

INTERNATIONAL MOBILITY REGULATIONS OF THE UNIVERSIDADE DE VIGO

(Approved in the meeting of the Government Council of the 20th of April, 2013)

The full implementation of the European Higher Education Area at the Universidade de Vigo and the growth of the international activity undertaken by the institution determine the need of a reform and consolidation of the current regulation on international mobility, nowadays dispersed and incomplete, in order to adapt it to the new study structure and to the new management processes, as well as to improve the quality of the services provided to the university community members who benefit from mobility programs and to our foreign visitors.

The Universidade de Vigo is defined as an international university, therefore its members must be granted the possibility to carry out part of their studies or work in a foreign higher education institution as a basic instrument for their immersion in the internationalization culture, as well as have the guarantee of full recognition of these activities.

The objective of this regulation is to foster the international mobility of the university community members, as well as any other activity linked to mobility which encourages their internationalization, through the creation of a normative framework of reference that guarantees rights and obligations, and that enables the necessary coordination between all the actors involved, mainly the students, teachers and researchers, and the administrative staff.

This regulation includes seven chapters:

- Chapter I comprises the general provisions.
- Chapter II comprises the organization of the Universidade de Vigo regarding international mobility.
- Chapter III tackles the rights, obligations, tasks and selection proceedings of the students who participate in mobility programs.
- Chapter IV is dedicated to a fundamental aspect of the academic mobility, the recognition of studies and the academic contract.
- Chapter V deals with foreign students' rights, obligations and tasks.
- Chapters VI and VII are dedicated to the rights, obligations, and tasks of the teachers, researchers, and administrative staff who participate in international mobility programs.

Chapter I. General provisions

Article 1. Objective

The objective of this regulation is to establish the conditions for the participation in international mobility programs developed by the Universidade de Vigo, on its own initiative or through the participation in mobility programs promoted by other institutions, and the rights, tasks and obligations of the participants in these programs.

Article 2. Scope of application

This regulation can be applied to the academic mobility stays of the university community members in higher education institutions and in other institutions from other countries, and to the academic mobility stays undertaken at the Universidade de Vigo by the students, teachers, researchers and the administrative staff coming from foreign higher education institutions, irrespective of the program, agreement or exchange agreement which determine their mobility.

This regulation does not apply to the foreign students who followed the general admission proceedings and registered for the official Bachelor and Master degrees, regardless the programs, agreements or other exchange agreements subscribed by the Universidade de Vigo.

Article 3. Principles

The international mobility is based on the following principles:

- a) Good faith.
- b) Legitimate expectation in compliance with the commitments linked to the recognition of the studies undertaken and the activities carried out during international mobility stays.
- c) Coordination and collaboration with the bodies and units of the Universidade de Vigo dealing with international mobility.
- d) Advertising, equality, merit and capacity for accessing the mobility programs, calls and grants.
- e) Respect and compliance with the inter-institutional agreements and the functioning norms of the programs that sustain the mobility.

Article 4. Competence in signing conventions and international mobility agreements

4.1. As it is the case of other institutional and cooperation agreements, the conventions and international mobility agreements shall be signed by the Rector.

4.2. The Rector will be able to delegate this competency to the person in charge of the Vice-Rectorry with competence in international relations.

Chapter II. The organization of the Universidade de Vigo regarding international mobility

Article 5. The strategic definition, the administration and management of the international mobility within the Universidade de Vigo

5.1. The Vice-Rectorate competent in international relations, as the body responsible for the strategic definition and for the planning of the internationalization policy of the Universidade de Vigo, is in charge of fostering the participation of all the university community members in the international mobility programs and in any other activity focused on developing an internationalization culture. By doing so, the Universidade de Vigo assures its presence in all relevant forums where these programs are discussed and defined, outside and within the Spanish State.

5.2. The International Relations Office is a technical and administrative unit that depends on the Vice-Rectorate competent in international relations. The administration and management of the international mobility programs lie within the competence of the International Relations Office, in coordination with other offices or services of the Universidade de Vigo that carry out international programs within the framework of their competences.

5.3. The person in charge of the International Relations Office shall be responsible for the institutional coordination of the international mobility programs and will ensure compliance with all the tasks and obligations assumed by the Universidade de Vigo in this field.

Article 6. The International Mobility Committee of the Universidade de Vigo

6.1. The International Mobility Committee of the Universidade de Vigo is a registered consultative body whose fundamental task is to ensure the development of the present regulation. This Committee is made up of:

- a) The Vice-Rector with competence in international relations.
- b) The person in charge of the International Relations Office.
- c) The person in charge of the competent service in student management.
- d) Five people in charge of international relations at the schools and faculties of the Universidade de Vigo, who represent as much as possible all the areas and campuses.
- e) Two members of the student body.
- f) One member of the administrative staff.

The person in charge of the International Relations Office and of the competent service in student management will be able to delegate their assistance at the meetings of the Committee to other people working at the mentioned office or service when justified by the issues to be discussed.

6.2. This Committee has the following functions:

- a) To participate in the definition of the international mobility policy of the Universidade de Vigo, by establishing general formulations, its area of expertise and objectives, and its implementation mechanisms.
- b) To continuously study the needs and shortages in the area of international mobility of the different groups of the university community.
- c) To analyze the proposals, comments and concerns of any university community member concerning international mobility.
- d) To propose the most adequate measures for each situation and each group in order to increase the numbers and the quality of international mobility.
- e) To foster the adoption of measures or the creation and consolidation of support structures which can ensure the implementation and the reinforcement, if it is the case, of programs and other actions to be completed in the international mobility area.
- f) To elaborate and deliver reports to the Government bodies whenever asked for, regarding issues of its competence.
- g) To develop and ensure the compliance with the present regulation.

6.3. The International Relations Committee will meet at least, once a year.

6.4. The International Relations Committee must have a balanced composition of men and women.

6.5. The renewal of the members of this Committee shall be made every four years, except for the student body representatives, in whose case the renewal shall be made every two years.

