

GENERAL REGULATIONS OF THE EUROPEAN UNIVERSITY OF FOR STUDY ABROAD STAYS

EXPLANATORY MEMORANDUM

The *Universidad Europea de Madrid (UEM)* in its interest to provide a comprehensive Training, adapted to the present and future needs of our society, considers of vital importance the promotion of international study abroad of its students, and the reception and integration of international students.

Stays at foreign universities provide students with an excellent opportunity for academic and personal enrichment, providing them with clear advantages with respect to their future job placement. Likewise, the stays of international students who study part of their studies at the *Universidad Europea de Madrid* contribute to enriching university life on campus, to increasing the internationality of the university and to promoting international stays of students of the *Universidad Europea de Madrid*. In this sense, the present regulations aim to favor this type of stays, establishing an appropriate regulation about the essential aspects that affect the students of the *Universidad Europea de Madrid* who study part of their studies in foreign universities, and the exchange students and visitors from foreign universities who carry out a stay at the *Universidad Europea de Madrid*.

Degree I. Stays of Bachelor's Degree students of the Universidad Europea de Madrid in foreign universities.

Art. 1.

Bachelor's Degree and Postgraduate students enrolled at *Universidad Europea de Madrid* may undertake international study abroad in accordance with the provisions of these regulations, the applicable agreements signed between *Universidad Europea de Madrid* and the host university, as well as the general and specific requirements and conditions of eligibility detailed in the *Annual Call for entries for International study abroad* published for this purpose in the student portal.

Art. 2.

The student will complete the online application for study abroad within the deadlines and in the manner established for each Academic year, which will be conveniently communicated in the call for entries for international study abroad.

Applications will not be accepted from students who are not currently enrolled at *Universidad Europea de Madrid* or who do not meet the requirements and conditions of this document and the call for entries mentioned above. In any case, it will be necessary for the student who wishes to

carry out a study abroad to be Enrolled at the *Universidad Europea de Madrid* both in the year in which the application is made and in the year coinciding with the study abroad.

Art. 3.

The university will review, evaluate and resolve the student's application. For this purpose, a score will be assigned to each applicant taking into account the average grade of the student's transcript. The grades obtained up to the year immediately prior to the year of application will be taken into account, including those of the recognised courses. A score of 5 will be assigned to newly admitted students whose access has been without recognised subjects.

Additionally, the general and specific eligibility criteria described in the annual call for entries for international study abroad and published in the student portal will be taken into account for the assignment of study abroad.

Art. 4.

To be eligible for study abroad, the student must have passed a certain number of ECTS specified in the *Call for Entries for International Study Abroad* in the year prior to the start of the study abroad. The stipulated minimum does not include recognised courses.

Art. 5.

Students applying for an Erasmus scholarship or any other scholarship will be governed by the conditions of the scholarship, as well as those set out in this document and in the *Outgoing Guide to International Mobility* published by the International Office on the student portal. The student is responsible for completing all the requirements associated with his/her mobility and scholarship, as indicated in the aforementioned *Outgoing Guide to International Mobility*.

For mobilities within the Erasmus program, the maximum number of months of stay allowed during your university life in all the universities where you have studied is 12 months per study cycle (Bachelor's Degree, Master's Degree or PhD).

Art. 6.

Students who apply for a study abroad outside the Erasmus program, will be governed by the specific conditions of the agreement signed between the *Universidad Europea de Madrid* and the host university, as well as those provided in this document. Some agreements involve the payment of an additional cost to the tuition fees of the *Universidad Europea de Madrid*. Annually, the International Relations Office will duly inform interested parties of the agreements with universities that carry an additional cost.

Students may apply for more than one study abroad during their qualification at 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 courses to be taken during the mobility stay, those that will be recognised at the *Universidad Europea de Madrid*, as well as all changes and particularities of the tuition at the destination and at the *Universidad Europea de Madrid* agreed between the university and the student.

