



CEU

*Universidad  
San Pablo*

**REGULATION 1/2022 OF UNIVERSIDAD SAN  
PABLO-CEU ON THE RECOGNITION AND TRANSFER  
OF CREDITS IN BACHELOR'S DEGREE AND  
MASTER'S DEGREE UNIVERSITY COURSES**

Approved by the Governing Council at its meeting on 6 April 2022 and by the  
Board of Trustees at its meeting on 30 April 2022

## **STATEMENT OF PURPOSES**

For the purpose of reinforcing students' mobility, both at national and international levels and in the core of the University itself, taking into account the different teachings that make up Higher Education, and in accordance with what has been set in article 10 of *Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the quality assurance procedure*, Universidad San Pablo-CEU adjusts its regulations in the credit recognition and transfer system, for its application in all its Centres, including, in addition to the general criteria established in the aforementioned Royal Decree, the provisions of Royal Decree, 1618/2011, of 14 November, on 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 involves acceptance by the University of the ECTS credits that have been obtained in official Higher Education courses, either in the same or another university, and that are calculated in other universities for the purpose of obtaining an official degree.
2. The following credits may be recognised in official Bachelor's degree courses: credits taken in other official higher education courses, in higher arts courses, higher level vocational training, professional courses in the plastic arts or design and in high-level sports courses, as well as university courses that lead to other degrees, as referred to by article 34.1 of Organic Act 6/2001, of 21 December, on Universities.
3. Work and professional experience or participation in university activities relating to culture, sports, student representation, charity work or cooperation may also be recognised in the form of credits that shall be eligible for the purpose of obtaining an official degree, in the terms established by this Regulation.
4. In any event, credits corresponding to the Bachelor's degree Dissertations and Master's degree Final projects may not be recognised.

## **Article 2. Recognition of credits in official Bachelor's degree courses obtained in other official Bachelor's degree courses**

1. Recognition of credits in official Bachelor's degree courses obtained in other official Bachelor's degree courses must comply with the following general rules in Universidad San Pablo-CEU:

a) Up to the totality of the basic training credits between degrees in the same field of knowledge shall be subject to recognition. For these purposes, this Regulation includes an ANNEX listing the fields of knowledge in which official university Bachelor's and Master's degrees may be registered.

b) Credits from other subjects and subjects between degrees in the same field of knowledge or in different fields shall be subject to recognition, always taking into account the academic and training coherence of the knowledge, competences and skills that define the subjects or subjects to be recognised with those existing in the study plan of the degree to which access is sought.

2. In the above case 1.a) of this article, the Dean or Director of each centre must decide, at the request of the student, to which subjects of the target degree the credits of basic training passed in the degree of origin are attributed. The number of credits passed in the original degree must in all cases coincide with that of those recognised in the degree of destination.

3. For the purpose of facilitating the procedure for automatic recognition in the Academic Secretariats of each centre, the competent bodies of the University must adopt and keep updated recognition tables for the subjects previously taken, in those degrees and universities where they are most frequently requested.

## **Article 3. Recognition of credits obtained through work and professional experiences and non-official university courses**

1. The accreditation of professional and work experience may be recognised as academic credits used to obtain an official degree. This option may be given when this experience is closely related to the knowledge, competences and skills of the official university degree.

2. Likewise, credits passed and taken in university studies of the universities or other official higher studies may be recognised. In order to carry out the recognition, the criteria for comparison with the subjects or subjects of the non-official university degrees to be recognised must be established.

3. The number of credits that are recognised for professional or work experience and unofficial university courses may not be higher in total than 15% of the total credits making up the study plan.

4. Recognition of these credits based on professional and work experience, as well as of credits passed and taken in exclusive university degrees, shall not involve their grading, so they shall not count with respect to calculating the weighted average of the academic record.

**Article 4. Recognition of credits for participation in university cultural, sporting, student representation, solidarity and co-operation activities**

1. The participation in university cultural, sporting, student representation, solidarity and co-operation activities shall be subject to recognition of credits. All together must be equal to at least, six credits. In the same way, other academic activities organised by the university for teaching purposes may be recognised.

2. In no case may the total number of credits subject to the recognition established in this article represent more than 10 per cent of the total number of credits of the study plan.

**Article 5. Competent body and deadlines for the recognition of credits**

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

2. Requests for recognition shall be processed at each School/Centre by those responsible for recognition, who shall act as delegates of the body responsible, and issue the corresponding recognition report.

3. The resolution of the Dean or Director shall be notified to the student by the Academic Secretariats of the University centres, once they have the necessary approval in writing from the former authorising the request.

4. The maximum period for deciding on and notifying decisions shall be three months from the following day on which the student submits the application.