6.6. The members of the International Mobility Committee shall be appointed by the Rector, following the proposal made by the Government Council.

Article 7. International mobility management within the schools and faculties. The people in charge of international relations in the schools and faculties and the people in charge of academic tutoring

7.1. The person in charge of international relations in each school or faculty shall be also in charge of the coordination and support of the training and teaching activities in the area of international relations of that school or faculty, namely of the implementation of the international mobility programs within his/her school or faculty. She/he shall also be the connection between the International Relations Office and his/her school or faculty, and shall act as a person of reference within the framework of the mobility and international cooperation programs and actions.

7.2. The person in charge of international relations shall be a member of the Directive Board of the school or faculty or a full-time teaching and researchers'

member in that school or faculty, who shall be appointed by the Rector, following the proposal made by the Dean or the Director of the correspondent school or faculty.

7.3. In the case of PhD studies, the person in charge of international relations of each PhD program shall be appointed by the Rector following the proposal of the academic committee of that program, and he/she will have the general functions defined in article 8 of the present regulation, functions to be carried out in every possible issue.

7.4. People in charge of academic tutoring (academic tutors) shall be members of the teaching and researchers' staff and shall be in charge of the academic issues with one or several foreign institutions.

Article 8. Tasks of the person in charge of international relations within the school or faculty

8.1. Besides the tasks assigned by the school or faculty of his/her area of expertise, the person in charge of international relations of the school or faculty has the following general functions:

- a) To act as responsible for the mobility agreements signed within his/her area of expertise, and to revise periodically the validity and relevance of these agreements, in coordination with the International Relations Office.
- b) To collect, inform and present to the International Relations Office new proposals for mobility agreements, conventions, and mobility programs promoted in his/her school or faculty.
- c) To assess the evolution and the functioning of the exchange programs within his/her area of expertise.
- d) To ensure the dissemination of the information that the school or faculty gives to all incoming and outgoing university members, participating in exchange programs.
- e) To ensure the dissemination of the information on the news related to the area of educational international cooperation, in coordination with the International Relations Office.
- f) To organize preparatory visits in order to explore new cooperation possibilities and to attend the meetings of those in charge of international relations with foreign universities.
- g) To be the contact person and to receive the visits of the people in charge of the mobility coordination in the schools and faculties of those foreign universities that participate in mobility programs with his/her school or faculty.
- h) To attend and participate in the meetings for those in charge of international relations when called by the competent Vice-Rector or by the International Relations Office.

- i) To propose the coordination of academic tutors as defined in Article 7, when considered convenient.

8.2. Besides those tasks mentioned above, the person in charge of international relations of the school or faculty has the following functions connected with the direct support to the students of his/her school or faculty:

- a) To disseminate and inform on the characteristics and the offers within the international mobility programs, in collaboration with the International Relations Office.
- b) To provide tutoring and academic advice to the students who participate in international mobility programs.
- c) To select the students who benefit of grants associated with the international mobility programs and to establish the specific destinations of the school or faculty.
- d) To sign the learning agreement stipulated in Chapter 4 of this regulation. In the case of an academic tutor, he/she shall be the person responsible for the elaboration of the learning agreement before the person in charge of international relations of the school or faculty signs it.
- e) To study and authorize the changes which might appear regarding the original learning agreement in order to elaborate and sign the final learning agreement.
- f) To translate the qualifications obtained at the host university to those equivalent at the Universidade de Vigo and to sign the academic recognition of the subjects that the students of the Universidade de Vigo undertook within the international mobility or the free mobility programs.
- g) To continuously and generally assess the students of the school or faculty who participate in international mobility programs during their stay at the host university.
- h) To solve the resignations, non-compliances, extensions of stays and any other incidence that might occur during the stay of the Universidade de Vigo students at the host university, in coordination with the International Relations Office.
- i) To give conformity to the students' international free mobility applications of his/her school or faculty.

8.3. The person in charge of international relations of the school or faculty has the following functions related to the direct support for foreign students within his/her school or faculty:

- a) To provide tutoring and general advice to foreign students on the study program and the enrolment process.
- b) To sign the learning agreement and the application forms.

- c) To maintain direct contact and coordination with those in charge of bilateral exchanges in order to send the necessary information and to solve specific problems.
- d) To give conformity to the acceptance of the study program of the visiting foreign students.

8.4. The person in charge of international relations of the school or faculty has the following functions related to the teaching and researchers' staff mobility of his/her school or faculty:

- a) The coordination of the mobility flows, in collaboration with the International Relations Office.
- b) The support for visiting teachers, if it is the case, in coordination with the heads of the departments responsible for the subjects in which the teaching field of the visiting teachers is included.
- c) To provide information to the International Relations Office on the stays of the local and foreign teachers within the framework of international mobility programs.
- d) The assistance to local teachers during their international mobility stays, in coordination with the International Relations Office.

Article 9. Tasks of the person in charge of academic tutoring related to direct support for students

The academic tutor has the following functions:

- a) To inform and assess the exchange students on the studies they can carry out at the host university or, in the case of foreign students, at the Universidade de Vigo.
- b) To elaborate the provisional learning agreement that shall be signed by the person in charge of international relations of the school or faculty.
- c) To supervise the outgoing students during their stays at the host university.
- d) To inform and provide counseling to the collegial bodies of the school or faculty in all they may need, as well as to the person in charge of international relations.

Article 10. The International Relations Committee of the school or faculty

10.1. The school or faculty shall be entitled to create an International Relations Committee. This Committee has a consultative character and shall be chaired by the Dean, the Head or the person delegated, and it shall be formed by members of the teaching and researchers' staff, students and administrative staff and will be established according to the internal regulations of each school or faculty. This Committee shall be called optionally by the person in charge of the management of the school or faculty.