For the formalization of the *Study Agreement*, the general and specific criteria and recommendations described in *the Study Agreement Guide* published by the International Relations Office on the student portal will be taken into account.

The student is responsible for formalizing and modifying his/her Enrolment (if necessary) at the *Universidad Europea de Madrid* in accordance with its Enrolment regulations, so that his/her tuition is consistent with the *Study Agreement* signed with the university. Enrolment changes in this regard can only be made during the Academic year of the stay.

Only those subjects included in the *Study Agreement* previously signed by all parties will be recognized. The academic recognition of the subjects recognized in the host university will only be carried out in the academic year in which the mobility takes place.

In the case of Erasmus stays, the student must complete, in addition to the *Study Agreement*, the *Learning Agreement*. This document, created by the *European Commission* and mandatory for this type of stay, will include the courses and credits included in the *Learning Agreement*. Any change of courses in the Learning Agreement must also be reflected in the *Learning Agreement*.

Art. 8.

Once the student has been nominated by the host university, the student is responsible for carrying out and completing the specific admission process at that university, delivering in due time and form those specific documents indicated in the admission process of that university, as well as paying, in the case of being Compulsory for admission to the host university, their specific university fees, or insurance, or housing.

The host university reserves the right not to admit the nominated student in all cases, even if the student has completed the admission process in due time and form, or to cancel the classes or program once the student is at the destination, or to change the format of the classes or the number of class hours, and the *Universidad Europea de Madrid* shall not be responsible for such non-admission or cancellation of classes or program or modification of the class format.

Likewise, *the Universidad Europea de Madrid* cannot guarantee that the student will be able to study the subjects contemplated in the *Study Agreement* at the destination university until confirmation from is received from the destination university once the candidate has completed the admission and Enrolment process specific to that university.

Art. 9.

The student must prove the subscription of the corresponding accident insurance policy in cases where the school insurance is not applicable and medical insurance covering health care during their stay.

Art. 10.

The Universidad Europea de Madrid will ensure the academic performance of the student who makes a study abroad, providing the necessary guidance and support for an optimal curricular development.

Exceptionally, students who wish to carry out a study abroad may, if they cannot find a match at the host University, apply for a maximum of two courses tutored at a distance in the qualifications that allow this modality, and with prior authorization from the Faculty/School.

Art. 11.

Students who carry out a study abroad will have the same number of calls for entries as other students of the Universidad Europea de Madrid and within the deadlines established in the academic calendar of the same. For these purposes, the calls for entries used up at the host university where the study abroad program was carried out will be counted.

In the case of annual courses for students with semester stays, the corresponding recognition of the credits taken will be admitted. The student will be assessed at the Universidad Europea de Madrid for the rest of the contents of the subject enrolled, whose grade will be weighted average with the grade obtained abroad. All this will be previously authorized and signed by the corresponding academic responsible and will be duly reflected in the Learning Agreement.

Art. 12.

Students who do not pass the final Assessment at the host university in the Ordinary Exam period may opt for the final assessment test in the Extraordinary Exam period. If it is not possible to take the test in the Extraordinary exam period at the host university, the student may take the Extraordinary exam period of the equivalent course at the *Universidad Europea de Madrid* according to the signed *Study Agreement*, for which he/she should contact the Department of International Mobility of the *Universidad Europea de Madrid*.

Subjects not passed during the academic year in which the student has made the study abroad must be Enrolled and taken at the *Universidad Europea de Madrid* in the following year.

Art. 13.

The university reserves the right to cancel a study abroad stay in cases where 1) it is academically unfeasible to draw up an adequate *Study Agreement*; 2) the required language level is not met; and/or 3) the admission process required by the host university is not successfully passed.

