

REGULATION 2/2026 ON THE CONTINUATION OF BACHELOR'S AND MASTER'S DEGREE STUDENTS

Approved by the Governing Council at its meeting on April 8, 2026 (Update to *Regulation 2/2020, on the Continuation of Bachelor's and Master's degree students at Universidad San Pablo-CEU*, approved by the Board of Trustees at its meeting on April 24, 2020)

TITLE I. GENERAL PROVISIONS

Article 1. Purpose and Scope

1. The purpose of these Regulations is to establish the modes of study, as well as the requirements and conditions for academic performance and progress, in accordance with which students at Universidad San Pablo-CEU may continue pursuing the Bachelor's and Master's degree programs in which they have enrolled.
2. The provisions of these Regulations shall apply to all students enrolled in official Bachelor's and Master's degrees at Universidad San Pablo-CEU, whether in the full-time or part-time study formats provided for in Article 8 of these Regulations.
3. Students shall be duly informed of the existence of these Regulations, particularly at the time of enrollment, and the necessary measures shall be taken to ensure that they expressly acknowledge and accept them.
4. In cases where a student fails to meet the requirements and conditions for continued enrollment, in accordance with the provisions of these Regulations, the Dean or the Director of the School shall inform the Vice-Rector for Students and University Life, who shall carry out the verifications deemed appropriate. Where applicable, and in agreement with the Vice-Rector for Students and University Life, the Dean or the Director of the School shall notify the student of the impossibility of continuing their studies, by means of a written notice sent to their residential address, as well as to their family address.

TITLE II. EXAMINATION POLICY FOR UNDERGRADUATE STUDIES

Article 2. Maximum Number of Exam Sessions per Course

1. Enrollment in each course or subject, in each academic year, entitles the student to two examination sessions, one regular and one make-up.
2. In general, students will have a maximum of four exam attempts for each course.

Article 3. Grace Exam

1. In exceptional cases, a student may request from the Dean or the School Director up to two additional grace exam attempts for a course, which may be granted based on the report issued by the academic advisor and in response to extraordinary and sufficiently justified circumstances. The granting of the grace exam attempt is a prerequisite and indispensable condition for the student to enroll in the course.
2. In the case of the fifth exam attempt, the student may request to be evaluated by a panel consisting of the course instructor along with two others, preferably from the same department. In the case of the sixth and final exam attempt, the formation of such panel to evaluate the student shall be mandatory.

Article 4. Cancellation of an exam session

1. Failure to appear for the assessment exams established as determinative for the final grade of each course does not count as an attempt, and the attempt is automatically canceled. The cancellation of an attempt in a course does not result in cancellation of enrollment; therefore, the student is not entitled to a refund of the amounts paid for the course.
2. The provisions of the preceding section shall also apply to additional grace exam sessions when requested by the student, which shall not be considered used if the student fails to appear. Since the formation of an examination committee to evaluate the student is mandatory for the sixth exam attempt, if the student decides not to take the exam, they must notify the Dean or the Director of the School, as well as the Secretary's Office of the corresponding campus, in writing at least two days prior to the exam date to cancel the attempt. In this case as well, canceling an exam in a course does not result in cancellation of enrollment, so the student will not be entitled to a refund of the amounts paid for that course.

Article 5. Examination Policy for Bachelor's Degree Programs in the Process of Being Phased Out

1. Curricula leading to official undergraduate degrees that are in the process of being phased out will be phased out one academic year at a time, and therefore, instruction will be gradually suspended, one academic year at a time.
2. The University, without prejudice to any applicable retention policies, will guarantee students four exam sessions during the two academic years following the date of discontinuation. Thus, once a course has been discontinued (with the right to both regular and make-up exam sessions), four exam sessions will be held during the two immediately following academic years. To be eligible for the exam sessions referred to in this section, enrollment must be completed consecutively, year by year.
3. A student's failure to appear for any of the exam sessions mentioned in the preceding section automatically counts as having used that session. Failure to appear for one of the exam sessions does not result in cancellation of enrollment; therefore, the student is not entitled to a refund of the amounts paid for that session.