10.2. The International Relations Committee has the following functions:

- a) To provide information on the outgoing students' learning agreements.
- b) To provide advice and information to the person in charge of international relations of the school or faculty on the assessment and qualification proceedings regarding the stays carried out by outgoing students.
- c) To make mobility proposals, such as signing new exchange agreements or modifying the existing ones, within the framework of the international mobility programs in which the school or faculty participates.
- d) To provide information on the students selection processes and on the assessment of their stays.
- e) To propose the outgoing students' selection criteria to the host universities.
- f) To advise the Head and the person in charge of international relations on any other issue concerning international relations and mobility programs which are submitted for his/her consideration.

These functions may be assumed by any Committee delegated by the school or faculty board. In this case, the person in charge of international relations shall be a member of that Committee.

Chapter III. Rights, obligations, tasks and selection proceedings of the students who participate in mobility programs

Article 11. Outgoing students' typology: exchange students and free mobility students

For the purposes of the Universidade de Vigo, outgoing students may find themselves in one of the following situations:

- a) They are exchange students those students enrolled in official Bachelor, Master or PhD studies at the Universidade de Vigo and carry out a temporary academic stay at a higher education institution, a company or other foreign institution for studies or external internships in the area of their degree studies, and are awarded a mobility place offered by the Universidade de Vigo, within the framework of the programs, agreements or other conventions subscribed by the Universidade de Vigo.
- b) They are free mobility students those students enrolled in official Bachelor, Master or PhD studies who carry out a temporary academic stay at a foreign higher education institution for studies in the area of their degree studies, without being awarded a mobility place within the framework of the programs, agreements or conventions subscribed by the Universidade de Vigo.

Article 12. Duration and objective of the mobility

12.1. The minimum and maximum study periods within a mobility program or call shall be established by that program or call. Within the framework of specific

agreements signed for that purpose by the Universidade de Vigo, the minimum and maximum duration shall be established in that agreement.

12.2. Otherwise specified, students of the Universidade de Vigo who participate in international mobility programs shall travel to a foreign country to obtain full recognition of their study period by the Universidade de Vigo, to carry out a final project of their degree or a research work, or to undertake their practicum or an external internship.

Article 13. Rights of the outgoing students of the Universidade de Vigo

The Universidade de Vigo outgoing students, included in both typologies as stated in Article 13, shall have the following rights:

- a) To receive information through the International Relations Office and through the people in charge of international relations and academic tutors of their schools and faculties, on matters of their competence related to international mobility, including information on calls, grants, requirements and administrative procedures necessary for the proper organization and planning of their international stay, as well as on the academic recognition conditions for the studies undertaken at the foreign school or faculty.
- b) To conclude, before departure, a learning agreement or a contractual internship document that gathers the foreseen study program and the recognition of credits.
- c) To modify the learning agreement, within a period of one month from the beginning date of the academic period (year, semester or trimester) at the host institution, in the case that the final academic offer available at the host institution does not match the initial foreseen academic offer or in case of initial selection inadequacy.
- d) To modify the internship agreement in the case of inadequacy of the training program or due to other justified reasons related to the content or the duration of the internship.
- e) To modify the enrolment, within the deadline settled by the service in charge of student management, when it is the consequence of changes in the learning agreement and to be repaid, if it is the case, the corresponding public fees.
- f) To receive full recognition of the studies carried out as part of their official studies, under the terms mentioned in the learning agreement and in Article 21.3. of this regulation.
- g) To receive recognition of the credits obtained by finishing their external internships in foreign companies and institutions, under the terms mentioned in the internship agreement and, if it is the case, the incorporation of those internships within the Diploma Supplement.

- h) To keep the grants and study aids that are compatible with the mobility and to receive the mobility financial aids established by the call in which the exchange place was obtained, provided the conditions set out are met.
- i) The exemption of enrolment and/or the exam fees at the host university provided the conditions of the exchange program or convention or agreement signed between the Universidade de Vigo and the other university establishes so.

Article 14. Obligations of the outgoing students of the Universidade de Vigo.

The outgoing students of the Universidade de Vigo, included in both typologies as stated in Article 11, shall have the following obligations:

- a) To conclude correctly and truthfully and to present within the time and in the form established the documents required by the Universidade de Vigo and by the host university.
- b) To enroll at the Universidade de Vigo in the subjects, courses and credits of the university which must be specified in the learning agreement or in the management documents for the external internship and, if it is the case, in the modified documents.
- c) To do the payments for the public prices of the academic services corresponding to the enrolment mentioned in the previous point, within the settled deadlines.
- d) To inform about any change that might occur in the student's situation that derives from the modification of the learning agreement, within the framework of the proceedings established in this regulation.
- e) To obtain, if it is the case, as requested by the host institution or company, an accident, health and/or civil liability insurance covering the stay period.
- f) To carry out the corresponding procedures, before and during the stay, in order to guarantee that the legal situation of the student in the host country meets all the requirements of the current legislation of that country.
- g) To join the host institution or company at the established date, and to communicate this fact to the International Relations Office of the Universidade de Vigo. For that purpose, the students shall hand in the corresponding arrival form within a period of ten days since the date of their incorporation.
- h) To communicate to the person in charge of international relations of their school or faculty at the Universidade de Vigo and to the International Relations Office their address, e-mail and contact telephone number in the host country.
- i) To comply entirely with the academic and behavior rules of the host company or institution.

- j) To take advantage, to the extent of their possibilities, of the study or internship program, which include their participation in all the assessment processes scheduled for the courses, subjects and credits stipulated in the internship or learning agreement.
- k) To communicate to the person in charge of international relations of their school or faculty at the Universidade de Vigo and to the International Relations Office the manner in which the host institution or company shall deliver the academic records or the assessment reports to the Universidade de Vigo. In the case of the free mobility students, the academic records corresponding to their studies at the host university shall be sent to the person in charge of international relations of their school or faculty.
- l) To deliver the original End of Stay Certificate within maximum one month from the end of the stay period, as well as to write and provide the student's end of stay and assessment reports that the International Relations Office or the current regulation obliges to.

