



## EUROPEAN CAREER COLLEGE OF MADRID REGULATIONS

### Explanatory Memorandum

The incorporation of higher vocational training within the scope of a university education institution is based both on the consideration of these studies as higher education, a fact recognized by Organic Act 2/2006 of May 3 on Education (LOE) and Royal Decree 1147/2011 of July 29, which establishes the general organization of vocational training within the education system, and its consistency with the approach taken in the European strategy for lifelong learning and in Europa Education Group's vision of higher education.

The Career College of Madrid is a private institution, owned by Universidad Europea de Madrid, S.A.U., authorized by order of the Department of Education of the Regional Government of Madrid in General Education on its two campuses at Villaviciosa de Odón and Alcobendas (code 28072661 and code 28075844) and in Artistic Education (code 28072651).

The mission of the European Career College of Madrid is to be a benchmark for quality in higher vocational training in Spain, training professionals and technicians capable of responding to the skills needs of the productive sectors with flexibility and excellence, constantly adapting to the changes within a globalized society.

The Career College's educational model is based on the following premises:

- To respond to social demands, both in the sense of increasing society's intellectual capital and of satisfying employer needs.
- To place students and their learning at the heart of the model, with the students themselves being the ones who organize and decide on their study commitment, building knowledge from their own experience and from reflection on that experience, and sharing it with their peer group under the guidance of a professor through individual or group academic monitoring by means of tutorials.
- To link academic training to professional practice, making the professional qualifications with which the degrees are linked the key point of reference in terms of competences, thus integrating higher vocational training (CFGS) into the National System of Qualifications and Vocational Training (SNCFP).
- To make an international experience both inside and outside the College an integral part of the academic curriculum, enriching academic life with more global experiences, through academic, cultural, and linguistic exchange.
- To provide flexibility within training programs with a view to providing continuing education for professionals and supporting lifelong learning, facilitating entry and exit within the higher education system and promoting training opportunities for people with different personal, academic, and professional backgrounds, in compliance with the principle of attention to diversity.

The present regulations seek to provide a flexible framework for governing the College's educational activity, establishing the minimum general requirements that need to be met by all members of the educational community in the course of carrying out their activities and functions.

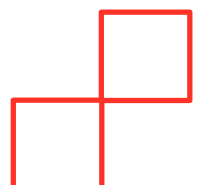
The College's own supplementary regulations may not contravene those established in these Regulations. The scope of application of these Regulations includes both general aspects and the rules of coexistence that will govern life in the College.

### CHAPTER I: GENERAL PROVISIONS

Approved by the Career College on April 21, 2022

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**Title I: Student Admissions Art. 1.**

Once a student's admission to the Career College has been notified, they will be admitted as soon as the admission procedures have been completed and registration has been formalized. For this, the student will need to prove that they have legal access to Advanced Career and Technical Education (CFGS).

**Art. 2.**

The College reserves the right to refuse admission, and the right not to renew the annual registration of those students whose conduct or actions may set a bad example for the College and for the rest of the students. In particular:

- any form of behavior, deed or misconduct that may contravene the University's code of ethics, which applies to the College.
- being indicted in a criminal proceeding for an intentional crime.
- any other form of behavior, deed, or situation that the College considers may affect the normal conduct of teaching activities for its students.

**Title II: Student Enrollment Art. 3.**

Enrollment in campus-based classes will be carried out each academic year in the corresponding professional modules, and will entitle the student to take part in the activities programmed for each professional module.

Enrollment takes place only once each academic year, and when completed it is binding; however, students may request cancellation of their enrollment as set forth in these Regulations.

**Art. 4.**

In campus-based courses, students who have passed some of the professional modules that make up a course, or who have had some of these validated or recognized, will be enrolled in the rest of the modules for that particular course. Students who progress to the second year with modules still outstanding from the first will also enroll in those modules, as long as they are assigned an overall weekly class schedule that does not exceed nine classroom hours. Students must ensure that the class schedules for the modules they are enrolled in do not clash.

**Art. 5.**

In the distance learning courses, students may enroll in any of the professional modules of the training cycle taught in this system, and in the number of modules they choose, except for the Workplace Training module, and if applicable the Project module; students will be able to enroll on these when they meet the established requirements.

**Art. 6.**

Enrollment in each one of the professional modules, whether in campus-based or distance learning format, presupposes that the student has not yet reached the maximum number of scheduled classroom hours.

