



CEU

*Universidad
San Pablo*

**REGULATION 1/2018 OF UNIVERSIDAD
SAN PABLO-CEU FOR THE
DECLARATION OF EQUIVALENCE OF
FOREIGN HIGHER EDUCATION
DEGREES AT THE ACADEMIC LEVEL
OF DOCTOR**

(Approved by the Governing Council at its meeting on 25 April 2018 and by the Board of Trustees at its meeting on 25 May 2018)



PREAMBLE

I

The fifth additional provision of Royal Decree 967/2014, of 21 November, establishing the requirements and procedure for the homologation and declaration of equivalence to degree and official university academic level and for the validation of foreign higher education studies, and the procedure for determining the correspondence to the levels of the Spanish framework of qualifications for higher education of the official degrees of Architecture, Engineering, Technical Architecture, Technical Engineering and Graduate, establishes:

'Fifth additional provision. Equivalence to the academic level of Doctor

1. Universities shall be responsible for declaring the equivalence of foreign higher education degrees to the academic level of Doctor. The statutory regulations of universities shall determine the body responsible for declaring equivalence, as well as the procedure for obtaining the declaration of equivalence.

2. The procedure shall be initiated by means of a request from the interested party, addressed to the Rector of the university of his/her choice, accompanied by the documents requested for this purpose by the university.

3. The granting of equivalence shall be accredited by means of the corresponding certificate of equivalence issued by the granting university, which shall state the foreign qualification held by the interested party and the university of origin. Prior to its issue, the university shall notify the Sub-Directorate General for Degrees and Recognition of Qualifications of the Ministry of Education, Culture and Sport, for the purposes of its registration in the special section of the National Register of Official University Graduates referred to in Article 15.4.

4. Equivalence may be applied for simultaneously at more than one university. The foreign degree that had already been declared equivalent may not be subject to a new equivalence procedure at another university. However, when equivalence is denied, the interested party may start a new application at a different Spanish university.

5. The 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 held by the interested party, nor recognition in Spain at a level other than that of Doctor'.

II

In line with the above, Universidad San Pablo-CEU is responsible for the approval of the Regulation for the declaration of equivalence of foreign higher education degrees at the academic level of Doctor. For this purpose, and given that the aforementioned

Fifth additional provision of Royal Decree 967/2014, of 21 November, establishing that ‘the statutory regulations of the universities shall determine the competent body to declare equivalence’, and since this issue is not specifically regulated in the University's Organisation and Functioning Rules, it is appropriate that it is the Rector, following the appropriate procedure, who approves the resolution declaring the equivalence of foreign degrees to the academic level of Doctor, by virtue of Article 37. 1.b), which states that it is responsible for ‘issuing degrees and diplomas awarded by the University’.

Thus, by means of this Regulation, the mandate established in the Fifth Additional Provision of Royal Decree 967/2014, of 21 November, and taking as a reference Order ECD/2654/2015, of 3 December, which lays down rules for the development and application of Royal Decree 967/2014, of 21 November, with regard to the procedures for the recognition and declaration of equivalence of foreign higher education degrees, is fulfilled.

By virtue thereof, the Governing Board of Universidad San Pablo-CEU, at its meeting on 25 April 2018, approves the following

**REGULATION FOR THE DECLARATION OF EQUIVALENCE
OF FOREIGN HIGHER EDUCATION DEGREES AT THE
ACADEMIC LEVEL OF DOCTOR**

Article 1. Purpose.

This Regulation aims to establish, within the scope of Universidad San Pablo-CEU, the rules for the development and application of the Fifth Additional Provision of Royal Decree 967/2014, of 21 November, with regard to the declaration of equivalence of foreign higher education degrees at the academic level of Doctor.

**CHAPTER I
Initiation of the procedure**

Article 2. Initiation of the procedure.

The procedure shall be initiated by the submission of an application by the interested party, addressed to the Rector Magnificent. The application which must conform to the established model; shall be accompanied by the corresponding documents, in accordance with the provisions of articles 3 and 4 of this Regulation. The application shall be submitted in person at the Registry Office of the Qualifications Area of the Vice-Rectorate for Institutional Relations and the General Secretariat.