The non-compliance with any of these obligations for unjustified reasons can lead to the reimbursement of the grants awarded or to the loss of the academic recognition right, as well as to the exclusion from future selection processes for any international mobility program in which the Universidade de Vigo participates or the Universidade de Vigo promotes. Measures shall be taken by the Rector following the proposal made by the Vice-Rector competent in international relations, after starting the corresponding process.

Article 15. Assessment of the studies carried out at the host school or faculty

Students must participate in the ordinary and extraordinary assessment processes established by the current regulation in the host institution or company for the academic activities included in the learning or internship agreement.

Article 16. General requirements for the participation of the students of the Universidade de Vigo in mobility programs

16.1. Besides the specific requirements established in each international mobility call of the Universidade de Vigo, the students who wish to participate in a mobility program must meet the following conditions:

- a) To be enrolled in Bachelor, Master or PhD studies leading to an official degree title issued by the Universidade de Vigo, at the moment they apply and when carrying out the stay.
- b) To have completed a Bachelor degree or to be enrolled in a year higher than the first year of the Bachelor degree at the moment they initiate the stay.

16.2. Free mobility students included in Article 11 of this regulation who wish to carry out an international stay not included in the exchange offer under the settlements of the programs, conventions and agreements signed by the Universidade de Vigo must also meet the following requirements:

- a) To have a letter of acceptance from the host institution, in order to carry out the studies required. The letter of acceptance shall comprise at least the period and the academic conditions of the stay.
- b) To have the approval of the person in charge of international relations at the home school or faculty.

Article 17. Selection of students of the Universidade de Vigo for the participation in study mobility programs

17.1. Selection of exchange students for the participation in mobility programs shall be done in each school or faculty according to the places offered, under the settlements of a public proceeding of competitive competition, following the principles of equality, merit, capacity and advertising.

17.2. Each year, the Universidade de Vigo shall publish calls of the different mobility programs it participates in, in order to select students for these programs. Thus, the dates and deadlines for the submission of applications and the selection, which are mandatory, shall be established.

17.3. Selection criteria shall be based mainly on the transcript of records and on the knowledge of the foreign language of the host country or, if not, of the English language. Except for any cause duly justified for specific destinations, the students who participate in international mobility programs must prove a language competence corresponding at least to level B1 of the Common European Framework of Reference for Languages (CEFR).

17.4. Once the selection proceedings are closed, the list of people selected shall be sent by the schools and faculties to the International Relations Office within the deadlines established in the calls. The International Relations Office shall publish the Rectory resolutions on places and grants award, if it is the case.

17.5. The final award of places shall depend on the acceptance of the host school or faculty.

17.6. Once the students are selected, the person in charge of international relations at the school or faculty, together with the support of an academic tutor and the collaboration of the students who were granted the mobility, shall sign the learning agreement.

Article 18. Application and resolution for free mobility students

18.1. The students of the Universidade de Vigo who wish to carry out a temporary stay at a university or institution abroad as free mobility students must submit in the register of the Universidade de Vigo, or in any other form settled in Article 38 of the Law 30/1992, of 26th of November, an application headed to the Vice-Rectorate competent in international relations, together with the documents proving the compliance with the requirements established in Article 11 of this regulation.

18.2. The Vice-Rector competent in international relations shall issue the resolution within a maximum period of one month, starting from the date of the submission of the application, and including the complaint channels and period to do so that the person concerned may have.

Article 19. International internship programs

19.1. The Vice-Rector competent in international relations shall publish, within an established period, the calls for internship places corresponding to the international programs or agreements that have as an objective this type of mobility, and their bases.

19.2. Students doing internships have the rights and obligations established in Articles 13 and 14 of this regulation.

19.3. Students who participate in an international internship mobility program have the right to sign an internship agreement in which the training project is set up, including the educational objectives and the activities to be carried out, as well as a description of the internship characteristics, stating at least its functions, the internship period, the number of hours, schedule, work place and, if it exists, the economic contribution of the company or institution.

19.4. External internships within the framework of international mobility programs are subject to the corresponding external internship regulation and to the instructions issued for their development in those issues not included in this regulation.

Article 20. Stay extension

20.1. Outgoing students may ask for authorization to extend their stay period, according to the provisions mentioned in the call, during the lecture period of the same academic year. If it is the case, the authorization shall indicate explicitly if the students are awarded financial aid for the extension period.

20.2. A stay extension shall be granted only for academic purposes, or if in the need to finish an assessment process, to conclude an internship activity in a company, to complete a study work or for other reasons duly justified.

20.3. The extension application shall be submitted at least one month before the end of the mobility period awarded. This application must be sent to the person in charge of international relations of the school or faculty and it shall include a justification document and the proposal for the modification of the learning agreement or, if it is the case, of the internship document, and the acceptance letter from the host university, company or institution.

20.4. The corresponding school or faculty shall decide on the extension applications and documents of modification of the learning or internship agreement within a month, starting from the date of the submission of the application. The resolution shall be sent to the person concerned, to the

administrative area of the school or faculty and to the International Relations Office.

20.5. Once the successful resolution issued by the person in charge of international relations is received, the International Relations Office shall confirm if the financial aid is granted or not.

Chapter IV. Learning agreement and academic recognition

Article 21. Nature of study recognition

21.1. The recognition is an administrative act which gives faith of the academic records regarding the university studies carried out by the students of the Universidade de Vigo at another university within the framework of an international mobility program, and within the framework of a mutual study recognition agreement signed for that purpose or as the consequence of a learning agreement concluded by the free mobility student.

