



CEU
*Universidad
San Pablo*

ALTERNATIVE PATHWAYS OF ACCESSING UNIVERSIDAD SAN PABLO-CEU



INTRODUCTION

Article 8 of *Royal Decree 534/2024, of 11 June, which regulates the requirements for access to official undergraduate university studies, the basic characteristics of the entrance exam and the basic regulations for admission procedures*, establishes that access to official university degree courses at Spanish universities is open to people over the age of 25 or 45 who do not have the academic qualifications required for university entrance and pass the entrance exam, as well as those over the age of 40, also without the corresponding qualifications, who have work or professional experience in relation to education.

Universidad San Pablo-CEU is aware of the importance of these alternative access routes for people who decide to enter higher education without following the traditional or academic route. For this reason, it wishes to promote the implementation of access routes for those candidates who, for various reasons, have not been able to continue with their academic training and have reached the regulatory age or have the appropriate work or professional experience.

To this end, and in the exercise of the university autonomy recognised by article 3 of Organic Law 2/2023, of 22 March, on the University System, Universidad San Pablo-CEU has drawn up the following Regulations, the purpose of which is to regulate admission to official university degree courses for those over the age of twenty-five and forty-five, by means of passing an entrance exam, as well as for those over the age of forty who have work or professional experience related to the courses they wish to study.

ACCESS TO UNIVERSIDAD SAN PABLO-CEU FOR PEOPLE OVER TWENTY-FIVE YEARS OF AGE

Article 1. Subject matter

The purpose of these regulations is to regulate access to official university degree courses for people over the age of twenty-five who do not have the necessary qualifications to gain access to university.

Article 2. Entrance requirements for persons over 25 years of age

Those over twenty-five years of age who wish to access official undergraduate university studies must meet the following requirements:

- Be at least 25 years of age in the calendar year in which the admission test is held.
- Not be in possession of any academic qualification that would allow them access to the University by other routes.
- Pass the entrance examination, in accordance with the provisions of these Regulations.

Article 3. Entrance exam for persons over 25 years of age

1. Persons over twenty-five years of age who do not hold any academic qualification that gives access to university by other routes, may access the official university degree courses of Universidad San Pablo-CEU by passing an entrance exam.

2. *Royal Decree 534/2024, of 11 June, which regulates the requirements for access to official university degree courses, the basic characteristics of the entrance exam and the basic regulations of admission procedures*, shall be applicable to the university entrance exam for those over twenty-five years of age.

Article 4. Structure of the entrance test

1.- The university entrance examination for over twenty-five-year-olds is structured in two phases: a general phase and a specific phase.

2. The purpose of the general stage of the test is to assess candidates' suitability to successfully pursue university studies and their ability to reason and express themselves in writing. It will comprise three exercises in the following areas:

- a) Text commentary or development of a general topic of current affairs.



- b) Spanish language.
- c) Foreign language, to be chosen from German, French, English, Italian or Portuguese.

3. The purpose of the specific phase of the test is to assess the skills, abilities and aptitudes of candidates in order to successfully complete the different university courses. To this end, the specific phase of the test will be structured into five options: option A (arts and humanities); option B (sciences); option C (health sciences); option D (social and legal sciences) and option E (engineering and architecture).

4. The establishment of the general lines of the methodology, the development and the contents of the exercises that make up both the general phase and the specific phase, as well as the establishment of the criteria and formulas for the assessment of these, will be carried out by the Education Administrations.

Article 5. Organisation and the sitting of the entrance exam

1. The organisation of entrance exams for persons over twenty-five years of age shall be the responsibility of the public universities, within the framework established by the educational administrations. Candidates may take the entrance examination at as many universities as they deem appropriate.

2. The universities shall hold an annual entrance examination for persons over twenty-five years of age, for each of the options in which they offer courses.

3. Those who wish to improve the mark obtained in the examination may sit the examination again at subsequent sittings. The mark obtained in the new round will be taken into consideration, provided that it is higher than the previous one.

4. Once the candidate has passed the entrance exam, he/she may apply for admission to Universidad San Pablo-CEU to study the desired studies by means of the established ordinary procedures. Passing the entrance exam only entitles the interested party to apply for admission to Universidad San Pablo-CEU in the event that places are available.

