CEU Universidad Cardenal Herrera

The Administrative and Financial Regulations for Postgraduate Programmes for 2027-28

Approved by the Governing Council on 30th September 2026.

These Regulations are applicable to all postgraduate students, both those continuing with their programmes and those who are new students, and including those following master's degrees (*máster universitario*), lifelong learning master programmes (*máster de formación permanente*) and study programmes which are specific to the Universidad CEU Cardenal Herrera (*enseñanzas propias*).

I. PAYMENT STRUCTURE FOR POSTGRADUATE PROGRAMMES

- Fees to be paid to the University are structured as follows:

1. Place reservation fee
2. Registration fee
3. Record creation fee (only for new students)
4. Tuition fees
5. Hospitality pack (international students only)

- The complete cost for the academic year is therefore made up of the place reservation fee, the registration fee, the instalments for the tuition fees, and, where appropriate, the fees for the hospitality pack and student record creation. The complete cost of study for one academic year at the University can be seen in the student fees document for each academic year.

- International students can choose whether or not to pay for the Hospitality pack and receive the corresponding services.

1. Place reservation fee

- Applicants must pay this fee after admission in order to reserve their place on a study programme, and current postgraduates must pay this fee to renew their place and continue with their studies. This payment marks the beginning of the legal relationship between the University and an applicant.
- After admission, applicants must fill in the place reservation form which will be made available to them via the appropriate channels (generally, e-mail and the intranet). Payment of the place reservation fee can then be made via credit card, commission-free, via our online payment gateway or by printing the relevant form (a payment

voucher or *modelo de autoliquidación*), taking it to a branch of an appropriate bank and paying the place reservation fee there (commission-free). By making this payment before the date specified, the applicant obtains a guaranteed place on the chosen programme, conditional to the programme being activated and to all legal requirements being met when he or she subsequently enrols.

- By paying the place reservation fee, applicants and current students acknowledge their acceptance of these Regulations and any others which may be applicable.
- The exact amount corresponding to the place reservation fee may vary according to the postgraduate programme concerned. It will appear on the webpage dedicated to the programme. The place reservation fee and, where appropriate, the record creation fee are charged separately from the tuition fees and will not be refunded if the applicant fails to complete the enrolment process, except within the cooling-off period which every applicant is entitled to, as established by law (*derecho de desistimiento*).
- If an applicant has paid the place reservation fee but ultimately decides not to enrol, then he or she must duly notify the University of their wish to withdraw in writing and follow the appropriate procedure:

    1. Notification via email, stating their full name and any other information as may be necessary to facilitate the process, sent to bajas@uchceu.es.
    2. Applicants may request a refund during the cooling-off period in accordance with their rights (*derecho de desistimiento*) detailed in Royal Legislative Decree 1/2007, of 16th November, approving the consolidated text of the General Law for Consumer and User Protection and other related legislation. This means that applicants have a 14-day cooling-off period after payment of the place reservation fee during which they can request a refund. No special procedure needs to be followed nor does any specific form need to be filled in to exercise this right. To exercise this right, applicants can either fill in this form and send it to bajas@uchceu.es, or simply write to this same address, clearly and unequivocally stating their desire to withdraw and indicating their full name and any other relevant information which may facilitate the refund process. By exercising their right to a refund within the established period, these applicants will lose all rights previously available to them as new students at the University.

- Those applicants who are ultimately unable to comply with the legal requirements to attend or enrol at the Universidad CEU Cardenal Herrera (hereinafter CEU UCH) can request a refund of the place reservation fee. To request a refund:

    1. They must provide documentary evidence of being unable to attend or enrol at the University due to failure to meet the legal requirements.
    2. Refund requests must be submitted to the Student Administration Service (*Administración de Estudiantes*) via this form within 60 days of the commencement of the semester in which the applicant was due to start at the University (according to the University's official academic calendar). After this 60-day period, no requests for refunds will be accepted.

