



PROCESS FOR THE IMPLEMENTATION AND TERMINATION OF EXCLUSIVE AND CONTINUOUS TRAINING DEGREES AND FOR THE APPLICATION AND ISSUING OF DIPLOMAS AND CERTIFICATES FOR EXCLUSIVE AND CONTINUOUS TRAINING DEGREES

Madrid, 16 November 2022

Updated in accordance with the provisions of the second final provision of Royal Decree 889/2022, of 18 October, which amends art. 37.7 of RD 822/2021.

PROCESS FOR THE IMPLEMENTATION AND TERMINATION OF EXCLUSIVE AND CONTINUOUS TRAINING DEGREES AND FOR THE APPLICATION AND ISSUING OF DIPLOMAS AND CERTIFICATES FOR EXCLUSIVE AND CONTINUOUS TRAINING DEGREES

1. REGULATIONS

Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the quality assurance procedure, provides for the first time a basic regulation of Continuous Training and Exclusive degrees developed by universities, which organises the educational space in which universities demonstrate their social commitment, leaving a wide margin for flexibility, but minimally homogenising the structure of this education and introducing the culture of quality assessment in these degrees.

Therefore, Article 36 establishes that universities, in the exercise of their autonomy, may offer studies leading to qualifications other than official university degrees, which shall be defined as their Exclusive degrees. These degrees shall be awarded in the manner determined by the university, considering the provisions of this Royal Decree, and under no circumstances may their name or the format in which they are prepared and made public lead to confusion with official university degrees.

Article 37 of Royal Decree 822/2021 regulates Continuous Training within university studies, understood as a series of degrees whose purpose is to strengthen the Continuous Training of individuals, updating and broadening their knowledge, skills and general, specific, or multidisciplinary abilities in the various fields of knowledge. This article calls on the universities to regulate the conditions and criteria for the provision of this type of education by means of specific regulations.

In compliance with this legal mandate, the University's Board of Trustees, at its session on 10 December 2021, approved *Regulation 3/2021, on Universidad San Pablo-CEU's Exclusive and Continuous Training degrees*, the purpose of which is to regulate these studies, understood as any Continuous Training activity that aims to improve knowledge, competences and skills with a personal, civic, social or employment-related perspective.

The typology of Continuous Training courses is set out in the aforementioned Regulation, in full compliance with the provisions of Article 37 of *Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the quality assurance procedure*, modified by the Second Final Provision of *Royal Decree 889/2022, of October 18, which establishes the conditions and procedures for homologation, declaration of equivalence and validation of university education from foreign educational systems and which regulates the procedure to establish correspondence to the level of the Spanish Qualifications Framework for Higher Education of the official university degrees belonging to previous academic ordinances [Marco Español de Cualificaciones]* of official university degrees from previous academic systems.

Thus, the Regulation distinguishes between several types of Continuous Training teachings:

1. On the one hand, courses that require a university degree and whose aim is to broaden the knowledge and skills and the level of specialisation, and to refresh training of university graduates. Within these, the following degrees can be distinguished: the Master's Degree of Continuous Training (with a load of 60, 90 and 120 ECTS credits), the Diploma of Specialisation (with between 30 and 59 credits) and the Expert Diploma (with less than 30 credits).

2. Universities may also offer their Exclusive courses of less than 15 ECTS that may or may not require prior university qualifications, in the form of micro-credentials or micro-modules, which make it possible to certify learning outcomes linked to short-term training activities. Under no circumstances may these courses be confused with the qualifications offered by Intermediate or Higher Level Vocational Training centres.

However, by virtue of the provisions of Article 37.9 of *Royal Decree 822/2021*, universities are allowed to use other names for their degrees of Continuous Training, except in the case of the Master's Degree of Continuous Training, which will be always named this way.

2. TYPOLOGY OF EXCLUSIVE AND CONTINUOUS TRAINING DEGREES

2.1 General Tipology

Considering the provisions of *Royal Decree 822/2021*, of 28 September, which establishes the organisation of university education and the quality assurance procedure and the Regulations of Universidad San Pablo-CEU's Exclusive and Continuous Training degrees, **Universidad San Pablo-CEU**, in the exercise of its university autonomy, **establishes the following typology of its Exclusive education and Continuous Training:**

- **Master's Degree of Continuous Training**, with a credit load that can vary between 60, 90 and 120 ECTS and which requires a previous university degree.
- **Diploma of Specialisation**, with a credit load of 30 to 59 ECTS and requiring a previous university degree.

