



## **REGULATIONS GOVERNING INTERNATIONAL DOUBLE QUALIFICATIONS FOR BACHELOR'S DEGREES AND UNIVERSITY MASTER'S DEGREES**

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-Approved by the Governing Council on 27 October 2016-

### **Preamble**

One of the priority objectives of the Universitat Rovira i Virgili is to increase its international projection so it can take advantage of the opportunities presented by internationalization in terms of training of its students, improving their employment prospects and attracting international talent. The international exchange programmes have demonstrated over the years that they provide important opportunities both for universities and students. Consequently, the URV wishes to expand the opportunities available in the international ambit by promoting double qualifications in bachelor's and master's degrees with foreign universities. The present regulations, therefore, define the criteria and basic conditions of international double qualifications at the URV.

### **Section I. General regulations**

#### **Article 1. Object and scope**

1. The aim of these regulations is to define the criteria and the basic conditions governing the collaborative relations between the URV and other universities and the procedures that must be followed by students or graduates from foreign universities who wish to obtain a second qualification at the URV.

2. These regulations also define the conditions that must be stipulated in agreements between the URV and foreign universities regarding the awarding of international double qualifications at bachelor's and university master's level through the completion of preexisting qualifications at the URV.

#### **Article 2. Definitions**

1. The term *international double qualification* refers to the possibility of obtaining a qualification from each of the two universities participating in the agreement due to the high level of affinity between the contents and competencies of their curriculums. The similarity between the curriculums allows students to obtain the second qualification through academic recognition and academic mobility for a specific period at the host university.

Students must demonstrate that they have completed the content of the curriculums at both participating universities in accordance with the study plan specified in the double qualification agreement.

2. If no agreement has been signed between the two institutions, the student must still demonstrate that they have completed the content of the curriculums at both participating universities, either by having their foreign studies recognised or by studying the corresponding subjects.

3. The term *home university* refers to the university at which students commence their university education and at which they apply for a double qualification.

The term *host university* refers to the university at which the students carry out their academic mobility in order to obtain the international double qualification.

#### **Article 3. Collaboration agreement**

1. In order to create an international double qualification, both institutions must sign a collaboration agreement using the template in Annex II of the present agreement (bachelor's and university master's).



2. The agreement must include the following aspects of the two qualifications concerned and comply with the provisions of the relevant applicable law:

- a) The curriculum and the equivalent at the other university.
- b) The mobility programme. This must specify the subjects which have to be passed at the home university in order to be able to study at the host university, and provide a table with the subjects that will be studied at the host university.
- c) The learning outcomes and the competencies that students of double qualifications are to acquire.
- d) The admissions and academic recognition procedures, if appropriate.
- e) The admission requirements and selection criteria.
- f) The grading system used and its equivalence with the Spanish system.
- g) The system used to manage the programme academically and administratively.
- h) The financial management of the programme. Each agreement must specify how the studies will be managed financially in accordance with the approved

This double qualification agreement must be approved by the board (or equivalent) of the faculty/school that is responsible for the qualification at the URV.

#### **Art. 4. Application for recognition of foreign qualifications**

1. Notwithstanding the previous article, if there is no institutional agreement regulating an international double qualification, students or graduates who have completed studies at a foreign university and who want to obtain a qualification from the Universitat Rovira i Virgili can apply to have their studies recognised and to be admitted onto a bachelor's degree or to pre-register on a master's degree at the corresponding URV faculty or school.

2. This application must be accompanied by the relevant supporting documentation relating to the studies that they have completed and the competencies that they have acquired. Annex 1 specifies the documentation required and the deadlines for submitting the application.

3. For bachelor's degrees, students who have 30 or more credits recognised may be admitted to the course in accordance with the requirements and the number of places available at the faculty/school.

4. For master's degrees, students will be admitted on the basis of their previous qualifications and the master's admission requirements established by the faculty/school.

#### **Article 5. Minimum requirements for double qualifications in bachelor's degrees and master's degrees at the URV**

1. Bachelor's degree programmes. Students who wish to apply for a double bachelor's degree qualification at the URV must have studied a minimum of 90 credits at their home university and a minimum of 60 credits at the host university.

2. University masters' programme. Students who wish to apply for a double master's degree qualification at the URV must study at least 50% of the credits from the master's degree curriculum at the URV.

3. If the Universitat Rovira i Virgili is the host university, students will not have to study a minimum number of credits at the URV if the home university has accreditation from the corresponding quality agency or if the agreement specifies the equivalences of the competencies acquired during the different subjects.

Bachelor's and master's theses In accordance with Royal Decree 861/2010, of 2 July, students may not submit work completed at another institution for recognition as their bachelor's or master's thesis at the URV.



4. Grading systems. Credits passed at the host institution must have been recognised at the home institution in accordance with the table of equivalences in Annex III of the present agreement.

5. In cases where blocks of subjects are recognised, the grade on the student's academic transcript will be the average of all the subjects that have been recognised.

## **Section II. Administrative procedure**

### **Article 6. Access and admission to the programme**

1. Students chosen by the home university to study an international double qualification must comply with the access and admission requirements at both the host and home universities.