21.2. All the students of the Universidade de Vigo who carry out studies in accordance with this regulation have the right to the academic recognition of the studies included in the learning agreement. All the subjects, credits or modules of the official study plans of the Universidade de Vigo shall be eligible for recognition, irrespective of their nature.

21.3. After receiving the confirmation from the host institution, the validation of credits for those of the degree carried out at the Universidade de Vigo, which shall be specified in the learning agreement, can be done the following ways:

- a) Subject by subject.
- b) By full course or full semester.
- c) By modules or groups of subjects.
- d) By a group of ECTS credits.

In the cases b, c and d, all the subjects that may be validated within the corresponding course, module or group of credits at the Universidade de Vigo shall receive the same qualification.

21.4. The training value of all the activities carried out and the equivalence in the competences acquired shall be taken into account for recognition purposes, and only incidentally the titles and the subjects' syllabus or other academic criteria.

21.5. The academic recognition shall only apply to the subjects in which the students are enrolled at the Universidade de Vigo during the academic year when the international mobility is carried out. The validated courses, subjects and credits shall be considered to be passed, in accordance with the study plan undertaken by the students at the Universidade de Vigo.

21.6. The recognition shall take effect from the moment of its resolution and in the academic year when the international mobility is carried out. The content of the recognition shall be included in the students' files and shall expressly mention the foreign university or the host company or institution in the case of the mobility to carry out external internships, and also the program or agreement under which the exchange was done.

21.7. The individual recognition resolutions shall correspond, as delegated by the Rector, to the person in charge of the management of the schools and faculties, after an optional report from the committee with competence in international relations at the school or faculty.

21.8. The proceedings, conditions, and purposes of the external internship recognition done within the framework of international mobility programs are determined by the settlements of the external internship regulation and by the instructions given for its development in those issues not included in this regulation.

21.9. The PhD Committee shall regulate the academic recognition of the PhD students who participate in programs and initiatives of international mobility.

Article 22. Proceedings for the elaboration of the learning contract

22.1. The academic tutors, or in their absence, the person in charge of international relations, shall establish, together with the student, a proposal for subjects and credits that can be carried out at the host university and their validation with subjects or credits at the Universidade de Vigo; this proposal shall be stipulated in a learning agreement.

22.2. The learning agreement shall be binding. Once the agreement is signed, the person in charge of international relations of each school or faculty shall deliver a truthful copy of the learning agreement to the school or faculty's secretariat and to the International Relations Office.

22.3. When enrolling, students shall indicate their status as international mobility students. The subjects that do not appear in the learning agreement shall be considered subjects to be carried out at the Universidade de Vigo and their changes shall be determined by the general rules of academic management.

Article 23. Proceedings for the modification of the learning agreement

23.1. If it is considered necessary during their stay at the host institution, students may ask the corresponding school or faculty at the Universidade de Vigo, through the person in charge of international relations, the modification of the learning agreement.

23.2. Changes approved in the learning agreement shall be an integral part of it and shall be binding on both parties for recognition purposes.

23.3. Before concluding any modification, the student must agree on the modification proposal with the corresponding academic tutor, or, in his/her absence, with the person in charge of international relations of the school or faculty.

23.4. The person in charge of international relations of the school or faculty shall authorize, if appropriate, the changes in the learning agreement. The student shall communicate the modifications to the students' secretariat that shall initiate the enrolment changes, if it is the case.

23.5. Each year, the Universidade de Vigo shall establish the appropriate deadlines to be able to do the changes in the learning agreement, which shall be linked to the deadlines settled for the enrolment modification. The schools and faculties may authorize, in special cases, the change in an enrolment as a consequence of a variation in a learning agreement when, for duly justified reasons, the modification cannot be done within the established deadlines.

23.6. The International Relations Office shall ask the schools and faculties for the modified learning agreements in the form and within the deadlines it considers convenient.

Article 24. File archives

24.1. The international mobility files of the Bachelor and Master degree students at the Universidade de Vigo shall be archived at the students' secretariat of the school or faculty where the students belong to and they shall include at least:

- a) If it is the case, the Rectoral resolution including the nomination of the exchange grant holder or one truthful copy of the grant holder status accreditation.
- b) The study contract and its modifications, if there shall be any variations.
- c) The transcript of records sent by the host university.
- d) The study recognition proposal, if appropriate.
- e) One truthful copy of the study recognition resolution.
- f) In the case of international mobility internships, one copy of the student's commitment regarding the internship agreement, the company coordinator's report, the student's report, the academic tutor's report and the final certification.

24.2. Exchange files of PhD students shall be archived at the unit competent in PhD studies.

Chapter VI. Rights, obligations and tasks of foreign students

Article 25. Foreign students' typology: exchange students, visiting foreign students and internship foreign students

For the purposes of the Universidade de Vigo, the students received shall be in one of the following situations:

- a) All students enrolled temporarily at the Universidade de Vigo and sent by other universities within the framework of exchange programs or bilateral agreements signed for that purpose are considered exchange foreign students.
- b) All students carrying out studies at a foreign university or higher education institution officially recognized who wish to increase their educational training by undertaking subjects offered at any school or faculty of the Universidade de Vigo are considered visiting foreign students. The status of visiting foreign students is not applicable to students in exchange programs, students undertaking courses within the framework of bilateral agreements between the Universidade de Vigo and other universities, or to students fully enrolled as regular students at the Universidade de Vigo.
- c) Students sent by foreign institutions within the framework of exchange programs or bilateral agreements for external internships at the departments and premises of the Universidade de Vigo and who do not enroll at the Universidade de Vigo are considered internship foreign students.

In the case the same person has several of the previous conditions, and during the time this situation is in force, the priority shall be given to consider the student first in the typology a) instead of b) or c), and b) instead of c).

Article 26. Rights and obligations of foreign students

26.1. Foreign students shall have, on a general basis, the same rights and obligations as the students of the Universidade de Vigo.