In addition, Universidad Europea de Madrid reserves the right to cancel the student's study abroad stay, communicating such cancellation to the host university so that the latter does not admit the student to its program, in case of: 1) non-enrolment of the student in the academic year of the stay for reasons not attributable to the *Universidad Europea de Madrid* in the courses established in the Study Agreement and in those to be taken at the *Universidad Europea de Madrid*; 2) in case of cancellation of the student's file at the *Universidad Europea de Madrid*; 3) for non-payment of the additional fee (Extra fee) in case of international stays for payment; 4) for disciplinary issues of the student happened at the host university during the international stay.

Likewise, *Universidad Europea de Madrid* reserves the right to cancel the assigned study abroad stay of a student 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 or her study abroad program before the beginning of the program and must inform the International Office of such circumstance. If for any reason the student should have to abandon the exchange program once it has begun, he/she must inform the International Relations Office 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 stay may delay their incorporation to the corresponding period at the *Universidad Europea de Madrid* when required for exclusively academic reasons, and must inform International Relations Office in writing in order to coordinate their incorporation.

Art. 15.

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

Those subjects graded by the host university with "Pass" will be graded according to the equivalence detailed in the transcript itself, provided that there is such clarification. In case there is no clarification in the transcript or in the grade equivalency scales and tables mentioned in the previous paragraph, the "Pass" grade will be equivalent to a 5.

Subjects graded with a Fail on the transcript of the host university will be graded with a 4 on the student's *European University Madrid* transcript.

In the case of groups of target subjects that are equivalent to one or more subjects at the *Universidad Europea de Madrid*, the weighted average of the former will be calculated, except in specific cases that will be reflected in the Study Agreement.

Art. 16.

It is imperative that students carefully read the *Outgoing International Mobility Guide* published in the Student Portal and on the university website and duly comply with the procedures stipulated therein.

Degree II. Stay at the Universidad Europea de Madrid for students from foreign universities.

Art. 17.

An *exchange student* is a student coming from a foreign university who is on a semester or annual stay within the framework of a mobility agreement between the *Universidad Europea de Madrid* and the student's home university (in an Erasmus, Garcilaso or Bilateral program). The exchange student must be Enrolled in the international university of the exchange agreement in the year prior to the stay and during the stay. In the case of the Garcilaso student, he/she will pay the university fees of the exchange program to his/her home university.

Art. 18.

Exchange students from other universities who carry out semester or yearly stays as mobility students (Erasmus, Garcilaso or Bilateral program), will be entitled to the calls for entries for assessment established in the official academic calendar of the university.

Likewise, they may request a change or advance of their call for entries according to the *Criteria for Modification of Assessment Test Dates* published on the website of the *Universidad Europea de Madrid*.

International students who take yearly courses, but who stay for a semester, must be assessed for the subject taken up to the end of their stay and must be graded at the end of their semester.

Art. 19.

In the event that the exchange student wishes to pursue official studies at the Universidad Europea de Madrid in order to obtain an official Degree, he/she must comply with the requirements and the rules established by current Spanish legislation on access to university studies leading to an official Degree and/or with the provisions of the current regulations on the Adaptation and Validation of studies, or, where appropriate, with the provisions of Spanish legislation on this subject in development of Article 10 of the Organic Law of the University System, and proceed to the payment of the corresponding tuition fees.

Art. 20.

The tuition fee for Enrolment in the Garcilaso or *Study Abroad* mode of partial studies will be the amount corresponding to the amount of each credit established by the University for each academic year.

Art. 21.

The status of "exchange student" is acquired after the final tuition and recognised as a student of the *Universidad Europea de Madrid*, only during the period of your stay, having the same rights and obligations as the rest of the students of the *Universidad Europea de Madrid*, empowering you to make use of the facilities and services of the University.

Art. 22.

The exchange student must prove that he/she has taken out an accident insurance policy in cases where school insurance is not applicable and medical insurance to cover health care during his/her stay.

Art.23.

As proof of the studies completed at the Universidad Europea de Madrid and of the results obtained and credits passed, the exchange students and their home universities will receive from the *Universidad Europea de Madrid* the corresponding *transcript of records (Transcript of Records)*.

Final disposition

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