



Regulation on Student Mobility of UCAM Universidad Católica San Antonio de Murcia

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JUSTIFICATION

The Bologna Declaration, ratified by the Spanish Government on 19 June 1999, established the terms and conditions for the creation of the European Higher Education Area (EHEA), designed around certain principles: quality, mobility, diversity and competitiveness. In particular, with regard to the second of these principles, the Bologna Declaration establishes as one of its main objectives the “Promotion of mobility by overcoming obstacles to the effective exercise of free movement...”

These main principles were transposed in the Spanish legislation through the Organic Law of Universities 6/2001, of 21 December, and its implementing regulation. In application of these regulations and in exercise of the university autonomy established therein, UCAM Universidad Católica San Antonio de Murcia has developed these regulations with the aim of providing a regulatory framework that gives institutional support to students who, under a Mobility Programme or Agreement signed by UCAM, carry out a part of their studies at another university. Likewise, the constant increase in the number of students who wish to carry out a period of studies at UCAM makes it advisable to regulate with clarity the general criteria of admission, stay and academic recognition of studies undertaken at UCAM.

The aim of this norm is to promote the increase in students' mobility and to improve its quality, as well as to regulate the mobility framework, establishing the conditions for the participation of the students and the criteria for the incorporation of credits obtained at other universities in the academic records of mobility students.

TITLE I. GENERAL CONSIDERATIONS.

Article 1. Aim

The purpose of this regulation is to determine the processes and the regulatory scheme that will be applicable to students who carry out national and international mobility in undergraduate and postgraduate studies in which UCAM participates in official student mobility programmes.

Article 2. Definitions

2.1 Students on mobility. The following are considered as students on mobility:

- a) UCAM students who are studying at another national or international university, company or organisation located abroad a part of their undergraduate or postgraduate curriculum.
- b) Students from other national or international universities who are studying a part of the curriculum of their degree at UCAM.

2.2 Mobility tutor: a teacher of the faculty of a UCAM degree whose competences, attributions and responsibilities are listed in article 4 of this regulation. The mobility tutor is proposed by the person in charge of the degree, endorsed by the Vice-Chancellor's Office for International Relations and Communication (VRIC) and ultimately guaranteed by the President of UCAM. He is appointed for a period of two years, which may be renewed. He can be removed from office at the request of the person in charge of the degree or of the Vice-Chancellor for International Relations.

2.3 Mobility: Displacement of students to study a part of the curriculum of their degree at another university, body or company.

2.4 Mobility programmes: Programmes regulated by national or international agreements signed by UCAM that involve a stay in a university other than the university of origin, or in a company abroad, to study part of the curriculum of their degree, or as extracurricular credits.

2.5 Learning Agreement: Document presenting the curriculum of the mobility student and that determines the credits that will be incorporated in his/her academic record

after completing the stay and passing the established assessment tests. This agreement is binding for all the parties concerned.

2.6 Training Agreement: Document presenting the work plan of the mobility student and that determines the credits that will be incorporated in his/her academic record after completing the placement and passing the established assessment tests. This agreement is binding for all the parties concerned.

2.7 Academic Recognition Report: Procedure through which UCAM incorporates the credits established in the learning agreement or in the training agreement in the student's record so that they can be taken into account in order to obtain the degree.

2.8 Certification of qualifications – Transcripts of Records- for study mobility students/ Stay Certificate- for international placement mobility students: Document issued by the host university, or the foreign company, attesting the qualifications obtained by the student during the mobility stay (in the first case) or the number of hours and the assessment of these hours (in the second case).

2.9 Mobility agreements: Bilateral or multilateral student exchange agreements with other universities or companies abroad.

Article 3. Basic principles

Students' mobility at UCAM is regulated by the following basic principles:

- a) Promotion of students' mobility.
- b) Mutual trust between the universities, bodies or companies.
- c) Guarantee of incorporation of the credits obtained by the students within the framework of a mobility programme or agreement in the academic record of the student.
- d) Transparency and publicity
- e) Coordination between all the UCAM bodies in terms of mobility.
- f) Academic reciprocity.

TITLE II. FUNCTIONS OF THE BODIES OF UCAM WITH REGARD TO STUDENTS MOBILITY

Article 4. Functions of the bodies of UCAM with regard to mobility

The UCAM bodies in charge of mobility are:

4.1 UCAM Mobility Commission:

Body for coordination, consultation, advice and promotion of mobility policies. It develops its functions under the guidelines of the VRIC.