- **Expert Diploma**, the credit load of which may not exceed 29 credits and may not be less than 7 ECTS and which requires a previous university degree.

- **Course**, with a maximum credit load of 30 ECTS, is aimed at students with or without a university degree.

- **Advanced course**, with a credit load of more than 30 ECTS, aimed at students with and without academic qualifications.

2.2. Other studies

In addition to Continuous Training, Universidad San Pablo-CEU hosts **other types of training, within its Exclusive teaching and degrees, under the name of congresses, conferences, seminars, meetings, colloquiums, conferences, lectures, master classes, etc.** These exclusive teachings are characterised by the fact that it does not have ECTS associated with it and does not require a previous university degree, and will be recognised by means of supporting documents, which will state the number of hours given.

3. APPROVAL OF NEW PROPOSALS AND MODIFICATION OF EXCLUSIVE AND CONTINUOUS TRAINING DEGREES

3.1. The Governing Council is responsible for approving new proposals and modifications to the University's Exclusive and Continuous Training degrees, at the proposal of the Vice-Rector for Academic Programmes, as well as their subsequent submission to the Board of Trustees, in accordance with the provisions of articles 15 k) and 29 f) of the Organisation and Functioning Rules of Universidad San Pablo-CEU. 3.

3.2. Proposals for new Exclusive and Continuous Training degrees, as well as modifications to existing ones, must be submitted by those in charge of the Centre to the Vice-Rectorate for Academic Programmes in the manner and by the deadlines to be established, which shall be set according to the prior information period for the degree course and the expected start of classes.

3.3. The report accrediting new proposals and modifications of Exclusive and Continuous Training degrees shall be compulsory and shall consist of an academic and a financial part, which shall be submitted using a form similar to the one used for official degrees. The academic report shall include at least the following information:

a) Descriptive data of the degree: specific name, centre to which it is attached, entity with which it is agreed (if applicable), total number of European credits, modality (in-person, blended or online), Director and/or Coordinator of the studies, calendar, and timetable.

b) Justification of the proposal: the relevance of the degree for the development of knowledge and for the labour market, including the objectives and competences of the degree.

- c) Degree access profile: the conditions of access and admission of students, specifying the access requirements and the selection and admission criteria.
- d) The syllabus, which shall specify for each subject the number of credits allocated. It shall also include the procedure and conditions for the possible recognition of credits taken in other degrees.
- e) The teaching plan for the courses, which must specify the teaching personnel responsible for teaching.
- f) Place of teaching and material resources involved. Under no circumstances shall the offer of Exclusive and Continuous Training degrees require an excessive use of resources that would reduce the university's capacity to offer new official degrees.
- g) Detailed budget of the income and expenses arising from the implementation of the degrees, indicating the minimum and maximum number of places offered, according to the standardised model validated by the University Management.
- h) Relationship with other CEU Universities, if applicable.

4. TERMINATION OF EXCLUSIVE AND CONTINUOUS TRAINING DEGREES

Proposals for the termination of the Centre's Exclusive and Continuous Training degrees must be submitted to the Rector by those in charge of the Centre, with a copy to the Vice-Rectorate for Academic Programmes, stating the reason for the termination request. The Vice-Rector for Academic Programmes shall present the approval of the termination to the Governing Council and its subsequent submission to the Board of Trustees.

5. PROCESS OF ISSUING DIPLOMAS AND CERTIFICATES OF EXCLUSIVE AND CONTINUOUS TRAINING DEGREES

5.1 DIPLOMAS OF MASTER'S DEGREES OF CONTINUOUS TRAINING, DIPLOMA OF SPECIALISATION AND EXPERT DIPLOMA

A) Formal aspects

The Diplomas must be printed in DIN A3 size and in horizontal format and must be headed by the Rector.

