

REGULATION 7/2025 OF UNIVERSIDAD SAN PABLO-CEU FOR THE RECOGNITION AND TRANSFER OF CREDITS IN BACHELOR'S AND MASTER'S DEGREES

Approved by the Governing Council at its meeting on November 26, 2025, and by the Board of Trustees at its meeting on December 13, 2025

**REGULATION 7/2025 OF UNIVERSIDAD SAN PABLO-CEU FOR THE RECOGNITION AND TRANSFER OF
CREDITS IN BACHELOR'S AND MASTER'S DEGREES****STATEMENT OF REASONS**

In order to promote student mobility, both nationally and internationally and within the University itself, taking into account the different courses that make up Higher Education, and in accordance with the provisions of Article 10 of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality, Universidad San Pablo-CEU adapts its regulations on the system of credit recognition and transfer for application in all its centers, incorporating, in addition to the general criteria established in the aforementioned Royal Decree, the provisions of Royal Decree 1618/2011, of November 14, on the recognition of studies in the field of higher education.

CHAPTER I. RECOGNITION OF CREDITS**Article 1. Concept and activities subject to recognition**

- 1.** The recognition of credits implies the acceptance by the University of ECTS credits which, having been obtained in official courses that constitute Higher Education, at the same or another university, are counted in others for the purpose of obtaining an official degree.
- 2.** Credits earned in other official higher education programs, in higher arts education, in higher vocational training, in higher professional education in plastic arts and design and in higher sports education, as well as in university education leading to the award of the University's exclusive degrees, including those in lifelong learning, as referred to in Article 7.1 *in fine* of Organic Law 2/2023 of March 22 on the University System.
- 3.** Work and professional experience or participation in university activities such as mentoring, service learning, citizen science, cultural activities, sports, student representation, university associations, solidarity, cooperation, and the creation of new social and business initiatives may also be recognized in the form of credits that will count toward the awarding of an official degree, under the terms established in these Regulations, as well as in the Regulations on the recognition of credits for the completion and participation of undergraduate students in USP-CEU university activities.
- 4.** In any case, credits corresponding to final degree and master's projects may not be recognized.

Article 2. Recognition of credits in official undergraduate programs obtained in other official undergraduate programs

- 1.** The recognition of credits in official undergraduate university courses obtained in other official undergraduate university courses will be adjusted at Universidad San Pablo-CEU to the following basic rules:

a) Up to all basic training credits between degrees in the same field of study will be recognized. For this purpose, these Regulations include an ANNEX listing the fields of study in which official undergraduate and master's degrees are registered.

b) Credits for other subjects and courses between degrees in the same field of study or in different fields will be recognized, always taking into account the academic and educational coherence of the knowledge, competencies, and skills that define the subjects or courses to be recognized with those existing in the curriculum of the degree to which the student wishes to gain access.

2. Students must submit applications for recognition through the procedures formally established by the Center. The Dean, or the person to whom he or she delegates powers in matters of recognition, shall determine the subjects that may be subject to such recognition. The number of credits passed in the original degree shall be at least equal to those recognized in the destination degree.

3. In order to facilitate the automatic recognition procedure in the Academic Secretary's Offices of each Center, the competent bodies of the University shall adopt and maintain updated recognition tables for previously completed subjects, in those degrees and universities that are most frequently requested.

4. Recognized studies may not exceed 60 % of the credits in the study plan or curriculum of the degree program to be pursued.

5. In the case of academic programs involving simultaneous dual degrees with a specific itinerary, the governing bodies of the University, following a mandatory and favorable report from its own internal quality system, shall approve a document that specifies the educational project of these dual degree programs, the study plan resulting from the specific itinerary, the essential knowledge and skills to be achieved, the internships, and the model for the recognition of subjects between the degrees involved.

Article 3. Recognition of credits based on work and professional experience and non-official university education

1. Accreditation of professional and work experience may be recognized as academic credits used to obtain an official degree. This option may be available when such experience is closely related to the knowledge, competencies, and skills specific to the official university degree.

2. Similarly, credits passed and taken in university studies specific to universities or other official higher education studies may be recognized. In order to carry out the recognition, criteria for equivalence with the subjects or courses of the unofficial university degrees to be recognized must be established.