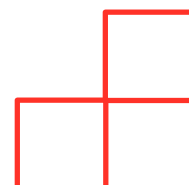
**Art. 7.**

During the same academic year, a student may not be enrolled in the same professional module in different schools. Neither may they be enrolled simultaneously in the same professional module in both the campus-based and distance learning formats, nor in the examinations leading to the awarding of vocational training degrees. In the event that this should be found to have happened, enrollments in the modules in question at

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colleges in the Madrid Region will be canceled, and the grades thus obtained revoked.

**Art. 8.**

In subsequent academic years, students may switch from the distance learning to the campus-based format and vice versa, as long as the entry criteria established for each format are met. In both cases, they will only be able to enroll in those professional modules not yet successfully completed.

**Title III: Cancellation of Enrollment Art.**

**9.**

In accordance with the terms of the enrollment agreement, students may, by following the procedure stipulated in that agreement, request unilateral withdrawal from the Career College at any point during the academic year, without prejudice to the payment of the corresponding academic fees.

Notwithstanding the above, it is only those students who withdraw during the first month of the academic year who will not be included in the assessment reports. As a result, these students will not be able to sit the examinations that their enrollment on the course would have entitled them to take.

**Art. 10.**

The request for cancellation should be submitted before the end of October of each academic year, using the form provided by the College.

**Title IV: Cancellation of Enrollment Due to Non-attendance in Campus-Based Courses**

**Art. 11.**

In the campus-based format, attending educational activities is necessary in order to remain enrolled on the course.

**Art. 12.**

If a student accrues a number of unjustified absences either equal to or greater than the number indicated in the following section, upon request by the group tutor, the Director of the College will agree to cancel the student's enrollment. The absences must be evidenced in the College's electronic system established for this purpose.

**The number of unjustified absences that will result in the cancellation of the enrollment will be equivalent to 15% of the total classroom hours for which the student is enrolled, excluding pending modules from previous academic years, and those that have been validated or withdrawn. Art. 13.**

Likewise, an unjustified non-attendance at training activities for a period of fifteen consecutive school days will be cause for cancellation of the student's enrollment.

**Art. 14.**

Absences due to illness or accident, serious family issues, or any other exceptional circumstance deemed justified by the Director of the College where the student is studying, will be considered excused absences. The student must provide the tutor with documentation that adequately substantiates the cause of these absences.

**Art. 15.**

The College will establish the procedure by means of which absences from the training activities conducted at the College will be recorded. When classes begin, tutors will inform the students both of the number of unexcused absences that will result in the cancellation of enrollment, and the procedures that are followed in such cases.

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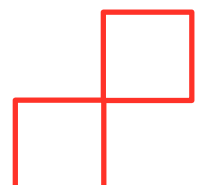
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**Title V: Examinations Art. 16.**

In each academic year, the student will be able to obtain grades in two sets of tests: regular examinations and re-sits. In both distance learning and campus-based formats, students will be allowed to sit a maximum of four examinations for the completion of each professional module, with the exception of the re-sits permitted for those who have 'used up' their four tests due to illness or disability, or for other reasons that impede or block the normal course of their studies. This limit is set at six additional examinations for students with special educational needs accredited by the competent body.

**Art. 17.**

The Workplace Training (FCT) module may be assessed in a maximum of two examinations. Based on the point at which the progression of the students to this module is decided, the examinations may take place either in the same academic year or in a different one.

**Art. 18.**

The student will have a maximum of four opportunities to pass the Professional Project module. Based on the point at which the progression of a student to this module is decided, the examinations may take place either in the same academic year or in a different one.

**Art. 19.**

In the case of campus-based courses, students may waive the assessment and grading of one or both of the two exam sessions during the academic year for all or some of the modules, in any of the following circumstances:

- a) Prolonged sickness or accident.
- b) Personal or family obligations deemed by the Director of the College to affect or impede the normal course of study.
- c) Working in a job.

The application for the waiver must be submitted, using the form provided by the College for this purpose, at least one month prior to the date of the final assessment of the module or modules in question. The reasons cited for the waiver must always be justified in documentary form.

Students may waive the assessment and grading of one or both of the two sessions scheduled for the Workplace Training (FCT) module. The waiver of the assessment and grading of the Workplace Training (FCT) module in turn implies the waiver of the assessment and grading of the Professional Project module in the same examination session.

