

REGULATION 3/2025 FOR THE DECLARATION OF EQUIVALENCE OF FOREIGN HIGHER EDUCATION DEGREES TO THE ACADEMIC LEVEL OF DOCTORATE OR DOCTOR OF THE UNIVERSITY SAN PABLO-CEU

Approved by the Governing Council, at its meeting held on May 21, 2025, and by the Board of Trustees of the University, at its meeting held on June 7, 2025.



PREAMBLE I

The second additional provision of Royal Decree 889/2022, of October 18, which establishes the conditions and procedures for the homologation, declaration of equivalence and validation of university degrees from foreign educational systems and which regulates the procedure to establish the correspondence to the level of the Spanish Framework of Qualifications for Higher Education of official university degrees belonging to previous academic systems, establishes:

"Second additional provision. Declaration of equivalence to the academic level of Doctor.

1. The universities are responsible for declaring the equivalence of foreign degrees to the academic level of Doctorate or Doctor. The statutory regulations of the public universities and those of the organization and operation of the private universities shall determine the competent body to make the declaration of equivalence, as well as the procedure to be followed, in their respective areas, to obtain it.

2. The procedure shall be initiated by means of a request from the interested party, addressed to the person in charge of the Rectorate of the university of their choice, accompanied by the documents requested by the university for this purpose.

3. The granting of the declaration of equivalence will be accredited by means of the corresponding certificate of declaration of equivalence issued by the university that grants it, which will state the foreign degree held by the person concerned and the university of origin. Prior to its issuance, the university will communicate it to the competent body of the General Secretary's Office of Universities, for the purpose of its registration in the special section of the National Register of Official University Graduates.

4. A foreign degree that has already been declared equivalent may not be subject to a new process of declaration of equivalence at another university. However, when the declaration of equivalence is denied, the interested party may initiate a new application at a different Spanish university.

5. The declaration of equivalence to the academic level of Doctor does not imply, in any case, the homologation, declaration of equivalence or recognition of another or other foreign degrees of which the person concerned is in possession, nor the recognition in Spain at a level other than that of Doctor."

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In line with the above, it is the responsibility of Universidad San Pablo-CEU to approve the Regulations for the declaration of equivalence of foreign higher education degrees to the academic level of Doctorate. For this purpose, it is appropriate that the Rector, after the appropriate procedure, approves the resolution declaring the equivalence of foreign degrees



to the academic level of Doctor, taking into account Article 37.1.b) of the current Organization and Functioning Rules of the University, which states that it is responsible for *"issuing the degrees and diplomas awarded by the University"*.

Thus, these Regulations comply with the mandate established in the Second Additional Provision of Royal Decree 889/2022, of October 18.

By virtue thereof, the following is hereby approved

REGULATION 3/2025 FOR THE DECLARATION OF EQUIVALENCE OF FOREIGN HIGHER EDUCATION DEGREES TO THE ACADEMIC LEVEL OF DOCTORATE OR DOCTOR OF THE UNIVERSITY OF SÃO PAULO-CEU

Article 1. Purpose and scope of application.

1. The purpose of these Regulations is to establish, within the scope of Universidad San Pablo-CEU, the rules for the development and application of the Second Additional Provision of Royal Decree 889/2022, of October 18, which establishes the conditions and procedures for the homologation, declaration of equivalence and validation of university education from foreign educational systems and which regulates the procedure for establishing the correspondence to the level of the Spanish Framework of Qualifications for Higher Education of official university degrees belonging to previous academic orders.

2. For the admission to process applications for the declaration of equivalence of foreign higher education degrees to the academic level of Doctor at Universidad San Pablo-CEU, it will be an indispensable requirement that the foreign degree is related to official teachings of the doctoral programs taught at the "CEU INTERNATIONAL SCHOOL OF DOCTORATE (CEINDO)". For this purpose, the Degrees Area of the Vice-Rectorate for Institutional Relations and General Secretary's Office may consult with the Academic Secretary's Office of the "CEU International Doctoral School (CEINDO)" on the existence of this effective relationship between the foreign degree and the doctoral programs offered therein.



