

**REGULATION 3/2019 OF THE SAN PABLO CEU
UNIVERSITY ON THE EVALUATION BY
COMPENSATION FOR DEGREES**

Approved by the Permanent Commission of the Governing Council on 19
June 2019, amended and approved by the Governing Council on 25
September 2019, and approved by the Board of Trustees on 19 October
2019

EXPLANATION OF MOTIVES

The Royal Decree 1791/2010, of December 30, which approves the Statute of University Students, provides in Article 23.5 that: "The universities, within the framework of academic freedom that they have recognized, may establish compensation mechanisms by subject and form courts to judge, with, the academic career and work done by the student and decide whether he is in possession of sufficient knowledge and skills to enable him to obtain the academic degree to which he opts.

The possibility of introducing this type of evaluation in the Universities is legally supported by the principle of academic freedom of these, which are the competent ones to establish the conditions of admission, regime of permanence and verification of the knowledge of the students (art. 2.2.f and 2.3 of the Organic Law 6/2001 of Universities, of December 21).

The existence of curricular or compensatory evaluation has a long tradition in many prestigious European and Spanish universities, and its justification is currently reinforced by the positive and progressive implementation, along with the classic procedures of qualification, of continuous or curricular evaluation in all stages and levels of education.

The curricular evaluation seeks to improve the assessment system by adding to the traditional system a new way of evaluating that takes into account the overall trajectory of the good student and that, along with the requirement of certain levels of knowledge in each subject, values the overall performance and results of the student and his adequate training. With it, we try to give an answer to certain particular and exceptional academic situations that prevent a student with a good academic trajectory from obtaining the degree to which he or she aspires, due to the fact that a small percentage of credits are not passed.

In view of the above and considering the continuous demand for this type of evaluation by students, this regulation is established with the aim of establishing criteria that guarantee legal certainty, fairness and equal treatment and transparency in its university application.

CHAPTER I

OBJECT AND SCOPE OF APPLICATION

1.- The Compensation Tribunal is an academic body with competence in the degree courses taught at the San Pablo CEU University.

2.- Its purpose is to judge the student's overall performance during all the years of his/her stay at the University and to decide if he/she has enough knowledge and competences to receive the degree he/she has chosen, despite not having passed all the subjects.

3.- The compensation will be applicable in those cases in which the student has completed the study plan corresponding to his or her degree and, having exhausted the usual procedures, he or she still needs to pass only one subject.

CHAPTER II

COMPOSITION AND DESIGNATION OF THE COMPENSATION TRIBUNALS

1.- In the event of a request for compensation, the Faculty or School shall constitute a Compensation Tribunal.

2.- The Compensation Tribunal shall be formed by:

- a) The Dean or Director of the School, who shall act as President and shall have the casting vote in case of a tie in the votes. He may delegate to the corresponding Vice-Dean or Deputy Director.
- b) Three members, who shall be: the Director of the Grade of the subject to be compensated, the Director of the Department whose subject is to be compensated, the Head of the Knowledge Area or of the Teaching Unit whose subject is to be compensated. In the event that these positions coincide in the same person, they will be replaced by the professor designated by the Dean for this purpose.
- c) The Academic Secretary of the Faculty or School, with voice but no vote, who shall take the minutes of the meeting, shall include a reasoned resolution and the sense of the votes cast. In case of the absence of the Secretary, the member with the lowest academic rank shall act as the secretary, and if there are several of the same rank, the one with the lowest seniority in the position.

CHAPTER III

APPLICANT REQUIREMENTS AND LIMITS TO COMPENSATION

1.- Undergraduate students of the San Pablo CEU University who meet the following requirements will have the right to request the evaluation by compensation:

- a) To have studied at the San Pablo CEU University more than fifty percent (50%) of the credits of their degree.
- b) Have only one subject pending to finish your degree.
- c) To have exhausted all the calls, including the two of grace granted by the Faculty, having presented at least three of them.
- d) Have taken the exam for the subject for which compensation is requested in the call immediately prior to the request for evaluation for compensation.
- e) Have obtained a minimum grade of "3.5" in the last call to which they have applied, or at least have obtained a grade of "3" in two calls.

