



CEU

*Universidad
San Pablo*

**REGULATION 2/2020 ON CONTINUANCE
REQUIREMENTS FOR UNDERGRADUATE AND
GRADUATE STUDENTS**

Approved by the Governance Board at its session held on April 22, 2020 and
the Board of Trustees at its session held on April 24, 2020

CHAPTER ONE. GENERALITIES

Section 1. Purpose. Disclosure

1. This Regulation sets out the modes of study, academic standards and achievement requirements Universidad San Pablo-CEU students must fulfill in order to progress in their academic program. This policy applies to undergraduate and graduate (master's level) divisions.
2. This Regulation applies to all students enrolled in an official undergraduate or graduate (master's level) program at Universidad San Pablo-CEU either as a full-time or a part-time student, as provided for in Section 8 below.
3. Students will receive information about the University's continuance policy, particularly at the time of registration. Students will sign a statement of understanding and acceptance of the University's continuance policy.
4. The Dean or School Director will identify any students who do not meet the continuance standards and requirements established in this Regulation to the Vice-Chancellor for Student Affairs and Academic Life. Following a verification process by the Vice-Chancellor for Student Affairs and Academic Life, students will receive a letter of suspension from the Dean or School Director, with the consent of the Vice-Chancellor, as appropriate, at both the student's term address and the student's permanent home address.

CHAPTER TWO. ASSESSMENT PERIODS FOR UNDERGRADUATE PROGRAMS

Section 2. Maximum number of attempts at assessments per course

1. Payment of course or module registration fees in each academic year entitles students to two attempts to complete all associated assessments: one during the regular examination period and one during the special examination period.
2. Generally, students are allowed a maximum of four attempts per course.

Section 3.- Replacement assessment attempts

1. Exceptionally, students may apply to the Dean or School Director for up to two additional reassessments for a given course. Additional reassessments may be granted on the basis of a report prepared by the student's advisor and taking account of any extenuating circumstances proving there is good cause for the request. An additional reassessment request must be formally accepted before the student is allowed to retake an exam.
2. On their fifth reassessment attempt, students may request to be assessed by a Board composed of the course lecturer and two other lecturers, preferably within the same Department. On their sixth and final attempt, students will be necessarily assessed by a Board.

Section 4. Missed assessments

1. Not attempting an assessment required to receive a final course grade will result in the attempt being deemed null and void. This will not count towards the number of permitted attempts. Missing an examination attempt does not entitle the student to any refund of fees.
2. The provisions of the previous paragraph do not apply to additional replacement assessment attempts requested by the student, which will be cancelled in the event of no show.

CHAPTER THREE. CONTINUANCE OF FIRST-YEAR UNDERGRADUATE STUDENTS

Section 5. Progression requirements

1. Students must pass at least 50 percent of all first-year credits for which they have registered on the two attempts allowed. This applies to all undergraduate programs taught at Universidad San Pablo-CEU, with the exception of Architecture and Engineering degrees. Students who fail to achieve the aforementioned credits will not be allowed to progress in their program.
2. The provisions of the previous paragraph do not apply to students enrolled in Architecture and Engineering programs at undergraduate level linked to the Higher Polytechnic School, who are required to pass at least 90 percent of their first-year credits at the end of their second year. Students who fail to achieve the aforementioned credits will not be allowed to progress in their program.
3. First-year transfer students from a different University or a different program taught at Universidad San Pablo-CEU cannot meet any of the minimum continuance requirements with any transfer credits.
4. Students pursuing a dual degree are required to pass 50 percent of all credits for which they have registered.

Section 6. Exceptions

1. Notwithstanding the previous section, students who complete between 30 percent and 49 percent of their first-year credits may submit a request for continuation to the Dean or School Director. The Dean or School Director will inform and obtain the consent of the Vice-Chancellor for Student Affairs and Academic Life in order to:
 - a) Reject the request, should they consider no good cause exists. Rejected requests may not be appealed against and automatically entail the application of Section 5.1. In this case, students will not be allowed to continue in the program.
 - b) Grant the request. In such case, the following registration and continuance requirements will apply:

- That year the student may only re-attend courses taken the previous year, but not completed, because a Fail grade was assigned or the student did not attempt the assessment.
- That year the student must achieve all credits for which he or she registers on any of the two attempts permitted. Otherwise, the student will not be allowed to continue in the program.