2. Registration fee

- The registration fee is paid via the payment method established by the University for this purpose, generally by direct debit from the bank account indicated by the applicant. Payment of this fee is separate from the student's administrative enrolment: the two events may take place at different times.
- The registration fee is refundable in the following circumstances:

a) Applicants may request a refund during the cooling-off period in accordance with their rights (*derecho de desistimiento*) detailed in Royal Legislative Decree 1/2007, of 16th November, approving the consolidated text of the General Law for Consumer and User Protection and other related legislation. This means that applicants have a 14-day cooling-off period after payment of the registration fee during which they can request a refund. No special procedure needs to be followed nor does any specific form need to be filled in to exercise this right. To exercise this right, applicants can either fill in this form and send it to bajas@uchceu.es, or simply write to this same address, clearly and unequivocally stating their desire to withdraw and indicating their full name and any other relevant information which may facilitate the refund process. By exercising their right to a refund within the established period, these applicants will lose all rights previously available to them as new students at the University.

b) The applicant cannot meet the legal requirements for enrolment.

In such a case, to obtain a refund:

a) Applicants must provide documentary evidence of being unable to attend or enrol at the University due to failure to meet the legal requirements.

b) Refund requests must be submitted to the Student Administration Service (*Administración de Estudiantes*) within 60 days of the commencement of the semester in which the applicants were due to start at the University (according to the University's official academic calendar). After this 60-day period, no requests for refunds will be accepted.

- If the applicant does not pay the registration fee within the period set by the University via the established payment methods (generally by a direct debit payment from a bank account), the University may remove the applicant from the admission process, entailing the loss by the applicant of their reserved place. In such a case, the applicant will not be entitled to a refund of the place reservation fee, except in those cases described above for which refunds should be requested via this form. Such applicants will then have 15 days, from the moment in which they were removed from the admission process, to inform the University that they wish to be readmitted. If there are places available, the University will readmit the applicant concerned once the registration fee has been paid.

3. Record creation fee

- All new students - i.e., those enrolling for the first time on a postgraduate study programme at the University - must pay this fee, corresponding to the creation of their student record.

- The record creation fee (the amount is recorded in the student fees document published on the University website) is payable regardless of the number of credits the student wishes to enrol on or any discount or scholarship the student may otherwise have.

- It is a one-off fee which is payable together with the registration fee.

- The record creation fee is refundable in the following circumstances:

  a) Applicants may request a refund during the cooling-off period in accordance with their rights (*derecho de desistimiento*) detailed in Royal Legislative Decree 1/2007, of 16th November, approving the consolidated text of the General Law for Consumer and User Protection and other related legislation. This means that applicants have a 14-day cooling-off period after payment of the record creation fee during which they can request a refund. No special procedure needs to be followed nor does any specific form need to be filled in to exercise this right. To exercise this right, applicants can either fill in this form and send it to bajas@uchceu.es, or simply write to this same address, clearly and unequivocally stating their desire to withdraw and indicating their full name and any other relevant information which may facilitate the refund process. By exercising their right to a refund within the established period, these applicants will lose all rights previously available to them as new students at the University.

  b) The applicant cannot meet the legal requirements for enrolment.

- Refunds of this fee must be requested via this form.

4. Tuition fees

- The tuition fees are paid in instalments, via direct debit from the student's bank account. The dates on which these instalments are to be paid is specified on the student fees document for each study programme, which is available on the University website.

- If they wish, applicants may settle the full amount, or part of it, up front instead of paying in instalments. To do so, applicants must contact the Student Administration Service (*Administración de Estudiantes*).

- The fees for place reservation, registration, record creation and tuition correspond exclusively to the provision of the service of teaching on the study programme applied for. Requests for academic records, transcripts for transfers and the issuing of degree certificates are not covered by these fees, meaning that students must pay the corresponding fees for such services.

- When enrolling, the student consents to and accepts the fact that teaching, tutorials, practical training and assessment may take place in person or in a distance-learning format, when the latter is directly or indirectly required by decisions taken by the

authorities. If the latter occurs, the University is under no obligation to provide students with computing equipment, whether this may be required for certain practical activities, for educational activities taking place online, or for any other reason. If lectures, tutorials, practical training or assessments were required to take place online and remotely, then it would be the student's responsibility to acquire the appropriate computing equipment and internet connection.