ACCESS TO UNIVERSIDAD SAN PABLO-CEU FOR PEOPLE OVER FORTY-FIVE YEARS OF AGE

Article 1. Subject matter

The purpose of these regulations is to regulate access to official university degree courses for people over the age of forty-five who do not have the necessary qualifications to access university.

Article 2. Entrance requirements for persons over 45 years of age

Those over forty-five years of age who wish to access official undergraduate university studies must meet the following requirements:

- Be at least 18 years of age in the calendar year in which the admission test is held.
- Not be in possession of any academic qualification that would allow them access to the University by other routes.
- Pass the entrance exam, in accordance with the provisions of these Regulations.

Article 3. Entrance test for persons over 45 years of age

1. People over forty-five years of age who do not have any academic qualifications that enable them to access university by other routes may access the official undergraduate degree courses at Universidad San Pablo-CEU by passing an adapted entrance exam,

2. *Royal Decree 534/2024, of 11 June, which regulates the requirements for access to official university degree courses, the basic characteristics of the entrance exam and the basic regulations of admission procedures, shall be applicable to the university entrance exam for over forty-five year olds.*

Article 4. Structure of the admission test

1. The purpose of the entrance examination for people over the age of forty-five is to assess the suitability of candidates to successfully pursue university studies, as well as their ability to reason and express themselves in writing.

It shall comprise two exercises covering the following areas:

- a) Text commentary or development of a general topical subject.
- b) Spanish language.

2. The organisation of the entrance examinations for persons over forty-five years of age shall be the responsibility of the universities that offer the courses requested by the person concerned, within the framework established by the educational administrations.

3. In addition to the admission test, candidates must take a personal interview. The result of the interview must be a decision suitable as a necessary condition for the subsequent favourable decision of access.

4. The establishment of the general lines of the methodology, development and content of the exercises that make up the test, as well as the establishment of the criteria and formulas for their assessment, shall be carried out by each educational administration, following a report from the universities in its territorial area.

Article 5. Calling of the entrance exam

1. Universidad San Pablo-CEU will hold an annual entrance exam for people over the age of forty-five.

2. Admission will be granted for specific courses offered by the University. Successful completion of the entrance exam taken by the candidate at Universidad San Pablo-CEU will allow him/her to be admitted only to this University.

3. There will be no limit to the number of times the entrance exam for those over forty-five years of age can be taken. Passing the test is valid indefinitely for the purposes of admission to Universidad San Pablo-CEU.

4. Successful completion of the entrance exam only entitles the interested party to apply for admission to Universidad San Pablo-CEU admission process if places are available.

Article 6. Application for the admission test

1. In order to take the admission test, candidates must submit an application in accordance with the model set out in ANNEX I of these Regulations.

2. Applicants must pay the fees established for the admission test for persons over forty-five years of age. Proof of payment must accompany the application. If payment is not made, the application for registration will be void and the applicant will lose all rights.

Article 7. Grading of the admission test and the Selection Board

1. Universidad San Pablo-CEU will mark the entrance examination for people over the age of forty-five, and each of its exercises, in accordance with the criteria and

assessment formulas established by the Educational Administration. The final grade will be determined by the arithmetic mean of the grades obtained in the exercises, scored from 0 to 10 and expressed to three decimal places, rounded to the nearest thousandth and, in the case of equidistance, to the nearest thousandth.

2. It will be understood that the candidate has passed the admission test when he/she obtains a pass mark in the personal interview and a minimum of five points in the final mark, and in no case may the test be averaged if a minimum score of four points is not obtained in each exercise.

3. For the marking of the admission test, a selection board will be set up which must guarantee the anonymity of the candidates throughout the process of correcting the exercises. The selection board shall be made up of a chairman, a secretary, correction members and administrative and service staff. The correction members will be university lecturers specialising in the different subjects that make up the test. Teaching staff who, during the year of the call or in the immediately preceding year, have taken part in preparatory courses for the entrance examination for persons over forty-five years of age may not form part of the selection board.