2. Exceptionally, at the request of the student, prior consultation and agreement with the Vice-Chancellor for Student Affairs and Academic Life, provided there is good cause, the Dean or School Director may authorize a student who has failed to meet the progression requirements in Section 6.1 to continue within the same program. The Dean or School Director may ask the program director and the student's advisor for a non-binding report before they make a decision. In every case, the student's poor performance must be the result of serious circumstances or causes of force majeure that can be sufficiently substantiated for authorization to be granted. The final decision may not be appealed against.

3. Students who do not meet the continuance requirements established in this Regulation, but have been authorized by the Dean or School Director to continue their studies, as described in the previous paragraph, will register for the courses the latter may authorize, with the consent of the Vice-Chancellor for Student Affairs and Academic Life, and must achieve 100 percent of the credits for which they re-register in the academic year.

4.- The provisions of the paragraphs above do not apply to students who are taking Architecture or Engineering degrees at undergraduate level linked to the Higher Polytechnic School, who are subject to a different continuance policy, as established in Section 5.2.

Section 7. Non-fulfillment of first-year continuance requirements. Consequences

1. First-year students who fail to meet the continuance requirements described in Section 5.1 and Section 6.1 above must withdraw from their program, unless they have been authorized to continue under Sections 6.2 and 6.3. However, students who wish to do so may transfer to a different undergraduate program taught at Universidad San Pablo-CEU. Students may apply for an internal transfer only once, unless the express consent of the Dean or School Director is obtained.

2. Students enrolled in a dual degree who fail to meet the continuance requirements described in Section 5.4 above may continue to pursue the program of studies corresponding to only one of their degrees, at their choice.

CHAPTER FOUR. MODES OF STUDY FOR UNDERGRADUATE STUDENTS

Section 8. Modes of study

1. Official undergraduate degree programs may be completed on a full-time or part-time basis.
2. Students at Universidad San Pablo-CEU are ordinarily expected to register as full-time students.

Section 9. Full-time status

In undergraduate divisions, full-time student status means registering for at least 60 credits the first year and 60-78 credits, both inclusive.

Students enrolled in dual degrees will register for the credits for the year as per the joint program of official studies approved by the University. The Dean or School Director may authorize the student to take more credits on exceptional circumstances, provided that, at their own discretion, there are proper reasons to justify it.

Section 10. Part-time status

In undergraduate divisions, part-time student status means registering for a maximum of 30 ECTS credits the first year and a minimum of 30 ECTS and a maximum of 48 ECTS, both inclusive, in any other year.

Section 11. Special cases

By way of exception, full-time students who need fewer than 60 ECTS credits to complete their program may enroll in a lower credit amount.

Also, by way of exception, part-time students may enroll in fewer than 30 ECTS credits if the number of credits needed to complete the program is lower than that amount.

CHAPTER FIVE. SUPPORT AVAILABLE TO HELP UNDERGRADUATE STUDENTS MEET CONTINUANCE REQUIREMENTS

Section 12. Types of support available to help students meet continuance requirements

The University will make the following types of support available to students whose academic standing may compromise continuance, in accordance with the progression requirements established in this Regulation:

- a) Information and academic activities with repeat students.
- b) Information and academic activities of preventive nature with first-year students

Section 13. Information and academic activities with repeat students

1. With a view to helping students meet the continuance requirements laid out in this Regulation, the School will monitor repeat students closely in coordination with the program director.

2. In the case of courses with a high number of repeat students, students will be divided into specific groups to receive appropriate training and support.

3. In all other cases, the course lecturer and the student's advisor, in coordination with the program director, will rigorously monitor the academic progress of repeat students and give them guidance and support, as necessary, so they can improve their performance.

4. Students who have exhausted three reassessment opportunities to complete a given course after the assessment period for the first term will receive a letter from the Dean or School Director at both their term address and permanent home address, informing them of their academic standing and the potential consequences for continuance. The student's academic advisor will also be informed and will meet with the student to address the situation.

