



## NCG145/1: International Student Mobility Regulations

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- Approved by the Governing Council in an ordinary session on 26 June 2019

# INTERNATIONAL STUDENT MOBILITY REGULATIONS

*(Approved by the Governing Council on 26 June 2019)*

## PREAMBLE

In the 1980s, the University of Granada (UGR) made a firm commitment to the internationalization of teaching. The outstanding results obtained over the years in student mobility as a sending and host university, among others, are direct outcomes of this commitment. The experience gained, as well as the substantial growth of the different mobility programmes at the time, led to the approval and later modifications (the last of which is dated 18 December 2012) of regulations covering different aspects of student mobility. The successive changes in European, national, regional, and UGR regulations, as well as the approval of the University's Internationalization Strategy in January 2017, entail the need to update our International Student Mobility Regulations and to incorporate new aspects.

The aim of these updates is to ensure the highest possible quality in student mobility programmes, with special attention given to their adequate preparation and monitoring, as well as to guaranteeing full and automatic academic recognition. These Regulations also address structured mobility programmes (international double or multiple degrees) and define the actors responsible for the academic coordination of mobility, who play a key role in the quality of mobility programmes. Likewise, they seek to reduce the administrative burden through the full implementation of electronic procedures.

These Regulations are divided into 7 parts with a total of 48 articles: general provisions; international student mobility agreements; outgoing students; incoming students; international double and multiple degree programmes; other types of international mobility; and the actors responsible for the academic coordination of international student mobility. Lastly, after the additional, transitional, repealing and final provisions, an annexe concerning the contents that must be included in international double and multiple degree agreements has been added.

## TABLE OF CONTENTS

### PART I General provisions

*Article 1.* Object and scope of application

*Article 2.* Definitions

*Article 3.* Principles

### PART II International student mobility agreements

*Article 4.* Authority to sign international student mobility agreements

*Article 5.* Conditions and requirements for international student mobility agreements

*Article 6.* Monitoring of agreements

### PART III Outgoing students from the University of Granada

#### Section I

Types of mobility, rights and obligations

*Article 7.* Types of mobility

*Article 8.* Rights

*Article 9.* Obligations

#### Section II

Procedure for the selection of exchange students

*Article 10.* General requirements and criteria

*Article 11.* Official calls for mobility places

#### Section III

Application process and awarding of free-mover mobility places

*Article 12.* General requirements for free-mover (*libre movilidad*) students

*Article 13.* Applications and resolutions (administrative decisions)

#### Section IV

Extension of mobility periods

*Article 14.* Extensions

#### Section V

Withdrawals and extraordinary circumstances

*Article 15.* Withdrawals

*Article 16.* Extraordinary circumstances

#### Section VI

Academic recognition

*Article 17.* Competent authority

*Article 18.* Academic principles

*Article 19.* Principle of full and automatic recognition

- Article 20.* Principle of responsibility  
*Article 21.* Limit on credit recognition  
*Article 22.* Learning agreement  
*Article 23.* Formalising the learning agreement  
*Article 24.* Changes to the learning agreement  
*Article 25.* Procedure for credit recognition  
*Article 26.* Extraordinary assessment sessions  
*Article 27.* Safety of students on mobility programmes

## **PART IV**

### **Incoming students at the University of Granada**

#### Section I

##### Types of mobility, rights and obligations

- Article 28.* Types of mobility  
*Article 29.* Incoming students' rights and obligations  
*Article 30.* Language skills

#### Section II

##### Rules for exchange student mobility

- Article 31.* Admission  
*Article 32.* Academic programmes  
*Article 33.* Academic requirements  
*Article 34.* Academic transcripts

#### Section III

##### Rules for free-mover student mobility

- Article 35.* Admission  
*Article 36.* Academic and administrative requirements

#### Section IV

##### Rules for full-degree student mobility

- Article 37.* Admission  
*Article 38.* Academic requirements

## **PART V**

### **International double and multiple degree programmes**

- Article 39.* Proposal and approval of the academic tracks for international double or multiple degrees at the University of Granada  
*Article 40.* International double or multiple degree agreements  
*Article 41.* Rules for calls for selection

## **PART VI**

### **Other types of international mobility**

#### Section I

##### International work placement mobility

*Article 42.* Outgoing students

*Article 43.* Reception of international students on work placements at the University of Granada

Section II  
International volunteering

*Article 44.* Rules for international volunteering mobility

Section III  
Language assistantships

*Article 45.* Calls and selection

*Article 46.* Mobility rules

*Article 47.* Language assistantships at the University of Granada

**PART VII**  
**Academic coordinators in charge of international student mobility**

*Article 48.* Academic coordinators for international mobility

**First additional provision**

**Second additional provision**

**Third additional provision**

**Fourth additional provision**

**Transitional provision**

**Repealing provision**

**Final provision**

**Annexe.** Contents that must be included in international double or multiple degree agreements

**PART I**  
**General provisions**

***Article 1.* Object and scope of application**

These Regulations establish the rights and obligations of students on international mobility programmes, as well as the administrative procedures applicable to mobility periods undertaken by students from the University of Granada at foreign universities and bodies governed by public or private law, and to international students completing mobility periods at the University of Granada, regardless of the programme, agreement or exchange agreement that regulates their mobility period.

These Regulations are not applicable to students from foreign education systems who, outside the scope of the programmes or agreements signed by the University of Granada, are undertaking studies leading to the obtaining of a degree awarded by the University of Granada, to whom the general regulations for access and admission to official undergraduate and postgraduate degrees will be applied.

## **Article 2. Definitions**

For the purposes of these Regulations, the following definitions shall apply:

- a) Learning agreement: a binding document specifying the academic activities that will be carried out at the host university, as well as those that will be recognised at the home university and their corresponding value in ECTS credits, where applicable.
- b) Regional advisor: a teaching and research staff (PDI) member who has specialist knowledge of a country or group of countries, appointed by the Vice-Rector to provide support and advice to the Vice-Rectorate, mobility tutors, and outgoing and incoming students from that country or region.
- c) International Relations Committee: a non-delegated committee of the UGR Governing Council that performs functions related to internationalization and, more specifically, to international student mobility and the monitoring of international agreements.
- d) Coordinator of an international double or multiple degree programme, or of a mobility network: a full-time teaching and research staff (PDI) member appointed by the relevant faculty or school, or by the International School for Postgraduate Studies (EIP), to monitor a relevant agreement or network; to advise and tutor the participating students; to maintain constant contact with the University and partner universities; and, in general, to coordinate the activities of the programme.
- e) Short-term mobility period: a temporary academic mobility period of up to three months at a university or body governed by public or private law, within the framework of the programmes and agreements entered into.
- f) International internship mobility period: a temporary mobility period abroad at a university or body governed by public or private law to complete a curricular or extracurricular work placement within the framework of a programme or agreement signed by the University of Granada.
- g) Short-term mobility student: a student from a university in another country completing a temporary academic mobility period at the University of Granada.
- h) Incoming internship student: a student from a university in another country completing a mobility period at the University of Granada as an intern.
- i) Degree-seeking incoming student: a student from a foreign education system who joins the University of Granada in order to complete a full degree programme within the framework of agreements and programmes which make provisions for this possibility.
- j) Outgoing student: a student from the University of Granada completing a temporary academic mobility period abroad at a university or body governed by public or private law.
- k) Exchange: a temporary academic mobility period lasting a minimum of three months at a university, within the framework of signed agreements and programmes.
- l) Language assistantship: a temporary academic mobility period at a university to carry out tasks to support the teaching of language and culture, within the framework of signed agreements and programmes.
- m) Free-mover modality (*libre movilidad*): a temporary academic mobility period authorised by the home and host universities, outside the framework of signed agreements and programmes.
- n) Academic coordinator: a member of the faculty or school executive team; or the

management team of a faculty, school, or the International School for Postgraduate Studies, who is responsible for signing the learning agreement between the University of Granada and the student.