CHAPTER I Initiation of the procedure

Article 2. Initiation of the procedure.

The procedure shall be initiated by means of the presentation of an application by the interested party, addressed to the Rector Magfco, which must conform to the established model; the corresponding documents shall be attached to the same, in accordance with the provisions of articles 3 and 4 below of these Regulations. The application shall be presented in person by the interested party at the Degree Area of the Vice-Rectorate for Institutional Relations and General Secretary's Office.

Article 3. Model of the application.

The application for the declaration of equivalence of foreign higher education degrees to the academic level of Doctor shall conform to the model published as <u>Annex I</u> of these Regulations.

Article 4. Documents that must accompany the application.

1. Requests for equivalency must be accompanied by the following original documents, without prejudice to the provisions of article 6:

a) For foreign citizens, a valid passport proving the identity and nationality of the applicant, issued by the competent authorities of the country of origin or provenance; as well as the Foreigner's Identity Number $(NIE)^1$.

For Spanish citizens, a valid National Identity Card is required.

b) Doctor's degree or Doctor whose equivalency declaration is requested. For the purposes of this procedure, it will not be admitted the presentation of proof or certificate that the interested party is able to possess or has applied for the issuance of the title of Doctor.

c) Academic certification of the studies carried out to obtain the title of Doctor, stating, among other things, the subject of the doctoral thesis, as well as its duration in academic years.

¹ In accordance with the NOTE of the GENERAL SECRETARY'S OFFICE OF UNIVERSITIES OF THE MINISTRY OF SCIENCE INNOVATION AND UNIVERSITIES, dated May 10, 2024, regarding the identification of foreign citizens in the issuance of university degrees, foreign students must provide the University with the Foreign Identification Number (NIE). For this purpose, we inform that the NIE is an essential requirement for the issuance of official university degrees by Universidad San Pablo-CEU. The NIE can be obtained by the interested party, either in Spain, at the processing offices for foreign citizens of the National Police, or abroad at the Spanish Consular Offices of their place of residence.



d) Full copy of the **doctoral thesis in Spanish or English**, or failing that, the institutional repository in which the thesis is deposited and which can be accessed for consultation, indicating the language in which it is written.

e) Previous degree that has given access to the interested party to the title of Doctor whose declaration of equivalence is sought.

f) Academic certification of the studies carried out in order to obtain the previous degree that has given the interested party access to the degree of Doctor, stating, among other things, the official duration in academic years of the study plan followed, the subjects taken, the time load of each one of them and, if applicable, the corresponding ECTS credits obtained.

g) Document accrediting payment of the corresponding fees established for the administrative management and processing of the application; this amount shall in no case be refundable and does not cover the fees for issuing the certificate of equivalence which, if the application is accepted, must be paid separately, in accordance with the provisions of Article 13.2 of these Regulations.

h) Certification, if applicable, accrediting linguistic competence, in accordance with Chapter II of these Regulations.

i) Responsible declaration stating that the degree, whose equivalence to the academic level of Doctorate or Doctorate is sought from the Universidad San Pablo-CEU, has not already been declared equivalent in any other university; the applicant is also obliged to communicate any modification of this situation throughout the procedure, in the event that an application for equivalence has been submitted simultaneously in another university. The aforementioned declaration shall conform to the model published as <u>Annex II</u> of these Regulations.

2. Once the application has been submitted by the interested party, the examining body, ex officio or at the request of the Committee for the Recognition of Doctorate Equivalences, may require the interested party, at any time before the resolution to terminate the procedure is issued, to submit any other documents deemed necessary and relevant for the accreditation of the correspondence between the training leading to the foreign degree provided and that required to obtain the Spanish degree of Doctorate or Doctor whose declaration of equivalence is sought. To these effects, and with a merely enunciative and not limiting character, it is worth mentioning the correspondence of the characteristics of the training, duration, access requirements of the training received, as well as the training to which it gives access, including in its case the programs of the subjects in which the content and the extent with which they were studied are reflected or the academic documentation accrediting to have passed, in its totality, the studies demanded for the access to those studied for the obtaining of the foreign degree of higher education.



