

Access, Admission, and Enrollment Regulations



UNIVERSIDAD
NEBRIJA

Preamble

In accordance with the provisions of Article 27 of the Spanish Constitution, Nebrija University benefits from university autonomy, which also implies the power to approve its internal regulations, within the legally established framework. In development of this constitutional provision, the Organic Law of the University System recognizes the autonomy of universities to regulate, among others, the admission regime of the student body.

The regulation of access, admission and enrollment of Nebrija University Students constitutes the procedure that allows the acquisition of said condition, being able to exercise from that moment all the rights and obligations inherent to it, in accordance with the provisions of the General Student Regulations¹.

Section I. General Provisions

Article 1. Purpose and Definitions

The purpose of these Regulations is to establish the requirements and procedure that must be followed for the access, admission and enrollment of students in any of the official Undergraduate, Master's and Doctorate degrees regulated by [Royal Decree 822/2021, of September 28, which establishes the organization of university education and the quality assurance procedure](#), and taught by the Antonio de Nebrija University, to develop the provisions of the General Student Regulations.

In this Regulation, a difference should be established between:

- ▶ **Access:** Set of requirements necessary to pursue an official university education in Spanish universities. Its fulfillment is a necessary condition for enrollment in the University.
- ▶ **Admission:** Allocation of places offered by Nebrija University to take university courses among those who, meeting the access requirements, have requested them. Admission to each of the degrees is carried out through a procedure established by Nebrija University and varies according to the requirements and criteria of each degree, approved in the verified reports.
- ▶ **Enrollment:** Process through which the individual admitted to Nebrija University acquires the status of Student, with any inherent rights and duties thereof. Enrollment must be renewed each academic year, by paying the corresponding fees established by Nebrija University, following the procedures and deadlines stipulated thereby.

Section II. Access to Nebrija University

Article 2. Requirements for Access to Undergraduate Degrees

1. Those students in possession of an undergraduate degree who have passed the university entrance exams in accordance with those established in [Royal Decree 412/2014, of June 6, which establishes the basic regulations for admission procedures to official university undergraduate courses](#).
2. According to the regulations governing access to the university, it will not be necessary to pass the *Bachillerato* evaluation test for University Access (EVAU) in the following cases:
 - ▶ Students who join a *Bachillerato* course of the educational system defined by Organic Law 3/2020, of December 29, which modifies Organic Law 2/2006, of May 3, on Education, with subjects not passed in the *Bachillerato* of the curriculum prior to their implementation and they take said subjects according to the curriculum of the previous educational system.
 - ▶ Students who obtained a *Bachillerato* degree in the 2015-2016 academic year and did not enter the University upon completing said academic year.In both cases, and when the Student does not take the exam, the grade required to access official university undergraduate studies will be the final grade obtained in the *Bachillerato*.
3. Likewise, the following students may request access to undergraduate studies:
 - a) European Baccalaureate or International Baccalaureate graduates.
 - b) Students that have been awarded Baccalaureate certificates, diplomas, or studies from educational systems of any Member States of the European Union or other States with which international agreements applicable in this regard have been signed, on a reciprocal basis.
 - c) Students that have been awarded certificates, diplomas or studies equivalent to the Spanish *Bachillerato*, obtained or carried out in educational systems of States that are not members of the European Union with which international agreements have not been signed for the recognition of the *Bachillerato* certificate on a reciprocal basis, notwithstanding the provisions of Article 4 of [Royal Decree 412/2014, of June 6, which establishes the basic regulations for admission procedures to official university degree courses](#).
 - d) Students that have been awarded an Advanced Technical Degree in Vocational Training, Arts and Design or Sports belonging to the Spanish Educational System, or certificates, diplomas or studies declared equivalent to said certificates or otherwise officially approved, notwithstanding the provisions of Article 4 of [Royal Decree 412/2014, of June 6, which establishes the basic regulations for admission procedures to official university undergraduate courses](#).

¹ [General Student Regulations](#)

- e) Students that have been awarded certificates, diplomas or studies, other than the equivalent to the Spanish *Bachillerato* or Advanced Technical Degrees in Vocational Training, Arts and Design or Sports belonging to the Spanish Educational System, obtained or carried out in a Member State of the European Union or in other States with which applicable international agreements have been signed in this regard, on a reciprocal basis, when said students meet the academic requirements demanded by said Member State to access their Universities.
- f) Individuals who have passed the university entrance exam for individuals over twenty-five years of age.
- g) Individuals who have passed the entrance exam to official undergraduate studies for individuals over forty years of age, through proof of work or professional experience.
- h) Individuals who have passed the university entrance exam for individuals over forty-five years of age.
- i) Students that have been awarded an official university undergraduate, master's or equivalent degree.
- j) Students that have been awarded an official University Diploma, Technical Architect Degree, Technical Engineer Degree, Undergraduate Degree, Architect Degree, or Engineer Degree, corresponding to the previous university education organization, or any equivalent title.
- k) Students who have partially completed foreign or Spanish university studies, or who, having completed their foreign university studies, have not obtained their official approval in Spain, and wish to continue their studies at a Spanish university. In this case, it will be an essential requirement that Nebrija University recognizes at least 30 ECTS credits, in the degree in which they formalize their enrollment.
- l) Students who were able to access the university according to regulations of the Spanish Educational System prior to [Organic Law 3/2020, of December 29, which modifies Organic Law 2/2006, of May 3, on Education](#).