Article 3. Application form.

The application for the declaration of equivalence of foreign higher education qualifications to the academic level of Doctor shall be in accordance with the model published as **Annex I** of this Regulation.

Article 4. Documents to be attached to the application.

1. Applications for equivalence must be accompanied by the following original documents, without prejudice to Article 6:

a) For foreign citizens, a valid passport accrediting the identity and nationality of the applicant, issued by the competent authorities of the country of origin or provenance; as well as, where applicable, the Foreigner's Identity Card. For Spanish nationals, a valid National Identity Document will be required.

b) The doctoral degree for which a declaration of equivalence is requested. For the purposes of this procedure, it shall not be admissible to present proof or a certificate stating that the interested party is in a position to hold or has applied for the granting of a doctoral degree.

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.

d) A full copy of the doctoral thesis in Spanish or English or, failing this, the institutional repository in which the thesis is filed, and which can be accessed for consultation, indicating the language in which it is written.

e) Previous degree that has given the interested party access to the doctoral degree whose equivalence is sought.

f) Academic certification of the studies carried out to obtain the previous degree that has given the interested party access to the title 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, where appropriate, the corresponding ECTS credits obtained.

g) Document accrediting payment of the corresponding fees established for the administrative management and processing of the application; a sum that shall in no case be refundable and that 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 this Regulation.

h) Certification of linguistic competence, in accordance with Chapter II of this Regulation.

- i) Responsible declaration 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 at any other university; the applicant is also obliged to communicate any change in this situation throughout the procedure, in the event that an application for equivalence has been submitted simultaneously at another university. The aforementioned declaration shall conform to the model published as **Annex II** of this Regulation.
2. Once the application has been submitted by the interested Party, the examining body shall, of its own motion or at the request of the Committee for the recognition of doctoral equivalencies, may require the interested Party, at any time before the decision to terminate the procedure is issued, any other documents deemed necessary and relevant to accredit the correspondence between the training leading to the award of the foreign qualification provided and that required to obtain the Spanish doctoral degree for which the declaration of equivalence is sought. For these purposes, and for illustrative and non-limiting purposes only, 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, where appropriate, the syllabuses of the subjects in which the content and extent to which they were taken are reflected or the academic documentation accrediting having passed, in their entirety, the studies required for access to those taken to obtain the foreign higher education degree.

Article 5. Documents' requirements.

The documents issued abroad shall be in conformity with the following requirements:

- a) They shall be official and be issued by the competent authorities for this purpose, in accordance with the legal system of the country concerned.
- b) They shall be authenticated through diplomatic channels or, where appropriate, by the apostille of the Hague Convention. For these purposes, on the submission of certified copies, the authentication or apostille shall appear in the original document before the copy to be certified is made. This requirement shall not be required for documents issued by the authorities of the Member States of the European Union or signatories to the Agreement on the European Economic Area and Switzerland.
- c) They shall be accompanied, where appropriate, by a certified copy of their official translation to Spanish. For these purposes, it is considered as such the one carried out by court certified Translators-Interpreters, appointed, and included in a regularly updated public list, and for information purposes, the Language Interpretation Office of the Ministry of Foreign Affairs and Cooperation.

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

1. As well as the application, the Interested Party shall submit, together with each original document included in article 4, each of their photocopies. The Qualifications Area of the Vice-Rectorate for Institutional Relations and the General Secretariat will compare the originals, verifying the identity of their content, returning the original documents to the interested party.

And it will also attach the corresponding copies to the application, once they have been completed with a stamp or proof of authenticity.

2. If the original documents have already been certified by a Notary in Spain or by the diplomatic or consular representations of Spain in the country from which the document originates, it will not be necessary to present the original document at the same time.
3. No documentation provided shall be returned to the interested Parties once the procedure has been completed, except in exceptional cases where original documents are exceptionally requested, provided that such return is possible and appropriate in the opinion of the examining body.

Article 7. Validation of documents.

In the event of doubt as to the authenticity, validity or content of the documents provided, the examining body may take the necessary steps to verify them and may contact the competent authority which issued them to validate any points which may be in doubt.