Article 5. Requirements of the documents.

Documents issued abroad must comply with the following requirements:

a) They must be official and issued by the competent authorities, in accordance with the legal system of the country in question.

b) They must be presented legalized through diplomatic channels or, if applicable, by means of the apostille of the Hague Convention. For these purposes, regarding the provision of certified copies, the legalization or apostille must appear on the original document, prior to the making of the copy to be certified. This requirement shall not apply to documents issued by the authorities of the Member States of the European Union or signatories of the Agreement on the European Economic Area and Switzerland.

c) They must be accompanied, where appropriate, by a certified copy of the corresponding official translation into Spanish. To these effects, it is considered as such the one carried out by the appointed Sworn Translators-Interpreters and that appear included in the updated list that publishes, with periodic character and for informative effects, the Office of Interpretation of Languages of the Ministry of Foreign Affairs, European Union and Cooperation.

d) If the document is in electronic format, it must be signed using an electronic signature certificate [issued by any valid electronic certification service provider] and a secure verification code (CSV) that allows its *online* retrieval, so that its veracity can be verified and that it has not been altered.

Article 6. Provision of copies of the original documents to be certified.

1. In addition to the application, the interested party shall provide, together with each original document listed in article 4 above, a photocopy of the same. The Degrees Unit of the Vice-Rectorate for Institutional Relations and General Secretary's Office will collate the original documents, verifying the identity of their contents, returning the original documents to the interested party and will attach the corresponding copies to the application, once they have been stamped with a seal or accreditation of collation.

2. If the photocopies have already been notarized in Spain or by the diplomatic or consular representations of Spain in the country from which the **dama** briginates, it will not be necessary to present the original at the same time.

3. The return to the interested parties of any documentation provided, once the procedure has been completed, shall not proceed, except in exceptional cases in the case of original documents exceptionally required, provided that it is possible and appropriate for such return in the opinion of the instructing body.

Article 7. Validation of documents.



In case of doubt as to the authenticity, validity or content of the documents provided, the investigating body may take the necessary steps to verify them, as well as contact the competent authority issuing them to validate any points that may be in doubt.

CHAPTER II Linguistic competence

Article 8. Accreditation of linguistic competence.

1. Interested parties whose doctoral thesis has been written in Spanish and are not nationals of States or territories² that have Spanish as one of their official languages, must provide, together with the application, one of the following documents:

a) "Diploma of Spanish as a Foreign Language (DELE), level B2 or higher of the Common European Framework of Reference for Languages (CEFR), issued in accordance with the provisions of Royal Decree 1137/2002, of October 31, 2002, which regulates the "Diplomas of Spanish as a Foreign Language (DELE)".

b) Official certificate, level B2 or higher of the Common European Framework of Reference for Languages (CEFR), in Spanish for foreigners issued by the Official Language Schools in accordance with the provisions of Article 61 of the Organic Law 2/2006, of May 3, 2006, on Education.

c) Certificate of Proficiency in Spanish for foreigners issued by the Official Language Schools.

d) Certificate issued by the Center where the studies leading to the Doctor's degree whose equivalence is sought were taken, stating that at least 75% of the training was taken in Spanish.

e) Certificate issued by the Center where the interested party has completed the school education prior to access to higher studies, or the official university studies of bachelor's or master's degree -or their equivalents according to the foreign system in question- in which the specific education completed in Spanish is stated.

2. Interested parties whose doctoral thesis has been written in English and who are not nationals of States or territories whose official languages include English, must provide,

² States and territories where Spanish is an official language: Argentina, Bolivia, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Spain, Uruguay, Venezuela,



together with the application:

a) Official certificate, level B2 or higher of the Common European Framework of Reference for Languages (CEFR), in English.

CHAPTER III Instruction of the procedure

Article 9. Instruction of the procedure.

1. The Vice-Rectorate for Institutional Relations and General Secretary's Office is responsible for the instruction and promotion of the procedure for the declaration of equivalence of foreign higher education degrees to the academic level of Doctorate or PhD, upon request made by the interested party.