Article 3. Requirements for Access to Master's Degrees

In accordance with the provisions of [Royal Decree 822/2021, of September 28, which establishes the organization of university education and the quality assurance procedure](#), the following will be needed to access official Master's Degree courses:

- a) Having been awarded an official Spanish university degree or any other degree issued by a higher education institution of the European Higher Education Area that authorizes access to Master's degrees in the country that issued the degree, and that certifies it. Anyone taking these studies may also have conditional access to Master's Degree studies, provided that the conditions set forth in Article 18 are met.
- b) To be qualified in accordance with educational systems outside the European Higher Education Area, without the need for the official approval of their certificates, after verification of the accreditation of a level of training equivalent to the corresponding official Spanish university degrees and having been authorized by the country issuing the degree for access to Master's degrees. Access by this means will not imply, in any case, the official approval of the previous certificate held by the interested party, nor its recognition for other purposes than that of accessing the Master's studies.

The candidate's university degree must be related to one of the fields of knowledge established in the corresponding study plan verification report, unless none is specified therein.

Article 4. Requirements for Access to Doctoral Degrees²

In accordance with the provisions of article 6 of [Royal Decree 99/2011, of January 28, which regulates the Official Doctoral Teachings](#), the following will be needed to access the official Doctoral teachings:

- a) Having been awarded an official Spanish Undergraduate degree certificate, or equivalent, and a Master's Degree, or equivalent, provided that at least 300 ECTS credits have been passed in total across both degrees.
- b) Likewise, individuals may be granted access in any of the following cases:
 - a. Having been awarded an official Spanish university degree, or a degree from another country that is part of the European Higher Education Area, which enables access to a Master's degree in accordance with the provisions of [Royal Decree 822/2021, of September 28, by which the organization of university education and the quality assurance procedure is established](#) and having passed a minimum of 300 ECTS credits across all official university studies, of which at least 60 must be at the Master's level.
 - b. Having been awarded an official Spanish Undergraduate degree, whose duration, in accordance with community law regulations, is at least 300 ECTS credits. Said graduates must take the training complements referred to in Article 7.2 of [Royal Decree 99/2011, of January 28](#), unless the study plan of the corresponding degree includes research training credits, equivalent in formative value to research credits from Master's studies.
 - c. University graduates who, after obtaining a place in training in the corresponding entrance exam to specialized health training, have passed with a positive evaluation at least two years of training in a program to obtain the official degree in any of the Health Sciences majors.
 - d. Having been awarded a degree obtained in accordance with foreign educational systems, without the need for its official approval, after verification by the university that it accredits a level of training equivalent to that of the official Spanish Master's Degree and that it authorizes access to doctoral studies in the official issuing country. Access by this means will not imply, in any case, the official approval of the previous certificate held by the interested party, nor its recognition for other purposes than that of accessing Doctoral studies.
 - e. Having been awarded another Spanish PhD certificate, obtained in accordance with previous university regulations.
 - f. Having been awarded an official university degree that has obtained correspondence to level 3 of the Spanish Grading Framework for Higher Education, in accordance with the procedure established in [Royal Decree 889/2022, of October 18, which establishes the conditions and procedures for official approval, declaration of equivalence and validation of university education from foreign educational systems and which regulates the procedure to establish correspondence at the level of the Spanish Grading Framework for Higher Education of official university degrees belonging to previous academic ordinations](#).

Section III. Special Access Cases

Article 5. Access Requirements For Individuals Over 40 Years Old.

University entrance exams for individuals over 40 years of age are regulated by Royal Decree 412/2014, of June 6, which establishes the basic regulations for admission procedures to university undergraduate studies.

In accordance with the provisions of Article 14, only candidates with work or professional experience related to a course who do not possess any qualifying academic grades to access the university by other routes and who are or have turned 40 years old within the calendar year in which the academic year started.

Passing this entrance exam will not imply obtaining any academic degree or educational level and will only be valid for the purpose of accessing Nebrija University in the corresponding degree.

a) Entrance Examination Structure:

The university entrance examination for people over 40 years of age through work and professional experience accreditation is structured in two phases: the experience assessment phase and the personal interview phase, for which an Evaluation Committee will be set up.

The Evaluation Committee will be made up of the Vice-rector in charge of academic organization (or a designee), the Dean of the degree for which the examination is being carried out (or a designee), the Director of the Department in charge of admissions (or a designee), and a representative of said department, who will act as secretary.

1. Professional Experience Assessment Phase:

Esta fase consistirá en comprobar si el solicitante acredita la competencia profesional o laboral relacionada con el Grado solicitado, de acuerdo con el perfil de acceso requerido, y establecer la puntuación correspondiente.

