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# **STUDY ABROAD REGULATIONS**

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UNIVERSIDAD EUROPEA DE MADRID

JANUARY 2018

## PURPOSE

In its endeavour to provide a comprehensive education adapted to the present and future needs of our society, Universidad Europea de Madrid (UEM) considers fostering the international mobility of its students to be of vital importance.

For students, periods of study at foreign universities are an excellent opportunity for academic and personal enrichment, providing them clear advantages for future employment. This document aims to favour this type of period of study by establishing adequate regulations on essential aspects that affect Universidad Europea de Madrid students taking part of their studies at foreign universities.

## SECTION I. PERIODS OF STUDY AT FOREIGN UNIVERSITIES FOR UNIVERSIDAD EUROPEA DE MADRID BACHELOR'S DEGREE STUDENTS

### Article 1

Bachelor's degree students enrolled at Universidad Europea de Madrid can spend periods of study abroad in accordance with the provisions of these regulations, the applicable agreements signed between Universidad Europea de Madrid and the destination University, and the general eligibility criteria and specific requirements of each School detailed in the annual Call for Applications for international mobility published in the International Office's space on the *Campus Virtual*.

### Article 2

Students must fill in the online study abroad application form within the deadlines and as established for each academic year; these shall be duly notified in the call for applications for periods of study abroad.

Applications from students not enrolled or who do not meet the requirements and conditions set forth in this document and in the Call for Applications shall not be accepted. In any case, students wishing to study abroad must be enrolled during the academic year they submit the application.

### Article 3

The University shall review, assess and accept or reject the student's application. For this purpose, a score shall be assigned to each applicant according to the following criteria: Student's average transcript grade with validations up to the academic year immediately prior to the application. This shall be a 5 for new students.

International Stay Assignment will be based on the general eligibility criteria and specific requirements of each School detailed in the annual Call for Applications for international mobility published in the International Office's space on the *Campus Virtual*.

Delegates shall have +0.25 points above the final score should they receive a positive report from the Academic Coordinator indicating compliance with the duties and responsibilities described in the regulations.

#### **Article 4**

To qualify for a period of study abroad students must have passed 60 ECTS on their transcript at Universidad Europea de Madrid during the academic year prior to beginning the period of study abroad.

#### **Article 5**

Students requesting an Erasmus grant or receiving any other grant shall be governed by the terms and conditions thereof, as well as those set forth in this document and in the International Mobility Guides published in the International Office's space on the *Campus Virtual*. Students are responsible for completing all requirements for their mobility and scholarship within the deadline and as indicated in the International Mobility Guide.

#### **Article 6**

Students requesting a period of study abroad outside the Erasmus program shall be governed by the specific terms and conditions of the agreement signed between Universidad Europea de Madrid and the destination University, as well as those set forth in this document. Some agreements require payment of a cost in addition to the Universidad Europea de Madrid enrolment fees. Each year the International Office shall publish a list of agreements that require an additional cost.

Students may request more than one period of study abroad during their degree program at an additional cost, and subject to availability of places and approval by the School.

#### **Article 7**

Students must draw up a Learning Agreement. This document includes the subjects to be studied abroad, those that shall be recognised at UEM and all changes in enrolment at the destination and UEM agreed between the University and the student.

The approval of the Learning Agreement will be subject to the criteria and general and specific recommendations set out in the Guide for the Learning Agreement published in the International Office's space on the *Campus Virtual*.

Students are responsible for regularizing or changing their enrolment pursuant to the general enrolment terms and conditions of Universidad Europea de Madrid, so that it is consistent with the Learning Agreement.

Only subjects included in the Learning Agreement previously signed by all parties shall be recognised. Subjects passed at the destination University shall only be recognised during the academic year of mobility.

#### **Article 8**

Once students have been nominated for the destination university, the student is responsible for completing the specific admissions process of said University by submitting the specific documents

indicated in the university's admissions process within the deadline and as indicated. Universidad Europea de Madrid does not guarantee admission at the host institution.

Universidad Europea de Madrid accepts no liability should the destination University not authorise the student to study subjects included in the initial Learning Agreement. Student enrolment at destination is not guaranteed until the student formalises their enrolment once at the destination.

#### **Article 9**

Universidad Europea de Madrid shall ensure the academic performance of students on periods of study abroad by providing the necessary guidance and support for an optimal academic development.

#### **Article 10**

Exceptionally, students wishing to spend a period of study abroad may request a maximum of two distance-tutored subjects on degree programs that accept this form of study should they find no equivalent subject at the destination University. This request shall be accepted or rejected by the School.

#### **Article 11**

Students on periods of study abroad shall have the same number of exam sittings as other Universidad Europea de Madrid students, and within the periods established in its academic calendar. For this purpose, exam sittings taken at the destination University during the period of study abroad shall be counted.

Credits studied shall be recognised in the case of annual subjects for students with periods of study lasting one term/semester. The student shall be evaluated at Universidad Europea de Madrid on the rest of the content of the enrolled subject; this grade shall form a weighted average with the grade obtained abroad. The above shall have been previously authorised and signed by the relevant academic program manager and shall be duly indicated in the Learning Agreement.

#### **Article 12**

Student who do not pass the final assessment at the destination university during the first exam period may take the final assessment during the second exam period. If the assessment cannot be taken during the second exam period at the destination University, the student may take the second exam for the relevant subject at Universidad Europea de Madrid.