Article 8. Complaints concerning the admission test

1. Once the grades have been published, a period of two working days will be granted for lodging a complaint addressed to the Rector, using the application form provided by the University, which is included as ANNEX II of these Regulations.

2. The exercises for which a complaint has been lodged shall be reviewed by specialist university teachers who, in any case, shall be different from those who made the first correction.

3. The review shall be carried out in order to verify that all questions have been assessed and have been assessed with a correct application of the assessment and marking criteria, and that there are no material errors in the calculation of the final mark.

4. Within ten working days of the end of the deadline for the submission of complaints, the Rector shall adopt the decisions establishing the final grades for the exercises complained of, and these shall be notified to the complainants. No appeal may be lodged against the respective decisions within the University.

Article 9. Communication of test results

1. Once the tests have been completed, and within the year in which they are held, Universidad San Pablo-CEU shall make the results of the tests available to the Consejería de Educación, Ciencia y Universidades de la Comunidad de Madrid (Regional Ministry of Education, Science and Universities of the Autonomous Community of Madrid).

Article 10. Attention to disability

1. For those candidates who, at the time of their registration and in accordance with the provisions established by the Education Administration, justify a disability that prevents them from taking the test with ordinary means, the appropriate measures will be adopted so that they can take the test in the most suitable conditions possible, in accordance with their situation and in compliance with the principle of equal opportunities.

2. These measures may consist of the adaptation of times, the development of special examination models and the provision of the material and human resources, assistance and support and technical aids that the student needs to take the admission test, as well as the guarantee of accessibility of the information and communication of the processes and that of the physical space where the test takes place.

ACCESS TO UNIVERSIDAD SAN PABLO-CEU FOR THOSE OVER FORTY YEARS OF AGE WITH WORK OR PROFESSIONAL EXPERIENCE

Article 1. Subject matter

The purpose of these regulations is to regulate access to official university degree courses for people over forty years of age with work or professional experience.

Article 2. Entrance requirements for persons over 40 years of age with work or professional experience

The requirements for access to the University by this route are as follows:

- Be at least forty years of age in the calendar year in which the academic year begins.
- Not possessing any academic qualification that allows access to the University by other routes.
- Have work or professional experience related to a specific field of education.

Article 3. Applicable rules for admission

1. Those over forty years of age with work or professional experience may access undergraduate degrees offered by Universidad San Pablo-CEU, in accordance with the provisions of *Royal Decree 534/2024, of 11 June, which regulates the requirements for access to official undergraduate university education, the basic characteristics of the entrance exam and the basic rules of admission procedures.*

3. The University shall include in the Reports of the verified syllabuses the accreditation criteria and the scope of the work or professional experience in relation to each of the courses to be required of the candidates. These criteria shall include, in all cases, the holding of a personal interview with the candidates, which may be repeated on successive occasions.

Article 4. Application and documentation

1. Candidates must submit an application for admission in accordance with the model set out in ANNEX III of these regulations.

2. The following documents must accompany the application:

- Photocopy of DNI, NIE or passport.
- Detailed curriculum vitae of work and professional experience, accompanied by the corresponding supporting documentation.



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- Certified photocopy of the certificate of employment, issued by the competent official body.
- Certificates from companies or entities, with details of the activity carried out and period of time.
- Letter of motivation, explaining your interest in the University and in the courses you wish to study.
- Any other documentation that you consider appropriate and that accredits the work and professional experience described in the curriculum vitae.

3. Within a period of 1 month from the submission of the application and the required documentation, Universidad San Pablo-CEU will decide on the admission of the interested party.

SINGLE FINAL PROVISION. ENTRY INTO FORCE

These regulations on Alternative Access to Universidad San Pablo-CEU will come into force the day after its approval by the Board of Trustees.