- f) To have obtained an average grade of more than 6 points, not including the one pending to be passed.

2.- The requirements mentioned in paragraph 1 must be evaluated as a whole, with the exceptions that may be considered, in order to evaluate the academic trajectory and the work done by the student and to decide if he or she is in possession of sufficient knowledge and skills to obtain the academic degree to which he or she opts for compensation.

3.- The Thesis, the Practicum, and the external curricular practices may not be subject to compensation.

CHAPTER IV

PROCEDURE OF THE EVALUATION BY COMPENSATION

1.- Presentation of applications

- a) The student shall make his or her request for compensation by means of an application addressed to the Dean of the Faculty or Director of the School responsible for the degree with a copy to the Academic Secretary, in which he or she shall specify the subject for which compensation is requested, the academic courses of the calls consumed and the circumstances that justify the aforementioned request. You must attach the documentation that can prove the motivation mentioned, including your complete academic record. In the event that you have transferred your file from another university, the application must also include the file from your home university.
- b) Each student may only present a request for compensation once, and in any case, during the academic year in which the situation that entitles him/her to compensation has occurred. The deadlines for making the request will be 15 working days from the date of closing of records in the ordinary and extraordinary calls for exams established in the official calendar of the Faculty or School.
- c) In the cases in which the application is not admitted because it does not meet the formal requirements established in this chapter, the Dean or Director shall communicate in writing to the interested party the reasons that justify its non-admission for processing.
- d) In no case does the administrative procedure for the application for compensation automatically imply the compensation of the course, which is an evaluation procedure based on academic criteria.

2.- Compensation procedure

- a) Once the term for the presentation of applications has elapsed, the President shall convene the Compensation Tribunal which shall resolve it within 30 working days

following the end of such term. The Court shall be validly constituted with the attendance of half plus one of its members, provided that the President or, where appropriate, his replacement and the Academic Secretary are present.

- b) For the purposes of the corresponding decision, and provided there is no agreement, the President may call for a vote and in order for the compensation to be considered, it must obtain at least a simple majority of the votes of the members present. In case of a tie, the President's casting vote shall prevail.
- c) The Court shall be obliged to consult the student's file in its entirety, as well as the arguments presented by the student. The extracurricular activities carried out by the student and the credits obtained in the University's Own Title in Values and Leadership will also be considered.
- d) In order to adopt its resolution, the Court may consult as many documents and reports as it considers convenient, which may come from the student, department or professor of the corresponding subject, and also examine any other documents or records that exist or have been requested for the occasion. In any case, in the fulfillment of its mission, the Court will ensure the observance of the principles of transparency and fairness, avoiding discriminatory actions.
- e) In no case shall the Compensation Tribunal take examinations of the student in order to make its decision on the compensation requested.

3.- Qualification procedure

- a) The Secretary shall draw up records of the agreements adopted, which shall be signed by all those present and shall inform the interested party of the resolution agreed upon.
- b) In the event of an unfavourable resolution, the reasons for it shall be stated and the arguments on which the refusal is based shall be recorded in the minutes.
- c) Once a favorable resolution has been issued, the records will include the name of the student, the name of the course, the credits compensated and the grade "Approved by compensation (5)".
- d) Once the records have been taken, the Secretary of the Tribunal shall proceed to obtain the issue of the corresponding academic records to include the grade and shall sign them with the approval of the President, stating the grade of "Approved by compensation (5)" and indicating the date of the records of the meeting of the Tribunal. In the event of an unfavorable resolution, this will be recorded in the student's file and the issuance of the academic record will not proceed.
- e) There is no recourse against the resolution issued by the Compensation Court within the University.

FINAL PROVISION

These regulations will come into force the day after their approval by the Board of Trustees.