2. Once all of the above documents have been submitted, the investigating body shall verify that they comply with the form established in Chapter I above, and may require the correction of any defects that it may find, granting the interested party a period of ten working days to correct the deficiencies or to attach the required documents, stating that, if this is not done, the application shall be considered withdrawn. This period may be extended by up to five more working days, at the required documents presents special difficulties.

Article 10. Report of the Committee for the Recognition of Doctoral Equivalencies.

The Committee for the Recognition of Doctorate Equivalencies is hereby created, which shall be composed of the following members:

a) The Director of the CEU International Doctoral School (CEINDO), who will be its President.

b) They shall be members of the Board of Directors:

- The Vice-Rector for Research.
- The Coordinators or Deputy Coordinators of the Doctoral Programs of the CEU International Doctoral School (CEINDO) that are related to the subject matter of the doctoral thesis that allowed obtaining the foreign title of Doctor whose equivalence is sought. The aforementioned Coordinators or Assistant Coordinators must belong to the Universidad San Pablo-CEU.
- c) The Academic Secretary of the CEU International Doctoral School (CEINDO), with voice and vote, who will also perform the functions of Secretary of the collegiate body.

2. The Vice-Rectorate for Institutional Relations and General Secretary's Office, in its



capacity as instructing body, will transfer the file to the Committee for the Recognition of Doctoral Equivalences, through the Vice-Rector for Research, for the purpose of issuing a non-binding report on the application for the declaration of equivalence of the foreign higher education degree to the academic level of Doctorate or PhD.

3. In order to be able to decide on the application submitted, the Committee for the Recognition of Doctoral Equivalencies may seek the advice of the faculty of the CEU International Doctoral School (CEINDO), belonging to the lines of research most related to the subject matter of the doctoral thesis on which it must decide.

4. Without prejudice to the provisions of Article 4.2 of these Regulations, the Committee for the Recognition of Doctoral Equivalences shall rule *favorably* or *unfavorably* on the application submitted by the interested party, including, where appropriate, the assessment of the requirement of accreditation of linguistic competence under the terms established in Article 8 of these Regulations, and may request, optionally and for such purposes, a report from the Language Policy Committee of the University, which shall not be binding.

The decision of the Doctoral Equivalency Recognition Committee shall be adopted by a majority of its members participating in the deliberation. In the event of a tie, the vote of the President shall decide. If the sense of the report issued is *unfavorable*, the deficiencies observed must be expressly indicated.

5. The Committee for the Recognition of Doctoral Equivalencies will submit the report issued, through the Vice-Rector for Research, to the Vice-Rector for Institutional Relations and General Secretary's Office, with the return of the file previously sent by the latter.

Article 11. Transfer of the report issued by the Committee for the Recognition of Doctoral Equivalencies.

Once the procedure has been completed, the Vice-Rectorate for Institutional Relations and General Secretary's Office will forward to the Rector Magfco. the report issued by the Committee for the Recognition of Doctorate Equivalences, so that he may issue the resolution he deems most appropriate.



CHAPTER IV Termination of the procedure

Article 12. Resolution.

1. Once the procedure has been completed, the Rector Magfco. shall issue the resolution that puts an end to the procedure and against which no appeal may be lodged with the University. Resolutions on applications reported by the Committee for the Recognition of Doctoral Equivalencies shall state whether they agree with the opinion of this collegiate body or whether they deviate from it. In the first case, the formula *"in agreement with the Committee for the Recognition of Doctoral Equivalencies"* will be used; in the second case, the formula *"after hearing the Committee for the Recognition of Doctoral Equivalencies"* will be used; in which case the resolution must state the reasons for the decision.

2. The resolution of the proceeding shall contain one of the following pronouncements:

b) The denial of the requested equivalence of the foreign degree of higher education to the academic level of Doctor. In this case, the resolution must indicate, expressly, the deficiencies observed, and without the sense of this resolution implying the return to the interested party of the amount paid as fees for the processing of the application submitted, which must be noted in the information provided to the interested parties prior to the submission of the corresponding application.

3. The resolution will be notified to the interested party, as well as to the competent bodies of Universidad San Pablo-CEU, for the appropriate purposes.