The UCAM Mobility Commission is composed of:

- The Vice-Chancellor for International Relations and Communication
- The persons in charge of the office responsible for mobility of UCAM (International Relations Office - ORI).
- The president of the Mobility Commission of each degree, a member of the Mobility Committee to whom he/she may delegate.
- A representative of the Vice-Chancellor's Office of Quality and Academic Organisation

The commission may occasionally involve, if the situation requires it, the academic heads of the degrees, with a technical and consultative function.

The functions of the UCAM Mobility Commission are:

- a) To act as the highest advisory body in all matters relating to the mobility process at UCAM.
- b) To promote students mobility.
- c) To develop mobility strategies at an institutional level.
- d) The coordination of mobility tutors from different departments or faculties of UCAM.
- e) To validate the specific selection criteria of the Mobility Commission of the Degree.
- f) To assess and resolve the final awarding of a mobility place if there is a contradiction between the ORI and the mobility tutor with regard to the awarding.
- g) The development of improvement proposals and plans of action to promote the mobility policies of UCAM.
- h) To facilitate the coordination between the different bodies in charge of the mobility policies of UCAM.

4.2 International Relations Office. ORI

It is the body that provides administrative support to the mobility policies of the Vice-Chancellor's Office (VRIC). The ORI is in charge of advising, disseminating and managing all the mobility programmes and agreements in which UCAM participates.

The functions of the ORI are:

- a) To propose the mobility programmes to be ratified by the president of UCAM or their cancellation, and their management within the framework of the corresponding mobility programmes.

- b) To develop proposals of mobility calls, as well as to disseminate them and carry out the corresponding follow-up.
- c) To select the UCAM students who will participate in mobility programmes or agreements, together with the mobility tutors of the corresponding programmes.
- d) To give advice to the students who participate in mobility programmes or agreements, sharing this competence with the mobility tutor.
- e) To maintain a dialogue with the equivalent services of the other universities, and with the foreign companies.
- f) To ensure compliance with the requirements of each programme in which UCAM participates.
- f) To develop and process applications for funding in programmes where this is foreseen.
- g) To provide support in the management of the permission of stay of the exchange students that come to UCAM.
- h) To provide technical-administrative support with regard to mobility to the Mobility Commission of each degree, as well as to the corresponding mobility tutors.
- i) To solve administrative incidents that may occur within the framework of the mobility programme.

4.3 Mobility Commission of the Degree:

The mobility commission of the degree is composed of:

- The President, who will be represented by the Dean, the Vice-dean or the Director of the degree.
- The Secretary, who will be represented by the Deputy Director or the Academic Secretary of the degree or by a member who receives the delegation from the President of the Commission.
- One or two permanent members, who must also be practising mobility tutors.

The functions of the Mobility Commission of the Degree are:

- a) To interact with the corresponding bodies in the other universities that welcome UCAM students, or with the foreign companies.
- b) To propose mobility places in the degree.
- c) To propose specific and justified selection criteria in its degree to cover mobility places, which must be reasoned, reasonable and agreed upon with the VRIC, as well as coherent with the basic principles of this document regarding the enhancement and boost of mobility.
- d) By assumed delegation, the mobility tutor must sign the learning agreements or training agreements of the students who participate in mobility programmes, in line with the credit load ranges indicated in this document, which the Mobility Committee may supervise.

- e) To carefully ensure the correct inclusion of the academic results - Transcript of Records/Stay Certificate - of the mobility students in the certificates.
- f) To promote or encourage mobility in their degrees, in compliance with the principles established in this document.

4.4 Mobility tutor. Functions.

The mobility tutors must:

- 1 Interact with the corresponding bodies in the other universities or foreign companies that send or welcome mobility students.
- 2 Provide tutoring to mobility students before, during and at the end of their stay.
- 3 Prepare the learning or training agreement;
- 4 Carry out a verifiable follow-up of the student during the stay;
- 5 Include the academic outcomes in the academic outcomes report;
- 6 Assist students from other universities or vocational training centres that participate in mobility programmes with regard to academic issues.
- 7 Solve the academic incidents that may occur.

TITLE III. UCAM STUDENTS ON MOBILITY

Chapter I. Selection of UCAM students to participate in mobility programmes or agreements

Article 5. Requirements

5.1 In order to participate, it is necessary to comply with the conditions established in the UCAM mobility call as well as with the ones established in the framework programme or agreement that the student is trying to access to.