TITLE THREE. ON STUDENT RETENTION IN THE FIRST YEAR OF UNDERGRADUATE STUDIES

Article 6. Selection Criteria for the First Year

1. During the first academic year of enrollment in any undergraduate degree program offered by Universidad San Pablo-CEU, with the exception of those in the fields of Architecture and Engineering, students must pass at least 50% of the credits for which they are enrolled in both available exam sessions. Students who do not meet this requirement will not be permitted to continue their studies in the degree program in which they are enrolled.
2. The provisions of the preceding section shall not apply to students pursuing undergraduate studies in the fields of Architecture and Engineering, affiliated with the Institute of Technology. Such students must pass at least 90% of the credits from the first year of their studies by the end of their second year at the University. Students who do not meet this percentage requirement will not be

able to continue their studies in the degree program in which they were enrolled.

3. In the case of first-year students transferring from other universities or from other degree programs at Universidad San Pablo–CEU who have recognized or validated credits, for the purposes of calculating the minimum percentage of credits required for admission, the recognized or validated credits will not be considered as having been passed.

4. For students enrolled in dual-degree programs, they must have earned more than 50% of the total credits for which they are enrolled.

Article 7. Exceptional Cases

1. Notwithstanding the provisions of the preceding article, if a student completes between 30% and 49% of the credits enrolled in during the first year of the degree program, they may request permission from the Dean of their Faculty or the Director of the School to continue their studies in the same degree program. Once the Vice–Rector for Students and University Life has been informed of such a request, and in agreement with him, the Dean or the Director of the School:

- a) They will notify the student of the denial of their request if they determine that there are no grounds in the student's academic record to justify granting the request. This decision shall be final and shall result in the automatic application of the provisions of Article 5, Section 1, thereby preventing the student from continuing their studies in the degree program in which they were enrolled.
- b) They will notify the student that their request has been accepted, subject to the following enrollment and retention conditions:
 - The student may only enroll during that academic year in courses in which they were enrolled in the previous academic year and did not pass, whether due to a failing grade or failure to take the exam.
 - Students must pass all the credits for which they are enrolled during that academic year. If they do not pass 100% of the credits for which they are enrolled in both exam sessions of the academic year, they will not be able to continue their studies in that degree program.

2. Exceptionally, and at the student's request, the Dean of their Faculty or the Director of the School may grant—after informing the Vice Rector for Students and University Life and reaching a consensus with them, and provided there is just cause—authorization to continue studies in the same degree program to those students who have not met the selection criteria established in section 1 of this Article 6. The Dean or the Director of the School may request a non-binding report from the program director and the student's academic advisor before making the decision they deem appropriate, which, in any case, shall be based on sufficiently proven serious causes or force majeure that have affected the student's performance. The decision adopted shall be final and non-appealable.

3. Any student who, despite not meeting the retention requirements set forth in these Regulations,

has been authorized to continue their studies by the Dean of their Faculty or the Director of the School in accordance with the provisions of the preceding section, shall enroll in the courses authorized by them and in agreement with the Vice Rector for Students and University Life, and shall be required to pass 100% of the credits for which they have re-enrolled within the academic year.

4. The provisions of the preceding paragraphs shall not apply to students pursuing their undergraduate studies in the fields of Architecture and Engineering, affiliated with the Institute of Technology, who shall have their own selective retention policy, in accordance with the provisions of Section 2 of Article 5 of these Regulations.

Article 8. Consequences of Failing to Meet the First-Year Retention Criteria

1. First-year students who have not met the retention criteria established in Article 5, Section 1, and Article 6, Section 1, of these Regulations must withdraw from the degree program they are pursuing, unless they have been granted authorization to continue their studies in accordance with the provisions of Article 6, Sections 2 and 3. However, students who wish to do so may begin studies in a different degree program at Universidad San Pablo-CEU on a one-time basis, unless expressly authorized by the Dean or School Director.