Article 13. Certificates of equivalence.

1. The granting of the equivalence provided for in the second additional provision of Royal Decree 889/2022, of October 18, will be accredited by means of the corresponding certificate of equivalence issued by the Rector Magfco. of Universidad San Pablo- CEU. It shall state, at least, the following points:

a) Reference to the resolution of the Rectorate approving the declaration and identifying number of the equivalence certificate.

b) Foreign doctorate or doctorate degree to which the declaration of equivalence refers held by the interested party, university of origin and country of issue.

c) Name, surname, date of birth and nationality of the applicant of the equivalence.



2. Prior to the issuance of the certificate of equivalence, and upon payment by the interested party of the corresponding fees established for this purpose, the Degrees Unit of the Vice-Rectorate for Institutional Relations and General Secretary's Office of Universidad San Pablo-CEU will communicate it to the appropriate body of the Ministry competent in matters of Universities, for the purpose of its registration in the special section of the National Register of Official University Graduates.

3. Once registered in the special section of the National Register of Official University Graduates referred to in the previous section, the certificate of equivalence of the foreign higher education degree to the academic level of Doctorate will be issued.

4. Once the above points have been accredited, the certificate of equivalence must be collected in person by the interested party at the Degrees Unit of the Vice-Rectorate for Institutional Relations and General Secretary's Office of Universidad San Pablo-CEU. In the event that it is not possible to do so, the interested party may authorize another person, always by means of sufficient power of attorney granted for this purpose in accordance with Spanish law, to collect it on his/her behalf.

5. The declaration of equivalence to the academic level of Doctor does not imply, in any case, the homologation, declaration of equivalence or recognition of another or other foreign degrees of which the person concerned is in possession, nor the recognition in Spain at a level other than that of Doctor.

Sole transitory provision. Regulations applicable to applications filed prior to the approval of these Regulations.

Applications for the declaration of equivalence of foreign higher education degrees to the academic level of Doctor, submitted prior to the approval of these Regulations and for which no resolution has been issued to finalize the procedure, shall be governed by these Regulations. To this effect, they shall be duly corrected, and the proceedings shall be taken back to the moment of the beginning of their processing, and completed in those aspects that so require.

Sole derogatory provision. Repeal of regulations.

Regulation 1/2018 of Universidad San Pablo-CEU for the declaration of equivalence of foreign higher education degrees to the academic level of doctor, approved by the Board of Trustees of the University at its meeting held on May 25, 2018, is hereby repealed, as well as



any other provisions of equal or lower rank that oppose the provisions of this Regulation.

First final provision. Enabling regulations.

The Vice-Rectorate for Institutional Relations and General Secretary's Office is empowered to issue as many provisions as required for the application and development of these Regulations; in particular, and with the favorable report of the Management, regarding the updating of the amount of the fees established for the administrative management and processing of applications, as well as for the issuance of equivalency certificates, which are included in <u>Annex I.</u>

Second 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.



ANNEX I: Application Form

APPLICATION FOR DECLARATION OF EQUIVALENCE OF A FOREIGN HIGHER EDUCATION DEGREE AT THE ACADEMIC LEVEL OF DOCTORATE FOR UNIVERSIDAD SAN PABLO-CEU

1. APPLICANT'S DETAILS

Last Name:	First Name:	
Place and date of birth:	Nationality:	
□ DNI (ID number for Spanish nationals)	□ NIE (Compulsory for foreigners)	□ Passport
Avenue, street, square, etc. and number:	City:	Postal Code:
Province:	Country/State:	
E-mail:	Phone:	

2. REPRESENTATIVE'S INFORMATION

(To be completed only in case of representation, providing sufficient power of attorney for this purpose)

Last Name:	First Name:	
□ DNI (ID number for Spanish nationals)	□ NIE (foreigners required) □ Passport	

3. DATA RELATING TO THE NOTIFICATION

For notification purposes, the interested party / representative (cross out what does not apply) indicates the following address:		
Avenue, street, square, etc. and number:	City:	Postal Code:
Province:	Country/State:	
E-mail:	Phone:	