Para la valoración de las solicitudes, la Comisión Evaluadora deberá aplicar el siguiente baremo:

- Experiencia laboral o profesional (hasta siete puntos): antigüedad evidenciada en puestos de trabajo en las familias profesionales vinculadas con los estudios del Grado al que se solicita el acceso.
- Formación (hasta dos puntos): cursos vinculados al Grado solicitado.
- Otros méritos (hasta un punto).

No se valorará extremo alguno incluido en el currículum que no quede suficientemente acreditado

La documentación acreditativa de la experiencia, que habrá de ser evaluada a los efectos de determinar si la misma habilita al solicitante para el acceso y, en su caso, admisión a unas enseñanzas concretas será:

- Informe de vida laboral
- Certificación/es de la/s empresa/s en la/s que se haya adquirido la experiencia laboral, en la que conste específicamente la actividad desarrollada y el intervalo de tiempo en el que se ha realizado la actividad
- Documentación justificativa de todos los datos consignados en el currículum.

2. Personal Interview Phase

The interview will not exceed twenty minutes and will be aimed at assessing the degree of maturity and suitability with respect to the university studies that the applicant wishes to access and to determine if the candidate has a minimum level of knowledge that will enable them to successfully pursue said studies. The interview will be conducted by the person from the academic department designated by the Dean.

In order to appear for the interview, the candidate must have obtained a minimum of five points in the First Phase.

b) Final Entrance Examination Grade

The final grade for the entrance examination will be the arithmetic mean of the grades obtained in the two phases described in Article two, graded from 0 to 10 and rounded to two decimal places. The Evaluation Committee will draft a final report with the evaluation of the phases and the grade obtained.

Section IV. Official Undergraduate, Master's, and Doctoral Degree Admissions

Article 6. Undergraduate Degree Admissions

The following candidates must apply for admission to Nebrija University:

- a. Those who wish to enroll for the first time in any of the official degree studies offered by this University.
- b. Those who, having begun official university studies, wish to change their studies or university.
- c. Those who, having begun official studies at Nebrija University, wish to study simultaneously.
- d. Those who do not meet the permanence requirements for academic reasons in the degree they have been studying and wish to start studies in another degree.
- e. Those who wish to restart their studies after two academic years have elapsed without enrolling.

All applicants must prove that they meet the requirements for access to the university before enrollment, except as provided in relation to conditional enrollment in these Regulations and the rest of the applicable regulations.

6.1. Admission Application Submission Method and Deadlines.

Admission applications will be made within the deadlines and in the format established by the University for each academic year and program.

6.2. Documentation Necessary for Admission to Undergraduate Studies.

Mandatory Documentation for All Students:

- DNI, Passport or supporting identification document.

Mandatory Documentation Depending on the Student's Access Route:

- Card that accredits the passing of the University Entrance Exam.
- Document accrediting payment of file transfer fees stamped by the Secretary of the university where the exam was carried out. Students may be exempt from submitting this documentation in cases in which the card that accredits the passing of the University Entrance Exam has been issued electronically and contains the Secure Verification Code.

2. Students who are included in what is stated in [Order ECD/1941/2016 of December 22](#) (in its transitory provision) regarding students who started High School according to the previous educational system (courses 2015/2016 and 2016/2017):

- Official academic transcript of the grades obtained in High School, stating the academic courses in which it was completed and the order by which they are governed.

3. Students from previous educational arrangements (*Bachillerato* according to [Organic Law 1/1990, of October 3](#); [Law 14/1970, of August 4](#) and study plans prior to this Law).

- Card that accredits the passing of the University Entrance Exam.
- Academic transcript
- Maturity Card, if applicable.

4. European Baccalaureate or International Baccalaureate graduates.

- Equivalent certificate or diploma. In the event that the certificate does not include information on the average grade obtained, an official academic certificate must be provided stating said information.

5. Students with Baccalaureate certificates, diplomas, or studies from educational systems of any Member States of the European Union or other States with which international agreements applicable in this regard have been signed, on a reciprocal basis.

- Credential of compliance with the requirements issued by the UNED or by the designed organization.
- Grade card obtained in the University Entrance Exams, if applicable.
- Accreditation of the B2 level (or level required for the degree) in the language in which the degree is taught, if it is not the candidate's mother tongue.

6. Students coming from Advanced Training Cycles:

- A certificate or the receipt showing that the student has paid the fees to issue the Advanced Technician certificate, valid for no more than one year.

7. Access to the University for individuals over 25 years of age, for students who do not have an academic degree that gives them access to the University and who are 25 years old or older in the calendar year in which they are going to take the exam:

- Card that accredits the passing of the University Entrance Exam for individuals over 25 years old.
- Document accrediting payment of file transfer fees stamped by the Secretary of the university where the exam was carried out. Students may be exempt from submitting this document when the certificate is issued electronically and contains the Secure Verification Code

8. Access to University for Individuals Over 40 Years Old. Only candidates with work and professional experience related to a course and who do not possess any qualifying academic grades to access the university by other routes and who are or have turned 40 years old within the calendar year in which the academic year started may access through this route.