If the student has failed one or more subjects at destination, they must enrol in the subjects equivalent to the failed subjects at the UEM at the start of the academic year.

#### **Article 13**

The University reserves the right to cancel the period of study abroad assigned to the student in the following cases: 1) When a suitable Learning Agreement is academically unviable due to content or

teaching hours, 2) if the language level is not met, or 3) when the admissions process required by the destination University is not successfully completed.

The University reserves the right to cancel the period of study abroad assigned to the student if, during the year prior to mobility, an insufficient academic level is detected (except when duly justified) or if problems are detected regarding discipline or integration into university life. The student, International Office and destination University shall be notified of the cancellation at the latest during the penultimate month of the semester prior to mobility.

The student shall cancel the period of study abroad before it starts by giving notice to the International Office. If the student needs to interrupt the study abroad period once it has started, the student will need to give written notice to the International Office. In this case, the study abroad fees will not be refunded.

#### **Article 14**

Students with a one-semester period of study will be allowed to rejoin Universidad Europea later on exclusively academic grounds. These cases must be reported to the International Office in writing to coordinate their incorporation.

#### **Article 15**

The average grade equivalence scales and tables for foreign university studies or degree programs published in the Resolution dated 21 March 2016 by the General Directorate for University Policy, the Resolution dated 21 July 2016 by the General Directorate for University Policy, and the Resolution dated 18 September 2017 by the Secretary General for Universities, shall be used to convert foreign university grades to the Spanish system. These Resolutions and their Appendices have been published on the Ministry of Education, Culture and Sport website.

Subjects graded with “Pass” grades in the grade certificate issued by the destination university shall be graded according to the equivalents detailed in the grade certificate, provided this point is clarified. If there is no clarification on the grade certificate or in the grade equivalence scales and tables indicated above, the “Pass” grade shall be equivalent to 5.

Subjects graded with a “Fail” in the grade certificate issued by the destination university shall be equivalent to 4.

When two or more subjects at destination university are equivalent to one subject at Universidad Europea, the equivalent grade will be the weighted average of the grades completed at the destination university. Exceptions to this rule can be defined in the Learning Agreement.

#### **Article 16**

Students must carefully read the international mobility guides for their program (Erasmus+, Bilateral, Garcilaso) published on the Virtual Campus and comply with all the procedures set forth therein.

SECTION II. PERIODS OF STUDY AT UNIVERSIDAD EUROPEA DE MADRID FOR STUDENTS FROM FOREIGN UNIVERSITIES

**Article 17**

Students from other universities following trimester, semester or annual periods of study as visiting students, as part of the Erasmus program or the Garcilaso program shall have the exam periods set in the official academic calendar.

Exam periods may only be changed or advanced according to the “Exam Date Modification Criteria” published on the university’s website.

**Article 18**

International students studying annual subjects but following a term/semester period of study must be assessed on the coursework studied up to the end of their period of study, and must be graded at the end of their term/semester.

They shall automatically be awarded half the credits for these subjects or the credits for the modules studied and passed.

SECTION III. PERIOD OF STUDY AT UNIVERSIDAD EUROPEA DE MADRID FOR VISITING STUDENTS

**Article 19**

A visiting student is any foreign or Spanish university student who wishes to temporarily extend their studies by taking some subjects from the curriculum of any Universidad Europea de Madrid Centre as unofficial studies, and previously determined by the university.

Universidad Europea de Madrid shall offer short programs (lasting between 1 semester and 1 year), called “Study Abroad”, for visiting students.

Visiting students must be or have been enrolled at a Spanish or foreign university. Exceptionally, anyone without university studies accrediting sufficient training, with the relevant supporting documents, in the specific field for which they request enrolment may be considered as a visiting student.

In no case shall a visiting student be considered an official student, nor shall they be considered enrolled in official Universidad Europea de Madrid studies. Students from universities with an agreement shall be considered visiting students if they complete their period of study outside the terms and conditions of the agreement.

**Article 20**

Visiting students shall be regulated by the provisions of this document. This regulation shall not apply to students linked to mobility programs in which Universidad Europea de Madrid takes part. If the student wishes to complete official studies at Universidad Europea de Madrid in order to obtain an accredited degree, they must meet the requirements and comply with the regulations

established in current Spanish legislation regarding access to university studies leading to an accredited degree and/or the provisions of current regulations on Adapting and Validating Studies or, where appropriate, with the provisions of Spanish legislation on this matter to implement Article 36 of the Parliamentary law governing universities. They must also pay the relevant enrolment fees.

**Article 21**

The price for enrolment in this partial study mode shall be the price for each credit established by the University for each academic year. The student may not enrol on these partial studies until they have fully paid the sum for the credits.

**Article 23**

“Visiting student” status is acquired after final enrolment and recognises the status as a visiting student at Universidad Europea de Madrid, entitling the student to use the University’s facilities and services.

**Article 24**

Visiting students must accredit having taken out an accident and medical insurance policy.

**Article 25**

Studies completed as a visiting student are not official studies and therefore do not lead to an accredited degree from Universidad Europea de Madrid.

**Article 26**

As proof of the studies completed at Universidad Europea de Madrid and the grades obtained, “visiting students” may request a document accrediting these studies. This document shall expressly indicate the unofficial nature of the studies completed and the relevant credits.

**Final Provision**

This regulation enters into force for the 2017-2018 academic year. Changes to these regulations apply as of academic year 2019-20.