- ñ) International joint degree programme: a structured mobility programme based on a joint curriculum and regulated by an international agreement. The academic programme is delivered at different universities, although only the coordinating university will issue a single official degree certificate in accordance with the relevant regulations in force at said university.
- o) International double or multiple degree programme: a structured mobility programme agreed between two or more universities and regulated by an international agreement. The programme is designed to include at least one mobility period and enables students — once they have obtained the degree certificate from their home university — to obtain one or more degree certificates from the host university or universities where the studies have been completed.
- p) Mobility tutor: a full-time teaching and research staff (PDI) member assigned to incoming and outgoing students by a faculty or school, or by the International School for Postgraduate Studies, who has the advisory and tutorial roles described in these Regulations.
- q) University: a higher education institution recognised as such by the legislation in the corresponding state.
- r) Academic viability of a mobility period: a necessary condition for every mobility period, which is fulfilled as long as the training activities of the host university are equivalent to those of the corresponding degree programme at the UGR, and provided the overall value of this training is equivalent to that of said degree, for the purposes of recognition of knowledge and skills at the University of Granada.
- s) Vice-Rectorate and Vice-Rector: in these Regulations, these terms are used in reference to the Vice-Rectorate for Internationalization and the relevant person in charge of internationalization, except where expressly indicated.
- t) International volunteering: a temporary international mobility period to carry out volunteering activities within the framework of the signed agreements and programmes.

### **Article 3. Principles**

The international mobility of students at the University of Granada is governed by the following binding principles:

- a) Good faith.
- b) Legitimate confidence in the fulfilment of the commitments adopted in each case regarding the recognition of studies undertaken during international mobility periods.
- c) Coordination and collaboration of the UGR bodies and units responsible for international student mobility.
- d) Publicity, equality, merit and aptitude with regard to access to mobility programmes and agreements.
- e) Respect for and compliance with the interinstitutional agreements and operating rules of the programmes that support mobility.
- f) Inclusion of all groups in mobility programmes, with special attention given to

guaranteeing non-discrimination, in line with Article 21.1 of the Charter of Fundamental Rights of the European Union.

## **PART II**

### **International student mobility agreements**

#### ***Article 4. Authority to sign international student mobility agreements***

1. In general, specific international agreements for student mobility and exchanges will be signed once the Rector has signed a framework agreement for collaboration with the partner university or universities. The authority to sign specific international student mobility agreements may be delegated to the person in charge of the Vice-Rectorate responsible for internationalization at the University of Granada. The signing shall always be communicated to the University of Granada Secretary's Office.
2. Notwithstanding the provisions of the first paragraph, given the large volume of agreements owing to the intra-European mobility actions of the Erasmus programme, the authority to sign standardised interinstitutional agreements for these actions may be delegated to the deans and directors of faculties and schools, in the case of undergraduate studies, and to the Director of the International School for Postgraduate Studies (EIP), in the case of postgraduate studies. In the case of interinstitutional agreements involving more than one UGR faculty or school, the authority to sign may be delegated, following a favourable report from said faculty or school, to the Vice-Rector.
3. The authority to sign the international joint, double or multiple degree programmes detailed in Part V of these Regulations lies with the Vice-Rector.
4. The Vice-Rectorate will ensure the coordination of the signed agreements, as well as their management.

#### ***Article 5. Conditions and requirements for international student mobility agreements***

1. The procedure for signing specific international student mobility agreements, with the exception of those referred to in Article 4.2, will be carried out in accordance with the regulations in force regarding international agreements at the University of Granada.
2. In the case of specific agreements for certain undergraduate or postgraduate degree programmes, a report shall be obtained from those responsible for the degrees, specifying the importance of the mobility programme and its academic conditions.
3. Ensuring the academic viability of the mobility programme shall be a prerequisite for the signing of bilateral agreements on international student mobility, in order to comply with the principles on which academic recognition is based, set out in these Regulations, and in accordance with the University Student Statute.

#### ***Article 6. Monitoring of agreements***

One of the functions of the International Relations Committee, a non-delegated committee of the Governing Council, is to monitor the international student mobility agreements signed by the University of Granada.



## PART III

### Outgoing students from the University of Granada

#### Section I

#### Types of mobility, rights and obligations

#### **Article 7. Types of mobility**

At the UGR, outgoing students will belong to one of the following categories:

- a) Exchange students
- b) Free-mover students
- c) Short-term mobility students
- d) Interns
- e) International volunteers

#### **Article 8. Rights**

1. Outgoing students in categories a), b) and c) from Article 7 will have the following rights:
  - a) To sign a learning agreement that establishes the planned study programme and the credits to be recognised.
  - b) To modify the learning agreement, if necessary, during the mobility period at the host university, if there are discrepancies between the academic activities initially planned and those actually offered at the host university, or if, on arrival, the initial choice of training activities turns out to be inadequate or unfeasible.
  - c) To modify their enrolment, regardless of the standard deadlines established by the University of Granada, when this is necessary to reflect the modifications made to the learning agreement, and to a refund, if applicable, of the corresponding fees.
  - d) To full, automatic and prompt recognition of training activities undertaken during the mobility period, as part of the undergraduate or postgraduate curriculum at the University of Granada, under the terms set out in the learning agreement and in accordance with the grades obtained at the host university.
  - e) To have access, if applicable, to an extraordinary assessment session at the University of Granada for training activities taken and failed at the host university, provided that the student has not already exercised this right at said university.
  - f) To have recourse to a single final assessment procedure (*evaluación única final*; an assessment method that only takes a final exam into account) established in the regulations in force at the University of Granada for courses on which they are enrolled at the University and which are not subject to the learning agreement.
  - g) To have mobility programmes and the relevant academic results included in their European Diploma Supplement, as well as activities which are not part of the contract or learning agreement but which have been accredited by the host university.
2. Outgoing students in categories a) and c) from Article 7 will have the following rights:
  - a) To receive information from the Vice-Rectorate, and the corresponding faculties and schools or, where appropriate, the International School for Postgraduate Studies of the University of Granada, on the calls, grants, requirements, and administrative procedures

- necessary for the proper planning and organisation of international mobility periods.
- b) To receive information from their faculty or school or, where appropriate, from the master's programme academic committees and the International School for Postgraduate Studies, on the curricula, requirements and conditions for the recognition of the studies undertaken during the mobility period, and to receive the necessary support to make the most of their mobility. The faculties and schools, the master's programme academic committees and the International School for Postgraduate Studies will keep this information up to date for each destination, with the support of the Vice-Rectorate, in the case of general agreements of the University of Granada.
  - c) To obtain and keep grants which are not incompatible with the mobility programme.
  - d) To be exempt from paying the registration fee at the host university.
  - e) To receive the financial support for the mobility period established in the call in which they have secured an exchange place, provided that they meet the requirements set therein.
3. Outgoing students in categories d) and e) from Article 7 shall be governed by the terms in Part VI of these Regulations.