3. The volume of credits that can be recognized based on professional or work experience or those from non-official university studies (either specific to the university or continuing education) may not exceed, overall, 15 percent of the total credits that make up the curriculum of the degree to be obtained. Exceptionally, this percentage may be exceeded, up to and including the recognition of all credits from non-official university studies, provided that the corresponding non-official degree is no longer taught and is discontinued and replaced by the new official university degree in which

the academic credits are recognized. However, under no circumstances will the TFG/TFM (final degree project/master's thesis) be recognized, as these must be carried out under the official curriculum, follow its regulations, and be supervised and evaluated by the official degree's own examination boards. Internal quality assurance systems will ensure the academic suitability of this procedure.

4. The recognition of credits for professional and work experience, as well as credits passed and taken in university studies specific to the universities, will not include a grade for them, and therefore they will not be counted for the purposes of assessing the academic record.

Article 4. Recognition of credits for participation in university activities related to mentoring, service learning, citizen science, culture, sports, student representation, university associations, solidarity, cooperation, and the creation of new social and business initiatives

1. Student participation in university activities such as mentoring, service learning, citizen science, cultural activities, sports, student representation, university associations, solidarity, cooperation, and the creation of new social and business initiatives will be recognized, which together will be equivalent to a minimum of six credits. Similarly, other academic activities organized by the university for teaching purposes may also be recognized.

2. Academic recognition for these activities will be at least 6 credits and up to a maximum of 10 percent of the total credits in the curriculum. Each Center (School) may, depending on its particular circumstances, establish the maximum number of credits that may be recognized.

3. The recognition of credits referred to in this article shall be governed by the provisions of the Regulations for the recognition of credits for the completion and participation of undergraduate students in USP-CEU university activities.

Article 5. Competent body and deadlines for credit recognition

1. The body responsible for the recognition of credits shall be the Dean of the School and the Director of the corresponding School or Center.

2. Applications for recognition shall be processed in each School/Center by those responsible for recognition, who shall act on behalf of the Dean or Director, and shall issue the corresponding recognition report.

3. The Dean's or Director's decision will be communicated to the student by the Academic Secretary's Office of the University centers, once they have received the required written approval from the Dean authorizing the application.

4. The maximum period for resolving and notifying decisions shall be three months from the day following the submission of the application by the student.

Article 6. Curricula leading to official qualifications

1. The respective reports on the curricula for official degrees, subject to verification, shall establish

the criteria applicable to the recognition of credits based on the completion of official or unofficial university courses, professional or work experience, participation in cultural, sporting, student representation, solidarity or cooperation activities, as well as other academic activities of an educational nature organized by the University.

2. The criteria referred to in the previous section shall be subject to the guidelines established in these Regulations.

Article 7. Recognition of degree credits obtained in higher arts education, higher vocational training, higher professional education in plastic arts and design, and higher sports education

1. The direct relationship between university degrees and graduate degrees in arts education, advanced vocational training, advanced plastic arts and design, and advanced sports training will be specified in an agreement between the University and the relevant educational authority.

2. In the case of an agreement between a higher vocational training center and a university, approved by the governing body of the University and the department responsible for vocational training in the Autonomous Community, the proportion of credits that can be recognized in an official university degree may be up to 25 percent of the total credit load for that degree.

3. The recognition of studies will be carried out taking into account the adequacy of skills, knowledge, and learning outcomes between the subjects leading to the award of bachelor's degrees and the modules or subjects of the corresponding higher artistic education, higher technical, or higher sports technician degree.

Article 8. Recognition of undergraduate credits obtained in official degrees corresponding to previous regulations

In the case of official university degrees corresponding to the previous system, the recognition system for access to studies leading to a degree must comply with the basic rules specified in the first additional provision of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality. Consequently, persons who hold an official Diploma, Technical Architect or Technical Engineer degree and wish to access official undergraduate courses may obtain the appropriate academic credit recognition, as established in Article 2 of these Regulations.