26.2. Foreign students in internships shall also have the obligations and rights of the students enrolled at the Universidade de Vigo who carry out internships in departments and premises of the Universidade de Vigo, which are applicable to them.

26.3. Foreign exchange students or visiting foreign students must take out the general university insurance in force, available for all the students of the Universidade de Vigo.

26.4. Foreign exchange students or visiting foreign students shall not have the right to a health or civil liability insurance covered by the Universidade de Vigo except for the insurance indicated in the previous section.

26.5. Internship foreign students shall not have the right to university insurance.

26.6. It is the foreign students' responsibility to take out insurance(s) including the necessary cover regarding their situation, particular needs, and activities to be carried out during their stay at the Universidade de Vigo.

Article 27. Admission requirements

27.1. Students coming from institutions belonging to other countries who meet the requirements established in the international programs and agreements signed by the Universidade de Vigo, and who were chosen for that purpose by their home university, may carry out temporary academic stays at the Universidade de Vigo in order to obtain credits corresponding to any of the subjects offered in official Bachelor and Master degrees, including practicum, practical subjects approved in the syllabus and Bachelor or Master degree final research projects, as well as PhD studies.

27.2. Students coming from other countries may carry out temporary academic stays with the status of visiting foreign students if they are chosen for that purpose by their home institution and are accepted as such by the Universidade de Vigo.

27.3. Before their arrival, the International Relations Office shall send to the exchange foreign students an admission or preadmission certificate, or an acceptance letter at the Universidade de Vigo. When arriving, students must come to the International Relations Office with the accreditation certificate issued by their home universities stating their exchange student status and with the E-128 form and/or the certification of any other insurance that guarantees the covering of medical, accident and civil liability expenses.

27.4. In the case of specific agreements applicable to university Master degrees, it will be their responsibility to guarantee the availability of places for these students in the same conditions as for the students of the Universidade de Vigo, as well as the coordination with other concerned schools and faculties.

27.5. Foreign students who carry out their studies at other foreign institutions and are interested in an internship stay at one of the premises or departments of the Universidade de Vigo, shall submit their applications to the person in charge of that service, premises or unit where the students wish to carry out the internship, at least providing information on their home university and studies, the dates proposed for the stay, the activities included in the internship, and the mobility program or agreement within the framework of which the internship is done. These data shall appear in an acceptance document that shall be sent to the International Relations Office by the tutor assigned by the service, premises or unit. The International Relations Office, after verifying that the candidate meets all the requirements established, and after receiving the documentation, shall issue, if appropriate, the credential of the internship foreign student.

Article 28. Admission and enrolment procedure

28.1. The admission of the exchange foreign students shall be done in accordance with the provisions stipulated in the programs, conventions or agreements established for this purpose.

28.2. The admission of the visiting foreign student shall be done through an individual resolution of the person in charge of the Vice-Rectorry competent in international relations, as delegated by the Rector, following a report by the person in charge of international relations of the host school or faculty, or the person in charge of the PhD program in the case of PhD studies.

28.3. The International Relations Office shall make full lists of exchange, visiting or internship foreign students, that shall be at the disposal of the schools and faculties of the Universidade de Vigo and of the unit competent in PhD studies, if it is the case, so that the mobility foreign students are able to conclude their enrolment. The International Relations Office shall also sent copies of the acceptance letters to the students' secretariats of the schools and faculties or to the unit competent in PhD studies for its archive in the corresponding files.

28.4. Students shall select the subjects that they can carry out in accordance with the requirements of their home universities, as advised by the person in charge of international relations of the school or faculty or by the academic tutor of the Universidade de Vigo. PhD students shall agree upon the study program with the corresponding PhD program coordinator.

28.5. Foreign students shall enroll in all the subjects they will carry out at the Universidade de Vigo at the main admission school or faculty indicated by the International Relations Office or, in the case of PhD students, at the unit competent in PhD studies.

28.6. Enrolment does not imply the obligation to pay the public fees for academic services in the case of exchange foreign students. Visiting foreign students must pay the public fees for academic services established for this type of students, or in the absence of these fees, the public fees established for students of regular tuition enrolment.

28.7. Nonetheless, foreign students must pay the university insurance mentioned in Article 26 and the public fees for management services established by the Universidade de Vigo for mobility foreign students or for visiting foreign students.

28.8. The Vice-Rectorry competent in academic management shall procure the adequate enrolment periods and shall inform the International Relations Office of the Universidade de Vigo about these periods.

28.9. The foreign students accepted to do their internships within the premises of the Universidade de Vigo must submit well in advance the internship document, which shall stipulate at least the personal and academic information

of the students at the home institution, the dates established for their stays, schedule and training plan. This document shall be drawn up by the student, together with the home university, and the internship coordinator at the Universidade de Vigo. Once the document is signed by the candidate, the coordinator of the Universidade de Vigo and the person in charge at the home university, it shall be sent to the International Relations Office within at least one month before the beginning of the stay.

28.10. The International Relations Office shall require to the home university the information on the insurances taken out by the internship foreign students during their stays.

Article 29. Transcript of records

29.1. The students' secretariat of each school or faculty shall issue two personal transcript of records in three languages (Galician, Spanish and English) which shall state the name and type of subject, the corresponding number of credits and the ECTS qualification.

29.2. In those cases foreign students carry out their stay within the framework of a specific recognition agreement between the Universidade de Vigo and their home university, the transcript of records shall stipulate explicitly if the studies required for the award of the degree title from the Universidade de Vigo were completed successfully, according to the conditions of the corresponding agreement.

29.3. These transcript of records shall be issued without any economic charge for the students; moreover, the students' secretariat of each school or faculty or the unit competent in PhD studies shall send one copy of this certification to the addresses indicated by the foreign students and another copy to the International Relations Office of the Universidade de Vigo, which shall send it to the host institution.

