



REGULATIONS GOVERNING MOBILITY AT THE UNIVERSITAT ROVIRA I VIRGILI

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In the framework of European Union or domestic programmes, and agreements entered into by the Universitat Rovira i Virgili (hereinafter URV) and other higher education institutions, research centres or companies, interuniversity mobility gives students not only a valuable personal experience but also an experience that is of added value for their future employment.

Likewise, for teaching staff and other university personnel, mobility programmes are an opportunity to learn, exchange knowledge and have a uniquely valuable experience.

Article 102 of the Statute of the URV states that the University is required to provide students with mobility and credit equivalency in the framework of the European Higher Education Area. To this end, in 2004 the Governing Council passed the Regulations on Course Equivalencies in the Framework of Mobility Programmes, which was revised and modified subsequently in 2006. In recent years, these regulations have guaranteed students that their studies will be officially recognised both nationally and internationally, made the task of programme coordinators more straightforward and provided the secretaries of faculties and schools with guidelines on how to deal with these students from the point of view of administration.

Both the University Student Statute and the Statute of the URV state that students have the right to take part in domestic and international mobility programmes in the framework of prevailing legislation and to enjoy the benefits of grants, bursaries and exemptions that favour mobility.

The growth in student and staff mobility has constantly been on the increase in the framework of institutional programmes and bilateral agreements between the URV and other higher education institutions. This reality was further enhanced with the Comprehensive Mobility Programmes, passed by the Governing Council on 9 July 2009, and the implementation of the URV's strategic plans for internationalisation (2009-13 and 2014-19).

The number of students wanting to visit the URV has increased considerably in recent years as have the types of visit, many of which are not envisaged by the regulations in force. This new scenario, then, suggests that the regulations need to be updated and adapted to the new reality.

So, these new regulations repeal the document passed by the Governing Council on 7 March 2013.

CHAPTER I. GENERAL PROVISIONS

ARTICLE 1. AIM

The aim of these regulations is to establish the academic and organisational legislation governing mobility at the URV.

ARTICLE 2. SCOPE

The regulations are applicable to all members of the university community engaged in mobility.



ARTICLE 3. DEFINITIONS

Mobility students:

- a) Programmes of study: students who engage in mobility at higher education institutions other than their own with the purpose of completing a part of their programme of study in the framework of a mobility agreement between the two institutions. These students pay their tuition fees at the home university but not at the host university.
- b) Work experience: students who sign up for an international work-experience programme in higher education institutions, research centres or companies with the purpose of completing a period of professional practice as part of mobility programmes.
- c) I-Global students: students who spend a period of time at institutions other than their home institutions with the purpose of completing part of their course outside the framework of a mobility agreement or programme. These students pay the prices set by the host institution to be able to study there.

Staff mobility:

- a) Teaching: teaching and research staff who engage in mobility at higher education institutions other than their own with the purpose of providing teaching or training in the framework of a mobility programme.
- b) Training: teaching and research staff who engage in mobility at higher education institutions other than their own with the purpose of receiving training in the framework of a mobility programme.
- c) I-global visitors: members of the university community who spend a period of time at institutions other than their home institutions outside the framework of a mobility agreement or programme.

Outgoing or incoming:

Those members of the URV who spend a period of time at another university, institution or company are known as *outgoing*.

Those people who come from other institutions or on their own account to spend a period of time at the URV are known as *incoming*.

CHAPTER 2. COMPETENCIES IN MOBILITY ISSUES

ARTICLE 4. VICE-RECTOR RESPONSIBLE FOR INTERNATIONAL RELATIONS

The vice-rector responsible for international relations:

- a) Proposes strategic directives on issues of mobility.
- b) Signs documents related to the mobility procedure in his/her capacity as the URV's legal representative by delegation of the rector.
- c) Decides on the URV's participation in mobility programmes, ensures compliance with the requirements of each programme, guarantees the quality of the educational programmes and protects the rights of the participants.
- d) Approves the conditions for taking part in mobility programmes and announces the number of mobility places available for URV members.



- e)* Decides on the distribution of the mobility places available and the corresponding grants.
- f)* Settles all incidents arising from mobility programmes.
- g)* Interprets and implements these regulations.