#### **Article 6. Study Plans leading to the obtention of official degrees**

1. The respective study plan reports of the official degree programmes subject to verification shall establish the applicable criteria for the recognition of credits based on the passing of official and exclusive university degrees, professional or work experience, participation in university cultural, sporting, student representation, solidarity and co-operation activities, as well as other academic activities organised by the University for teaching purposes.

2. The criteria mentioned in the previous section must be subject to the guidelines established in this Regulation.

#### **Article 7. Recognition of Bachelor's degree credits obtained in higher level arts courses, higher-level vocational training, professional plastic arts and design courses and higher level sports courses**

1. The direct relation between the university degrees at Bachelor's degree level and graduate degrees in arts courses, higher technical vocational training, higher technical plastic arts and design, and higher technical sports, they shall be specified by an agreement between the University and the corresponding educational administration.

2. In the event of signing an agreement between a higher degree professional training centre and a university centre, approved by the governing body of the University and the competent Department in terms of professional training of the Autonomous Community, the proportion of credits to be recognised in an official Bachelor's degree may be up to 25 per cent of the total credit load of the degree.

3. The recognition of studies shall be carried out taking into account the adequacy of competences, knowledge and learning results between subjects leading to the award of Bachelor's degrees and the modules or subjects of the corresponding higher artistic education degree, of higher technician or higher sports technician.

#### **Article 8. Recognition of Bachelor's degree credits obtained in official degrees corresponding to previous regulations**

Regarding official university degrees corresponding to the previous regulation, the recognition system to access the teachings leading to a Bachelor's degree must respect the basic rules set out in the

first additional provision of *Royal Decree 822/2021, of 28 September, establishing the organisation of university education and the procedure for quality assurance*. Consequently, those who hold an official Bachelor's, Technical Architect or Technical Engineer degree, and wish to access official Bachelor's degrees, shall be able to achieve the recognition of credits in academic terms, in accordance with the provisions of Article 2 of this Regulation.

**Article 9. Recognition in official university Master's degree courses of credits obtained in official degrees corresponding to previous regulations**

Those who hold an official Spanish Bachelor's, Architect's or Engineer's degree shall be able to access Master's degree courses. In this case, where appropriate, credits could be recognised in relation to the knowledge, competences and skills learnt in the previous degrees and their adequacy with the study plan of the corresponding Master's Degree to which access is sought.

**Article 10. Recognition of credits of students who had initiated their 240-credit Bachelor's degrees to be terminated**

Students who have not obtained the 240-credit degree after having exhausted all the examinations offered to them in accordance with Law shall be entitled to the recognition of the part of the credits passed, in accordance with the provisions of Article 2 of this Regulation.

**CHAPTER II. TRANSFER OF CREDITS**

**Article 11. Concept and application**

1. Transfer of credits means that in official academic documents accrediting courses taken by each student, Universidad San Pablo-CEU shall include all the credits obtained in official courses taken previously, in either this or another university, that have not led to the granting of an official degree.

2. The transfer of credits in Bachelor's degrees shall not be calculated for obtaining the degree to which they are incorporated, nor shall they be taken into account for calculating the weighted average grade of the degree.

### **CHAPTER III. COMMON PROVISIONS ON THE RECOGNITION AND TRANSFER OF CREDITS**

#### **Article 12. Effects on the transcript of records of the student**

All credits obtained by the student in official teachings studied in any university, those transferred, recognised and passed for the obtantion of the corresponding degrees shall be included in their academic transcript of records and reflected in the European Supplement to the Degree, regulated in Royal Decree 22/2015, of 23 January, establishing the procedure for the issue by universities of the European Diploma Supplement.

#### **SOLE DEROGATORY PROVISION**

*Regulation 1/2017 of Universidad San Pablo-CEU for the recognition and transfer of credits in Bachelor's degree and Master's degree university courses, as well as any other regulation that opposed to what has been established in this Regulation, is hereby repealed.*

#### **SOLE FINAL PROVISION**

This Regulation shall entry into force the day after its approval by the Board of Trustees of Universidad San Pablo-CEU.

## **ANNEX I**

### **Areas of knowledge**

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

- Physical activity and sports science.
- Architecture, construction, building and urban planning, and civil engineering.
- Biology and genetics.
- Biochemistry and biotechnology.
- Agricultural sciences and food technology.
- Biomedical sciences.
- Behavioural sciences and psychology.
- Economics, business administration and management, marketing, commerce, accounting and tourism.
- Education sciences.
- Environmental sciences and ecology.
- Social sciences, social work, labour relations and human resources, sociology, political science and international relations.
- Earth sciences.
- Law and legal specialities.
- Nursing.
- Gender and feminist studies.
- Pharmacy.
- Philology, classical studies, translation and linguistics.
- Physics and astronomy.
- Physiotherapy, 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 telecommunication engineering.
- Industrial engineering, mechanical engineering, automatic engineering, industrial organisation 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 science.
- Interdisciplinary.