

## **REGULATIONS OF *UNIVERSIDAD EUROPEA DE ANDALUCÍA* FOR INTERNATIONAL STAYS**

### **PREAMBLE**

*Universidad Europea de Andalucía (UEA)*, in its interest in providing a comprehensive education in line with the present and future needs of our society, considers the promotion of international stays for its students and welcoming and integrating international students to be of vital importance.

Stays at foreign universities offer students an excellent opportunity for academic and personal enrichment, providing them with clear advantages with respect to their future job placement. Likewise, visiting international students who pursue part of their studies at *Universidad Europea de Andalucía* contribute by enriching campus life, making the university more international and promoting international stays of *Universidad Europea de Andalucía* students. In this sense, these Regulations aim to encourage this type of stay, establishing an adequate system for regulating the essential aspects that affect students of *Universidad Europea de Andalucía* who pursue part of their studies at foreign universities and exchange students and visitors from foreign universities who stay at *Universidad Europea de Andalucía*.

### **Title I. Stays of *Universidad Europea de Andalucía* undergraduate students at foreign universities**

#### **Art. 1.**

Undergraduate students enrolled at *Universidad Europea de Andalucía* may carry out international stays in accordance with the provisions of these regulations, the applicable agreements signed by *Universidad Europea de Andalucía* and the host university, and the general and specific eligibility requirements and conditions detailed in the *Annual Call for International Stays* published for this purpose on the online campus.

#### **Art. 2.**

The student must fill out the online application for an international stay within the deadlines and in the manner established each academic year, which will be described accordingly in the call for international stays.

Applications from students who are not enrolled at *Universidad Europea de Andalucía* or who do not meet the requirements and conditions herein and in the aforementioned call for applications will not be accepted. In all cases, any student who wishes to carry out an international stay must be enrolled at *Universidad Europea de Andalucía* in both the academic year in which the application is submitted and in the year coinciding with the stay.

**Art. 3.**

The university will review, evaluate and decide on the student's application. For this purpose, each applicant will be assessed on the basis of the grade point average in the student's academic record. Grades earned up to the academic year immediately prior to that of the application, including those of any recognized subjects, will be taken into account. The University will assign a score of 5 to newly enrolled students who did not receive recognition for previous subjects.

Additionally, for the assignment of international stays, the general and specific eligibility criteria described in the annual call for international stays published in the online campus will be taken into account.

**Art. 4.**

In order to be eligible for an international stay, the student's *Universidad Europea de Andalucía* transcript must show that the student has passed a certain number of ECTS specified in the *Call for International Stays* during the academic year prior to the beginning of the stay. The minimum number of credits stipulated does not include recognized subjects.

**Art. 5.**

Students applying for an Erasmus scholarship or any other scholarship will be governed by the conditions of such scholarship, in addition to those set out herein and in the *Outgoing International Mobility Guide* published by the International Mobility Department in the online campus. The student is responsible for filling out and meeting all the requirements associated with his/her mobility and scholarship, as indicated in the aforementioned *Outgoing International Mobility Guide*.

For mobilities within the Erasmus program, the maximum number of months abroad allowed during your university studies at all the universities where you have studied is 12 months per study cycle (Bachelor's, Master's or Doctorate).

**Art. 6.**

Students applying for an international stay outside the Erasmus program will be governed by the specific conditions of the agreement in place between *Universidad Europea de Andalucía* and the host university, as well as those stipulated herein. Some agreements require payment of additional fees on top of *Universidad Europea de Andalucía's* tuition. Each year, the International Mobility Department will duly inform the interested parties of the agreements with universities that entail an additional cost.

Students may apply for more than one international stay during their degree at an additional cost, subject to availability of places and approval by the Faculty/School.

**Art. 7.**

The student must draw up a *Study Agreement* prior to the beginning of his/her stay. This document lists the subjects to be taken during the mobility period, those that will be recognized by *Universidad*

*Europea de Andalucía*, and any changes and unique features of enrollment at the host university and at *Universidad Europea de Andalucía* agreed upon by the university and the student.

When drawing up the *Study Agreement*, the general and specific criteria and recommendations described in the *Study Agreement Guide* published by the International Mobility Department in the online campus will be taken into account.

The student is responsible for formalizing and modifying his/her enrollment (if necessary) at *Universidad Europea de Andalucía* according to its enrollment regulations to ensure that his/her enrollment is consistent with the *Study Agreement* signed with the university. Enrollment modifications for this purpose can only be made during the academic year of the stay.