### **Article 9. Obligations**

1. Outgoing students must comply with the following obligations:
  - a) To complete and submit the required documents, both at the University of Granada and the host university, as and when due.
  - b) To register at the University of Granada and make the corresponding payments, within the established deadlines, for all the modules, subjects, courses, and credits that are included in the learning agreement. If a subsequent modification to the agreement affects the initially paid fees, they must pay any additional fees within the established deadlines.
  - c) To take out, and accredit, health and travel insurance policies with the minimum coverage determined by the Vice-Rectorate, before starting the mobility period. Those who opt for the insurance policy taken out by the University of Granada must provide the required information on time and correctly. Additionally, the University of Granada may require that students take out a civil liability insurance policy for certain types of mobility. All three types of the above-mentioned insurance must cover the entire mobility period at the host university; it will be the student's obligation to communicate any modification to the initially planned period.
  - d) To complete the necessary procedures, before and during the mobility period at the host university, to comply with the requirements of the legislation in force in the host country, in particular with regard to visa applications and residence cards.
  - e) To join the host university on the date that they establish and notify the University of Granada of their admission within a period of ten days, by the means established in the corresponding call.
  - f) To comply fully with the agreed period of study at the host university, including exams and other forms of assessment.
  - g) To respect the regulations of the host university.
  - h) To provide the contact details of a person for emergency situations of any kind.
  - i) To submit the reports established in the corresponding call, once the mobility period has been completed.
2. Non-compliance with these obligations for unjustified reasons will entail, for students in

categories a), c), d) and e) of Article 7, returning the awarded grants, and penalisation in subsequent mobility calls under the terms established in each call. Failure to comply with the request to return the grant due to non-compliance with their obligations will entail the blocking of the student's official academic transcript, until the debt is fully settled.

## Section II

### Procedure for the selection of exchange students

#### **Article 10. General requirements and criteria**

1. The requirements and criteria for awarding places and, where applicable, international mobility grants from the University of Granada will be specified in the corresponding call. In all cases, students must:
  - a) Be enrolled on undergraduate or postgraduate studies leading to the obtaining of an official degree at the University of Granada, both at the time of applying and during the mobility period.
  - b) Have passed at least thirty ECTS credits in undergraduate studies at the time of starting the mobility period. It will not be possible for new undergraduate students to undertake a mobility period during their first academic year. However, this restriction will not apply to students enrolled on programmes leading to the obtaining of double, multiple or joint international degrees, who will be subject to the provisions of the corresponding agreement.
2. Additionally, preference will be given to students who can accredit at least a B1 level, according to the Common European Framework of Reference for Languages, in the language of instruction of the host university or, in the absence thereof, in English, before the mobility period starts. However, specific language skills may be required in the corresponding calls, in accordance with the requirements of the host universities, the conditions of the interinstitutional agreements, or those established by the Vice-Rectorate.

#### **Article 11. Official calls for mobility places**

1. Every year, in accordance with the calendar established at the beginning of each academic year, the Vice-Rectorate, after hearing the International Relations Committee, will publish the official calls concerning mobility places together with the relevant terms and conditions. In any case, the terms and conditions of the calls shall include the following information:
  - a) Conditions of the places on offer: destination, length, academic and/or language requirements, eligible degree programmes, and any other conditions stipulated.
  - b) Selection process, committee and criteria.
  - c) Financial support for the exchange places, if applicable.

The calls will establish specific measures to facilitate the participation of students with disabilities and other specific needs for educational support in the mobility programmes.

2. The Vice-Rector shall issue a resolution within the period established for each call, expressly indicating the appeals that may be lodged against said administrative decision

and the period to contest it. The International Relations Committee shall be informed of these resolutions.

### Section III

#### Application process and awarding of free-mover mobility places

##### **Article 12. General requirements for free-mover (*libre movilidad*) students**

Students who wish to complete an international mobility period which is not included in the offer of exchange places must, in addition to the provisions of Article 10 of these Regulations, meet the following requirements:

- a) Have a letter of acceptance from the host university to undertake the studies they are applying for, specifying the period and financial conditions of the mobility.
- b) Have the authorisation of the person responsible for international relations at the faculty or school where they are studying or, if applicable, of the International School for Postgraduate Studies.

Destinations with a valid student mobility agreement open to the degree in which the applicant is enrolled are expressly excluded from this type of mobility, except for exceptional cases of extensions of the mobility period following an invitation from the host university.

##### **Article 13. Applications and administrative decisions**

1. Annually, the Vice-Rectorate will establish the procedure and deadlines for applying for free-mover mobility periods.
2. The Vice-Rector shall issue an administrative decision on the applications within a maximum period of one month, indicating the appeals that may be lodged against said administrative decision and the period to contest it. If an application is successful, the corresponding free-mover student credential will be issued. In accordance with the provisions of Law 39/2015 on the Common Administrative Procedure of Public Administrations, if an express administrative decision on the appeal is not issued within the established period, this entails that the appeal has been rejected.

### Section IV

#### Extensions of mobility periods

##### **Article 14. Extensions**

1. Each call for applications for mobility places will establish the procedure and conditions under which an extension may be granted.
2. In any case, an extension shall only be authorised when:
  - a) It respects the deadlines of the academic calendar of the University of Granada for the academic year in question.
  - b) It maintains the type of mobility that was initially awarded.

3. The granting of this authorisation will only entail the extension of the grant that was initially awarded when this is permitted in the corresponding call, and depending on the availability of funds.
4. The rights and obligations set out in Articles 8 and 9 of these Regulations shall apply to the extension period of the mobility.

## Section V

### Withdrawals and extraordinary circumstances

#### ***Article 15. Withdrawals***

Any applicant who has been allocated a place in a call may waive their right to it. Each mobility call will establish the conditions and consequences of giving up the place. In general, giving up a place will entail the individual's exclusion from the entire call.

If the applicant gives up a previously accepted place without reasonable justification, once the last acceptance period of a call has ended, they will be excluded from any other subsequent mobility calls published in the same academic year.

Likewise, failure to undertake the mobility period for an accepted place without reasonable justification will entail penalisation determined by the Vice-Rectorate in future mobility calls.

#### ***Article 16. Extraordinary circumstances***

If, for reasons not attributable to the student concerned, a host university withdraws the offer of a place, the academic coordinator from the faculty or school in question, or from the International School for Postgraduate Studies, in coordination with the Vice-Rectorate, will endeavour to relocate the student concerned to another host university as soon as possible, provided that they meet the conditions established by said host university for the degree programme in question. These places will be considered as extraordinary, regardless of the corresponding call for applications.

## Section VI

### Academic recognition

#### ***Article 17. Competent authority***

1. The power to issue an administrative decision on the academic recognition of undergraduate studies undertaken during an international mobility period is held by the Rector and may be delegated to the deans and directors of the faculties and schools.
2. The power to issue an administrative decision on the academic recognition of postgraduate studies undertaken during an international mobility period is held by the Rector and may be delegated to the Director of the International School for Postgraduate Studies.