Article 9. Recognition in official university master's degree programs of credits obtained in official degrees corresponding to previous regulations

Individuals who hold an official Spanish degree in Arts, Architecture, or Engineering may access university master's degree programs. In this case, where appropriate, credits may be recognized in relation to the knowledge, skills, and abilities learned in the previous degrees and their suitability for the curriculum of the corresponding university master's degree program to which they wish to gain access.

Article 10. Recognition of credits for students who have started 240-credit degrees that are to be discontinued

Students who have not obtained the 240-credit degree after exhausting all the opportunities offered to them in accordance with the law shall be entitled to recognition of the credits they have passed, in accordance with the provisions of Article 2 of these Regulations.

Article 11. Recognition of credits from university studies completed abroad

1. Subjects passed in a study plan leading to a foreign higher education degree obtained at a foreign university shall be eligible for validation when their content and course load are equivalent to those of the corresponding subjects included in a study plan leading to the official degree that the student is pursuing at Universidad San Pablo-CEU.

2. The recognition of partial studies referred to in the previous section may be requested in the following cases:

- a) When the studies completed under a foreign system have not resulted in the award of the corresponding degree.
- b) When the studies have concluded with the award of a foreign degree and the interested party has not requested its recognition as an official Spanish university degree.
- c) When recognition of the foreign degree has been requested but denied in Spain and the student wishes to continue their studies at a Spanish university.

3. In any case, in order to be admitted to Universidad San Pablo-CEU from studies completed in a foreign system, it will be an essential requirement that at least 30 ECTS credits be recognized.

4. For students who are not nationals of countries where Spanish is the official language, Universidad San Pablo-CEU may establish the language tests it deems appropriate.

CHAPTER II. TRANSFER OF CREDITS**Article 12. Concept and application**

1. The transfer of credits means that, in the official academic documents certifying the courses taken by each student, Universidad San Pablo-CEU will include all the credits obtained in official courses previously taken, at this or another university, which have not led to the award of an official degree.

2. Credit transfers in undergraduate degrees will not be counted towards the degree to which they are incorporated, nor will they be taken into account in the degree's grade point average scale.

CHAPTER III. COMMON PROVISIONS FOR THE RECOGNITION AND TRANSFER OF CREDITS**Article 13. Effects on the student's academic record**

All credits obtained by the student in official courses taken at any university, those transferred, those recognized, and those passed to obtain the corresponding degree will be included in their academic record and reflected in the European Diploma Supplement, regulated by Royal Decree 22/2015 of January 23, which establishes the procedure for the issuance of the European Diploma Supplement by universities.

SOLE REPEALING PROVISION

Regulation 1/2022 of Universidad San Pablo-CEU for the recognition and transfer of credits in university degrees and master's degrees, as well as any other regulations that conflict with the provisions of this Regulation, are hereby repealed.

SOLE FINAL PROVISION

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

ANNEX I**Fields of study**

The fields of study in which official Bachelor's and Master's degrees are to be registered are as follows:

- Physical activity and sports sciences.
- Architecture, construction, building, and urban planning, and civil engineering.
- Biology and genetics.
- Biochemistry and biotechnology.
- Agricultural sciences and food technology.
- Biomedical sciences.
- Behavioral sciences and psychology.
- Economics, business administration and management, marketing, commerce, accounting, and tourism.
- Education sciences.
- Environmental sciences and ecology.
- Social sciences, social work, labor relations and human resources, sociology, political science, and international relations.
- Earth sciences.
- Law and legal specialties.
- Nursing.
- Gender studies and feminist studies.
- Pharmacy.
- Philology, classical studies, translation, and linguistics.
- Physics and astronomy.
- Physical therapy, podiatry, nutrition and dietetics, occupational therapy, optics and optometry, and speech therapy.
- History of art and artistic expression, and fine arts.
- History, archaeology, geography, philosophy, and humanities.
- Cultural industries : design, animation, cinematography and audiovisual production.
- Electrical engineering, electronic engineering, and telecommunications engineering.
- Industrial engineering, mechanical engineering, automatic engineering, industrial organization engineering, and navigation engineering.
- Computer and systems engineering.
- Chemical engineering, materials engineering, and environmental engineering.
- Mathematics and statistics.
- Medicine and dentistry.
- Journalism, communication, advertising, and public relations.
- Chemistry.
- Veterinary medicine.
- Interdisciplinary.