- The obligation to meet these payments in their entirety (place reservation fee, registration fee, record creation fee and tuition fees) will remain in place, even if, for reasons beyond the University's control, some of the activities which form part of the study programme cannot take place in the form originally planned at the beginning of the academic year. In such a case, the University will undertake to ensure that the activities affected are rescheduled where possible, taking into account the best interests of each student and the relevant academic criteria.

- No refunds will be provided to international students in respect of any tuition fees paid on the basis of their being refused a visa or other legal circumstances regarding their stay in Spain or journey from their home country.

5. Hospitality pack (international students)

- International students may also choose to pay the fee for the hospitality pack.

- The hospitality pack consists of a range of welcome services provided by the University which will facilitate the settling-in process for international students new to Spain.

- To receive these services, the applicant must pay, at the appropriate time, the fee for the hospitality pack. This option will be available to applicants on the applicant intranet when reserving their place, although there are some exceptions for certain study programmes in which a partner organization manages the fee payment procedure.

- The fee for the hospitality pack is not refundable, except within the cooling-off period which every applicant is entitled to, as established by law (*derecho de desistimiento*).

- Additionally, students may also, if they wish, take out private medical insurance offered by the University. Any such insurance contract will not be between the student and the University, but between the student and the insurer, with the University merely acting as a facilitator. For more information, go to www.uchceu.es (admissions - international students).

II. ENROLMENT

- Enrolment is the academic administrative procedure in which the University formally checks that the student complies with the legal requirements and confirms the courses which the student will take during the academic year. The student's enrolment will not necessarily take place at the same time at which the registration fee is paid, nor with the start of lectures or other academic activities. It is an independent administrative procedure.

- The enrolment of new students can only take place when the applicant submits the documentation required by Spanish law and CEU UCH.

- It is not necessary for students to be enrolled, in the strictest sense, in order for them to begin the academic year and attend lectures, on the condition that the place reservation and record creation fees have been paid.

- It is possible for students to undertake a conditional enrolment on master's degrees *(máster universitario*) and lifelong learning master programmes (*máster de formación permanente*), in accordance with article 18.4 of Royal Decree 822/2021. Students may remain conditionally enrolled for a maximum of 180 days of these programmes, counted from the commencement of lectures. If such students are then unable to complete the remaining ECTS credits on their undergraduate programme (including those corresponding to the end-of-degree project or TFG) within the 180-day period, they will not be permitted to continue with their master's degree or master programme studies and their enrolment will be cancelled. The cancellation of their enrolment will have the following effects:

  a. They will lose their status as a conditionally enrolled student at the University.

  b. They will not be able to request any academic certification or transcript regarding the period in which they were conditionally enrolled at the University.

  c. Students will not have the right to request a refund of fees paid to the University up to the date of the cancellation of their enrolment. In the case of missed payments due before the date of cancellation, students will still be liable for these payments.

  d. Such students will have the right to re-enrol on the programme, if available, during the following two academic years, on the condition that they can demonstrate that they have completed their bachelor's degree. In such cases, these students will receive a discount equivalent to the amount paid during the previous conditional enrolment. The University is under no obligation to offer the master's degree or master programme in future years and therefore the availability of this discount depends on whether the programme is in operation when the student is ready to re-enrol.

III. WITHDRAWALS

1. Any student enrolled at CEU UCH may withdraw from their degree at any time during the academic year. This should be duly communicated to the University, providing all the necessary information to enable the studies being undertaken to be identified. The withdrawal will take effect from the first day of the month following notification.