The body of the text must maintain the structure, layout and sizes that appear in the default SIGMA template (models are attached as Annex I, I.I, and I.II):

- a) The front of the Diploma shall bear the following wording:

- USP-CEU name and logo. In the case of Master's and Exclusive Degrees awarded or taught under the auspices of a Chair, the logo of the collaborating institution or Chair may, if deemed appropriate, be included, together with the legend 'in collaboration with or with the participation of', as appropriate in each case.
- Header Rector: font and size, capital and centred, in dark grey.
- General text: font and size set, lower case and centred, in dark grey.
- Student's data: font and size set, centred, in dark grey, initial capitals only.
- Name of the degree or master's degree: font and size, centred, in dark grey with initial capital letters.
- Academic year or period during which the study was carried out.
- Place and date of issue.
- The Rector's digitised signature.
- The caption: 'Qualification for Continuous Training degree in accordance with the provisions of RD 822/2021, of 28 September'.

b) The back of the Diploma shall bear the following wording:

- Name of the School/Centre where the Degree is taught, centred and with initial capital letter.
- Name of the Degree, aligned to the left and in capital letters.
- Description and content of the teaching comprising the study programme, number of teaching hours and ECTS credits (in bold) and, where applicable, number of practical training hours.
- Seal of the Centre.
- Address of the Centre.

B) Application and award of Diplomas

The Academic Secretary's Offices will issue all Diplomas for each study en masse once they have concluded. Therefore, it won't be necessary for each student to apply.

The Diplomas will be handed to students on the occasion of the corresponding graduation ceremonies or at the closing ceremony of each academic year. Failing this, they will be collected at the Academic Secretary's Office of the corresponding Campus.

The Diploma must be collected in person by the interested party after identification or, where appropriate, by a third party duly authorised by the applicant and with a photocopy of the latter's ID card.

The loss, destruction, or deterioration of the Diploma may give rise to the issue of a duplicate, at the request of the interested party, by means of a generic

request via the Intranet.

5.2. CERTIFICATES OF MASTER'S DEGREES OF CONTINUOUS TRAINING, DIPLOMA OF SPECIALISATION, AND EXPERT DIPLOMA, COURSE AND ADVANCED COURSE

In addition to the diplomas mentioned in the first section, students may apply for personal academic certificates and enrolment certificates for Master's Degrees of Continuous Training, diplomas of specialisation, expert diplomas and advanced courses.

A) Formal aspects

The Certificates shall be in DIN A4 size and vertical and shall be headed by the Academic Secretary of the Centre.

The body of the text must maintain the structure, layout, and size as in the template, predetermined in SIGMA and available in Spanish and/or English (models are attached as Annex II, II.I).

- Student's data: name and surname, identification document. Font and size set out in SIGMA template.
- Name of the course (Degree): font and size set out in the SIGMA template.
- List of subjects by academic year and grade. Font and size established in SIGMA template (Personal Academic Certificate) - Annex II.
- Academic year of enrolment in the study: font and size established in the SIGMA template (Certificate of Enrolment) - Annex II.I.
- Place and date of certification.
- Body's seal and e-signature (CSV) of the Academic Secretary.

B) Application and award of certificates

Students can request certificates via the Intranet Self-Service, make payment by POS and automatically receive their certificate, download it, and access the repository of the certificates requested, in the 'My certificates' section of the Intranet.

5.3. CERTIFICATES OF COURSES AND ADVANCED COURSES

A) Formal aspects

The Certificates shall be in DIN A4 size and vertical and headed by the Academic Secretary of the Centre.

The body of the text shall maintain the structure, distribution and size that come in screen, default settings in SIGMA and available in English and/or Spanish (Annex III).

- Student's data: name and surname, document of identification. Font and size set out in SIGMA template.
- Title of the study (Course/Advanced Course): Font and size set out in SIGMA template.
- List of subjects with academic year, ECTS and qualification. Font and size set out in SIGMA template.
- Average grade of studies and summary of subjects and credits passed.
- Place and date of certification.
- E-signature (CSV) of the Academic Secretary.

B) Application and award of Certificates

Certificates for Courses and Advanced Courses will be issued en masse upon the express request made to the Academic Secretary of the Centre by the coordinator or promoter of the Course.

Certificates will be issued by the Academic Secretary of the Centre where the course has been given.