2. If a student is enrolled in a dual degree program and does not meet the selection criteria set forth in Article 5, Section 4 of these Regulations, the student may, at his or her discretion, continue pursuing studies for only one of the degrees.

TITLE IV. STUDY LOAD REQUIREMENTS FOR UNDERGRADUATE STUDENTS

Article 9. Study Modalities

1. Studies leading to the award of official undergraduate degrees may be pursued on a full-time or part-time basis.

2. The standard enrollment status for students at Universidad San Pablo-CEU shall be full-time.

Article 10. Full-Time Enrollment

A student shall be considered a full-time undergraduate student if they enroll in at least 60 credits in the first year and, in subsequent years, if they enroll in between 60 and 78 credits, inclusive.

In the case of students enrolled in dual-degree programs, they shall register for the number of credits per semester corresponding to the joint official curriculum approved by the University. In exceptional cases, the Dean or the Director of the School may authorize registration for more credits than this limit, provided that, in their discretion, there are grounds that justify it.

Article 11. Part-time Enrollment

A student shall be considered a part-time student in undergraduate studies if they enroll in the first year for a maximum of 30 ECTS and in subsequent years for a minimum of 30 and a maximum of 48, inclusive.

Article 12. Special Cases

As an exception, full-time students who have fewer than 60 ECTS credits remaining to complete their degree may enroll for fewer than that number of credits.

Likewise, and also on an exceptional basis, part-time students may enroll for fewer than 30 ECTS credits when the number of credits remaining to complete the degree is less than that figure.

TITLE V. SUPPORT MEASURES TO HELP UNDERGRADUATE STUDENTS MEET ENROLLMENT REQUIREMENTS

Article 13. Types of measures to help students meet retention requirements

The University will implement the following measures to support students whose academic standing jeopardizes their continued enrollment in the program, in accordance with the selection criteria established in these Regulations:

- a) Informational and academic interventions with students repeating a year.
- b) Preventive informational and academic support for first-year students

Article 14. Informational and academic support for students repeating a year

1. In order to help students meet the retention requirements established in these Regulations, the various Schools will conduct special monitoring of students repeating a year, coordinated by the director of the corresponding degree program.
2. For courses with a high number of students repeating the course, special groups will be formed to provide students with appropriate instruction and support.
3. In all other cases, the student's instructor and academic advisor, in coordination with the program director, will closely monitor the academic progress of students repeating the course and provide them with the necessary guidance and assistance to improve their performance.
4. Once the first-semester exam period has ended, the Dean or the Director of the School will send a personal letter to the home address and the family address of all students who have taken the same course three times, informing them of this situation and the potential consequences for their continued enrollment in the degree program. Personal advisors will be notified of this communication so that they may review the student's academic situation with them.

Article 15. Preventive Academic and Informational Measures for First-Year Students

1. The program director, as well as the relevant academic advisors, will conduct a detailed monitoring of the academic progress of first-year students. In cases where they consider that a student's academic situation may jeopardize their continued enrollment in the degree program or concurrent degree programs they are pursuing, the advisor will personally inform the student of this circumstance, proposing solutions that, based on increased effort, are aimed at improving their performance.
2. Once the regular examination period for the first semester has concluded and students' results have been evaluated, the Dean or Director of the School will send a notice to first-year students who have not earned at least 50% of the credits for which they were enrolled during that examination period, informing them of their academic standing and the potential consequences

this may have on their continued enrollment in the degree program.

3. The notification referred to in the preceding section shall be personal in nature, addressed to the student, and sent to their residential address and family address by February 15 of each year or, in any case, within fifteen days following the corresponding Grading Committee meeting.
4. This notification shall be forwarded to the personal advisors, who shall analyze the situation individually and personally with each student.