CHAPTER II **Language skills**

Article 8. Accreditation of language skills.

1. For the accreditation of language skills, the interested party shall provide, attached to the application, some of the following documents:

- a) «Diploma of Spanish as a foreign language (DELE)», B2 level or higher, issued according to what has been set out in Royal Decree 1137/2002, of 31 October, which regulates the «Diplomas of Spanish as a Foreign Language (DELE)».
- b) Official certificate of advanced level (B2 level) of Spanish for foreigners, issued according to what has been foreseen in article 61 of Organic Law 2/2006, of 3 May, on Education by Official Language Schools.
- c) Certificate of Proficiency in Spanish for foreigners issued by the Official Language Schools.
- d) Certificate issued by the Centre where the studies leading to the Title of Doctor were studied and whose equivalence is sought, stating that at least 75 % of the training was completed in Spanish.
- e) Certificate issued by the Centre where the interested Party has received his/her school education prior to access to higher education, or official bachelor's or master's degrees – or their equivalents according to the concerning foreign system– in which the specific education completed in Spanish is recorded.

2. Applicants who are nationals of States whose official languages include Spanish shall not be required to provide any of the documents listed in the previous section on accreditation

CHAPTER III Procedure

Article 9. Procedure.

1. The Vice-Rectorate for Institutional Relations and the General Secretariat are responsible for the preparation and implementation of the procedure for the declaration of equivalence of foreign higher education degrees to the academic level of Doctor, upon application by the interested party.
2. Once the prior documents have been submitted, the examining body shall verify that they are in conformity with what's been set out in previous Chapter I, may require the interested party to rectify any defects it may find, granting the interested Party a period of ten working days in which to rectify the lack or enclose the required documents, stating that, if this is not done, the application will be considered to have been withdrawn. This deadline may be moderately extended, up to five more working days, at the request of the interested party or on the initiative of the examining body, where the provision of the required documents presents particular difficulties.

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

1. The Committee for the Recognition of Doctoral Equivalencies is created, and it consists of the following members:
 - a) The Director of the '*CEU International School of Doctoral Studies (CEINDO)*', who shall chair it.
 - b) Shall have the status of Members:
 - The competent Vice-Rector for Research.
 - The Coordinators or Attached Coordinators of the '*CEU International School of Doctoral Studies (CEINDO)*' Doctoral Programmes, provided that they belong to Universidad San Pablo-CEU.
 - c) The Academic Secretary of the '*CEU International School of Doctoral Studies (CEINDO)*', who shall also perform the duties of Secretary of the collegiate body.
2. The Vice-Rectorate for Institutional Relations and the General Secretariat, in its capacity as the examining body, shall transfer the file to the Committee for the recognition of doctoral equivalencies, through the competent 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 Doctor.
3. Regardless of article 4.2 of this Regulation, the Committee for the Recognition of Doctoral Equivalencies, shall rule favourably or unfavourably 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 this



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Regulation, and may request, optionally and for this purpose, a report from the University's Language Policy Committee, which shall not be binding.

The decision of the Committee for the Recognition of Doctoral Equivalencies will be taken by the majority of the members who participate in the deliberation. In the event of an even result, the President's vote will be decisive. If the report issued is unfavourable, the shortcomings observed must be expressly indicated.

4. The Committee for the Recognition of Doctoral Equivalencies shall forward the report issued, through the Vice-Rector responsible for research, to the Vice-Rectorate for Institutional Relations and the General Secretariat, 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 Equivalences.

Once the procedure has been completed, the Vice-Rectorate for Institutional Relations and the General Secretariat shall forward the report issued by the Committee for the Recognition of Doctoral Equivalences to the Rector Magnificent, so that he/she may issue the resolution he/she deems most appropriate.

CHAPTER IV Ending of the procedure

Article 12. Decision.

1. Once the procedure has ended, the Rector Magnificent. shall issue the decision that brings the procedure to an end and against which no appeal may be lodged with the University. Decisions on applications reported by the Committee for the Recognition of Doctoral Equivalences shall state whether they are in accordance 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 Equivalences' shall be used; in the second case, the formula 'having heard the Committee for the Recognition of Doctoral Equivalences' shall be used, in which case the resolution shall state the reasons for the decision.