#### ***Article 18. Academic principles***

The academic recognition of studies undertaken within the framework of international mobility or free-mover programmes shall be governed by the principles of full and automatic recognition, as well as the principle of responsibility.

### ***Article 19. Principle of full and automatic recognition***

1. With regard to the full recognition of knowledge and skills, the University of Granada will take into account the overall educational value of the academic activities carried out, rather than the identical nature of courses and programmes or the full equivalence of credits. All modules, subjects, and courses, including undergraduate and master's dissertations, and credits from the University of Granada's curricula, will be eligible for recognition, regardless of their nature.
2. The academic activities carried out at the host university and included in the learning agreement will be recognised and included in the student's official academic transcript at the University of Granada once their mobility period has ended and they have received the corresponding certification.
3. The mobility programmes in which the student has participated and the relevant academic results, as well as activities that do not form part of the learning agreement but are accredited by the host university, will be included in the European Diploma Supplement.

### ***Article 20. Principle of responsibility***

1. The body responsible for signing the mobility agreement shall ensure that the offer of studies at the host university is appropriate to the training needs of its students and to the requirements established for its completion and full recognition.
2. The competent body shall assess these circumstances prior to the signing of the mobility agreement and shall review it periodically during its period of validity, and file any necessary complaints.

### ***Article 21. Limit on credit recognition***

As a general rule, the maximum number of credits that may be recognised on international mobility programmes will be fifty per cent of the credits on the original degree at the University of Granada, without prejudice to other specific rules that may have been approved in the framework of specific degrees, or double, multiple or joint international undergraduate and master's degree programmes.

### ***Article 22. Learning agreement***

1. Once signed by the student and academic coordinator of the faculty or school delivering the home degree, the learning agreement defined in Article 2 a) of these Regulations will be binding for the purposes of recognition at the University of Granada.
2. As a general rule, to be fully effective, the learning agreement must be signed, except for specific programmes that expressly say otherwise, prior to the mobility period, by the three parties involved: the home university, the host university and the student.
3. The learning agreement will specify the studies to be carried out at the host university and those that will be recognised on the home degree at the University of Granada. Recognition will preferably be based on skills acquired in blocks of the largest possible size (full academic year, full semester, modules, sets of courses, etc.).

4. Students undertaking mobility periods will be considered as full-time students, which, depending on the level of the degree, entails the following:
  - a) Undergraduate students: As a general rule, the number of credits subject to the learning agreement will be proportionate to the duration of the mobility period — taking into account, as a basis for calculation, the current official definition of a full-time student at the University of Granada, as well as that of the European Higher Education Area — that is, sixty credits per academic year, applicable to the majority of the partner universities and the rules of each mobility programme. Exceptionally, the Agreement may include a higher number of credits in the case of students enrolled on official joint degree programmes at the University of Granada.
  - b) Master's degree students: In general, the number of credits subject to the learning agreement may not exceed fifty per cent of the credits on the degree, regardless of the duration of the mobility period. Exceptionally, the Agreement may include a greater number of credits in the case of students enrolled on joint study programmes at the University of Granada.
  - c) Doctoral students: The system for the recognition of international mobility periods of these students will be that established in the corresponding regulations.
5. Exceptionally, when the regulations of the corresponding mobility programme allow, both in undergraduate and master's degree programmes, learning agreements with a lower number of credits than those proportionate to the mobility period may be authorised, when this represents the total number of remaining credits to obtain the degree. However, under no circumstances may the number of credits included be less than that established by the financial entities to justify the completion of the corresponding mobility period.
6. The academic activities certified by the host university that are not provided for in the learning agreement will not be recognised in terms of credits, but they will be included in the European Diploma Supplement.

### ***Article 23. Formalising the learning agreement***

1. Under the supervision of the academic coordinator of the faculty, school or the International School for Postgraduate Studies, a process will be initiated so that mobility tutors and students can agree on a proposal for the content of the learning agreement, which will include the subjects, courses or credits that can be taken at the host university, as well as the credits that will be recognised at the University of Granada. In any case, special attention will be paid to the prerequisites and incompatibilities established in the curriculum of the corresponding degree programme at the University of Granada. Once this procedure has been initiated by the faculties and schools, or by the International School for Postgraduate Studies, students will have the right to receive a prompt response to their queries from the person acting as their mobility tutor.
2. Once a consensus has been reached, the student will submit the proposed learning agreement to the academic coordinator of the faculty, school, or International School for Postgraduate Studies for its approval, through the established procedure. If a student is not able to submit a proposal agreed by consensus with their mobility tutor, they shall submit their proposal directly to the academic coordinator of the faculty, school, or

International School for Postgraduate Studies for approval. The deadline for submitting the learning agreement proposal will be in accordance with the deadlines set by the host university for incoming mobility students.

3. The academic coordinator of the faculty, school, or International School for Postgraduate Studies shall make a decision on the proposal and sign it, or, where appropriate, refuse to sign the learning agreement, giving due justification, within one month. If this period elapses without a formal decision, the proposed learning agreement shall be deemed to have been accepted.
4. In the event that the signing of the learning agreement is rejected, the student may present a new proposal following the indications of their academic coordinator or, if they consider that the rejection violates any of the provisions established in these Regulations, they may lodge an appeal to the Rector, or in whomsoever the Rector delegates, who will reach a decision within a maximum period of one month.

#### ***Article 24. Changes to the learning agreement***

1. If it is considered necessary during the mobility period at the host university, the outgoing student may ask the corresponding academic coordinator to modify the learning agreement, for the reasons indicated in Article 8.1b) of these Regulations.
2. Modifications to the learning agreement, once formalised, shall form part of it and shall be binding on the parties for the purposes of recognition. As a general rule, only one modification to the learning agreement shall be permitted per academic period at the host university. This limitation does not apply to cases of academic incompatibility detected after the amendment has been made.
3. The student will agree on the proposed modification to the learning agreement with their mobility tutors before it is formalised. During this process, the student will have the right to receive a prompt response to their queries and proposals. Once agreement has been reached, the student will submit the final agreement proposal through the established procedure. If an agreed proposal cannot be submitted, the proposal will be submitted directly to the academic coordinator for approval.
4. The academic coordinator of the faculty, school or International School for Postgraduate Studies shall decide on the modification and sign or refuse to sign the final agreement, giving due justification, within twenty days. After this period, and in the absence of a formal decision, the proposed modification shall be deemed to have been accepted.
5. Any modification to registration that may be necessary after the modification of the learning agreement will be carried out by the faculty or school. If this affects fees, the student must pay the corresponding additional amounts within the period established for this purpose, or they may request the corresponding refund.

#### ***Article 25. Procedure for credit recognition***

1. Once the mobility period has ended, and in any case before the end of the corresponding academic year, the Rector, or whomsoever the Rector's authorises, shall issue an official decision on recognition, within one month of the receipt of the official academic transcript from the host university, which will indicate all the modules, subjects and/or courses taken and the grades obtained, and which must be sent directly to the



corresponding faculty or school by the host university. The decision must in all cases respect the learning agreement and any modifications therein, as established in Article 24 of these Regulations. Following the decision, the faculty or school, or the International School for Postgraduate Studies, shall include the recognition of the corresponding credits and grades in the official academic transcript, in accordance with the provisions of the learning agreement and paragraph 5 of this Article.