Only those subjects included in the *Study Agreement* previously signed by all the parties will be subject to recognition. Subjects passed at the host university will only be recognized during the academic year in which the mobility takes place.

In the case of Erasmus stays, the student must complete the *Learning Agreement*, in addition to the *Study Agreement*. This document created by the *European Commission* is mandatory for this type of stay, and includes the subjects and credits contemplated in the *Study Agreement*. Any changes of subjects in the *Study Agreement* must also be reflected in the *Learning Agreement*.

#### **Art. 8.**

Once the student has been assigned to the host university, the student is responsible for carrying out and completing the specific admissions process at that university, furnishing the specific documents indicated in the admissions process of that university in due time and manner, as well as paying the specific university, insurance or housing fees, where these are mandatory for admission to the host university.

The host university reserves the right to deny admission to the student in all cases, even if the student has completed the admissions process in due time and manner. The University may also cancel the classes or program once the student is at the destination, or change the format of the classes or the number of class hours. In such cases, *Universidad Europea de Andalucía* shall not be liable for denied admission, cancellations, or course format modifications.

Likewise, *Universidad Europea de Andalucía* cannot guarantee that the student will be able to take the subjects contemplated in the *Study Agreement* at the host university until the host university's confirmation is received, once the applicant has completed the admissions and enrollment process specific to that university.

#### **Art. 9.**

The student must provide proof of an accident insurance policy in cases where school insurance is not applicable, and medical insurance to cover health care during the stay.

**Art. 10.**

*Universidad Europea de Andalucía* will track the academic performance of students who make international stays, providing the necessary guidance and support for optimal curricular development.

Exceptionally, students who wish to carry out an international stay may apply for a maximum of two tutored online learning subjects if no match at the host university is found, in degrees that allow this method and with the prior authorization of the Faculty/School.

**Art. 11.**

Students who carry out an international stay will be entitled to the same number of exam opportunities as other students of *Universidad Europea de Andalucía* and shall be subject to the deadlines established in the university's academic calendar. For these purposes, exam sessions used at the host university where the international stay took place will be included in the calculation.

In the case of year-long subjects taken by students with semester-long stays, the recognition corresponding to the credits taken will be accepted. The student will be evaluated at *Universidad Europea de Andalucía* for the remaining content of the enrolled subject, with the final grade being a weighted average of the grade earned abroad and the evaluation at Universidad Europea. All this must be authorized in advance, signed by the corresponding academic manager and duly reflected in the Learning Agreement.

**Art. 12.**

Students who do not pass the final evaluation at the host university in the ordinary exam session are eligible to take the final examination in the extraordinary exam session. If it is not possible to take the exam during the extraordinary exam session at the host university, the student may take the extraordinary exam of the equivalent subject at *Universidad Europea de Andalucía* in accordance with the signed *Study Agreement*; to do this, he/she must contact the International Mobility Department of *Universidad Europea de Andalucía*.

The student must enroll for and take any subjects not passed during the academic year in which the student was on the international stay at *Universidad Europea de Andalucía* during the following academic year.

**Art. 13.**

The university reserves the right to cancel an international stay in those cases in which 1) it is academically unfeasible to draw up an adequate *Study Agreement*; 2) the required language level is not met; and/or 3) the admissions process required by the host university is not successfully completed.

In addition, *Universidad Europea* reserves the right to cancel the student's international stay, communicating this cancellation to the host university so that it does not admit the student to its

program, in the event of: 1) non-enrollment by the student in the academic year of the stay for reasons not attributable to *Universidad Europea de Andalucía* in the subjects established in the *Study Agreement* and in those to be taken at *Universidad Europea de Andalucía*; 2) cancellation of the student's academic record at *Universidad Europea de Andalucía*; 3) non-payment of the Extra fee in paid international stays; 4) disciplinary issues of the student occurring at the host university during the international stay.

Likewise, *Universidad Europea de Andalucía* reserves the right to cancel a student's assigned international stay if, during the year prior to the mobility, an insufficient academic level is detected (except in duly justified cases) or if disciplinary problems and problems of integration into university life are detected.

The student may voluntarily cancel his/her international stay before the beginning of the stay, and must inform the International Mobility Department of this circumstance. If the student has to leave the exchange program for any reason once it has begun, he/she must inform the International Mobility Department in writing, and the amounts corresponding to the additional costs associated with the stay and destination will not be reimbursed.

**Art. 14.**

Students on a semester-long stay may delay their arrival at *Universidad Europea de Andalucía* during the corresponding period when required exclusively for academic reasons, and must inform the International Mobility Department in writing in order to coordinate their arrival.