2. The decision of the procedure shall contain one of the following pronouncements:



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a) The declaration of equivalence of the foreign higher education degree to the academic level of Doctor, in a branch of knowledge and specific field of those listed in Annex II of Royal Decree 967/2014, of 21 November, in which the different official Spanish university degrees can be grouped, branches of knowledge according to Royal Decree 1393/2007, of 27 October, and specific fields based on the document «*Fields of Education and Training –ISCED–*» for the purpose of the declarations of equivalence to a degree:

b) The refusal of the equivalence requested of the foreign higher education degree to the academic level of Doctor. In this case, the decision must expressly indicate the shortcomings observed, without the meaning of this decision entailing the refund to the interested party of the amount paid as fees for processing the application submitted, which must be stated 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 fifth additional provision of Royal Decree 967/2014, of 21 November, will be accredited by means of the corresponding certificate of equivalence issued by the Rector Magnificent of Universidad San Pablo-CEU. This certificate shall state at least the following points:

a) Reference to the declaration decision and identifying number of the certificate of equivalence.

b) Foreign qualification held by the person concerned, university or higher education institution of origin and country of issue.

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

d) Academic level of Doctor to which the equivalence refers, indicating the branch of knowledge and the specific field, in accordance with Annex II of Royal Decree 967/2014, of 21 November.

2. Prior to the issue of the certificate of equivalence, and upon payment by the interested party of the corresponding fees established for this purpose, the Qualifications Area of the Vice-Rectorate for Institutional Relations and the General Secretariat of Universidad San Pablo-CEU shall notify the Sub-Directorate General for Degrees of the Ministry of Education, Culture and Sport, for the purposes of its registration in the special section of the National Register of Official University Graduates referred to in Article 15.4 of Royal Decree 967/2014, of 21 November, which establishes the requirements and procedure for the homologation and declaration of equivalence to a degree and official university academic level and for the validation of foreign higher education studies.

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 Doctor will be issued.

4. Once the above points have been accredited, the certificate of equivalence shall be collected personally by the interested party from the Qualifications Area of the Vice-Rectorate for Institutional Relations and the General Secretariat of Universidad San Pablo-CEU. In the event that it is not possible to do so, the interested party may authorise some other person, always by means of a sufficient power of attorney granted for this purpose in accordance with Spanish law, so that it can be withdrawn on your behalf.

Only transitory provision. Regulations applicable to applications submitted prior to the approval of this Regulation.

The application for the declaration of equivalence of foreign higher education degrees at the academic level of Doctor, submitted prior to the approval of this Regulation and which have not been the subject of a decision terminating the procedure, shall be governed by this Regulation. For this purpose, they shall be corrected in due time, by taking back the proceedings to the time when they were first processed and shall be completed in those aspects that so require.

Only derogatory provision. Regulatory repeal.

Any provisions of equal or lower rank that conflict with the provisions of this Regulation are hereby repealed.

First final provision. Regulatory empowerment.

The Vice-Rectorate for Institutional Relations and the General Secretariat is empowered to dictate as many provisions the application and development of this Regulation may require; specially, and with the favourable report of Management, as regards the updating of the amount of the fees established for the administrative management and processing of applications, as well as for the issuing of equivalence certificates, as set out in **Annex I**.

Second final provision. Entry into force.

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

ANNEX I: Application form

**APPLICATION FOR THE DECLARATION OF
EQUIVALENCE OF A FOREIGN HIGHER EDUCATION
DEGREE AT DOCTORAL LEVEL
BY UNIVERSIDAD SAN PABLO-CEU**

1. APPLICANT'S DATA

Surname:		Name:	
Date and place of birth:		Nationality:	
<input type="checkbox"/> ID	<input type="checkbox"/> NIE	<input type="checkbox"/> Passport	
Av., St., Square, etc. and number:		City:	Post code:
Region:		Country/State:	
E-MAIL:		Telephone number:	