2. In any case, all credits passed shall be recognised, even when they form part of a set of subjects that have been failed as a whole.
3. The established deadlines may be exceptionally extended, though solely for reasons attributable to the partner institution. However, they shall never exceed those established by the funding bodies to justify the completion of the mobility period.
4. In order to guarantee compliance with the academic progress regulations of the University of Granada, the decision on academic recognition must reflect the totality of the results and respect all the grades obtained at the host university, in accordance with the criteria and equivalencies established for this purpose by the Vice-Rectorate. In this regard, when the certificate issued by the host university does not reflect the results and/or grades of any aspect of the learning agreement, it will be recorded as “Not submitted” in the decision on academic recognition. When the grade obtained pertains to a larger academic unit than the course, a weighting procedure will be carried out.
5. Grade conversion will be carried out by those acting as academic coordinators, or by the mobility tutors in whom they delegate, according to the system established in the ECTS Users' Guide in force, based on the statistical distribution of grades for the degree programmes at the home and host universities. If the necessary data is not available, the provisions of the Grade Conversion Table in force and developed for this purpose by the Vice-Rectorate will apply.
6. The faculties and schools will approve, publish and apply the criteria for awarding a *Matrícula de honor* (High First class [75-100]) mention to those students who, in accordance with the provisions established for the conversion of grades, are eligible for it. The five per cent limitation established by the general regulations of the University of Granada shall not apply. These criteria will be communicated to all students participating in mobility programmes before the mobility period begins.
7. The decisions on academic recognition that are issued in accordance with these Regulations may be appealed, by means of an appeal for reconsideration (*recurso potestativo de reposición*) before the Rector, and in any case, may be directly contested through contentious-administrative legal proceedings.

#### **Article 26. Extraordinary assessment sessions**

1. The faculties and schools, and the International School for Postgraduate Studies, in coordination with the relevant departments, will establish the appropriate procedures to ensure the effective exercise of the right — established in Article 8.1 e) of these Regulations and in Article 20 of the UGR Assessment Policy and Regulations — to an extraordinary assessment session (*convocatoria extraordinaria de evaluación*) at the University of Granada for training activities that have been evaluated and failed at the host university, provided that the student has not exercised this right at said host university, or

if the initiation of a mobility period prevents the student from making use of the extraordinary assessment session at the University of Granada. Students will receive information about these procedures before beginning their mobility period.

2. Similarly, students who have enrolled on courses at their home university that are not covered by the learning agreement and who have requested a single final assessment (*evaluación única final*) because they will be at the host university during the relevant teaching period, will be entitled to the corresponding deferred examination session due to extenuating circumstances, in accordance with Article 9.1 of the UGR Assessment Policy and Regulations.

#### **Article 27. Safety of students on mobility programmes**

1. In order to ensure the safety of outgoing students, regardless of the type of mobility, the Vice-Rectorate will follow the travel advice of the Ministry in charge of foreign affairs.
2. Outgoing students must provide the International Relations Office of the University of Granada with the details of a contact person for emergency situations of any kind.
3. Likewise, the Vice-Rectorate will be responsible for the implementation of the protocol of action in case of emergencies of any kind affecting the participants on mobility programmes.

### **PART IV**

#### **Incoming students at the University of Granada**

##### Section I

##### Types of mobility, rights and obligations

#### **Article 28. Types of mobility**

At the UGR, incoming students shall have one of the following statuses:

- a) Exchange student
- b) Free-mover student
- c) Degree-seeking students within the framework of programmes and agreements signed by the University of Granada.

#### **Article 29. Incoming students' rights and obligations**

1. As a general rule, incoming students will have the same rights and obligations as UGR students during their mobility period.
2. Incoming students will be required to have health and travel insurance with the minimum coverage specified by the Vice-Rectorate during their entire period of study at the University of Granada.
3. Incoming students will be required to carry out all legal procedures in accordance with Spanish immigration law, based on their home country and the type of mobility in

question.

### **Article 30. Language skills**

1. As a general rule, the accreditation of a minimum B1 level, in accordance with the Common European Framework of Reference for Languages, in the official language of instruction of the curriculum is a preferential criterion in order to be able to satisfactorily pursue undergraduate studies at the University of Granada. In any case, the Vice-Rectorate may establish general or specific requirements for the accreditation of language skills for certain programmes and degrees.
2. With regard to postgraduate studies, the accreditation of a minimum B1 level (in accordance with the Common European Framework of Reference for Languages) in the language of instruction of the programme is required for registration.

## Section II

### Rules for exchange student mobility

### **Article 31. Admission**

1. Students from universities in other countries who meet the requirements established in the international programmes or agreements signed by the University of Granada and who have been selected by the entity responsible for the programme or nominated for this purpose by their home university may undertake short-term academic mobility periods to complete partial studies at the University of Granada.
2. Following the deadlines and procedure established by the University of Granada for the corresponding international programme or agreement, the entities responsible for the programme or the students' home universities shall send the list of students who have been selected to participate in the mobility programme to the Vice-Rectorate or, where appropriate, to the corresponding faculty, school or the International School for Postgraduate Studies.
3. The nomination by the programme or by the home universities will be sufficient to allow the enrolment of the students on the degree in question, and said students will be exempt from the obligation to submit additional academic documentation related to their official academic transcript, except for the accreditation in the language of instruction, if applicable. The selected students will be enrolled through the online procedure facilitated by the Vice-Rectorate in coordination with the IT services of the University of Granada.
4. The Vice-Rectorate, after hearing the corresponding faculty, school or, where relevant, the International School for Postgraduate studies, will be responsible for accepting the students. Acceptance as an exchange student does not imply admission to the degree programme in order to obtain the corresponding academic qualification at the University of Granada.

### **Article 32. Academic programmes**

1. Exchange students may take credits at the University of Granada corresponding to modules, subjects, or courses of any nature - both theoretical and practical - that are

offered on official undergraduate or postgraduate courses, in the branch or branches of knowledge and at the level corresponding to their home degree, under the terms agreed upon in the agreement signed with the University of Granada. With the support of the Vice-Rectorate, the faculties and schools from the same branch of knowledge, or in justified cases from different branches, will agree on the mechanisms to enable these students to take modules, subjects or courses from more than one faculty or school at the University of Granada.

In cases in which the structure of the academic programme at their home university justifies it, exchange students may combine undergraduate and postgraduate studies, with the approval of the academic coordinators of the degree programmes involved, within the framework of a single study agreement.

Only when there are agreements in force that so stipulate, exchange students may have access, under the conditions established in each case, to UGR-specific programmes.

2. In the case of international agreements signed by delegation by the faculties or schools, or by the International School for Postgraduate Studies, it will be their responsibility to carry out the necessary planning to guarantee the availability of places for exchange students in the courses confirmed during the admission process.
3. For agreements signed by the Rector or the delegated Vice-Rector, it will be the responsibility of the Vice-Rectorate to guarantee the availability of places for exchange students accepted onto the courses confirmed during the admission process, in coordination with the faculties or schools concerned or, where appropriate, the International School for Postgraduate Studies.
4. In exceptional cases that are objectively justified due to teaching reasons, the faculties or schools, or the International School for Postgraduate Studies, may make a justified request for authorisation from the Vice-Rectorate to limit admissions on certain modules, subjects, or courses. This request must be submitted within the same period established for the proposed structuring of groups in the UGR Academic Organization Plan (POD) for the corresponding academic year, and shall be resolved by the Vice-Rectorate, in coordination with the Vice-Rectorate in charge of academic planning.
5. If a limited number of places are authorised, the faculties or schools or, where appropriate, the International School for Postgraduate Studies, shall propose the criteria for the allocation of the places on offer, which shall be authorised by the Vice-Rectorate and which shall be made public to all interested parties sufficiently in advance.