ANNEX I

**APPLICATION FOR ADMISSION TO THE ENTRANCE EXAM TO THE UNIVERSITY OF APPLIED SCIENCES
 UNIVERSIDAD SAN PABLO-CEU FOR THE OVER 45S
 ACADEMIC YEAR/.....**

| APPLICANT'S DETAILS | | |
|---|----------------|-------------------|
| SURNAME AND NAME _____ | | |
| DNI, NIE OR PASSPORT _____ | | NATIONALITY _____ |
| ADDRESS _____ | | |
| CIYT _____ | PROVINCE _____ | PC _____ |
| TELEPHONE NUMBER _____ | | E-MAIL _____ |
| PERSON WITH DISABILITY REQUESTING ACCOMMODATION: YES / NO | | |

DEGREE YOU WISH TO TAKE: _____

The applicant **DECLARES**, under his/her responsibility, that he/she **DOES NOT HOLD ANY ACADEMIC DEGREES THAT GIVE HIM/HER ACCESS TO THE UNIVERSITY BY OTHER MEANS**. The inaccuracy, falsity or omission, of an essential nature, of any data or information included in a responsible declaration will determine the impossibility of continuing with the exercise of the right or activity in question from the moment the University becomes aware of such facts, without prejudice to any criminal, civil or administrative liabilities that may arise.

Madrid, on XXXXXXXXXX

Signature of the applicant



PAYMENT OF EXAMINATION FEES

The applicant must pay the established fees for the entrance exam for persons over 45 years of age, which amount to 200 EUROS. Proof of this transaction must accompany the application. If the payment is not made, the application for registration in the test will be void, losing the applicant all his rights. Failure to take the exams does not entitle the student to a refund of the public fees paid.

(NOTE: In accordance with the provisions of article 71 of Royal Legislative Decree 1/2007, of 16 November, which approves the revised text of the General Law for the Defence of Consumers and Users and other complementary laws, the applicant will have a period of fourteen calendar days from the date of payment to exercise their right of withdrawal, provided that they have not yet taken the admission test. As a valid document sufficient to exercise this right, it will be sufficient for the interested party to send an e-mail to the Admissions and New Student Service, indicating their name and surname and other details that sufficiently identify the procedure in question, without this entailing any cost for the applicant).

DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- One passport-size photograph of the applicant.
- Original and photocopy (to be checked by the Admissions and New Student Service) of the DNI, NIE or Passport.
- If applicable, original and photocopy (to be checked by the Admissions and New Student Service) of the certificate of disability.
- Proof of payment of the registration fee for the exam.

Passing the entrance exam only entitles the applicant to apply for admission to Universidad San Pablo-CEU if there are places available.

All documentation will be delivered to:

Universidad San Pablo-CEU
Admissions and New Student Service
Access calls for people over 45 years of age
Calle Julián Romea 18, 28003 Madrid
Phone: 915140404/ E-mail: info.usp@ceu.es

PROTECTION OF PERSONAL DATA

In accordance with the provisions of current legislation on the protection of personal data (Regulation (EU) 2016/679 of 27 April), we inform you that the data obtained in the process of **taking the entrance exam to Universidad San Pablo-CEU for the over 45s** will be included in a file under the responsibility of FUNDACIÓN UNIVERSITARIA SAN PABLO CEU (hereinafter, FUSP-CEU), the entity that owns Universidad San Pablo-CEU, for the purpose of processing the application for admission to the corresponding call.



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As long as you do not communicate otherwise, it will be understood that your personal data have not been modified, and you must notify the University of any change in them. Likewise, your personal data will be transferred to third parties who are legally obliged to know that you have taken Universidad San Pablo-CEU entrance exams for people over 45 years of age.

To this end, your express consent is required¹ for the processing of your personal data for the purposes and under the terms set out above:

YES, I give my consent NO, I do NOT give my consent

You may exercise your rights of access, rectification, cancellation and opposition by writing to the Data Protection Delegate, calle Tutor nº 35 - 28008 Madrid; or by e-mail to dpd@ceu.es.

EXCELLENT RECTOR MAGNIFICENT OF UNIVERSIDAD SAN PABLO-CEU

¹ **IMPORTANT NOTE:** If you do NOT give your consent to the processing of your personal data for the purposes indicated, it will not be possible to submit a valid application for the University entrance exams for over twenty-five year olds.