ARTICLE 5. DEANS AND DIRECTORS OF FACULTIES/SCHOOLS

The deans, their staff or the directors of URV faculties and schools are responsible for their respective mobility programmes. They have to appoint a member of the teaching staff (hereinafter, mobility coordinator) to be in charge of coordinating the academic aspects of mobility at their faculty/school (sometimes there may be more than one coordinator) and authorising the mobility applications made by students.

ARTICLE 6. DEPARTMENTS

Departments are responsible for receiving and accepting applications from I-Global visitors. They have to appoint a mentor to accompany the visitor and provide them with a visitor's card with the accesses and services the department deems they require. Once the I-Global visitors have been accepted, the departments have to send all the information on their visit to the International Center for the records.

ARTICLE 7. MOBILITY COORDINATORS

Within each faculty/school the coordinators are responsible for the academic aspects of mobility and for acting as interlocutors with the International Center and between students and the institutions that have agreements with the URV.

Among other things, the academic aspects of mobility consist of:

- a)* Informing the deans and their staff, or the directors of faculties and schools, of all issues related to student mobility.
- b)* Determining which academic courses are available to mobility students.
- c)* Defining the criteria for admitting and selecting candidates (incoming and outgoing).
- d)* Selecting students in the framework of mobility programmes (incoming and outgoing).
- e)* Supervising the students' academic agreements.
- f)* Providing mobility students with academic guidance.
- g)* Determining the academic recognition of the activities completed during a mobility visit.
- h)* Defining the policy of inter-institutional agreements in the area of mobility.
- i)* Attending to the needs of students on mobility programmes.
- j)* Signing the official examination results of students enrolled in subjects as mobility students.
- k)* Sending documentation to the students who are coming or to their home institutions.
- l)* Settling all incidents that arise (drop outs, extensions, reductions, etc.).
- m)* Ensuring that the information given to mobility students about the faculty/school is appropriate and sufficient.
- n)* Ensuring compliance with these regulations.



- o)* Accepting any other function attributed by the current regulations and entrusted by the governing bodies of the URV.

ARTICLE 8. ACADEMIC SECRETARIAT OF THE FACULTY/SCHOOL

In terms of mobility, the academic secretariat is responsible for:

- a)* Managing academic transcripts.
- b)* Supervising the enrolment of outgoing students in accordance with the definitive document of academic equivalency.
- c)* Enrolling incoming students.
- d)* Entering outgoing students' marks, forwarded by the coordinator, into the system, after determining the corresponding equivalencies (while coordinators cannot be given direct access).
- e)* Providing incoming students with a certificate of the subjects completed at the URV and the marks obtained.

ARTICLE 9. INTERNATIONAL CENTER

The International Center is responsible for the following mobility processes:

- a)* Providing support to the negotiation of agreements with partner universities.
- b)* Acting as intermediary between the administrative units of the URV responsible for reviewing and signing agreements, and the promoter of the agreement.
- c)* Organising the signature of institutional agreements on mobility issues and international collaboration framework agreements.
- d)* Entering information into the mobility database and maintaining it.
- e)* Maintaining the information on mobility on the URV mobility websites.
- f)* Updating and maintaining information systems.
- g)* Giving support and advice to mobility coordinators and staff interested in going on a mobility programme.
- h)* Improving the information given to the members of the university community.
- i)* Informing the URV's services, faculties and schools about mobility programmes so as to facilitate the production of reports and justifications to the appropriate organisations, and the collection of data that other external services and organisations might request.
- j)* Supervising its own database and drawing up statistics and reports.
- k)* Managing mobility calls and all other visits from abroad:
 - i)* Promoting and advertising them within the URV.
 - ii)* Advising the various faculties/schools via the mobility coordinator.
 - iii)* Managing the applications made and the documentation provided.
 - iv)* Drawing up reports for the selection committees and subsequent publication of the assignments.
 - v)* Assigning the people selected to host institutions.
 - vi)* Monitoring mobility procedures.
 - vii)* Processing the payments of mobility grants.
 - viii)* Keeping in touch with official organisations, external to the URV, on issues of mobility.