- Positive report from the Antonio de Nebrija University, according to the requirements stipulated in article 16 of [Royal Decree 412/2014, of June 6, which establishes the basic regulations for admission procedures to official Undergraduate university education](#).

9. Access to University for Individuals Over 45 Years Old:

- Card that accredits the passing Entrance Exam for individuals over 45 years old.

10. Students that have been awarded an official university degree before and after the entry into force of the Bologna Plan ([Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for guaranteeing its quality](#)):

- A certificate or the receipt showing that the student has paid the fees to issue the certificate, valid for no more than one year.

11. Students with Officially Approved Foreign Degrees:

- Officially approved university degree certificate
- Equivalences of the average grades of studies carried out in foreign centers.
- Accreditation of the B2 level (or level required for the degree) in the language in which the degree is taught, if it is not the candidate's mother tongue.

12. Students applying for admission by transfer of records from another Spanish university:

- a) Official accreditation of compliance with the legal requirements for access to the University.
- b) Receipt of payment of the fees corresponding to the transfer of the file.
- c) Where applicable, for the request for recognition of credits, official programs of the subjects passed, stamped by the home university, or any other document requested during the recognition process by Nebrija University.
- d) Official academic certification of the studies begun with an average grade on base 10 in accordance with the provisions of [Royal Decree 1125/2003, of September 5, which establishes the European Credit System and the grading system for official university degrees, as well as its validity throughout the national territory](#). Students may be exempt from submitting this documentation in the event that the information on the grade obtained is already found in any of the previous documents.

13. Students with Partial Recognition of Foreign Studies. These students must submit the following documentation, officially translated, and legalized if necessary:

- a) The academic certification attesting to the level and type of studies completed, issued by the corresponding official institution, which must include at least the following information: courses taken, credits or workload for each course, grades obtained, and a grading scale or chart.
- b) The study plan or list of subjects for the degree to which the recognized courses belong, clearly indicating the duration of those studies in academic years and the subjects included, with the original stamp of the originating institution and/or, if unavailable, the documentation requested in the credit recognition process.
- c) The programs of the subjects stamped by the originating university or institution, including detailed content, credits, or workload for each subject, and/or documentation requested in the credit recognition procedure by Nebrija University.
- d) Proof of B2 level proficiency in the language of instruction for the degree in case it is not the candidate's native language.
- e) Equivalences of the average grades of studies carried out in foreign centers.

The obligation to submit any documentation that is already in the possession of the University on any other record related to the same student or other students may also be waived.

Nebrija University may request any additional documentation that it deems necessary to verify compliance with admission requirements and any other information necessary to fulfill statistical obligations imposed by the competent authorities.

Additional documentation will be required for admission to the following degrees:

14. Degrees in the field of Education (Undergraduate Degree in Early Childhood Education and Undergraduate Degree in Primary Education) and Undergraduate Degree in Physical Activity and Sports require the submission of additional documentation. "Negative Certificate of Sexual Offenses" according to [Organic Law 1/1996, of January 15, on the Legal Protection of Minors, is required.](#)

Furthermore, to access the Undergraduate Degree in Primary Education, it is necessary to pass a specific entrance examination coordinated by the Committee established for this purpose in the Community of Madrid. The objective of this examination is to assess the knowledge, skills, and competencies deemed essential to successfully undertake the educational activities outlined in the curriculum. The examination, which will take place at each university, may be offered in multiple sessions.

The Specific Entrance Exam will be determined in accordance with the criteria established by the Committee, which will publish the schedule and conditions for pre-enrollment and administration of the exams, a detailed description of its contents, and the evaluation criteria. The organization of the exam will ensure full respect for the principles of equality, merit, and ability, in accordance with the provisions of the state basic regulations, as established in Articles 38 of [Organic Law 2/2006, of May 3, on Education](#), 42.3 of [Law 6/2001, of December 21, on Universities](#), and 31.2 of [Organic Law 2/2023, of March 22, on the University System](#).

Until the implementation of the Specific Entrance Exam, the exam will be considered passed either by obtaining a score equal to or greater than 5 in the Spanish Language and Literature section of the general phase of the University Entrance Exam, or when the final admission score for Primary Education is equal to or greater than 9. Students who wish to access the University through alternative admission pathways other than the University Entrance Exam (PAU) must provide a minimum admission score equal to or greater than 6.

Similarly, any other documentation that may be established as mandatory based on the verified study plans of each degree program will be required for admission.

6.3. The necessary documentation for admission must be submitted in the following manner:

As a general rule, the admission documentation should be submitted to the Admissions Department in the manner established by the University, which may provide electronic means for this purpose. The student must provide the original documents or notarized copies of the documentation submitted within the deadline established by the University to complete their enrollment. The inaccuracy, falseness, or omission of data, statements, or documents provided by the student during the admission process will result in the inability to continue exercising the right from the moment the University becomes aware of such facts. In such cases, the admission application and the allocated seat will be cancelled, without prejudice to any criminal, civil, or administrative liabilities that may arise.