4. APPLICATION DATA

Application for declaration of equivalence to the academic level of Doctor of the degree of:

Awarded by the University of (name, location and country/state):

5. DOCUMENTS ACCOMPANYING THIS APPLICATION (mark with "X")

 1. For citizens of Spanish nationality: National Identity Card (DNI) in force. 	 Official translation (in case of language other than English)
 1. For foreign citizens: Valid passport proving the identity and nationality of the applicant, issued by the competent authorities of the country of origin or provenance. It is mandatory to attach the Foreigner's Identity Number (NIE). 	
2. Doctor's degree for which a declaration of equivalence is requested. For the purposes of this procedure, it will not be admitted the presentation of proof or certificate that the interested party is able to possess or has applied for the issuance of the Doctor's degree.	 Official translation (in case of language other than English)
□ 3. Academic certification of the studies carried out by the applicant to obtain the title of Doctor, stating, among other things, the subject of the doctoral thesis, as well as its duration in academic years.	 Official translation (in case of language other than English)
□ 4. A complete copy of the doctoral thesis in Spanish or English; or, failing that, the institutional repository where the thesis is deposited and where it can be accessed for consultation, indicating the language in which it is written.	
□ 5. Previous degree that has given access to the interested party to the Doctor's degree whose declaration of equivalence is sought.	 Official translation (in case of language other than English)
□ 6. Academic certification of the studies carried out by the applicant to obtain the previous degree that has given the interested party access to the degree of Doctor, stating, among other things, the official duration in academic years of the study plan followed, the subjects taken, the time load of each of them and, if applicable, the corresponding ECTS credits obtained.	Official translation (in case of language other than English)
7. Document certifying the payment of the corresponding fees established for the administrative management and processing of the application (50.00 €); amount that, in no case, will be refundable and that does not cover the fees for the issuance of the equivalence certificate (350.00 €) that, if the application is accepted, must be paid separately. Account ES53 0182 0972 15 0201507261.	
□ 8. Certification of the required linguistic competence in Spanish or English I	anguage.



□ 9. Responsible declaration (standard model according to Annex II) stating that the degree, whose equivalence to the academic level of Doctor is sought from Universidad San Pablo-CEU, has not already been declared equivalent in any other University; the applicant is also obliged to communicate any modification of this situation throughout the procedure, in the event that an application for equivalence has been submitted simultaneously in another university.

 \Box **10.** Other (specify, if applicable):

This application is made pursuant to the provisions of the Second Additional Provision of Royal Decree 889/2022, of October 18, accompanied by the documents listed in this form.

Place and date	Signature

HONORABLE RECTOR MAGNIFICUS OF UNIVERSIDAD SAN PABLO-CEU



ANNEX II: Responsible declaration

AFFIDAVIT OF RESPONSIBILITY FOR TO THE FOREIGN DEGREE OF HIGHER EDUCATION WHOSE EQUIVALENCE TO THE ACADEMIC LEVEL OF DOCTOR IS OF INTEREST TO UNIVERSIDAD SAN PABLO-CEU

APPLICANT'S DETAILS

Last Name:	First Name:	
□ DNI no:		
□ Passport no:		
□ NIE (mandatory for foreign citizens):		

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Lhereby **DECLARE** that the degree, whose equivalence to the academic level of Doctor of Universidad San Pablo-CEU, has not already been declared equivalent in any other University.

This declaration also obliges the applicant to inform the Rectorate of Universidad San Pablo-CEU of any change in this situation throughout the procedure, in the event that an application for equivalence has been submitted simultaneously at another University.

It is formulated in accordance with the provisions of section four of the Second Additional Provision of Royal Decree 889/2022, of October 18, which establishes the conditions and procedures for the homologation, declaration of equivalence and validation of university degrees from foreign educational systems and regulates the procedure to establish the correspondence to the level of the Spanish Framework of Qualifications for Higher Education of official university degrees belonging to previous academic systems.

Place and date	Signature

HONORABLE RECTOR MAGNIFICUS OF UNIVERSIDAD SAN PABLO-CEU