- ix) Writing the reports required for each programme on both economic and practical issues, in accordance with the organisation responsible for the programme.
 - x) Making proposals for improving the operation or the economic funding of mobility programmes in response to incidents and changes.
- l)* Managing all incoming students, with the exception of I-Global visitors (see chapter 2, article 6):
- i)* Ensuring that partner universities are informed about the process of applying to the URV for student mobility.
 - ii)* Receiving applications from partner institutions for student mobility
 - iii)* Managing applications and documentation.
 - iv)* Sending candidates' transcripts to mobility coordinators – or the person in charge of staff from other institutions.
 - v)* Communicating the results of the admission process to the candidates and the partner institutions.
 - vi)* Sending the candidates selected an acceptance letter and the documentation so that they can process their study visa if they need to.
 - vii)* Welcoming incoming students (informative meetings, processing of the URV card, assignation of a mentor to international students).
 - viii)* Monitoring the administrative procedure of mobility students and, if necessary, invoicing and payment.
 - ix)* After the visa has been applied for in the home country, informing about the process of the residence permit in Spain.

CHAPTER 3. PARTICIPATION OF THE URV MEMBERS IN MOBILITY PROGRAMMES (OUTGOING MOBILITY)

ARTICLE 10. MOBILITY CALLS

- I.* The mobility of URV members is framed within official mobility programmes, which are governed by the corresponding calls.
- II.* The URV must publicise the mobility calls for all members of the university community.
- III.* The conditions of the mobility calls must comply with prevailing regulations and regulate the following aspects:
 - a)* The name of the specific mobility programmes under which members of the university community can spend a period abroad.
 - b)* The destinations available, if appropriate.
 - c)* The requirements for applying for a place on a mobility programme.
 - d)* The selection criteria for each place on a mobility programme or degree.
 - e)* The amount of each grant, if appropriate.
 - f)* The documents that must be presented with the application, the deadline and where the application must be made.
 - g)* The appeals that candidates can lodge against the calls and the adjudications made.



- h)* The latest date by which the list of successful candidates must be published.
- i)* The deadline by which candidates must accept or renounce the mobility place and the corresponding grant.
- j)* The warning that the fact that the URV has assigned a particular mobility place does not necessarily mean that the candidate will be accepted by the host institution. If the host institution decides not to accept the candidate, the URV is not obliged to provide him/her with an alternative destination. Nevertheless, if this case were to arise, the International Center must provide all those interested with all destinations available at that moment if there are any.
- k)* The obligations of the participants.
- l)* Any other aspect that is deemed appropriate for inclusion in the conditions.

ARTICLE 11. REQUIREMENTS FOR PARTICIPATION

To be admitted on a URV mobility programme, applicants must comply with the requirements of the corresponding call.

I. Students:

- a)* Must be enrolled on an official URV degree course both at the time of applying for the mobility place and during the period of mobility, with the exception of recently graduated students who wish to engage in mobility for international work experience. Undergraduate students must be enrolled in the second year of study or higher.
- b)* The following people cannot take part in URV mobility programmes:
Students from other foreign or Spanish universities or higher education institutions who are already enrolled at the URV in the framework of a mobility programme or agreement or the I-Global programme.

II. URV staff:

- a)* Must be under contract or otherwise employed at the URV both at the time of making the application and during the period of mobility.
- b)* The following people cannot take part in URV mobility programmes:
Staff from other foreign or Spanish universities or higher education institutions who are already enrolled at the URV in the framework of a mobility programme or agreement or the I-Global programme.

CHAPTER 4. PARTICIPATION IN INCOMING MOBILITY PROGRAMMES AT THE URV

ARTICLE 12. MOBILITY PROGRAMMES AT THE URV

I. Student mobility for purposes of study

- a)* Students from other institutions who comply with the requirements of the programmes or agreements that the URV has with their home institution can spend temporary periods of study at the URV.
- b)* These students will be regarded as mobility students at the URV. If they satisfactorily complete the period of study, they will receive the corresponding academic recognition as established by the academic agreements between institutions. They are exempt from paying the tuition fees for all the subjects that have been agreed by the programme coordinators.
- c)* The home institution must pre-select the possible candidates for exchange with



the URV in compliance with the agreement between the two institutions.