The certificate will be sent to the interested party by e-mail, to his/her personal account, once it has been electronically signed (CSV) by the Academic Secretary of the corresponding Centre.

In the event of needing an additional certificate, supporting document or registration certificate (Annex III.I), the student may request it by means of a generic request via the Intranet, specifying the type of certificate and sending the receipt of payment for it. This form will be signed by the Vice-Rector for Academic Programmes or the person in charge of the training.

A document accrediting the Course or Training Activity (Annex III.II) may be issued, detailing ECTS credits of the Course/Advanced Course or hours of the Training Activity, signed by the Vice-Rector for Academic Programmes or the person in charge of the Training.

Annex I



LA RECTORA DE LA UNIVERSIDAD CEU SAN PABLO
de conformidad con el RD 822/2021 y lo dispuesto en el Art. 20
del Reglamento 3/2021 de la USP-CEU, otorga a

Dña. Patricia Xxxx Xxxxxx

el
Título de
Máster de Formación Permanente en Derecho Laboral
realizado durante el Curso 2022-2023
En Madrid, a XX de julio de 2023

ROSA VISIEDO CLAVESOL
Rectora de la Universidad CEU San Pablo

CEU es miembro de la Asociación Católica de Propagandistas

Reservados todos los derechos. No se permite la explotación económica ni la transformación de esta obra. Queda permitida la impresión en su totalidad.

Facultad de Derecho

Título de MÁSTER DE FORMACIÓN PERMANENTE EN DERECHO LABORAL

PROGRAMA
Xxxx
Xxxxx

Total créditos: 60 ECTS

N.º de horas: 900

Dirección: Avda del Valle, 21
28001 Madrid (Madrid)

Annex I.I



LA RECTORA DE LA UNIVERSIDAD CEU SAN PABLO
de conformidad con el RD 822/2011 y lo dispuesto en el Art. 20
del Reglamento 3/2021 de la USP-CEU, otorga a

Dña. Patricia Xxxx Xxxxxx

el

Diploma Universitario de Especialización en Teaching Skills

realizado durante el Curso 2022-2023

En Madrid, a XX de julio de 2023

ROSA VISIEDO CLAVIERE
Rectora de la Universidad CEU San Pablo

El CEU es un miembro de la Asociación Católica de Propagandistas

Elaboración interna y sin número oficial

Facultad de Humanidades

DIPLOMA UNIVERSITARIO DE ESPECIALIZACIÓN EN TEACHING SKILLS

PROGRAMA
Xxxx
Xxxxx

Total créditos: 30 ECTS

CC de licenc: 300

**Dirección: C/ Juan XXIII, 6
28040 Madrid (Madrid)**

Annex I.II





CERTIFICADO ACADÉMICO PERSONAL

Don/Doña [Firmante], [Cargo],

CERTIFICA:

Que según los documentos originales que se encuentran en esta secretaría, Don/Doña [Nombre y Apellidos Alumno/a], con DNI/NIE/Pasaporte núm. XXXXXXXXXXX, ha cursado las siguientes asignaturas dentro del plan de estudios:

Máster de Formación Permanente en [Denominación del Curso/Formación]

Asignatura	Año académico	Calificación
10909 Epistemología de la comunicación y opinión pública 5,0 créditos (Propia, Primer curso)	2020/21	F No Presentado
10910 Problemas éticos y normativos del ejercicio del periodismo 5,0 créditos (Propia, Primer curso)	2020/21	F No Presentado
10911 Práctica periodística y desórdenes informativos 5,0 créditos (Propia, Primer curso)	2020/21	L No Presentado
10912 La verificación digital como disciplina periodística: el fact-checking 6,0 créditos (Propia, Primer curso)	2020/21	E 6,5 Aprobado
10913 Debunking: la batalla contra los bulos en la red. Herramientas tecnológicas 7,0 créditos (Propia, Primer curso)	2020/21	J 7,0 Notable
10914 La comunicación en la crisis de desinformación 2,0 créditos (Propia, Primer curso)	2020/21	J 8,0 Notable
10915 Periodismo de datos y transparencia 3,0 créditos (Propia, Primer curso)	2020/21	L No Presentado
10916 Herramientas para trabajar con datos y de visualización 7,0 créditos (Propia, Primer curso)	2020/21	L No Presentado