TITLE SIX. REGULATIONS GOVERNING THE WORKLOAD AND CONTINUATION OF MASTER'S STUDENTS

Article 16. Student Enrollment Regulations

1. Students must enroll in courses in accordance with the order established in the master's degree curriculum.
2. Furthermore, if a student fails a course, they must re-enroll in it the following academic year; they are not permitted to do so in subsequent academic years. However, justified exceptions will be granted, such as in the case of students participating in exchange programs.

Article 17. Examination Schedule

1. Master's degree students are allowed a maximum of two enrollments, each of which includes the corresponding official examination periods—regular and make-up—to pass the course units that make up the program.
2. If a student exhausts these attempts without success, they must withdraw from the program; however, the Dean or the Director of the School or Institute overseeing the master's degree may, in exceptional cases, grant two additional grace examination periods, subject to a favorable recommendation from the program director.
3. Failure to take the assessment exams that are required for the final grade in each course of the master's degree does not count as an attempt, and the attempt is automatically voided. Voiding an attempt in a course does not result in cancellation of enrollment; therefore, the student is not entitled to a refund of the amount paid for that course.
4. The provisions of the preceding paragraph shall also apply to additional make-up exam sessions requested by the student, which shall not be considered used if the student fails to appear. Since the formation of an examination committee to evaluate the student is mandatory for the sixth exam session, if the student decides not to take the exam, they must notify the Dean or the Director of the School or Institute responsible for the master's degree, as well as the Secretary's Office of the corresponding campus, in writing at least two days prior to the exam date to cancel the exam session. In this case as well, the cancellation of an exam session for a course does not entail cancellation of enrollment; therefore, the student will not be entitled to a refund of the amounts paid for that course.

Article 18. Examination Schedule for Master's degrees in the Process of Being Phased Out

1. Curricula leading to official master's degrees that are in the process of being phased out will be phased out on a year-by-year basis, and therefore, instruction will be gradually suspended, year

by year.

2. The University, without prejudice to any applicable retention policies, will guarantee students four exam sessions over the two academic years following the date of discontinuation. Thus, once each academic year has been discontinued (with the right to both regular and make-up exam sessions), four exam sessions will be held over the two immediately following academic years. To be eligible for the exam sessions referred to in this section, enrollment must be completed consecutively, year by year.

3. A student's failure to appear for any of the exam sessions mentioned in the preceding section automatically counts as a missed session. Failure to appear for one of the exam sessions does not result in cancellation of enrollment; therefore, the student is not entitled to a refund of the amounts paid for that session.

FIRST ADDITIONAL PROVISION. High-level and high-performance athletes

In accordance with *Royal Decree 971/2007, of July 13, on elite and high-performance athletes*, and in order to ensure that the academic programs they pursue are compatible with their athletic training or competition, the University will take this status into account in all matters pertaining to its specific requirements for enrollment and academic progress. To this end, upon request by the interested party, these requirements may be adapted to the specific situation of the athlete who meets such criteria.

SECOND ADDITIONAL PROVISION. Students with special educational needs

Pursuant to Article 20(c) of *Royal Legislative Decree 1/2013, of November 29, which approves the consolidated text of the General Law on the Rights of Persons with Disabilities and Their Social Inclusion*, university students whose disability makes it difficult or severely for them to adapt to the generally established examination schedule may request an increase in the number of examination sessions to the extent necessary to compensate for their difficulty, without lowering the required standard. Exams shall be adapted, where appropriate, to the characteristics of the disability of the student concerned, in accordance with the provisions of the University's regulations.

SOLE REPEALING PROVISION

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

In particular, *Regulation 2/2020,, on the Continuation of Bachelor's and Master's degree students at Universidad San Pablo-CEU*, approved by the Board of Trustees at its meeting on April 24, 2020, is hereby repealed.

SOLE FINAL PROVISION

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