2. Students who are not governed by a double qualification agreement must apply for admission or pre-registration and recognition of foreign qualifications in accordance with article 4 of and the procedure specified in Annex 1 of these regulations.

### **Article 7. Registration and financial aspects**

1. Students who wish to study for an international double qualification must register during the same period as the other students.

2. Student must register for the relevant credits and pay the corresponding registration fees.

3. With regard to recognised subjects, at the URV students must pay the percentage of the fee for credits established in the Decree on Prices for academic services by the public universities of Catalonia in accordance with the procedure established by the URV's regulations.

### **Override provision**

These regulations replace the regulations governing international double qualifications approved by the Governing Council on 30 October 2013, without detriment to the final provision.

### **Final provision**

These regulations apply to all international bachelor's and university master's agreements that are signed as of the day after its publication in the Official Bulletin of the University. All agreements signed prior to these regulations retain their original conditions for as long as the agreement is in force.



## **Annex 1. Application procedure for admission to URV courses and recognition of credits studied abroad.**

### **For bachelor's degrees:**

Students must submit the following documentation to the faculty/school responsible for the course that they wish to study:

- Application form
- Identity document
- Certificate of their academic qualification, which must state: the subjects completed, the workload in hours for each subject, the grading systems used
- The qualification certificate if the studies at the foreign university have been completed
- Course curriculum, which will confirm official academic validity in the home country
- The syllabuses of the subjects passed

The documentation submitted must comply with the requirements established in the state legislation, which are specified in the administrative procedure entitled Recognition of higher education studies completed abroad, which can be found on the URV website.

The faculty/school will accept or reject the application on the basis of the criteria and the number of places approved by the faculty/school board and ratified by the corresponding committee. The faculty/school will also take into account the relevance of the competencies and knowledge associated with the subjects studied by the student or graduate at the foreign university.

If the number of credits recognised is 30 or more, the faculty/school will also decide whether to accept or reject the student's application.

If, on completing the studies abroad, the student is awarded a foreign qualification, he/she may also apply for official recognition of the qualification by the Spanish Ministry for Education, Culture and Sport. These two options may not be requested simultaneously.

### **For master's degrees:**

Students must submit the application to pre-register for the master's degree to the relevant faculty/school. This application and the corresponding documentation must be submitted electronically.

At the same time the student can submit an application for recognition of master's studies, which must be accompanied by the:

- Application form
- Curriculum, which will confirm official academic validity in the home country
- Syllabuses of the subjects passed

The student will have submitted the remaining required documentation (identity document, certificate of the studies completed, qualification certificate) during the pre-registration phase.

The documentation presented must comply with the requirements specified in the corresponding state legislation.

The faculty/school will accept or reject the application on the basis of the relevance of the competencies and knowledge associated with the subjects studied by the student or graduate at the foreign university.



## **Annex 2. Generic double qualification agreement for bachelor's and master's degrees**

SPECIFIC DOUBLE QUALIFICATION AGREEMENT BETWEEN THE UNIVERSITAT ROVIRA I VIRGILI AND [...] BY AND BETWEEN

Mr Josep Anton Ferré Vidal, Rector of the Universitat Rovira i Virgili (hereafter, URV) by virtue of Decree 72/2014, of 27 May (DOGC 6633, of 29 May 2014), who represents this institution in accordance with the competencies established in article 66 of the Statute of the URV, which was approved by Decree 202/2003, of 26 August (DOGC 3963, of 8 September 2003), and modified by the Agreement GOV/23/2012, of 27 March 2 (DOGC 6100, of April 2012). The URV's address is C/Escorxador, s/n, post code 43003 Tarragona, and its tax identification number is Q-9350003-A.

And Mr/Ms [...], [position] of [...] (hereafter, [...]), by virtue of their appointment [...]. The [...] is based at [address] , postcode [...] in [city], [country], and its Tax Identification Number is [...]

Both parts recognise their mutual legal capacity to take part in this act.

**ANTECEDENTS** In accordance with the present agreement between the URV and the [...], both institutions express their common desire to strengthen their cooperation in the ambit of university education.

Consequently, the URV and the [...] have decided to facilitate the exchange of students to enable them to obtain a double qualification, with both qualifications being recognised in the respective countries of each institution.

The following articles specify the conditions under which students from both institutions formalize the present agreement in accordance with the following:

### CLAUSES

#### **One. URV qualification**

The [faculty/school] of the URV, hereafter XXXX, teaches the [university master's / bachelor's] degree worth 60/90/120/240 ECTS credits. The full curriculum is provided in Annex 1 of this agreement.

#### **Two. Degree in [...]**

The [faculty/school] of the UXX, hereafter referred to as XXXX, teaches the [university master's/bachelor's] degree worth 60/90/120/240 ECTS credits. The full curriculum is provided in Annex 1 of this agreement.

#### **Three. Double qualifications**

Double qualifications are awarded to those students who comply with and complete the mobility programme specified in Annex II of this agreement, in accordance with the current legislation at each institution.