Students who wish to withdraw must notify the University of this in writing, by sending an email to the General Secretary's Office at bajas@uchceu.es. The General Secretary's Office will then proceed to process this application to withdraw and will confirm acceptance within ten calendar days. If, after ten days, the applicant has received no definitive answer from the General Secretary's Office, then the application can be considered to have been accepted and this will have the following consequences:

a) Academic consequences

- The student will officially cease to be enrolled at the University.
- From the date of withdrawal, all ongoing academic processes related to the student will be terminated and considered void.
- If a student has submitted a request to withdraw during the academic year and then wishes to enrol again at the University, he or she must undertake the standard admission process for the studies in question. In such cases, any payments the student made during the year in which he or she withdrew will not be considered as in any way contributory to those due when re-enrolling.

b) Financial consequences

- Acceptance of the student's withdrawal will entail that the next payment due will not be charged. Given that the process of approving withdrawal may take up to ten calendar days, those students who wish to withdraw and do not wish to be charged for a monthly payment must notify the Secretary's Office of their intention at least ten days before the first day of the month that it becomes due.
- Once the request to withdraw has been accepted, the student ceases to possess a financial commitment to the University and is no longer liable for the remaining fees for the rest of the academic year, which the student originally committed to when paying the place reservation fee.

2. Any monthly instalments of tuition fees which have already been paid before the withdrawal will not be refunded under any circumstances.

IV. MISSED PAYMENTS

1. If a student fails to pay all or some of the tuition fees when these become due, then:

a) The University may limit his or her access to the intranet/virtual campus.

b) The University will not issue any certificates, transcripts or other academic records. No applications for transfers will be processed by the General Secretary's Office.

c) In the case of courses with a practical training component, in which the University incurs costs deriving from the use of materials or its facilities, whether its own or those of third parties, then the University may prevent any student who has missed payments forming part of the payment schedule described in these Regulations from attending such activities. Being prevented from attending these activities for this reason will not be considered to be a mitigating factor in the relevant assessment processes, which will proceed in the form described in the corresponding course guides. Absence from assessed activities will therefore have the academic consequences described therein, regardless of whether this absence is for the reason described in this section.

2. If, for duly substantiated reasons, a student is unable to make one of the necessary payments, he or she must contact the University's Student Administration Service (*Servicio de Administración de Alumnos,* AdmonAlumnos@uchceu.es) so that the University can review their circumstances. It may be possible for other payment options to be explored, which may make the measures described above unnecessary.

V. VALIDATION, ADAPTATION AND RECOGNITION OF CREDITS: PROCEDURE AND FEES

1. In general, no applications for the validation, adaptation or recognition of credits will be accepted when teaching has been underway for a month or more. The University may, exceptionally and entirely at its own discretion, decide to accept such an application after this date under certain mitigating circumstances.
2. Applications for the recognition of credits will only be accepted if the target study programme is a master's degree, a lifelong learning master programme or a CEU UCH-specific programme (*enseñanzas propias*) of 30 ECTS credits or more.
3. Fees for the validation, adaptation and recognition of credits:

a) Applicants originating from a CEU institution

For applicants whose records originate from a university or vocational training institution which forms part of the Fundación Universitaria San Pablo CEU or which uses the CEU brand, the validation, adaptation or recognition of credits will be carried out free of charge.

b) Applicants originating from a non-CEU institution

1) Recognition of credits from a study programme which is considered equivalent to the target study programme: this concerns those students who wish to apply for recognition of credits awarded to them as part of an undergraduate or postgraduate programme which is identical to the study programme at CEU UCH on which they wish to enrol and for which they wish to apply for credit recognition. For the study programme to be considered identical, the programme of origin must be an undergraduate or postgraduate programme with the same ECTS credit structure in its curriculum as the target programme. In the case of programmes leading to protected titles, graduation from either programme must enable the exercise of the same professional activity. Such recognition will only be possible in the case of master's degrees, lifelong learning master programmes or CEU UCH-specific programmes of 30 ECTS credits or more.

A one-off fee of 500 euros will be payable for the creation of a new academic record and academic administration. No further fees will be charged in this respect, regardless of the number of ECTS credits that are recognized.

2) Recognition of credits from a study programme which is not considered equivalent to the target study programme: this concerns those students who wish to apply for recognition of credits awarded to them as part of an undergraduate or postgraduate programme which is not considered to be equivalent to the study programme at CEU UCH on which they wish to enrol and for which they wish to apply for credit recognition.

In this case, the cost will be as follows:

1. A fee of 500 euros will be payable for the adaptation of the student's records for the new study programme, regardless of the number and type of ECTS credits recognized.