2. REPRESENTATIVE'S DATA

(Fill in just in case of acting by means of representation, by providing sufficient power of attorney for this purpose)

Surname:		Name:	
<input type="checkbox"/> ID	<input type="checkbox"/> NIE	<input type="checkbox"/> Passport	

3. DATA CONCERNING NOTIFICATION

To notify the Interested Party/Representative (delete where not relevant) gives the following address:			
Av., St., Square, etc. And number:		City:	Post code:
Region:		Country/State:	
E-MAIL:		Telephone number:	



4. DATA CONCERNING THE APPLICATION

Application for a declaration of equivalence to the academic level of Doctor of the degree of:
Granted by the university/higher education institution of (name, location, and country/state):

5. DOCUMENTS ATTACHED TO THIS APPLICATION (tick with an “X”)

<input type="checkbox"/> For foreign citizens, a valid passport certifying the identity and nationality of the applicant, issued by the competent authorities of the country of origin or provenance; as well as, where applicable, the Foreigner's Identity Number (NIE). For citizens of Spanish Nationality, a valid National Identity Card will be required.	<input type="checkbox"/> Official Translation (in case of a language other than Spanish)
<input type="checkbox"/> The degree of Doctor, whose declaration of equivalence is requested. For the purpose of this procedure, whose declaration of equivalence is requested. For the purposes of this procedure, it shall not be admissible to present proof or a certificate certifying that the interested party is in a position to hold or has applied for the granting of a doctoral degree.	<input type="checkbox"/> Official Translation (in case of a language other than Spanish)
<input type="checkbox"/> Academic certification of the studies undertaken by the applicant to obtain a doctoral degree, stating, among other things, the subject of the doctoral thesis, as well as its duration in academic years.	<input type="checkbox"/> Official Translation (in case of a language other than Spanish)
<input type="checkbox"/> A full copy of the doctoral thesis in Spanish or English; or, failing this, an indication of the institutional repository in which the thesis is deposited, and which can be accessed for consultation, with an indication of the language in which it is written.	
<input type="checkbox"/> Previous degree that has given the interested party access to the doctoral degree whose equivalence is sought.	<input type="checkbox"/> Official Translation (in case of a language other than Spanish)
<input type="checkbox"/> Academic certification of the studies carried out by the applicant to obtain the previous degree that has given the interested party access to the title 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, where appropriate, the corresponding ECTS credits obtained.	<input type="checkbox"/> Official Translation (in case of a language other than Spanish)
<input type="checkbox"/> Document that accredits the payment of the corresponding rights established for the administrative management and processing of the application (50,00 €); quantity that, in no case, shall be refundable and that does not cover the rights for the expedition of the certificate of equivalence (350,00 €) that, if the application is accepted, they must be paid separately. Bank account ES53 0182 0972 15 0201507261	
<input type="checkbox"/> Certificate that accredits the linguistic competence in the Spanish language.	
<input type="checkbox"/> Declaration of responsibility (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.	



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Other (specify, where appropriate):

This application is made pursuant to the provisions of the fifth additional provision of Royal Decree 967/2014, of 21 November, which establishes the requirements and the procedure for the homologation and declaration of equivalence to degree and to official university academic level and for the validation of foreign studies of higher education, together with the documents listed on this form.

Place and date	Signature

HER EXCELLENCY THE MAGNIFICENT RECTOR OF UNIVERSIDAD SAN PABLO-CEU

ANNEX II: Declaration of responsibility

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

APPLICANT'S DATA

Surname:		Name:	
<input type="checkbox"/> ID	<input type="checkbox"/> NIE	<input type="checkbox"/> Passport	

I hereby **STATE** 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.**

This declaration also obliges the applicant to inform the Rectorate of Universidad San Pablo-CEU of any change in this situation during 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 fifth additional provision of Royal Decree 967/2014, of 21 November, which establishes the requirements and the procedure for the homologation and declaration of equivalence to degree and to official university academic level and for the validation of foreign studies of higher education.

Place and date	Signature

HER EXCELLENCY THE MAGNIFICENT RECTOR OF UNIVERSIDAD SAN PABLO-CEU