The academic staff in charge of the official qualification at each university are responsible for the correct execution and monitoring of the double qualification programme.

- For the URV: the person in charge of the official qualification [university master's/bachelor's degree worth 60/90/120/240 credits]



- For the XXXX: the person in charge of the official qualification [university master's/bachelor's degree worth 60/90/120/240 credits]

#### **Four. Number and selection of candidates**

Each academic year, both parties will agree on the number of students who may participate in the programme. However, the total number of students admitted annually may be modified by means of mutual agreements signed in advance.

A public competition will be held to allow students to apply to participate in the programme. Students will be selected by a specially designated academic committee at each institution. Students will be selected on the basis of the suitability of their academic and personal profiles. Students must pre-register during the specific periods at each university and comply with the access and admission requirements specified in the regulations of each university.

Each institution must provide the host institution with the information it needs to officially register the candidates. In accordance with the number previously agreed, the host institution may not reject the students proposed unless they do not comply with the access and admission requirements.

The home institution must present the host institution with the list of students that it has chosen for the following academic year by 30 June at the latest. Each home institution may designate an individual to send the student lists to the host institution by email. The host institution must notify the home institution that it has formally accepted the proposed list of students by no later than 15 July of the same year.

Students must submit their original documentation to the University before they can complete the registration process.

Nevertheless, if both parties agree, students may make an individual application to participate in the programme. To do so, they must follow the corresponding procedures in accordance with the specified dates.

#### **Five. Registration and registration fees**

6.1. Students who wish to study for an international double qualification must register during the same period as the other students.

6.2. Students must register for the credits that they are required to study and pay the corresponding registration fee in accordance with the procedure established at each university.

Both institutions can award specific grants or awards for this double degree programme. *[If stipulated in the agreement, the grant or award conditions must be specified and a call for applications must be announced].*

6.3. With regard to recognised subjects, at the URV students must pay the percentage of the fee for credits established in the Decree on Prices for academic services by the public universities of Catalonia in accordance with the procedure established by the URV's regulations.

At the [acronym of the other university], students must pay XX%, in accordance with this university's regulations.

#### **Six. Mobility programmes**

If the URV is the host university, the cost of the students' healthcare and civil liability insurance is included in the URV registration fees. Nevertheless, students from the [acronym of the other university] must take out additional insurance to cover healthcare, invalidity, death and repatriation during their stay at the URV.



If the *[acronym of the other university]* is the host university, URV students must take out additional insurance to cover healthcare, invalidity, death and repatriation.

#### **Seven: Supervision of students**

The host institution must create a supervisory committee for student consultation during the exchange. Students will have access to all the services and pedagogical resources that are available to home students.

#### **Eight. Validation of studies by the host institution**

After the double degree students have completed their study visit at the host institution, the host institution must send a file containing the students' grades to the home institution.

Only those students who have passed all the subjects on the curricula at the home institution and at the host institution will be awarded a double qualification. Students who do not passed the subjects at the host university must register again for these subjects in accordance with the academic calendar and pay the corresponding fees.

Furthermore, students must have paid all registration fees and have had all their subjects recognised in order to obtain the double degree certificate.

#### **Nine. Issuance of qualification certificates**

Once students have obtained all the credits on the curriculum, they may request the issuance of the relevant qualification certificate from each of the universities. Students must pay the pay the issuance of the qualification certificate of each university.

#### **Ten. Duration**

The present agreement will come into force as soon as it has been signed and will have a duration of one year. It will be extended automatically for up to four years. Before the agreement expires, the universities may agree to extend the agreement for up to another four years.

Either party can terminate the agreement by giving the other party six months' written notice. In all cases, all the activities which are in progress at the time of termination must be completed.

#### **Eleven. Resolution of disputes**

The signatories must resolve by common agreement and consensual negotiation any issue or problem that may arise regarding the present agreement. Should they be unable to reach a common agreement, the signatories will resolve their differences regarding the interpretation or fulfilment of this agreement by another means that they will determine by common agreement.

#### **Twelve. Data protection**

Data confidentiality and the handling of information are covered by the legislation on personal data protection. Both parties agree to respect the legislation on personal data protection for all matters where this legislation is applicable to the information that is the object of this agreement.

As proof of conformity, the representatives of the URV and the [...] sign this document in duplicate, one in Catalan and one in [...].

Tarragona, .....[date]



### Annex 1: Curriculums

Qualification offered by the XXXX of the URV

Subject	ECTS credits
Competencies	

Qualification offered by the XXXX of the [*acronym of the university*]

Subject	ECTS credits
Competencies	

Table of equivalences URV

[*acronym of the other university*]

URV			[ <i>acronym of the other university</i> ]		
Subject	Credits	Competencies	Subject	Credits	Competencies

Agreed by the people in charge of the qualifications:

Approved by the dean/director of the faculty/school

Signature:

### Annex III:

Table of equivalences between URV:

URV	[ <i>acronym of the other university</i> ]
9-10: possible distinction	
9-10: excellent	
8.9: good	
6.9: pass	
4.9: fail	