6.4. Entrance Exams

For pre-admission and admission purposes, the evaluation of the candidate will be conducted on a scale of 0 to 10 points, taking into account the following criteria:

► **Academic Record**

- The grades achieved by the candidate in their previous studies will be evaluated.

► **Structured Personal Interview**

- The suitability of the candidate based on their experience, knowledge, technical skills, and professional competencies required for successfully pursuing the intended course of study will be evaluated. The candidate's motivation, attitudes, and other personal aspects that contribute to their suitability for the chosen course of study will also be evaluated. The interview may be conducted in the language of instruction of the program.

► **Candidate's Introduction Document**

- In a personally prepared document, the candidate will present their motivation and interest in the requested program of study, as well as any other personal circumstances they consider relevant to the selection process.

In the programs where it is deemed necessary, an additional specific exam may be included, which will be described in the corresponding study plan report and may have an eliminatory nature. Furthermore, each study plan report will establish the weighting percentage of each exam; in the case of undergraduate programs, the academic record should have a weighting of at least 60%.

In the case that the candidate's native language is not the language of instruction for the requested program of study, they must provide certification of at least a B2 level in the corresponding language.

Entrance exams should be assessed as part of a comprehensive strategy aimed at understanding the characteristics of applicants in order to determine whether the candidate has sufficient motivation, as well as the necessary education, knowledge, skills, aptitudes, communication skills, extracurricular activities, and future interests to be admitted as a candidate in the study plans at Nebrija University.

In accordance with the provisions of Article 18.6 of Royal Decree 882/2021, 5% of the places in each program shall be reserved for students who have a minimum disability rate of 33%, as well as for students with permanent educational support needs associated with personal disabilities, who have required resources and support for their full educational inclusion in their previous studies, taking into account the provisions of the said royal decree.

Article 7. Master's Degree Admissions

The following candidates must apply for admission to Nebrija University:

- Those who wish to enroll for the first time in any of the official Master's studies offered by this University. Those who, having begun official university Master's studies, wish to change their studies or university.
- Those who, having begun official Master's studies at Nebrija University, wish to study simultaneously.
- Those who do not meet the permanence requirements for academic reasons in the degree they have been studying and wish to start studies in another degree.
- Those who wish to restart their Master's studies after two academic years have elapsed without enrolling.

In the case of programs whose workload is not calculated in ECTS credits, the Master's Academic Directorate will be responsible for evaluating the alignment of the applicant's previous studies with the established prerequisites and determining, if necessary, the additional training requirements. For these purposes, the credits of official Spanish university degrees will be considered equivalent to ECTS credits.

For admission to the official Master's programs at Nebrija University, the accreditation of language competencies in which the program is taught will be required, according to the level demanded and verified in the program's report.

For admission to the official Master's programs at Nebrija University, the accreditation of language competencies at the language and level established in the access criteria of the respective program reports will be required. Additionally, specific admission requirements established, if applicable, in the verification report of each university Master's program must be met.

7.1. Admission Application Submission Method and Deadlines

Admission applications will be made within the deadlines and in the format established by the University for each academic year and program.

7.2. Required Documentation for Admission to Any Master's Program

To apply for official Master's programs, the following documentation must be submitted:

- Valid identification document.
- Official Spanish university degree or equivalent document.
- Official degree issued by a foreign higher education institution belonging to the European Higher Education Area (EHEA), which grants access to official master's programs in the country of issuance.
- Official degree issued in a foreign education system that is not part of the European Higher Education Area (EHEA) and has been officially approved. In this case, access will be conditioned on verifying that the studies completed are equivalent in level of education to official Spanish university degrees and qualify for admission to official master's studies in the country where the degree was awarded. This procedure does not imply, under any circumstances, the official approval of the previous degree, nor its recognition for any purpose other than accessing master's studies.
- If necessary, a letter issued by the university where the level of study granting access to the Master's program was completed in the country of issuance.

If the studies used for pre-enrollment in the Master's program are completed at a foreign institution of Higher Education, both the degree and the academic transcript must be official and issued by the competent authorities in accordance with the legal framework of the country of origin.

Nebrija University may request any additional documentation that it deems necessary to verify compliance with admission requirements and any other information necessary to fulfill statistical obligations imposed by the competent authorities.

7.3. Specific Admission and Enrollment Criteria

a) Specific admission criteria for the Master's Degree in Secondary Education, Vocational Training, and Language Teaching are as follows:

For admission to each specialization of the Master's Degree, priority will be given to students who have completed a degree directly related to the major, followed by those with related degrees, and finally, students with other degrees. The allocation of seats will be based on the following criteria:

1. Firstly, seats will be allocated to those who have completed one of the degrees defined as having the highest level of affinity to the Master's specialization. Students will be ranked according to their academic record.
2. Secondly, any remaining vacancies in the major, if applicable, will be allocated to students who have completed a degree program with a medium level of affinity. Students will be ranked according to their academic record.
3. Thirdly, students with non-related degrees who pass the specific exam designed by Antonio de Nebrija University to demonstrate competency may be eligible for any remaining vacancies. In this case, students will be ranked according to the score obtained in the aforementioned exam.