Chapter II. Awarding process

Article 6. Call for mobility places

The Vice-Chancellor's Office for International Relations publishes every year the calls for mobility places from which UCAM students can benefit. The ORI develops the terms and conditions of said calls and shall be responsible for disseminating them among UCAM students.

Article 7. Terms and conditions of the calls

The mobility calls of UCAM shall include the following conditions:

- a) To be validly registered in the academic year in which the mobility is carried out.
- b) To certify the required language level, either according to the Common European Framework of Reference for Languages or by means of a specific level test held by UCAM through the UCAM Higher Language School (ESI).
- c) For Bachelor's Degree students, to have passed, when submitting the application, a minimum amount of 60 credits; or, for Master's Degree students, to be registered in a minimum of 30 credits. In case of carrying out extracurricular mobility internships during mobility, it is necessary to have passed at least 120 credits when submitting the application.
- d) Erasmus Traineeship: the student selected for this specific programme can benefit from mobility starting from the first year of studies, depending on the recognition to which he/she aspires. The Mobility Commission of the Degree will establish the minimum requirements.
- e) Not to have disciplinary proceeding pending nor to be waiting for the enforcement of a sanction.

In addition, the terms and conditions of such calls shall cover at least the following aspects:

- a) The denomination of the mobility programmes or agreements supporting the call for places.
- b) The number of places, destinations, durations and studies that can be carried out, as well as the academic and linguistic requirements for each of the host universities.
- c) Financial aids available, eligibility criteria and incompatibilities with other aids.
- d) Deadline, place and modality to submit the application as well as the documents certifying the compliance with the requirements.
- e) The process of awarding of the places, the students selection criteria, the deadline and means of publication of the resolution regarding the awarding of the mobility places.
- f) The resources that the students can lodge against the call for applications.
- g) The deadline for accepting the awarded place or renouncing to it.

Article 8. Application for mobility place

If the UCAM student complies with the requirements established in the call for applications, he/she may request the mobility place linked to the curriculum in which he/she is registered. Failure to comply with these requirements will entail the consequences described in art. 10 of the present regulation in case of accepting/renouncing to mobility places.

Article 9. Provisional selection and awarding

The selection criteria shall take into account:

- a) Academic record

- b) Accreditation of the level of the language in which the studies are to be taught at the host university or language of the internship, either according to the Common European Framework of Reference for Languages or by means of a specific level test held by UCAM. The Higher Language School (ESI) is the VRIC body in charge of assessing the linguistic competences of the candidates for the scholarship.
- c) Other discretionary criteria determined by the Mobility Committee of the degree, such as motivation of the candidate, adaptability, personal maturity, behaviour, among others.

Once the candidates are selected in compliance with the previously mentioned criteria and within the deadlines established in the terms and conditions, the Vice-Chancellor's Office for International Relations will issue a resolution with the provisional awarding of the places that will be published in the means indicated in the terms and conditions.

Article 10. Acceptance or renunciation

10.1 Before beginning the mobility stay:

Within the deadline established in the terms and conditions, the students of UCAM shall submit the required document, according to the institutional model, with the acceptance or renunciation to the mobility place; failure to submit the document will entail implicit renunciation and, therefore, the annulment of the awarding of the mobility place, as well as the prohibition to participate in mobility programmes or agreements during the academic year in force and the following one.

The same consequences will occur if the student explicitly renounces to the awarded place outside from the deadline established in the terms and conditions of the call for this purpose.

10.2 Once the stay has begun:

In this case, renunciation will entail the termination of the awarded financial aid, or its restitution if the student has begun the mobility programme and has not completed the minimum period of stay in the destination without a reasonable, objective and justified cause for returning.

Vacant places will be awarded following the order of the waiting list unless otherwise stated in the call for applications.

10.3 The terms and conditions of the call for applications shall establish a period for allegations. Students not selected, or those selected who can demonstrate an error in the application of the selection criteria, will have the right to claim the review of their case through the completion of a document provided for this purpose, accessible and public, which the interested party will submit printed and signed to the International Relations Office (ORI). The ORI will be responsible for making the necessary

consultations to clarify the case and respond to the interested party before the final selection of beneficiary students is published.

Article 11. Definitive awarding

Once the awarding process and the second awarding process following the order of the waiting list, if necessary, are completed, the Vice-Chancellor's Office for International Relations will issue the final awarding decision, which will be made public by the means established in the call for applications.

Article 12. Communication to the host university

Once the final resolution is published, UCAM will inform the host universities on the students who have been awarded the mobility places.