29.4. The International Relations Office may issue stay accreditation documents for the students received at the Universidade de Vigo if the student or the home institution requires so. These documents shall never include qualifications.

29.5. In the case of foreign students carrying out internships at the Universidade de Vigo, the final stay certificate shall be drawn up by the tutor in charge of the internship assessment. The certificate model shall be the one required by the home institution according to the mobility program or agreement or the type of internship carried out. In its absence, the Universidade de Vigo internship's certificate model can be used. The successful completion of the internship shall be communicated to the International Relations Office.

Article 30. Archives of foreign students' files

The foreign students' files shall be archived at the students' secretariat of the main admission school or faculty indicated by the International Relations Office or at the unit competent in PhD studies, as appropriate, and shall include at least the following:

- a) Copy of the acceptance letter or admission certificate issued by the International Relations Office or by the unit competent in PhD studies.
- b) Photocopy of passport or ID card.
- c) Copy of transcript of records issued by the school or faculty and sent to the students and to the International Relations Office, together with a copy of the letter sending this document.

Chapter VI. Rights, obligations and tasks of the teaching and researchers' staff who participates in international mobility programs

Article 31. Rights of the teaching and researchers' staff who participates in international mobility programs

The members of the teaching and researchers' staff who participate in international mobility programs shall have the following rights:

- a) To receive information through the International Relations Office and through the people in charge of international relations of their schools and faculties on calls, grants, requirements and administrative proceedings necessary for the adequate organization and planning of their international stay.
- b) To conclude, before departure, a mobility agreement that gathers the foreseen activity program at the host institution.
- c) To receive recognition of the activities carried out at the host school or faculty, in accordance with the settlements stipulated in the recognition regulation on teaching and researchers' staff activities.
- d) To receive the economic aids for mobility established by the call in which the mobility place was awarded, provided the established requirements are met.
- e) To be exempt from the fees and prices for academic services at the host institution, provided the conditions stipulated in the exchange program, the agreement or the exchange framework agreement signed between the Universidade de Vigo and the mentioned institution establish so.

Article 32. Obligations of the teaching and researchers' staff who participates in international mobility programs

The teaching and researchers' staff who participates in international mobility programs shall have the following obligations:

- a) To conclude correctly and truthfully and to hand in within the time and in the form established the documents required by the Universidade de Vigo and by the host institution.
- b) To inform about any change occurred in the academic or work situation that may have an impact on the participation in the mobility.
- c) To have, if it is the case, as requested by the host institution, an accident, health and/or civil liability insurance covering the stay period.
- d) To carry out the corresponding procedures, before and during the stay, in order to guarantee that the legal situation of the beneficiaries in the host country meets the requirements of the current legislation of that country.
- e) To join the host institution at the established date, and to communicate it to the International Relations Office of the Universidade de Vigo. For that purpose, participants shall send the corresponding arrival form within a period of ten days from the date of their incorporation.
- f) To communicate to the person in charge of international relations of the school or faculty at the Universidade de Vigo where he/she lectures most of the courses, and to the International Relations Office the address, e-mail and contact telephone number in the host country.
- g) To fully comply with the norms of the host institution.
- h) To comply with the language requirements established by the corresponding calls and/or the host institution.
- i) To take advantage, to the extent of their possibilities, of the activity program, that includes their participation in all the assessment processes scheduled.
- j) To promote new initiatives and exchange or collaboration agreements with the Universidade de Vigo, or the extension of the existing agreements, in coordination with the Vice-Rectorry competent in international relations and with the person in charge of international relations of their school or faculty.
- k) To hand in one of the original certificates of stay within maximum one month after the completion of the stay, as well as to fill in and send the final stay reports asked by the International Relations Office.

The non-compliance with any of these obligations for unjustified reasons can lead to the reimbursement of the grants awarded or to the loss of the right to the recognition of activities, as well as to the exclusion from upcoming selection processes for any international mobility program in which the Universidade de Vigo participates or promotes. The measures shall be taken by the Rector following the proposal made by the Vice-Rectorry competent in international relations, after starting the corresponding procedure.

Article 33. General requirements for the participation of the teaching and researchers' staff of the Universidade de Vigo in mobility programs

Besides the specific requirements established in each international mobility call of the Universidade de Vigo, the teaching and researchers' staff who wishes to participate in a mobility program must maintain a contractual relation with the Universidade de Vigo at least during the academic year in which the mobility is carried out.

Article 34. Rights and obligations of the visiting foreign teaching and researchers' staff within the framework of international mobility agreements and programs

34.1. During their stay at the Universidade de Vigo, the visiting foreign teaching and researchers' staff within the framework of mobility programs shall have the same general rights and obligations as the teaching and researchers' staff of the Universidade de Vigo.

34.2. The acceptance of a member of the foreign teaching and researchers' staff to carry out a stay at the Universidade de Vigo within the framework of a mobility program shall not imply, under no circumstances, neither the recognition of any type of labor or academic relation, between the visiting person and the Universidade de Vigo, nor the recognition of any type of labor or employment or academic rights.

34.3. During their stay, the foreign teaching and researchers' staff must have a health, accident and civil liability insurance appropriate for the activities to be carried out at the Universidade de Vigo.

Article 35. Admission requirements

35.1. The teaching and researchers' staff coming from foreign institutions, who gathers the requirements established in the international programs or agreements subscribed by the Universidade de Vigo, and who was nominated for that purpose by their home university, can carry out temporary academic stays at the Universidade de Vigo.

35.2. When arriving, the teaching and researchers' staff must come to the International Relations Office with the accreditation certificate issued by their home universities stipulating their status, and with the insurance certification that guarantees the covering of medical, accident and civil liability expenses. The International Relations Office shall communicate their arrival to the host school or faculty at the Universidade de Vigo, as well as their e-mail or contact telephone number during their stay at the Universidade de Vigo.

Article 36. Stay accreditation

The International Relations Office can issue stay accreditation documents for those teaching and researchers' staff received if he/she or the home institution require so.