Furthermore, these students must submit a negative certificate of sexual offenses, according to Organic Law 1/1996, of January 15, on the Protection of Minors (consolidated text with amendments).

In the case of choosing the Foreign Language (English) Major, students must provide evidence of at least a B2 level in English language.

b) Specific Admission and Enrollment Criteria for Other Programs

For students enrolling in Master's degrees enabling regulated professions, the access and admission criteria established in the corresponding orders of the competent Ministry will be applied.

Notwithstanding the foregoing, the relevant specific requirements approved in the verification reports of the different degrees will also be established, including the accreditation of the corresponding language level.

7.4. The necessary documentation for admission must be submitted in the following manner

As a general rule, the admission documentation should be submitted to the Admissions Department of the University. The student must provide the original documents or notarized copies of the documentation submitted within the deadline established by the University to complete their enrollment. The inaccuracy, falseness, or omission of data, statements, or documents provided by the student during the admission process will result in the inability to continue exercising the right from the moment the University becomes aware of such facts. In such cases, the admission application and the allocated seat will be cancelled, without prejudice to any criminal, civil, or administrative liabilities that may arise.

7.5. Admission Process

For pre-admission and admission purposes, the evaluation of the candidate will be conducted on a scale of 0 to 10 points, taking into account the following criteria:

► **Academic Record**

- The grades achieved by the candidate in their previous studies will be evaluated.

► **Structured Personal Interview**

- The suitability of the candidate based on their experience, knowledge, technical skills, and professional competencies required for successfully pursuing the intended course of study will be evaluated. The candidate's motivation, attitudes, and other personal aspects that contribute to their suitability for the chosen course of study will also be evaluated. The interview may be conducted in the language of instruction of the program.

► **Candidate's Introduction Document**

- In a personally prepared document, the candidate will present their motivation and interest in the requested program of study, as well as any other personal circumstances they consider relevant to the selection process.

In the programs where it is deemed necessary, an additional specific exam may be included, which will be described in the corresponding study plan report and may have an eliminatory nature. Furthermore, the weighting percentage of each assessment will be established in each study plan report.

In the case that the candidate's native language is not the language of instruction for the requested program of study, they must provide certification of at least a B2 level in the corresponding language.

Entrance exams should be assessed as part of a comprehensive strategy aimed at understanding the characteristics of applicants in order to determine whether the candidate has sufficient motivation, as well as the necessary education, knowledge, skills, aptitudes, communication skills, extracurricular activities, and future interests to be admitted as a candidate in the study plans at Nebrija University.

In accordance with the provisions of Article 18.6 of Royal Decree 882/2021, 5% of the places in each program shall be reserved for students who have a minimum disability rate of 33%, as well as for students with permanent educational support needs associated with personal disabilities, who have required resources and support for their full educational inclusion in their previous studies, taking into account the provisions of the said royal decree.

Article 8. Admissions Committee

The Admissions Committee is the competent body within Nebrija University to review and decide on the admission applications of candidates who wish to start their undergraduate and master's studies at the university.

The composition of the Committee shall be determined by the Rector's agreement. The Admissions Committee will evaluate the tests conducted by the candidate based on the grades obtained in the two phases described in Article 2, graded from 0 to 10 and rounded to two decimal places, and will prepare a final report with the assessment of the phases and the obtained grade, making a decision on the admission or rejection of the candidate. The Admissions Committee may also request any additional information from the candidate that it deems relevant for the evaluation, as stipulated in each study plan report.

The Admissions Committee shall approve its internal operating rules.

Article 9. Admission to the Doctoral Program

The University Nebrija, through the Academic Committees, may establish additional requirements and criteria for the selection and admission of students to a specific doctoral program.

Admission to the Doctoral Programs may require specific training supplements.

The admission requirements and criteria mentioned in paragraph one, as well as the design of the training supplements referred to in paragraph two, shall be specified in the verification report.

Section V. Enrollment Process for Official Undergraduate, Master's, and Doctoral Degrees

Once the student has been admitted, they will proceed to complete their enrollment.

This process consists of several phases, which are described in the following articles.

Article 10. Seat Reservation

Once the student has been admitted, and before proceeding with the enrollment, candidates must make a reservation for a seat. The reservation fee must be fully paid within the amounts and within the deadline established by the University, except in the case of programs that do not require this concept.

This financial amount guarantees the candidate's seat at the University, provided that it is completed within the dates established by the General Secretary and that the enrollment is formalized within that same period. The amount for this reservation will not be refunded except in cases where the candidates do not meet the legal requirements for admission. Similarly, the refund of the amount paid will be considered in cases of personal force majeure that prevent the student from being able to pursue the corresponding academic program. Likewise, the amounts paid will be refunded when the University decides not to start the program due to not reaching the minimum number of students to form a group or any other cause established in the specific regulations.