The awarding of a place in the university of origin requires the acceptance in the destination and the formalisation, by the student, of the requested documents, attributed to his/her responsibility, within the established deadlines. Non-acceptance by the host university does not entail any responsibility on the part of UCAM. Whenever possible, as long as the student expressly requires it, a new mobility place will be awarded to him/her in another university.

Article 13. Learning Agreement – Training Agreement

The learning/practicum agreement is binding and guarantees the student that the credits will be incorporated into his or her academic certification at UCAM, provided that he or she has passed the corresponding evaluation tests.

UCAM students, with the help of their mobility tutor, must complete the learning/practicum agreement, in which the subjects or work plan to be taken at the host university or company, and their recognition at UCAM, will be stated.

Learning Agreement or The Training Agreement is ratified by the three parties: the UCAM mobility tutor, the host mobility tutor and the mobility student.

The learning agreement will be consolidated and signed before the beginning of the mobility, and will be modifiable with the agreement of the three signing parties and the acquiescence of the host university.

Any change in the learning agreement, which entails the alteration of the subjects or credits to be recognized at UCAM, requires the student to modify the enrollment within the deadlines indicated for this purpose.

The tutors will make at least three (documentable) contacts with their students, in relation to the execution of the learning agreement.

In general, the mobility student must take at least 30 credits for semester stays and 60 credits for annual stays. Exceptions to these minimums are made for students who are ready to complete their studies.

Article 14. Modification of the learning agreement

Within one month after the incorporation in the mobility training centre of destination, the student may request the modification of the learning/training agreement; therefore, a new one will replace the previous one. All parties shall compulsorily sign this new agreement.

The students who have requested an extension of the period of stay shall also modify the learning/training agreement within the established deadlines, and complying the aforementioned conditions.

Applications submitted after the deadline may be re-evaluated by the Mobility Commission of the Degree.

Article 15. Registration.

The student shall formalise the registration in UCAM according to the rules established by the institution.

Article 16. Incorporation of credits in the academic record

At the end of the stay, having obtained the certification of grades at the host university - "Transcript of Records"-, the mobility tutor will decide to incorporate the credits to the student's transcript at the home university.

Under no circumstances will UCAM be able to require the student to take complementary tests or work in order to incorporate the credits to the student's academic transcript after passing a course at the host university.

The Academic Recognition Report must be signed and stamped by the mobility tutor and by the Dean/Vice Dean/Director of the student's degree. The incorporation of the credits to the academic transcript requires that the student has completed the procedures established in the mobility program to which he/she has applied and, failing that, the provisions of these regulations.

Article 17. Extension of stay

Unless the mobility program or agreement to which the UCAM student has applied expressly forbids it, the student may request to extend the stay at the host university. The mobility stay may cover a maximum of twelve uninterrupted months. The extension of the stay will be authorized by the host university or company -by signing the Extension Form-, the Mobility Commission of the Degree -with the consent of the tutor teacher of the student concerned- and the ORI -which will evaluate favorable or unfavorable reports from the host University on the academic performance and behavior of the student, as well as the possibility of financing the additional months of mobility-. The extension will be reflected in a new Learning Agreement, which will be

carried out as established in Article 14. It is the student's responsibility to formalize the enrollment at UCAM of the new credits to be taken at the host university.

The extension of the stay will be made by means of an Addendum to the original agreement, and will entail the modification of the learning agreement, of the student's enrollment and of the financing agreement, on the appropriate dates established for this purpose.

Article 18. Calls for exams

UCAM mobility students have the right to attend as many exam calls as the students of the host university. If they take place in a period other than the one of the stay, the student can choose either:

- 1) To go to the host university and carry out assessment tests with the conditions laid down there.
 - 2) To carry them out at UCAM after sending an application to the mobility tutor, following the teaching guide of the UCAM subject included in the learning agreement.
- The student shall submit a request to the ORI to be assessed for the subject in question at UCAM, together with the ordinary group of students and in accordance with the UCAM teaching guide.
 - The ORI will review this request and validate it if necessary, update the student's academic transcript so that he/she can be assessed and receive a mark in the ordinary way at UCAM, and transfer it to the student's mobility tutor, so that it can be taken into account for the purpose of modifying the corresponding Learning agreement.
 - The assessment of the student will take place in the resit call of the same academic year during which the mobility stay took place.
 - If the UCAM mobility student returns from destination without any legal document certifying his/her academic outcomes, he/she can attend the resit exam of the UCAM subject. After both marks are known, if it has been passed, the mark obtained at the host university where the subject was studied prevails.
 - The student will be assessed and qualified by the UCAM teacher together with the rest of the class group, and his/her mark will be included in the academic record of the student through the official transcript.

