is based.
- c) If a favorable decision is issued, the minutes shall record the student's name, the course title, the credits granted through compensation, and the grade "Passed by Compensation (5)."
- d) Once the minutes have been drafted, the Secretary of the Committee shall proceed to request the issuance of the corresponding academic transcript to include the grade and shall sign it with the approval of the Chair, noting the grade "Passed by compensation (5)" and indicating the date of the Committee meeting minutes. In the event of an unfavorable decision, this shall be recorded in the student's file, and no academic transcript shall be issued.
- e) No appeal may be filed against the decision issued by the Compensation Committee within the University.

SOLE REPEAL PROVISION

Any provisions of equal or lower rank that conflict with the provisions of these Regulations are

hereby repealed.

In particular, *Regulation 3/2019 of Universidad San Pablo-CEU on the Evaluation by Compensation for Bachelor's Degrees*, approved by the Board of Trustees at its meeting on October 19, 2019, is hereby repealed.

FINAL PROVISION

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