Article 11. Enrollment

Candidates with a reserved seat who wish to formalize their academic enrollment at the University must, within the specified deadlines, follow the following steps:

1. Submission of documentation: provide evidence that they meet the requirements established by Spanish university legislation to begin their respective studies.
2. Online self-enrollment (ATM) process: This service enables admitted students to complete all academic, financial, and administrative procedures via the university's website within the established deadlines in order to formalize their enrollment. In order to do so, they will receive, along with their letter of admission, the access code and personal password necessary to carry out this procedure. Once the process is successfully completed, the candidate acquires Student Status at Nebrija University.
3. The corresponding academic fees must be paid within the deadlines established by the University.

Article 12. Deadlines for Enrollment

Enrollment will be completed within the dates specified by the General Secretary.

As an exception, the possibility of enrolling outside of that period may be granted as a favor, but under no circumstances after the publication of partial examination sessions or one month from the start of the academic program in degree programs that do not include partial examinations in their curriculum.

Article 13. The maximum and minimum number of credits for enrollment in undergraduate, master's, and doctoral studies shall be as follows

Students are required to enroll in the minimum and maximum number of ECTS credits established in the General Student Regulations.

Article 14. Changes to the Enrollment

Changes to the enrollment refers to any change made to a student's enrollment within the same study plan and delivery method.

Once the enrollment is completed, students may modify it until the start of the teaching period. In the event of exceptional and unforeseen circumstances, duly justified, the Dean may authorize changes to the enrollment after the aforementioned deadline, but in no case after the announcement of partial exams or after one month has passed since the start of the educational program in degree programs that do not include partial exams in their curriculum. Any modification will be subject to the availability of vacancies in the desired group and the condition that the student's current group maintains a minimum number of students necessary for effective teaching, as verified by the relevant department in the course secretary. Failure to meet both conditions may result in the denial of the change request.

Exceptionally, changes to the enrollment may be authorized during the first fifteen days of the second semester.

Changing the enrollment, in any of its options, does not entitle the student to request a refund of any amounts already paid or that they may be required to pay. Once the change is effective, the student must pay the corresponding fees, if they are higher.

When a student requests a change to their enrollment that involves a change in delivery method or study plan, the procedure established in the General Student Regulations³ will be followed.

Article 15. Subject Recognition

The recognition of subjects will be carried out in accordance with the regulations specified in the corresponding legislation⁴.

Article 16. Conditional Enrollment

Students who are in any of the situations contemplated in this article, for not being able to provide evidence of meeting the legal requirements for access to the corresponding study plan, may choose to enroll conditionally, voluntarily, and under their own responsibility. In any case, the student must have successfully passed the entrance exams established by the University.

This enrollment will not be final and with full academic effects until the condition established in each case is fulfilled within the corresponding deadline. The Admissions Department will be in charge of requesting and collecting any missing documentation necessary for the student's enrollment with full academic effects.

The formalization of the application for conditional enrollment shall constitute the applicant's full and unconditional acceptance of the following academic and financial conditions and effects.

- ▶ During the duration of conditional enrollment, the student shall have the same duties and rights as any other student, with the exception of the following:
- ▶ Students shall not be able to obtain any type of transcript or university degree issued by Nebrija University that reflects the academic activity conducted up until that point.
- ▶ The student shall not be eligible to request a transfer of academic records.
- ▶ In all documents that Nebrija University may produce at the student's request, their special academic condition (conditional enrollment) shall be duly noted.

If the student ultimately fails to meet the conditions established within the corresponding timeframe, the conditional enrollment shall become null and void. The University shall proceed to cancel it ex officio, in accordance with the conditions established in these Regulations. Once the cancellation becomes effective, the student shall be required to leave the University and shall not be entitled to claim any form of academic recognition or financial compensation from Nebrija University for any damages that may have resulted from the inability to formalize said enrollment.

Furthermore, Nebrija University shall not refund any monetary amounts collected for tuition fees, academic management, and/or any other charges incurred during the period in which their conditional enrollment was in effect.

The only cases in which conditional enrollment is permitted are as follows:

1. Undergraduate or Master's students who have the following pending documentation to submit:

- a) Original documents, when specifically requested during the admission process and provided that a legalized copy has been submitted.
- b) Documents pending legalization.

The maximum deadline for the submission of the final documentation shall be three months from the start of the academic term.

2. Students who enter the undergraduate program from foreign education systems and are required to have a grade equivalent to access the Spanish University System.

In order to carry out conditional enrollment in this case, students must prove that they have started the official approval procedure before the competent Ministry by presenting the "Flyer for conditional enrollment in educational centers or in official exams", stamped by the Registry Unit in which the application was filed. Conditional enrollment will take effect during one academic year.

Exceptionally, conditional enrollment may be admitted in a subsequent course, only in the event that it is verified and/or accredited that the official approval file is pending resolution.

3. Undergraduate students who wish to access a Master's degree under the following conditions:

- a) That they only have a maximum of 9 ECTS and the FDP pending, except in the case provided for in the following section.
- b) That they have a maximum of 30 ECTS pending including the FDP, in the case of master's degrees linked to undergraduate degrees in the field of engineering and architecture.