### **Article 33. Academic requirements**

1. The corresponding faculty or school, or, when appropriate, the International School for Postgraduate Studies, will take the necessary measures in order to guarantee the guidance, supervision and monitoring of the incoming exchange students.
2. In general, incoming exchange students will have the status of full-time students at the University of Granada. For this reason, they must follow the ordinary assessment systems established in the guides of the courses in which they are enrolled. Exceptionally, these students may request a single final assessment (*evaluación única final*), which is provided for in the UGR Assessment Policy and Regulations, only when there

is a clear incompatibility with the timetable for practical training activities, which must be duly documented. Such requests must be accompanied by a favourable report from the academic coordinator of the faculty or school.

3. Without prejudice to double, multiple or joint degree agreements that establish specific conditions in this regard, the number of credits that exchange students may take at the University of Granada to pursue undergraduate studies shall be approximately proportionate to the duration of the mobility period.

Without prejudice to double, multiple or joint degree agreements that establish specific conditions in this regard, in the case of exchange students at the University of Granada on master's degree studies, a maximum limit of fifty per cent of the total credits is required to obtain the degree in line with the relevant curriculum.

4. For administrative purposes, exchange students will be assigned to a degree programme at the University of Granada. This affiliation will be determined according to the branch of knowledge related to the training specified in the international mobility programme agreed with the sending university.

In the case of combinations of undergraduate and postgraduate studies as described in Article 32.1 of these Regulations, incoming students shall enrol on both degrees.

5. Incoming students will be exempt from paying public fees at the University of Granada.
6. Incoming students will have the right to take part in extraordinary assessment sessions for courses on which they have enrolled but have failed in ordinary assessment sessions at the UGR. The faculties and schools, and the International School for Postgraduate Studies, in coordination with the corresponding departments, will establish the criteria to guarantee the effective exercise of the right established in Article 20 of the UGR Assessment Policy and Regulations, to an extraordinary assessment session for training activities which have been evaluated in ordinary assessment sessions but which have been failed. Students will receive information about these procedures before the beginning of their mobility period at the University of Granada.

#### **Article 34. Academic transcripts**

1. At the end of the mobility period and once all the grades are available and validated, the administrator's office of the faculty or school, or the International School for Postgraduate Studies, will issue an official academic transcript in Spanish and English, which will include, in addition to the student's personal details, the name of the exchange programme in which the student has carried out the studies, the courses on which they have been enrolled, and the grades obtained according to the current system at the UGR.
2. The faculty or school, or the International School for Postgraduate Studies, will send the academic transcript both to the home university and to the student who has completed the mobility period, within a maximum period of one month following the end of the deadline for submission of the official examination results and grades.

Section III  
Rules for free-mover mobility

**Article 35. Admission**

1. Students from other universities who wish to undertake a temporary undergraduate or postgraduate mobility period at the University of Granada in the free-mover modality must apply to the Vice-Rectorate for admission.

2. Students from universities in other countries who meet the following requirements may undertake temporary academic mobility periods at the University of Granada to complete part of their undergraduate studies in the free-mover modality:

- a) Have the status of a university student in their home country.
- b) Have completed at least sixty ECTS credits, or their equivalent, in undergraduate studies at the time of commencing the mobility period.
- c) Have authorisation from their home university to undertake part of their studies at the University of Granada.
- d) Not have previously studied at the University of Granada in the free-mover modality.
- e) There must not be any student mobility agreement with the University of Granada in force and open to the degree of the applicant, except in exceptional cases which are duly justified and expressly authorised by the Vice-Rectorate.

3. Students from universities in other countries who meet the following requirements may undertake temporary academic mobility periods at the University of Granada to pursue part of their postgraduate studies within the free-mover mobility modality:

- a) Have the status of a university postgraduate student in their home country.
- b) Have authorisation from their home university to undertake part of their studies at the University of Granada.
- c) Not have previously studied at the University of Granada in the free-mover modality.
- d) There must not be any student mobility agreement with the University of Granada in force and open to the degree of the applicant, except in exceptional cases which are duly justified and expressly authorised by the Vice-Rectorate.

4. Annually, by means of a resolution, the Vice-Rectorate shall establish the procedure and deadlines for submission, as well as the specific requirements or limits on admission, for certain degrees or faculties and schools, at the request of the latter.

5. The Vice-Rectorate, after hearing the corresponding faculty or school, or the International School for Postgraduate Studies, will issue a decision on admission within the period established in each call for applications. An appeal may be lodged with the Rector against this decision.

**Article 36. Academic and administrative requirements**

1. Free-mover students will have access to all the modules, subjects or courses established in the administrative decision on their application for admission.

2. Free-mover students must pay the fees established for registration and the administrative management of their official academic transcript, unless otherwise stated in the UGR's administrative decision (*resolución*) on their application for admission.
3. In general, the number of credits that incoming free-mover undergraduate students may take at the UGR will be proportionate to the length of the mobility period, taking into account that an academic year is equivalent to 60 ECTS credits.
4. In general, the number of credits that incoming free-mover master's students can take at the University of Granada will be proportionate to the length of the mobility period, taking into account that an academic year is equivalent to 60 ECTS credits and with a maximum limit of fifty per cent of the credits required to obtain the degree according to the curriculum in question.
5. For administrative purposes, incoming free-mover students will be assigned to a degree programme at the UGR. This assignment will be determined according to the branch of knowledge related to the teaching specified in the document of acceptance as a free-mover student.
6. At the end of the mobility period and once the corresponding grades are available and validated, students may request an official academic transcript in Spanish or English from the administrator's office of their faculty or school, or the International School for Postgraduate Studies, which will include, in addition to their personal data, the courses in which they are enrolled and the grades obtained according to the system in force at the University of Granada. The administrator's office will issue the transcript upon payment of the corresponding public fees.

#### Section IV

#### Rules for full degree mobility

#### **Article 37. Admission**

1. As a general rule, in order to undertake studies with the right to obtain an undergraduate or postgraduate degree from the University of Granada, it is necessary to have obtained a place to study at the University of Granada through the procedures provided for in the regulations for access and admission of students that are applicable to each educational level.
2. Students who join the University of Granada through international mobility programmes and agreements shall not be eligible to obtain degrees from the University of Granada, except in the following cases:
  - a. Incoming students who have obtained a grant/scholarship or place for a full degree through international mobility programmes involving the University of Granada or through specific bilateral agreements signed by the University of Granada, and who meet the general requirements for access and admission established for the corresponding degree.

In these cases, both the call for applications and the resolution must clearly specify that it is a scholarship and/or place that entails the right to obtain a degree. The pre-registration

requirement will only be waived in the "Distrito Único Andaluz (DUA)" Platform for University Admissions in Andalusia when this is authorised by the competent body for admissions.