**Art. 20.**

In the distance learning courses, and in order not to 'use up' the available number of examination sessions established for each professional module, the student or their legal representative may waive the assessment and grading of all or some of the modules in one or both exam sessions during the academic year. The procedure will be the one established in the regulations in force for the campus-based courses, although students who would have been granted preferential treatment in the admission process for having accredited work experience will not be able to cite a job as a reason for requesting a waiver.

**Art. 21.**

The number of exam periods 'used up' by students under the campus-based system will be taken into account for the purpose of calculating the maximum number of examination sessions specified in the preceding sections. In the same way, the examination sessions 'used up' by distance learning students will be taken into account if the student should enroll on the campus-based course.

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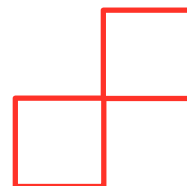
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#### **Title VI: Progression from the first to the second year in campus-based courses**

##### **Art. 22.**

Students who pass all of the year one professional modules will progress to year two.

##### **Art. 23.**

Those who, after the first-year re-sit examinations have one or more professional modules pending that together involve a weekly timetable not exceeding nine class hours, will also progress.

##### **Art. 24.**

Students who have passed all the professional training modules at the College will be able to access the Workplace Training (FCT) module.

Students who are pending the approval of a single professional module that does not correspond to units of competency listed in the National Catalog of Professional Qualifications for their accreditation may also do so, as long as their weekly schedule does not exceed eight class hours.

#### **Title VII: Assessment Art.**

##### **25.**

The system used by the Career College is one of continuous assessment of the students' knowledge, ensuring that both professors and students are fully informed of where the students are in terms of the acquisition of the knowledge required to successfully complete the module at all times over the course of the academic year.

It is compulsory for students on campus-based courses to attend campus-based classes as a necessary part of the assessment process, and to comply with the student's right to receive advice, assistance, and academic monitoring from the professor.

##### **Art. 26.**

The purpose of assessment will be to evaluate the students' progress in relation to the general competencies required for the degree, and the general objectives of the training cycle. The following will be taken into consideration for assessment purposes:

- a) For the professional modules at the college: The learning outcomes and assessment criteria for each degree, and those specified in the curricular content applicable in the Madrid Region for each education cycle.
- b) For the Workplace Training (FCT) module:
  - The assessment criteria defined in the training program.
  - The information gathered by the Workplace Training (FCT) professor-tutor on company visits.
  - Information provided by the student on support days at the College, and on the student record.
  - The assessment of the student's time spent in the workplace, carried out by the supervisor appointed by the company for monitoring.
- c) For the assessment of the Professional Project module:
  - The learning outcomes and assessment criteria specific to the professional model for each qualification.
  - The information gathered by the professor-project coordinator on support days at the College.
  - The students' assessment of the project.

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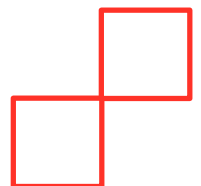
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**Art. 27.**

The normative referents for assessment in the distance learning courses will be the same as those defined for the campus-based system.

**Art. 28.**

In the distance learning assessment process, professor-tutors will monitor the learning process, using the tools and procedures for collection of information previously established in the corresponding educational program which the students need to be familiar with.

The professor-tutor for each professional module will be able to program campus-based tests throughout the course that will be taken into account in the final grading of the module.

At the end of the period assigned for the study of each professional module, there will be a final campus-based test which is compulsory for all students. This final campus-based test will focus on the full content of the module in question. All students studying the module will take the test at the same time at their school. The dates of the campus-based tests must be announced at the school at the beginning of the academic year.

Attendance at the final campus-based examinations is compulsory. It will not be possible to assess students who do not attend, and they will not be able to take the final examination.

The data obtained by the student's professor-tutor throughout the learning process may be taken into account to improve the final grade for the module, provided that the student has obtained a pass grade in the campus-based tests for that module.

The procedure to appeal a grade will be the one established for the campus-based system.

**Art. 29.**

Assessment will entail the award of a grade that will reflect the results obtained by the student.

**Title IX: Module Grades Art. 30.**

1. Grades for professional training modules at the College, and for the Professional Project module will be expressed in numerical values from 1 to 10, without decimals. Those equal or superior to 5 will be considered a pass, and those under 5 a fail.