**Art. 15.**

For the conversion of grades from foreign universities to the Spanish system, the *Universidad Europea de Andalucía* conversion tables for international grades published in the *Outgoing International Mobility Guide* will be applied. In addition, the student's *Study Agreement* will include the grade conversion table applicable to the host university.

Those subjects graded with a "Pass" by the host university will be graded according to the equivalence detailed in the transcript, provided that this explanation is given. If there is no explanation in the transcript or in the grade equivalence scales and tables mentioned in the previous paragraph, the "Pass" grade will be equivalent to a 5.

Subjects graded with a failing grade on the transcript of the host university will be graded with a 4 on the student's transcript at *Universidad Europea de Andalucía*.

Where a group of subjects at the host university is equivalent to one or more subjects at *Universidad Europea de Andalucía*, the weighted average of the host subjects will be calculated, except in specific cases that will be reflected in the *Study Agreement*.

**Art. 16.**

It is essential that students carefully read the *Outgoing International Mobility Guide* published in the online campus of the International Mobility Department and on the university's website, and that they duly comply with the procedures stipulated therein.

**Title II. Stays at *Universidad Europea de Andalucía* for students from foreign universities****Art. 17.**

An *exchange student* is a student from a foreign university who comes for a semester-long or year-long stay within the framework of a mobility agreement between *Universidad Europea de Andalucía* and the student's home university (within the Erasmus, Garcilaso or Bilateral program). The exchange student must be enrolled in the international university of the exchange agreement during the year prior to the stay and during the stay. Garcilaso students must pay the university fees of the exchange program to their home university.

A *visiting student* is a student who participates in a *Study Abroad* program for a semester-long or year-long stay in which there is not necessarily an agreement between *Universidad Europea de Andalucía* and the student's home university. Visiting students must be or must have been enrolled in a Spanish or foreign university. Exceptionally, the aforementioned status may be granted to students who have not completed university studies but can prove, by providing the appropriate means of proof, that they have a sufficient level of education in the specific field in which they are requesting enrollment. Visiting students must pay the university fees for the *Study Abroad* program directly to *Universidad Europea de Andalucía*.

Under no circumstances will exchange students or visiting students be considered as enrolled in official studies at *Universidad Europea de Andalucía* and therefore, they will not be able to earn an official degree from the university.

**Art. 18.**

Exchange and visiting students from other universities who are on semester-long or year-long stays as mobility students (Erasmus, Garcilaso or Bilateral programs) will be entitled to the exam sessions established in the official academic calendar of the university.

Likewise, these students may request that their exam dates be changed or moved forward in accordance with the *Criteria for Modification of Examination Dates* published on the *Universidad Europea de Andalucía* website.

International students who take year-long subjects while on a semester-long stay must be evaluated in the topics studied up to the time at which their stay ends and must receive a grade at the end of their semester.

**Art. 19.**

In the event that an exchange or visiting student wishes to carry out official studies at *Universidad Europea de Andalucía* for the purpose of earning an official degree, he/she must meet the requirements and regulations established under Spanish legislation in force regarding access to university studies leading to an official degree and/or the provisions of regulations in force regarding the Adaptation and Validation of studies, or, if applicable, the provisions of Spanish legislation on this matter implementing Article 36 of the Organic Law on Universities, and proceed to pay the corresponding enrollment fees.

**Art. 20.**

The price to be charged for enrollment in the Garcilaso or *Study Abroad* system of partial studies will be the amount corresponding to each credit established by the University for each academic year. Visiting students will not be allowed to enroll in these partial studies until the amounts corresponding to these credits are paid in full.

**Art. 21.**

"Exchange student" and "visiting student" status is acquired when enrollment is completed; the student's status as a student of *Universidad Europea de Andalucía* will be recognized solely during the period of his/her stay, offering the same rights and obligations as the rest of the students at *Universidad Europea de Andalucía* and entitling him/her to use the facilities and services of the University.

**Art. 22.**

Exchange students and visiting students must prove that they have taken out an accident insurance policy in situations in which school insurance is not applicable, and medical insurance to cover health care during their stay.

**Art. 23.**

As proof of the studies completed at *Universidad Europea de Andalucía*, as well as the grades and credits earned, exchange students and their home universities will receive the corresponding transcript of records from *Universidad Europea*.

Visiting students may request the corresponding certificate showing proof of the courses taken or a transcript of records from the university's Academic Department, which will expressly state the status and unofficial nature of the courses taken, as well as the corresponding credits.

**Concluding Provision**

These regulations are effective for the 2024-2025 academic year.