- b. Incoming students who obtain a place and/or begin their studies at a partner university other than the University of Granada and study at the University of Granada within the framework of international double, multiple or joint undergraduate or master's degrees, or a doctorate within a cotutelle framework, in which the University of Granada participates:

In these cases, the provisions of the corresponding agreement will apply in relation to the necessary procedures for the management of the official academic transcript, the inclusion of the studies taken outside the University of Granada in this transcript, and the issuing of the degree certificate.

### **Article 38. Academic requirements**

Once enrolled, students will conduct their studies according to the stipulations of the curriculum of their degree or the double, multiple or joint degree agreement, subject to the national and specific regulations at the University of Granada pertaining to academic progress and the obtaining of degrees.

## **PART V**

### **International double or multiple degree programmes**

#### **Article 39. Proposal and approval of the academic tracks for international double or multiple degrees at the University of Granada**

1. Irrespective of the motivation for the proposal of double or multiple degree programmes, the initiative will be undertaken by the faculties or schools, in the case of undergraduate degree studies, or by the International School for Postgraduate Studies, in the case of master's degree studies. In the case of international double or multiple degree programmes involving both undergraduate and master's degrees, the initiative will be undertaken by both institutions.
2. The negotiation with the partner university or universities of the academic tracks in the agreement must be carried out by the competent body of the faculty or school in the case of undergraduate studies, and by the academic committee of the master's degree in the case of master's studies. This process will only be initiated following consolidated experience of academic mobility with the corresponding partner(s).
3. As a general rule, the tracks will only include courses from the current curricula of each university, and therefore will not involve an increase in teaching loads or groups.
4. In general, the minimum mobility period at each of the host universities for students participating in these programmes shall be sixty ECTS credits in the case of undergraduate and master's degree programmes comprising 120 ECTS credits, and thirty ECTS credits in the case of master's degree programmes comprising 60 or 90 ECTS credits.



5. Students will only have to complete one undergraduate or master's dissertation on these programmes, and must be enrolled on this course at both institutions, with the participation of teaching staff from both universities in the corresponding boards of examiners.
6. The proposed academic track must be approved, following a favourable report from the Vice-Rectorate as well as the Vice-Rectorate that is responsible for undergraduate and master's degree programmes, by the competent body: the board of the faculty or school, in the case of undergraduate programmes, and the Advisory Council for Postgraduate Education, in the case of master's degree programmes.

***Article 40. International double or multiple degree agreements***

1. After the approval of the academic tracks, the double or multiple international degree agreements shall be signed by the Rector, in accordance with the University of Granada Statutes, and must include at least the contents listed in the Annexe to these Regulations.
2. The academic recognition of the credits included in the academic tracks and taken at each of the signatory universities of the double or multiple degree programmes shall be carried out at the other signatory universities in accordance with the recognition procedures for mobility programmes in force at each of them.

***Article 41. Rules for calls for selection***

1. In accordance with the calendar determined in the agreement, each institution shall publish the corresponding calls for the selection of participants, together with the terms and conditions for their participation.
2. The call for applications shall provide information on the financial aid, if any, corresponding to the places offered, and shall include the specific measures that guarantee the mobility of students with disabilities or other specific educational support needs.
3. At the University of Granada, the selection committee will be formed, at least, by:
  - a. The Vice-Rector in charge of international student mobility or the person delegated by them.
  - b. The Vice-Rector in charge of undergraduate or master's degrees or the person delegated by them.
  - c. The person in charge of each faculty or school involved, or the person delegated by them.
  - d. The coordinators of each degree participating in the programme.
  - e. The heads of the Student Council (DGE) of each participating faculty or school, or of the International School for Postgraduate Studies.
4. The dean or the directors of the faculties and schools, as well as the heads of the Vice-Rectorates, shall jointly issue and publish the resolution within the period established in

each call, expressly indicating appeals that may be lodged against it and the time limit for contesting it. The International Relations Committee of the University of Granada will be informed of these resolutions.

## **PART VI**

### **Other types of international mobility**

#### Section I

#### International work placement mobility

#### **Article 42. Outgoing students**

1. International mobility periods for work placements shall be governed by the rules that regulate work placements at the University of Granada, the rules of the mobility programme, if applicable, the rules that regulate work placements in the host country and, subsidiarily, by these Regulations.
2. The management of the international placements shall be carried out by the Vice-Rectorate in charge of work placements, in collaboration with the Vice-Rectorate.
3. International mobility periods for work placements in entities governed by public or private law in other countries must be academically recognised, preferably in terms of courses or ECTS credits in the student's official academic transcript and, when this is not possible, they must be included in the European Diploma Supplement.

#### **Article 43. Reception of international students on work placements at the University of Granada**

1. International incoming students accepted for work placements at the University of Granada will be considered as interns, without the right to study at the University unless so stipulated in the framework of the programmes or agreements signed.
2. International students accepted for work placements shall be obliged to have health and civil liability insurance to cover their work activities during the entire mobility period at the University of Granada.
3. International incoming students accepted for work placements will have the obligation to carry out all the legal procedures established in the Spanish regulations pertaining to foreign citizens, depending on their origin and the type of stay.
4. In order to facilitate the recognition process at their home university, international students hosted for work placements will be entitled to the issuing of a certificate in Spanish and English for the work placement carried out, with details of the mobility period, the tasks performed, and the skills acquired.

Section II  
International volunteering

**Article 44. Rules for international volunteering mobility**

1. International mobility periods for carrying out university volunteering activities shall be governed by the corresponding call for applications and by these Regulations.
2. The management of international mobility periods for university volunteering activities shall be carried out by the competent body for University Development Cooperation at the University of Granada, in collaboration with the unit in charge of managing international mobility.
3. Students participating in international volunteering activities must be covered by the health and travel insurance policies established in Article 9.1 c) of these Regulations. Likewise, they shall comply with the safety and security recommendations of the Ministry in charge of foreign affairs.
4. The activities carried out in the framework of international volunteering placements shall be certified by the host entity and, as far as possible, shall be recognised as ECTS credits in the student's official academic transcript and, in all instances, shall be included in the European Diploma Supplement.

Section III  
Language assistantships

**Article 45. Calls and selection**

The conditions for the participation of UGR students in activities designed to support the teaching of Spanish language and culture at foreign universities, in the context of the programmes or agreements signed, shall be governed by the corresponding call for applications published annually by the Vice-Rectorate establishing the list of assistantship vacancies.

**Article 46. Mobility rules**

The mobility rules on carrying out support tasks for the teaching of Spanish language and culture will be those specified by the university where the language assistant will carry out their activities within the framework of the programme or agreement signed.

**Article 47. Language assistantships at the University of Granada**

The conditions for the participation of incoming students in foreign language and culture assistantships at the University of Granada will be those established in the programmes or agreements signed for this purpose.

**PART VII**  
**Academic coordinators in charge of international student mobility**

**Article 48. Academic coordinators for international mobility**

The Vice-Rectorate will coordinate those acting as academic coordinators for internationalization at faculties, schools and the International School for Postgraduate Studies.