2. The workplace Training module will be graded as "pass" or "fail".

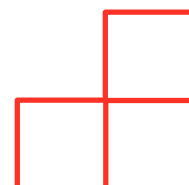
3. Validated professional modules will be graded in the following way:

- a) When the validation request corresponds to the passing of one or more professional vocational training modules within the educational system, the assessment of the validation request will be recorded in the assessment documents as "CV" together with the grade obtained. **In those cases where validation requires the consideration of more than one professional module, the grade indicated will be an average of the grades obtained in said professional modules rounded up to the next higher whole number when the number after the decimal point is five or above.**
- b) When the validation request corresponds to: 1) Language proficiency certificates from the Escuela Oficial de Idiomas, a bachelor's degree in languages or translation and interpreting, or an equivalent qualification in the same specialization or language as the foreign language for which validation is being

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requested. 2) Professional certificates issued by the Labor Department. 3) Official certification issued by the relevant public authority if the units of competency have been acquired through a procedure for the assessment and accreditation of professional competencies. Assessment documents marked "CV" without being accompanied by a grade.

- c) In the case of validations whose resolution corresponds to the Directorate General for Secondary Education, Vocational Training and Special Framework: this will be indicated in the assessment documents by "CV" followed by the grade obtained in the professional module or modules submitted in the application, or if applicable with "CV" when documentation is submitted that does not correspond to passing professional modules.
- d) In the case of validations whose resolution corresponds to the Ministry of Education and Vocational Training (MEFP): Professional modules validated by the Ministry of Education and Vocational Training (MEFP) will not have an assigned grade; the assessment documents will be marked "CV".
- e) Professional modules that correspond to work experience will be marked "exempted".

4. The professional modules that for reasons other than those of examination withdrawal have not been graded will be recorded as "Not assessed" and the corresponding examination will be counted as spent.

5. Once all the professional modules within the training cycle have been passed, the final overall grade will be determined. The simple arithmetic average of the grades obtained in the case of professional modules that are assigned numerical grades; the result of the calculation to two decimal points will be rounded off to the nearest whole number. Where a number after the decimal point is equal to or more than 5, the preceding number will be rounded up. This will in turn be rounded up to next (higher) whole number. Therefore in this calculation "pass" and "exempted" grades will not be taken into consideration. The grades that appear as "CV" with a score will be taken into account for the calculation of the final grade.

If as a result of validations (without numerical grades) or exemptions all the professional modules have been qualitatively assessed, the final grade will be 5.

Students who obtain a grade of 10 in a given professional module may be awarded an "Honorable Mention", provided that the grade obtained is the result of an excellent academic achievement combined with truly outstanding effort and interest in the module. Honorable mentions will be granted by the professor teaching the corresponding professional module. The maximum number of honorable mentions that may be awarded will be equal to 10% of the students enrolled in the professional module in each group. The conferral of an honorable mention will be recorded in the student's assessment documents by the letters "mh" following the score of 10.

#### **Title X: Final grade reviews Art. 31.**

The student will have the right to the ordinary review of the final grades, which will be personalized and done with the professor or professors who graded the module.

The final grades will be published electronically, stating the place, date, and time for review, which will take place, whenever possible, between the second and the fifth working day after the publication of the grade.

The review of the final grades must not impede the observance of the deadlines for the presentation of the certificates.

#### **Art. 32.**

Once the ordinary review procedure has been completed, any student may, should they consider that there are sufficient grounds, submit the final grade obtained in a module to the Assessment Committee for review, in accordance with the following procedure:

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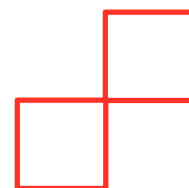
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- a) The procedure will be initiated at the request of the student or the professor teaching the corresponding module with the Director of the College.
- b) The deadline for requesting a final grade review will be three working days from the date of the ordinary review.
- c) Once the request has been examined, the Director of the College may either reject the request or convene the Assessment Committee accordingly.

**Art. 33.**

The Assessment Committee will comprise:

- A president, who will be the director of the department within which the module falls, or one of the professors in the department designated by the Director of the College.
- A secretary, who will be one of the professors in the department.
- A spokesperson, who will be a professor in the subject area of the module under review.

The professor(s) who assessed the student may not form part of the Assessment Committee.

Once the Committee has been convened, the Director of the College will submit all the relevant documentation to facilitate the preparation of a reasoned report and a proposal for resolution within a maximum of two days from the time the documentation is received. The Committee will summon the student and the professor so that they may provide all the information they consider pertinent. The Committee will submit the reasoned report and the proposed resolution to the Director of the College so that the final decision can be made.