Section 14. Information and academic activities of preventive nature with first-year students

1. The program director and the corresponding advisors will carefully monitor the academic progress of first-year students. Where, in their view, the academic performance of a student may compromise his or her progression in that program or other programs the student may be pursuing simultaneously, the student's advisor will meet with the student in person and explore possible ways to help the student put more effort into his or her work and improve performance.

2. Once the results corresponding to the regular assessment period for the first term become available, first-year students who have failed to achieve 50 percent of the required credits will receive a letter from the Dean or School Director, informing them of their academic standing and the potential consequences for continuance.

3. The letter to which the previous paragraph refers will be addressed personally to the student and sent to both the student's term address and permanent home address by February 15 or, in every case, within fifteen days of the relevant meeting of the Grading Board.

4. The student's advisor will be duly informed and will meet with the student in person to address the situation.

CHAPTER SIX. MODES OF STUDY AND CONTINUANCE REQUIREMENTS FOR GRADUATE STUDENTS

Section 15. Registration

1. Students must register for courses in the order established in the master's degree study plan.

2. Students who fail a course must re-attend that course the next year. Re-attendance will not be allowed in any other year. However, mitigating circumstances may be considered, such as in the case of students pursuing exchange programs.

Section 16. Attempts at assessment

1. A maximum of two registration periods is permitted overall. Each registration covers the corresponding official entry to examinations (both regular and special) to successfully complete the units making up their program.

2. If all assessment opportunities are exhausted without the student having completed his or her course of studies, the student must withdraw. However, the Dean or School Director may on exceptional cases grant two additional replacement attempts at assessment, prior favorable report from the master's program director.

3. Not attempting an assessment required to receive a final course grade will result in the attempt being deemed null and void. This will not count towards the number of permitted attempts. Missing an examination attempt does not entitle the student to any refund of fees.

4. The provisions of the previous paragraph do not apply to additional replacement assessment attempts requested by the student, which will be cancelled in the event of no show.

ADDITIONAL PROVISIONS

ONE. Top-level, high-performance athletes

Pursuant to *Real Decreto 971/2007, de 13 de julio, sobre deportistas de alto nivel y alto rendimiento*, the University will demonstrate flexibility in terms of continuance and progression requirements with top-level, high-performance athletes who are pursuing studies, but have training and sports commitments. In that sense, prior request of the interested party, requirements may be adjusted to the particular circumstances of the athlete concerned.

TWO. Students with special needs

Pursuant to section 20 c) of *Real Decreto Legislativo 1/2013, de 29 de noviembre, por el que se aprueba el texto refundido de la Ley General de derechos de las personas con discapacidad y de su inclusión social*, students with disabilities who have serious difficulties to abide by general assessment periods may be allowed additional opportunities to complete a course on the basis of their disability level, without any such adjustments diminishing the required academic standards. Assessments will be modified to accommodate for disabilities, as appropriate, as determined by the rules of the University.

REPEAL PROVISION

All provisions of equal or lower order violating this Regulation are hereby repealed.

More particularly, the following regulations are repealed:

- *Normas de Permanencia*, as approved in a resolution adopted by the Standing Committee of the Governance Board at its meeting of March 2, 2011, as amended by a resolution of the Governance Board dated March 6, 2013.
- *Reglamento 2/2017 de la Universidad San Pablo-CEU de Permanencia de los Estudiantes en las Enseñanzas de Grado*, as approved by the Board of Trustees at its meeting of April 7, 2017.

SOLE FINAL PROVISION. Effectiveness. Students subject to this Regulation

This Regulation becomes effective in the 2020-2021 academic year and will apply to all new first-year students pursuing an undergraduate or graduate (master's level) degree taught at the University. This Regulation replaces the previous rules on continuance. Consequently, it will also apply to more senior students pursuing undergraduate or graduate (master's level) degrees at the University, as the new Regulation establishes more advantageous and favorable conditions.

Please note, however, that while this Regulation will apply to all undergraduate or graduate (master's level) students once it takes effect, it will not apply retroactively to issues already resolved in accordance with the previous rules.