

Approved by the University's board of governors on 27th January 2005

Regulatory legislation for the mobility of international students at the University of Alcalá

I. Area of application

The present legislation is applicable to students undertaking a period of study at the University of Alcalá (UAH) as visiting students and does not apply to those foreign students who are completing a degree program (undergraduate or postgraduate) at the University, and who are subject to the general rules of entry into Spanish Universities. In the case of students who are subject to an agreement between UAH and their home university, the details of said agreement will be applied.

II. Definition

Article 1. Visiting students are those who normally attend foreign universities and institutions of third level education and wish to undertake a term at UAH in order to strengthen their education and expand their official studies through some form of mobility program or international agreement.

III. Requirements, assignment and admission process

Article 2. The students to which the present legislation is to be applied will always be students coming from a foreign University.

Article 3. It will be required that incoming students from foreign institutions have at least an intermediate level of Spanish in order to study at the UAH. Exempt from this requirement are those students whose native language is Spanish.

Article 4. The selection procedure will be set up by the Vice-Rectorate of International Relations in coordination with the Deans and Directors of the faculties in which the visiting students will be undertaking their studies. In this, the term time, application and required documents as well, as well as other paperwork which the applicant will need to complete, will be decided upon.

Article 5. In no case will the admission of international students be dependent on their meeting the entry requirements in place for those hoping to obtain an official university degree valid in national territory.

Article 6. The admission of international students depends on the decision of the Vice rectorate of International Relations, previous acceptance into the faculty in which the student is due to undertake their studies, and this process will take place within the established time frame. To this effect, the student must send the completed application form for the relevant study program, as well as provide any additional information required in each case.

Article 7. All international students will enrol in a faculty or school at the UAH which fits with their study program.

Conditions of mobility: matriculation, extension of stay and withdrawal

Article 8. Visiting students will be subject to the same standing legislation as regular students with regards to exams and other assessments.

Article 9. Visiting students must pay the fee required to enrol themselves in the University.

Article 10. The UAH does not take responsibility for the finding accommodation for visiting students nor the management or upkeep thereof, although the University will make available to them all the information and help possible.

Article 11. The student's duration of study cannot exceed an academic year, save for cases wherein specific circumstances mean that they can opt for a second year, as per criteria established by the Vice Rectorate of International Relations, with the agreement of the Deans and Directors of the faculty in which the visiting student is carrying out their studies.

Article 12.

1. The extension of a student's stay will be dependant on their ability to meet the following requirements:
 - The acceptance of the head of the school in which the student is enrolled in the UAH.
 - The student's completion of their first-year studies to a satisfactory standard.
2. The extension will be granted should there be an agreement between the Vice chancellor of International Relations, previous meeting of all requirements and all of this within the established time limits of the student's enrolment.

Article 13.

1. Those students who, having begun a period of study with UAH, wish to withdraw, should communicate this in writing to the relevant academic authorities.
2. Under no circumstances can the fees paid to enrol at UAH nor any other expense incurred by the student as part of their period spent with the University be refunded.

Article 14.

1. At the end of the student's period of study, the UAH will send their home university a personal academic certification outlining the studies carried out. The certification will not include in its report the periods of time not part of the academic calendar, save for academic activities carried out in such times.

2. Visiting students must apply for the dispatch of said documents, paying the relevant fees for this.

V-The obligation of students

Article 15. The duties of international students are laid out in the University of Alcalá Statutes and are approved by Royal Decree 221/2003 of 23rd October (Official Bulletin of the Community of Madrid), and are as follows:

- a). To arrive at the University of Alcalá by the set date, understanding that failure to do so means the renunciation of the privileges afforded to the student upon their initial admission into the University.
- b). To complete and present to the University all of the documentation in requires as requested and before the set deadline.
- c). Complete the necessary and relevant paperwork, before and during your stay at UAH so that your legal status in Spain is in line with what is contained within the laws and regulations pertaining to foreign nationals in Spanish territory.
- d). You must obtain medical insurance that covers the whole period in which you will be at UAH.
- e). You should complete your study program, conforming to the norms of the faculty to which your subject belongs.

Article 16. Should the student fail to comply with these obligations or those general ones applicable to regular students at the UAH, they will then be subject to measures taken by the UAH's academic authorities, one of which can be the exclusion of the student from any future selection processes for any international mobility program promoted by the vice rectorate of International Relations of the UAH.

Article 17. The regulatory legislation that applies to general students at University of Alcalá is also applicable to international students.

Article 18. The international students to whom the present regulations apply are the only people responsible for their actions during their time at UAH, thus exempting the University from any kind of responsibility of actions resulting in damage caused, withdrawal without forewarning or any other event that could result in claims being made against UAH.

VI.-Additional provisions

First- Any aspects not covered in the present regulatory legislation, are covered in the supplementary application for the European Union's Socrates-Erasmus Program.

Second-Effective date

The present regulatory legislation will come into effect the day following its publication in the Official Bulletin of the University of Alcalá.