2. Additionally, these students must also pay 25% of the price applicable to the corresponding ECTS credits for which they are applying for validation, adaptation or recognition. This same condition will apply in the case of recognition of credits for cultural activities, student participation, work experience, or others.

4. Procedure for the validation, adaptation and recognition of credits

a) Interested parties must enquire at CEU UCH's General Secretary's Office regarding the deadlines for applications. No applications will be accepted after these deadlines.

b) The University's General Secretary's Office is the body with the authority to determine whether the study programme the student is transferring from and the target programme are equivalent for these purposes, and, therefore, which procedure is applicable. The decision of the General Secretary's Office will be

final: no appeal can be made and no submissions challenging the decision will be accepted.

c) Applicants have the right to know whether the study programme they are transferring from is considered to be equivalent before the administrative process is completed and the final result of this process, as detailed above, is applied. To exercise this right, a request must be made via the appropriate channels.

d) An application for the validation, adaptation or recognition of credits from another study programme at the time of admission to the University is considered to be a single, self-contained act. This means that, when making a request for the validation, adaptation or recognition of credits from another study programme, they must request this with regard to all the desired credits, providing all the necessary documentation at that time. If, after being admitted and after the process of validation, adaptation or recognition of credits has been completed, a candidate submits further documentation and requests further credit validation, adaptation or recognition, then a fee of €4000 will be payable for the process to be reopened.

e) Once the student's new academic record has been created, the student cannot request that it be cancelled or modified unless a significant error has occurred during the process of its creation.

f) The Universidad CEU Cardenal Herrera is under no obligation to admit all those who apply for a transfer from another study programme or to be admitted via the validation or recognition of credits attained elsewhere. If the decision is not to admit, no fees will be payable by the applicant, regardless of the work undertaken to process the application.

VI. RE-ENROLMENTS DUE TO OUTSTANDING CREDITS FROM PREVIOUS EDITIONS OF A STUDY PROGRAMME

1. Master's degrees and CEU UCH-specific study programmes of more than 30 ECTS credits

A. Students who have still to pass the end-of-master's degree project (hereinafter, TFM) or other courses to graduate.
Students who re-enrol on the following edition of a study programme will be exempt, once and for one academic year only, from having to pay the place reservation and registration fees. These students will only have to pay the tuition fees for the ECTS credits they have not yet passed, excluding those corresponding to the TFM.

B. If a student enrols on the TFM for the second time and if this is the only course they have not yet passed, then, for one time only, this student shall be exempted from the payment of place reservation and registration fees and the tuition fees corresponding to the TFM. Students will not be exempted from such fees if they enrol on these credits on a third or subsequent occasion.

2. Programmes specific to CEU UCH (*enseñanzas propias*) which have fewer than 30 ECTS credits

- Students may re-enrol if the study programme has been activated for the academic year.
- The students must pay the fees for the courses they wish to enrol on.

VII. ACTIVATION OF STUDY PROGRAMMES

CEU UCH reserves the right not to ultimately activate a postgraduate study programme for a given academic year if the number of students enrolled on it is insufficient for the programme to proceed normally. If this occurs, those affected will be notified in good time and any fees that have been paid will be refunded in full.

VIII. ACKNOWLEDGEMENT AND ACCEPTANCE OF CEU UCH'S ADMINISTRATIVE AND FINANCIAL REGULATIONS

In the case both of new applicants and those renewing their enrolment, the fact that they have chosen to participate in the process of admission, place reservation and enrolment on a postgraduate programme entails that THEY EXPRESSLY ACKNOWLEDGE AND ACCEPT THE CONTENT OF THE UNIVERSITY'S REGULATIONS IN THEIR ENTIRETY.

All of the University's regulations are publicly available and can be viewed in a range of locations on the University intranet and website, particularly here: https://www.uchceu.com/en/about-us/regulations.

IX. DEROGATION OF EARLIER REGULATIONS

These regulations derogate and supersede all earlier regulatory provisions which may contradict them.

X. APPLICABILITY

These regulations apply to the 2027-28 academic year, having been approved by the University's Governing Council.