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ANNEX II

**APPLICATION FOR REVIEW OF THE ENTRANCE EXAMINATION
TO UNIVERSIDAD SAN PABLO-CEU FOR OVER FORTY-FIVE YEAR OLDS
ACADEMIC YEAR/.....**

Mr./Mrs....., D.N.I.,
with address at, no., flat,
city....., PC, province, telephone
....., e-mail

STATES: That, having taken Universidad San Pablo-CEU Entrance Examination for over forty-five year olds and considering the marks awarded in relation to the content of the answers given in the corresponding exercises to be inadequate, by virtue thereof,

REQUESTS: That the following financial years be revised:

.....
.....
.....
.....

In Madrid, to of of

S.F.:

EXCELLENT RECTOR MAGNIFICENT OF UNIVERSIDAD SAN PABLO-CEU



ANNEX III

APPLICATION FORM FOR UNIVERSITY ENTRANCE FOR PEOPLE OVER 40 YEARS OF AGE WITH WORK AND/OR PROFESSIONAL EXPERIENCE

| APPLICANT'S DETAILS | |
|----------------------------|-------------------------|
| SURNAME AND NAME _____ | |
| DNI, NIE OR PASSPORT _____ | DATE OF BIRTH _____ |
| NATIONALITY _____ | |
| ADDRESS _____ | |
| CITY _____ | PROVINCE _____ PC _____ |
| PHONE NUMBER _____ | E-MAIL _____ |

| HIGHER LEVEL STUDIES (please specify) |
|--|
| |

| LIST OF PROFESSIONAL FAMILIES THAT YOU WOULD LIKE TO BE ASSESSED ON THE BASIS OF YOUR EXPERIENCE |
|---|
| 1. |
| 2. |
| 3. |

| BRIEF DESCRIPTION AND DURATION OF WORK AND/OR PROFESSIONAL EXPERIENCE | | | |
|--|--------------------------------|---|-------------------------------------|
| Start and end date of work | Name of Company or Institution | Professional Category in the Company or Institution | Brief description of work performed |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



I DECLARE, under my responsibility, that all the information given above **IS TRUE**, that this is the **ONLY APPLICATION I HAVE SUBMITTED** to take part in the admission procedure for people over 40 years of age and that **I DO NOT HAVE ANY OTHER ACADEMIC DEGREES OR REQUIREMENTS THAT ALLOW ACCESS TO THE UNIVERSITY**. Otherwise, this application and the result of the same will be without effect.

Signature of the applicant:

Date: ___/___/___

DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- Photocopy of DNI, NIE or passport.
- Detailed curriculum vitae of work and professional experience, accompanied by the corresponding supporting documentation.
- Certified photocopy of the certificate of employment, issued by the competent official body.
- Certificates from companies or entities with details of the activity carried out and period of time.
- Letter of motivation, explaining your interest in the University and in the courses you wish to study.
- Any other documentation that you consider appropriate to accredit the work and professional experience described in the curriculum vitae.

PROTECTION OF PERSONAL DATA

In accordance with the provisions of current legislation on the protection of personal data (Regulation (EU) 2016/679 of 27 April), we inform you that the data obtained in the process of access to Universidad San Pablo-CEU for over 40s with work and/or professional experience will be incorporated into a file under the responsibility of FUNDACIÓN UNIVERSITARIA SAN PABLO CEU (hereinafter, FUSP-CEU), an entity owned by Universidad San Pablo-CEU, for the purpose of processing the application for admission to the corresponding call for applications. As long as you do not communicate otherwise, it will be understood that your personal data has not been modified, and you must notify the University of any variation in the same. Likewise, your personal data will be transferred to third parties who are legally required to be aware of your application for admission to Universidad San Pablo-CEU for people over 40 years of age with work or professional experience. For this purpose, your express consent is required for the processing of your personal data for the purposes and under the terms set out above:

YES, I give my consent NO, I do NOT give my consent

IMPORTANT NOTE: If you do NOT give your consent to the processing of your personal data for the purposes indicated above, it will not be possible to submit a valid application for the university entrance exams for the over 40s.

You may exercise your rights of access, rectification, cancellation and opposition by writing to the Data Protection Delegate, Calle Tutor 35 - 28008 Madrid; or by e-mail to dpd@ceu.es.

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