In these cases, the Dean or Director of the corresponding Faculty must issue a favorable report, motivating the reasons that justify the admission of the student in these cases and must be authorized by the Vice Chancellor in charge of Academic Organization.

Students will have a maximum of one academic year to accredit obtaining the corresponding title. In addition, they will not be able to submit the defense of the Final Master's Project until they do so.

This option is not applicable in the case of qualifying study plans for professions whose regulatory regulations expressly require having completed the undergraduate degree studies before being admitted to a Master's degree.

³ [General Student Regulations](#)

⁴ [Credit Recognition Procedure](#)

Article 17. Cancellation of Enrollment by the University

1. Cancellation of Enrollment for Academic Reasons:

The University may ex officio cancel the enrollment of those students who do not prove compliance with the access requirements established in the applicable regulations within the terms established in the previous article relating to conditional enrollment.

After these periods have elapsed, the University may, as a precautionary measure, interrupt the provision of services to the student, during which they may not carry out any formative activity, such as taking an exam, being graded, or carrying out supervised work. The University must notify the student of this fact in the manner established in the general contracting conditions, requiring them to provide the documentation within a specified period. Likewise, they will not be able to enroll in the following academic year until they have provided the corresponding documentation, unless expressly authorized to do so by the General Secretary.

In the event that the student proceeds to provide the documentation, the service will be resumed and the student will be able to carry out any training activities that, by their nature, can be held at that time without disturbance of the teaching service, in the opinion of the program director and as long as they meet the academic requirements established in the degree verification report, as established in the regulations of the University. They may not be graded in any subjects whose records are closed at the time of delivery.

Once the period established in the previous requirement has elapsed, the University may cancel the enrollment, definitively losing Student Status.

Students will lose, if applicable, the amounts paid and those pending payment will be considered a debt in favor of Nebrija University, which will increase with interest, at the applicable official rate, accrued for the period of the debt.

2. Cancellation of Enrollment for Financial Reasons:

Likewise, the University may ex officio cancel the enrollment due to non-payment of the fees corresponding to any of the receipts issued.

Once the total or partial non-payment of the corresponding fees has been verified, the University may, as a precautionary measure, interrupt the provision of services to the student, during which they may not carry out any formative activity, such as taking an exam, being graded, or carrying out supervised work. In any case, the University must notify the student of this fact in the manner established in the general contracting conditions, requiring them to proceed with the payment within a determined period.

In the event that the student proceeds to pay the fees, the service will be resumed and the student will be able to carry out any training activities that, by their nature, can be held at that time without disturbance of the teaching service, in the opinion of the program director and as long as they meet the academic requirements established in the degree verification report, as established in the regulations of the University. They may not be graded in any subjects whose records are closed at the time of payment. Any payment made by the student for past-due receipts will be applied first to the oldest outstanding amounts.

In addition, the total or partial non-payment of any of the corresponding economic rights will produce the following effects:

- a) Once the enrollment is cancelled, students will lose, if applicable, the amounts paid and those pending payment will be considered a debt in favor of Nebrija University, which will increase with interest, at the applicable official rate, accrued for the period of the debt.
- b) In the next enrollment of the subjects whose enrollment has been cancelled, the student will be considered as if they had been enrolled during the corresponding course and therefore the appropriate economic penalty will be applied.
- c) Any non-payment for the enrollment of a course or semester, makes it impossible to enroll in the following course or semester. Nebrija University will claim the debt pending payment, even if there were no subsequent enrollments.
- d) Students who have pending debts with Nebrija University will not be able to enjoy its services and, in particular, they will not be issued degrees or certifications. In the case of students whose enrollment was reinstated by payment, they will recover these rights.

Once the period established in the requirement sent to the student has elapsed, the University may cancel the enrollment, definitively losing the status of student.

Article 18. Cancellation of Enrollment by the Student

The total or partial cancellation of the enrollment by the student will be governed by the provisions of the general contracting conditions and will mean the loss of the amounts paid both for the reservation of a seat and the enrollment, as well as the amounts corresponding to the monthly payments due for teaching. However, the University will return the payment of the fees for the months following the communication of the cancellation if the single payment has been made or, if applicable, it will not charge the monthly payments pending expiration of the teaching.

Other Provisions

First Additional Provision Gender Equality

References to the persons with terms identified with the masculine gender are also understood to refer to the feminine gender. In this way, the terms Rector, Professor, Secretary, President, etc. are understood to refer to both male and female holders of the positions.

Second Additional Provision Enforcement and Scope of Application

This document will enter into force for the 2023/2024 academic year.

Sole Repealing Provision

Any previous agreements and regulations are hereby repealed, insofar as they are contrary or oppose the provisions of this Regulation. And as soon as they remain in force, they will be interpreted and applied in accordance with the provisions of this Regulation.

Sole Final Provision

The interpretation and resolution of any issues that may arise in the application of these Access, Admission and Enrollment Regulations correspond to Nebrija University.