TITLE IV. STUDENTS FROM OTHER UNIVERSITIES WHO CARRY OUT TEMPORARY STAYS AT UCAM.

Chapter I. Acceptance and registration

Article 19. Students benefiting from mobility programmes or agreements

In order to carry out a temporal stay at UCAM, university students must comply with the requirements established in the mobility programme or agreement.

The students must certify the Spanish level established in the corresponding programme or agreement, according to the Common European Framework of Reference or through specific level tests held by the university of origin, if such requirement exists.

Within the deadline and in the modality established in the mobility programme or agreement, the universities shall communicate to UCAM which students have been selected to carry out their stay at UCAM. In any case, the selection carried out at the university of origin is not binding, and does not entail automatic acceptance by UCAM.

Article 20. Application for mobility

The students selected by their university of origin must submit all the documents required by the ORI in good time and in an appropriate manner.

Article 21. Resolution

The mobility tutor, firstly, and the ORI, in its field of competence, will give a resolution to the applications of the students from other universities, following the criteria established in the corresponding mobility agreements and programmes and, in any case, complying with the following criteria:

- Academic record.
- Certified language level.
- Adaptation of the programme that he/she wants to study to the organisation of the UCAM degree.

This resolution will require the ratification of the Mobility Commission of the Degree to enjoy full validity.

The resolution will be notified by the ORI to the student who applied - when required - and to the university of origin.

Acceptance of these students does not entail the recognition of the requirements for access to the university according to the legislation in force, nor does it entail the issuing of any official diploma.

Article 22. Learning agreement

Students can study at UCAM the compulsory and optional credits corresponding to subjects, practicums, internships, undergraduate dissertations or master's theses offered in bachelor's and master's degree courses. Nevertheless, the management teams of each degree can impede, for teaching organisational reasons, that these students study certain subjects.

During the stay, it is recommended that students study a number of credits proportionate to the stay in full-time mode. Students can access to external curricular internships foreseen in the curricula if the mobility agreement or programme establishes so. The subjects that the student wants to study at UCAM must be duly

reflected in the Learning Agreement or Training Agreement that must be signed by the competent authority of the university of origin, as well as by the authority responsible for mobility of the UCAM degree.

Article 23. Registration.

All students who come to UCAM for a temporary exchange stay, under a mobility programme or agreement, will be registered according to the guidelines established by UCAM.

Article 24. Extension of the stay at UCAM

The student can request an extension of the stay to the mobility tutor of the UCAM degree in which he/she is studying a part of his/her curriculum. This application must be accompanied by the authorisation of the mobility tutor of his/her university. The Mobility Commission of the Degree, after consulting the ORI, must give a resolution to the application and communicate its decision to the student. If the application is accepted, the student must submit it adequately endorsed, apart from submitting a new Learning or Training Agreement for the additional period of his/her stay. The student must register in the university of origin according to the guidelines established by his/her institution.

Article 25. Renunciation.

The student who wants to renounce to the temporary mobility stay at UCAM must communicate the renunciation in writing to his/her university of origin, and this university must communicate it to the competent bodies of the VRIC-ORI.

Article 26. Calls for exams.

The students who enjoy temporal stays at UCAM under a mobility programme or agreement will have the same calls as the UCAM students. For justified reasons, and after informing the mobility tutor, a UCAM tutor may set specific examination and resit exam dates for mobility students. In the resit calls for a subject, the UCAM teacher, after informing the mobility tutor of his/her degree and after establishing an agreement with the mobility tutor of the student of the university of origin, will be able to authorise the examination of the student in his/her university.

Article 27. Transcript of records

After finishing the stay, and when in possession of the transcript marked by the teacher in charge of the subject, an academic certificate is issued. The certificate must include, apart from the personal data of the student, the framework and name of the exchange programme in which the student undertook his/her studies, the subjects and credits studied, the marks obtained in compliance with the system in force at UCAM and their translation into the ECTS assessment scale. Such certificate, the Transcript of

Records, is sent to the institution of origin, to the person concerned or to both - depending on the programme and circumstances - and it is the only official document.

Supplementary Provisions.**First supplementary provision.**

This regulation may only be applied to students' mobility deriving from programmes or agreements offered by UCAM together with other universities, as long as it does not contradict the provisions of the signed mobility programmes and agreements or the official regulation in force.

Final provisions.

First final provision. This regulation shall enter into force in the academic year following its publication.