No appeal may be lodged against the decision made by the Director of the College.

**Title XI: Validation and Exemptions Art. 34.**

Requests for the validation of previous study, and for exemption based on correspondence with previous work experience, for the professional modules of a specific training cycle require the prior enrollment of the student on the module/course for which the validation has been requested.

**Art. 35.**

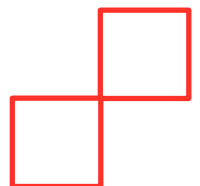
Validations will be performed in accordance with the criteria established in the current legislation. Specifically, the validations of professional modules from the LOE catalog (Organic Law on Education) vocational training degrees will be conducted in the following manner:

1. The recognition of the validation of professional modules for the following studies or accreditations corresponds to the Director of the College:
  - a) Those included in Annexes I, II, III and IV of Royal Decree 1085/2020, of December 9, or, as the case may be, in the annexes on validation of the royal decrees by which the vocational training degrees are established, provided that they have not been repealed by Royal Decree 1085/2020, of December 9, and the cases included in the applicable regulations for the professional modules specific to the Madrid Region which are reproduced in Annex I of the instructions of June 22, 2021 of the Directorate General for Secondary Education, Vocational Training and Special Framework on certain aspects derived from RD 1085/2020 of December 9.
2. The resolution of validations not included in the previous section will correspond to the Ministry of Education.
3. Previously validated professional modules may not be used again for validation for other professional modules.
4. Validated professional modules will be graded in accordance with the provisions of Article 30 of these regulations.

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**Art. 36.**

The procedure to request validations is as follows, depending on the case:

1. Validations where resolution is the responsibility of the Director of the College will be processed in accordance with the following procedure:
  - a) Students must submit their requests before the end of October. Requests must be accompanied by official academic certification of the studies undertaken, if applicable, with professional certification or the partial accreditation referred to in the previous article. The College will include a certified copy of this documentation on the student's academic transcript.
  - b) The Director of the College will take a decision on the request, recognizing the validations that fall within their jurisdiction.
2. Validations where resolution is the responsibility of the Ministry of Education will be processed according to the following procedure:
  - a) Students will need to complete a request form, which will be provided by the College.
  - b) The College will carry out the appropriate procedures required by the Ministry of Education, and will keep the student informed of progress.
  - c) Once the validation has been resolved by the competent body, the student must submit the resolution to the college in order for it to take effect.
3. Until such time as requests are resolved, students must attend the educational activities for those professional modules for which they have requested validation, and may not be put forward for the professional Workplace Training module if they do not meet the requirements established by the regulations in force.
4. Resolutions will be recorded on the student's academic transcript by means of a copy, or another procedure. Validated modules will be recorded on the assessment documents in accordance with current legislation.
5. If the three-month maximum period should expire without an express resolution having been notified, the interested party or parties who filed the application must consider the application to have been denied.

**Art. 37.**

Students may request full or partial exemption from the professional Workplace Training module if it coincides with professional experience.

To do so students must be enrolled in this module at the time of the request, and be able to accredit at least one year's full-time professional experience in the same line of work. This experience, which must relate to the training cycle in which they are enrolled, will permit the assessment of the candidate's acquisition of the learning outcomes of that module by the teaching team. In the case of partial recognition, the teaching team will establish the number of internship hours needed to allow the student to complete all of the module's learning outcomes.

The calculation of internship time will be determined in accordance with the number of hours legally considered to constitute a full working day.

**Art. 38.**

The request for total or partial exemption of the Work Experience (FCT) module must be submitted at least one month before the starting date of the FCT module for which exemption is sought, and needs to be sent to the

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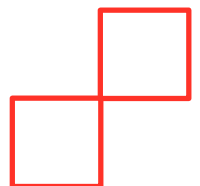
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director of the college where the student's academic transcript is recorded, using the corresponding form. The following documentation must be attached to the application:

- a) Employees
  - Certificate from the company or companies where the work experience has been gained, stating the duration and dates covered by the agreement, and type of work carried out.
- b) Self-employment:
  - Certificate proving registration as a taxpayer for a period of at least one year.
  - Declaration detailing the key work activities of the interested party.
- c) Voluntary workers and scholarship holders:
  - Certification from the organization the student collaborated with, specifically stating the activities and duties performed, including the year in which they were carried out and the total number of hours worked.
- d) Applicants may attach other documents admitted by law, which may provide further information on their work experience in order to facilitate the resolution of the request for total or partial exemption from the Work Experience (FCT) module.
- e) Certificate from the Director of the College stating the expected start date of the FCT module.
- f) Report from the college's teaching team, where the advisability of granting total or partial exemption will be indicated.