Chapter VII. Rights, obligations and tasks of the administrative staff who participates in international mobility programs

Article 37. Rights of the administrative staff who participates in international mobility programs

The administrative staff who participates in international mobility programs shall have the following rights:

- a) To receive information through the International Relations Office on the calls, grants, requirements and administrative proceeding necessary for the adequate organization and planning of their international stay.
- b) To conclude, before departure, a mobility agreement that gathers the foreseen activity program at the host institution.
- c) To receive recognition of the activities carried out at the host school or faculty, in accordance with the settlements stipulated by the administrative staff service.
- d) To receive the economic aids for mobility established by the call in which the mobility place was awarded, provided the established requirements are met.
- e) To be exempt from the fees and prices for academic services at the host institution, provided that the conditions stipulated in the exchange program, the convention or agreement signed between the Universidade de Vigo and the mentioned institution establish so.

Article 38. Obligations of the administrative staff who participates in international mobility programs

The administrative staff who participates in international mobility programs shall have the following obligations:

- a) To conclude correctly and truthfully and to present within the time and in the form established the documents required by the Universidade de Vigo and by the host institution.
- b) To inform about any change occurred in the academic or work situation that may have an impact on the participation in the mobility.
- c) To have, if it is the case, as requested by the host institution, an accident, health and/or civil liability insurance covering the stay period.
- d) To carry out the corresponding procedures, before and during the stay, in order to guarantee that the legal situation of the participants in the host country meets the requirements of the current legislation of that country.
- e) To join the host institution at the established date, and to communicate it to the International Relations Office of the Universidade de Vigo. For that purpose, they shall send the corresponding arrival form within a period of ten days from the date of their incorporation. The International Relations

Office shall communicate the incorporation date to the administrative staff service.

- f) To communicate to the International Relations Office their address, e-mail and contact telephone number in the host country. The International Relations Office shall notify this information to the administrative staff service.
- g) To comply entirely with the work organization and behavior rules of the host institution.
- h) To comply with the language requirements established by the corresponding calls and/or the host institution.
- i) To take advantage, to the extent of their possibilities, of the activities program, that includes their participation in all the assessment processes scheduled.
- j) To promote new initiatives and exchange or collaboration agreements with the Universidade de Vigo, or the extension of the existing agreements, in coordination with the Vice-Rectorry competent in international relations.
- k) To hand in one of the original certificates of stay within maximum one month after the completion of the stay, as well as to fill in and send the final stay reports asked by the International Relations Office. The International Relations Office shall send one copy of these documents to the administrative staff service.

The non-compliance with any of these obligations for unjustified reasons can lead to the reimbursement of the grants awarded or to the loss of the right to the recognition of the activities, as well as to the exclusion from upcoming selection processes for any international mobility program in which the Universidade de Vigo participates or promotes. The measures shall be taken by the Rector following the proposal made by the Vice-Rectorry competent in international relations, after starting the corresponding procedure.

Article 39. General requirements for the participation of the administrative staff of the Universidade de Vigo in mobility programs

Besides the specific requirements established in each international mobility call of the Universidade de Vigo, the administrative staff who wishes to participate in a mobility program must maintain a contractual relation with the Universidade de Vigo at least during the academic year in which the mobility is carried out.

Article 40. Rights and obligations of the visiting foreign administrative staff within the framework of international mobility agreements and programs

40.1. During their stay at the Universidade de Vigo, the visiting foreign administrative staff within the framework of mobility programs shall have the same general rights and obligations as the administrative staff of the Universidade de Vigo.

40.2. The acceptance of a member of the foreign administrative staff to carry out a stay at the Universidade de Vigo within the framework of a mobility program shall not imply, under no circumstances, neither the recognition of any type of labor relation between the visiting person and the Universidade de Vigo, nor the recognition of any type of labor rights.

40.3. During their stay, the foreign administrative staff must be in possession of a health, accident and civil liability insurance appropriate for the activities to be carried out at the Universidade de Vigo.

Article 41. Admission requirements

41.1. The administrative staff coming from foreign institutions, who gathers the requirements established in the international programs or agreements subscribed by the Universidade de Vigo, and who was nominated for that purpose by their home university can carry out temporary work stays at the Universidade de Vigo.

41.2. When arriving, the administrative staff must come to the International Relations Office with the accreditation certificate issued by their home universities stipulating their status, and with the insurance certification that guarantees the covering of medical, accident and civil liability expenses. The International Relations Office shall communicate the incorporation to the service and work center of the Universidade de Vigo.

Article 42. Stay accreditation

The International Relations Office can issue stay accreditation documents for the administrative staff member received if he/she or the home institution require so.

Additional provisions

First

The Vice-Rectorate competent in international relations shall have the power to issue the resolutions and instructions needed for the implementation of this regulation, to draw up the documents and processes necessary for the mentioned development and for its interpretation.

Second

With the purpose of ensuring the safety of any member of the university community sent abroad, irrespective of the type of mobility, the International Relations Office shall offer to the person concerned any information or recommendation regarding traveling, insurances or legal advice of its knowledge.

Transitional provisions

First

This regulation shall not be applied to the mobility agreements and to the mobility actions carried out during the 2012/2013 academic year or during previous academic years.

Second

In the case of learning agreements regarding degrees to be terminated, when the training load is fixed in credits previous to the ECTS system implementation, the equivalence of the training load shall be established taking into account the regular training load within an academic year.

Derogation provisions

First

The Free Mobility Regulation, approved in the Government Council of the 21st of July, 2013, is hereby repealed.

Second

All regulations of the Universidade de Vigo of equal or lower status that contradict the settlements established in this regulation are hereby repealed. At the same time, all instructions, resolutions or circulars that contradict this regulation are hereby repealed.

Final provision

This regulation shall enter into force the day following its publication after its approval in the Government Council.