**1. Academic coordinator of a faculty or school**

This person will be a member of the faculty/school's executive team or management team who will have the following functions:

- a. To establish contacts with their counterparts in the international faculties or schools for the Erasmus+ Programme in the intra-European actions that allow them to receive and send students.
- b. To send all interinstitutional agreements, duly completed and signed by both institutions, in line with the dates and procedures established for this purpose by the Vice-Rectorate.
- c. To assume responsibility for the study agreement entered into with the student, as well as for monitoring the academic recognition procedure, under the terms established in these Regulations.
- d. To act as a permanent contact person in the process of drawing up, developing and monitoring bilateral agreements.
- e. To provide the information required by the partner institutions.
- f. To assume responsibility for the sending of official academic transcripts of the incoming students to the partner institutions through the faculty or school administrator's office.
- g. To promote and collaborate in the information campaigns for students with regard to the signed bilateral agreements and mobility opportunities.
- h. To inform the students of the faculty or school on issues related to international mobility and other internationalization actions.
- i. To coordinate the actions of the faculty or school's mobility tutors.
- j. To advise the teaching staff of the faculty or school on mobility programmes for teaching and research staff (PDI), in order to improve the quality of student mobility.
- k. To give advice to incoming students upon their arrival to the faculty or school.

**2. Mobility tutors**

Mobility tutors will be full-time teaching and research staff members appointed by the corresponding faculties or schools, who have completed the training established for this purpose by the Vice-Rectorate, and shall have the following functions:

- a. To advise incoming and outgoing students, based on their knowledge of the curriculum taught at the host faculties and schools for which they are responsible, as well as at the corresponding faculty or school at the UGR.
- b. To reach a consensus on the study agreements with the students selected for the destinations for which they are responsible.
- c. To maintain contact with the host universities for which they are responsible.
- d. To act as a liaison between the students for whom they are responsible and the academic coordinator of the corresponding faculty or school.
- e. To participate in actions to promote mobility and internationalization at their faculty or school.

### **3. Regional advisors for internationalization**

Regional advisors for internationalization will be teaching and research staff members with specialist knowledge of a country or group of countries, appointed by the Vice-Rectorate to give support and advice to the Vice-Rectorate, faculties and schools, mobility tutors, and the students sent to and received from that country or group of countries. For academic purposes at the UGR, they will obtain the same level of recognition as mobility tutors. They will have the following functions:

- a. To provide the Vice-Rectorate, faculties and schools, mobility tutors and students with relevant academic information from partner institutions, especially regarding the university system, grading systems and academic programmes on offer.
- b. To advise the Vice-Rectorate and the International Relations Committee on the establishment, monitoring or abrogation of student mobility agreements and other actions with partners in countries within their area of expertise.
- c. Participate in actions to promote mobility with the geographical region for which they are responsible.

### **4. Coordinators of double or multiple degree programmes and specific mobility programmes**

In general, the coordinator of a double or multiple international degree programme or of a thematic network or specific international mobility programme shall be a full-time member of the teaching and research staff who is teaching on the corresponding degree or network. For academic purposes, they will have the same level of recognition as mobility tutors. In addition to the functions attached to this role, they will carry out the following tasks:

- a) To collaborate in the student recruitment policy with the coordinator in charge of internationalization at the faculty or school involved in the programme or network and with the Vice-Rectorate.
- b) To coordinate, inform of, and apply the criteria for admission to the degree programme or network, especially ensuring compliance with the criteria expressly set out in the corresponding double degree agreement or thematic mobility network agreement.

- c) To carry out the studies and draw up the reports that may be required from the faculties or schools involved, as well as from the Vice-Rectorate. If necessary, they will also interview the participating students, with the aim of analysing the appropriate monitoring of the double or multiple degree programme or the mobility network.
- d) To meet with the different groups with an interest in the programme or the network, in order to achieve its optimal functioning.

#### **First additional provision**

The Vice-Rectorate is empowered to adopt any measures necessary for the interpretation and application of these Regulations.

#### **Second additional provision**

The Vice-Rectorate is hereby empowered to ensure the correct application of the criteria for the conversion of grades by statistical distribution, as well as for the approval, modification and interpretation of the criteria and equivalences established in the supplementary Grade Conversion Table referred to in Article 25.5 of these Regulations.

#### **Third additional provision**

The electronic procedures established for carrying out the administrative processes related to these regulations shall be compulsory for the interested party and the administration, as well as the electronic notifications and relevant administrative decisions.

#### **Fourth additional provision**

For the purposes of managing the mobility deadlines established in these Regulations, and in light of the diversity of academic calendars at the partner universities, the end date of each academic year shall be set as the thirtieth of September.

#### **First transitory provision**

Until the procedure for automatic academic recognition has been finalised, recognition may be requested in writing to the dean or director of the faculty or school, the International School for Postgraduate Studies, via the University General Register Office, providing the relevant documentation in the student's possession.

#### **Repealing provision**

The International Student Mobility Regulations, approved by the Governing Council on 18 June 2012, are hereby expressly repealed.

All regulations of equal or lower rank that oppose these Regulations are likewise repealed.

#### **Final provision**

These Regulations shall come into force the day after their publication in the UGR Official Gazette. It will not apply to learning agreements signed prior to its entry into force.

## ANNEXE

### Contents to be included in international double or multiple agreements

1. Purpose and aim of the agreement, specifying the original name of the degrees covered by the agreement and issued by the different signatory universities.
2. Structure and organisation of the programme, indicating the duration of said programme at each university. This section shall clearly specify, at least:
  - a) The number of credits and their equivalences, where applicable.
  - b) Timetable for teaching and student mobility.
  - c) Academic recognition of the studies taken by the students participating in the programme.
  - d) Language of instruction.
  - e) Skills and learning outcomes.
  - f) Evaluation systems, periods and calls.
  - g) Grading systems and their conversions.
  - h) Academic progress regulations.
  - i) Quality assurance system in force at each institution
3. Requirements and criteria for the allocation of places:
  - a) Number of places to be offered annually or how this is to be agreed.
  - b) Admission and enrolment in the degree programme at the home university.
  - c) Academic requirements for admission to the programme.
  - d) Language requirements for admission to the programme.
  - e) Selection procedure.
4. Mobility opportunities for teaching and research staff (PDI) and administrative and support staff (PAS), indicating the requirements for participation, duration and type of mobility period, to ensure the academic cohesion and administrative management of the programme.
5. Issuing of the degree certificate at each university, indicating the corresponding public or private fees, if applicable.
6. Financial aspects:
  - a) Public or private registration fees, guaranteeing exemption from payment at the host university.
  - b) Health and accident insurance costs for participants.
  - c) Reference, where applicable, to any other public or private fees to be paid by the participating students.
  - d) Travel and/or subsistence allowances, if applicable. In the case of mobility grants provided for in specific programmes such as Erasmus, the UGR International Mobility Programme, etc., students must additionally comply with the requirements of these programmes. Such mobility periods must be included in the corresponding interinstitutional agreements.
7. Joint monitoring committee for the degree programme.

It will be composed of at least one person:

- a) The academic coordinator of the degree programme.
- b) The person responsible for the body in charge of international student mobility.
- c) The person responsible for the body in charge of undergraduate or master's degree programmes at each of the signatory universities.

On the basis of internal reports from each participating university, which shall ensure the involvement of the administrative staff responsible for the management of the programme and the participating students, the committee shall draw up an annual report on the number of participants in the programme, their academic achievements, any incidents that have occurred during the implementation of the programme, as well as assessments of the participating students and recommendations for improvement.

8. Dispute resolution: extension, amendments and termination of the agreement.
9. Intellectual property rights.
10. Data protection.