CERTIFICADO ACADÉMICO PERSONAL

Asignatura	Año académico	Calificación
10917 Nuevas narrativas y el fenómeno transmedia 5,0 créditos (Propia, Primer curso)	2020/21	J 8,5 Notable
10918 Prácticas Académicas Externas 10,0 créditos (Propia, Primer curso)	2020/21	J 9,5 Sobresaliente
10919 Trabajo Fin de Máster 5,0 créditos (Propia, Primer curso)	2020/21	L No Presentado

CUADRO RESUMEN DEL EXPEDIENTE

El número total de asignaturas superadas que se relacionan en esta certificación es de 5 con un total de 30 créditos desglosados de la siguiente forma:

Créditos por tipo	Superados
Propia	30,0

Las convocatorias designadas tienen la descripción siguiente: E: Enero, F: Febrero, J: Junio, L: Julio.

Y para que conste a los efectos oportunos y a petición de la persona interesada, se expide esta certificación en Madrid, a 10 de Febrero de 2022.

Secretario Académico

XXXXXX XXXXX XXXXXX

Esta certificación consta de 2 hojas.



CERTIFICADO DE MATRÍCULA

[Firmante], [Cargo],

CERTIFICO:

Que según los documentos originales que se encuentran en este servicio, [Nombre y Apellidos Alumno/a], con el DNI/Pasaporte núm. XXXXXXXX, se encuentra matriculada durante el año académico 2021/22 en el primer Curso dentro del plan de estudios de **Máster de Formación Permanente** en [Denominación del Curso/Formación].

Y para que conste a los efectos oportunos y a petición de la persona interesada, se expide esta certificación en Madrid, a 10 de Febrero de 2022.

Secretario Académico

XXXXXXXXXXXXXXXXXXXX

Annex III



Don/Dña [Firmante], [Cargo] de la UNIVERSIDAD SAN PABLO-CEU

CERTIFICA:

Que Don/Dña XXXX XXXX XXXX, con documento de identidad XXXXXXH, ha cursado las asignaturas que figuran a continuación y que corresponden al Curso de XXXXXXXXXX.

Código	Descripción	Créditos	Curso	Calificación
12934	Fundamentos de Derecho Civil y mercantil	2.0	2020/2021	9.0 - Sobresaliente
12935	Fundamentos de derechos de sociedades de otras entidades y gobernanza	3.0	2020/2021	9.0 - Sobresaliente
12936	Fundamentos de Derecho concursal	2.0	2020/2021	8.0 - Notable
12937	Fundamentos de derecho fiscal	3.0	2020/2021	8.0 - Notable
12938	Fundamentos de derecho del trabajo y de la Seguridad Social	2.0	2020/2021	8.0 - Notable
12939	Tecnología de la información y sistemas informáticos	4.0	2020/2021	8.7 - Notable

Calificación del acta global: **8,45 - Notable**

El número total de asignaturas superadas relacionadas en este certificado es de **6** con un total de **16.0** ECTS.

Y, para que conste, a petición de la persona interesada firmo este certificado.

Madrid, a 23 de noviembre de 2021

Annex III.I



Don/Doña [Firmante], [Cargo] de la Universidad San Pablo CEU,

HAGO CONSTAR:

Que Don/Doña XXXXX XXXX ~~XXXX~~, con documento de identidad 00000000F, ha formalizado la matrícula en el Curso en XXXXX para el curso académico 2022-2023, cuya fecha prevista de finalización es (DD/MM/AAAA).

Y para que así conste, a petición de la persona interesada, firmo el presente documento.

Madrid, a XX de noviembre de 2022

[Firma y sello]

Annex III.II



Don/Doña [FIRMANTE], [CARGO] de la Universidad San Pablo CEU

HAGO CONSTAR:

Que Don/Doña [Nombre y Apellidos Alumno/a], con documento de identidad [Nº DE DOCUMENTO], ha superado la formación [Denominación Curso/Formación] de [N CRED ECTS/ XX horas], de la Universidad San Pablo CEU en el curso académico 20XX-20XX.

Y para que así conste, a petición de la persona interesada, firmo el presente documento.

Madrid, a XX de XXXX de 2023.

(Firma y sello)