**Art. 39.**

Taking into consideration the report provided by the teaching staff, the director of the college where the student's academic transcript is kept will assess the request for the total or partial exemption from the Work Experience (FCT) module, and come to a decision.

The resolution will only take effect if in the corresponding assessment session the teaching team decides to allow the student to take the above mentioned professional module. It will therefore be included in the first Final Grade Report of the Training Cycle issued after the decision has been made.

The decision on the exemption, which will be explained, will be communicated in writing to the interested party at least twenty calendar days before the beginning of the activities corresponding to the Work Experience FCT module. For their information, a copy will also be sent to the tutor of said module and the teaching team, and another copy will be included in the student's academic transcript.

If full exemption is granted, this will be stated in the assessment documents in the manner stipulated in current legislation. If the exemption is partial, the teaching team will program the necessary activities to enable the student to obtain a "pass" grade in that professional module.

**Title XII: Financial Framework**

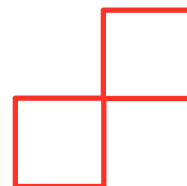
It is the obligation of the students and/or their financial representatives to pay in full the corresponding fees to the head of the Career College for the educational services, and services or of any other nature, contracted between the two parties.

**Art. 40.**

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Failure to comply with this obligation will entail the loss of student status and all the rights that are inherent thereto, and expressly, the right to engage in any of the activities subject to assessment, including examinations, and to enroll in any module or course, until the payment situation is regularized. Non-payment will automatically result in the termination of the contractual relationship with the head of the Career College, without prejudice to the rights of the head of the Career College to demand payment of the amount owed, as well as any interest accrued due to the non-payment, and compensation for damages and/or losses incurred.

Non-payment of the total or partial enrollment price, depending on the option chosen, will lead to the denial or cancellation of the enrollment and the consequential loss of student status within the college.

The Career College will demand payment of any outstanding fees for enrollment on previous academic courses as a condition for subsequent enrollment.

The Career College will refuse the issue of diplomas and certificates if students have payments that are outstanding, applying a surcharge to the outstanding amount corresponding to the interest for late payment as established in the general conditions of enrollment.

## **CHAPTER II: PROVISIONS RELATING TO THE COEXISTENCE RULES**

### **Title XIII: Coexistence Rules**

The coexistence rules governing the correct functioning of academic activities, and the responsibilities and duties that supplement the current regulations, which guarantee respect among all the members of the educational community and the appropriate use of the premises and facilities of the Career College, are set out below. These rules are covered by Decree 15/2007, of April 19, which establishes the regulatory framework for coexistence in the educational centers of the Madrid Region and Act 2/2010, of June 15, on Teacher Authority.

### **Title XIV. Student Status**

#### **Art. 41.**

For the purposes of these regulations, those persons who, having fulfilled the admission requirements set forth in the admission rules, have enrolled in official degrees in any of the training cycles, will be considered students of the College.

#### **Art. 42.**

Those who fall into one of the following categories will lose their student status:

- a) Those who, having requested withdrawal or the transfer of their academic transcript to another college on a voluntary basis, and after complying with the appropriate requirements and formalities, cease to be linked to the Career College.
- b) Those who, in accordance with disciplinary regulations, are penalized with the loss of student status.

### **Title XV: Student Rights Art. 43.**

1. The rights and obligations of Career College students are governed by the Student Statute of the Universidad Europea de Madrid.

2. The classification of misdemeanors and penalties and the disciplinary procedures applicable are governed by the University's specific regulations: Disciplinary Regulations.

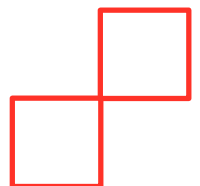
### **ADDITIONAL PROVISION**

References to persons using the masculine gender are to be understood also to include the feminine. Thus, the terms "student", "professor" and so on may refer to persons of male or female gender.

Approved by the Career College on April 21, 2022

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**FINAL PROVISION**

The changes to the current regulations will take effect from the 2021-2022 academic year

Approved by the Career College on April 21, 2022

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