- d) The home institutions must send the URV the list of students who have been admitted on the mobility programme.
- e) Pre-selection of students by the home institution does not necessarily mean that they will be accepted by the URV. Mobility coordinators will decide whether or not to accept students by checking all the documentation provided and making the decision to accept or reject. For well-founded reasons, mobility coordinators can restrict the admission of mobility students on certain subjects.
- f) Students must attend the URV during the dates of the academic year so as to guarantee that they adapt to the university and can take advantage of their stay.
- g) When students get to the URV, the mobility coordinators must again assess the document of academic equivalency and, if necessary, prepare the definitive version so that they can enrol as mobility students. To this end, the mobility coordinators must send the definitive document of academic equivalency to the faculty/school's academic secretariat so that students can complete the enrolment procedure. Students must complete this procedure at the URV under the guidance of the mobility coordinator and with the support of the academic secretariat of the faculty/school where they are studying.
- h) When mobility students are studying subjects at various faculties/schools they will be regarded as students on the course for which they do most credits and they must enrol at the secretariat responsible for this course. In these cases, the academic coordination is the responsibility of the mobility coordinator of the faculty/school where students enrol.
- i) Once mobility students have completed the enrolment procedure, they have the same rights and obligations as official students.
- j) At the end of the study period at the URV and after the results of the examinations have been announced, the mobility coordinators must request the student mobility report from the corresponding secretariat with a list of all the subjects studied and the marks awarded. With this information they must fill in the qualifications on the transcript.
- k) The mobility coordinators are responsible for sending the academic certificates to the home institutions or to the students themselves if they so wish.
- l) Mobility students are obliged to take out health insurance in their own countries. If they do not, when they arrive at the URV they will be asked to sign a health insurance policy, the costs of which they must bear themselves. They can be given information about the insurance by the International Center.

II. Student mobility for purposes of work experience

- a) Students from other institutions who comply with the requirements of the programmes or agreements that the URV has with their home institution can spend temporary periods of work experience at the URV.
- b) These students will be regarded as mobility students at the URV. If they satisfactorily complete the period of work experience, they will receive the corresponding academic recognition as established by the academic agreements between institutions. They are exempt from paying the tuition fees for all the subjects that have been agreed by the programme coordinators.



- c) The home institution must pre-select the possible candidates for exchange with the URV.
- d) The home institutions must send the URV the list of students who have been admitted on the mobility programme.
- e) Pre-selection of students by the home institution does not necessarily mean that they will be accepted by the URV. Mobility coordinators will decide whether or not to accept students by checking all the documentation provided and making the decision to accept or reject. For well-founded reasons, mobility coordinators can restrict the admission of mobility students on certain subjects.
- f) Students must arrive at the URV on the date agreed to by their work-experience tutor.
- g) Before students get to the URV, the URV coordinator must discuss the work-experience contract and prepare the definitive version. If they are required to enrol as work-experience students at the URV, the mobility coordinators must send the definitive document of academic equivalency to the faculty/school's academic secretariat so that they can complete the enrolment procedure. . Students must complete this procedure at the URV under the guidance of the mobility coordinator and with the support of the academic secretariat of the faculty/school where they are studying.
- h) Work-experience students have the same rights and obligations as official students.
- i) The mobility coordinators are responsible for sending the academic certificates to the home institutions or to the students themselves if they so wish. They can request the student mobility report from the corresponding secretariat once the work-experience period has been completed and the marks have been awarded.
- j) Mobility students are obliged to take out health insurance in their own countries. If they do not, when they arrive at the URV they will be asked to sign a health insurance policy, the costs of which they must bear themselves. They can be given information about the insurance by the International Center.

III. Staff mobility for purposes of teaching/training

- a) Staff from other institutions who comply with the requirements of the programmes or agreements that the URV has with their home institution can spend temporary periods at the URV in order to teach or receive training.
- b) The home institution must inform the URV of all the candidates interested and at all times respect the stipulations of the agreement between the two institutions.
- c) The fact that the home institution makes a proposal does not necessarily mean that all the candidates will be accepted by the URV. Acceptance is the responsibility of the person or the unit/department in charge of receiving staff from other institutions, who will check all the documentation provided and make the decision to accept or reject. For well-founded reasons, URV units and departments can restrict the admission of mobility staff.
- d) Staff who come to the URV must take out health insurance and be able to prove they have done so with the corresponding documentation. Likewise, they must also have civil liability insurance.

IV. I-Global



- a) Students or visitors from other institutions who comply with the requirements for admission to the faculties/schools they wish to visit can spend a period of academic or non-academic activity there even though they are not covered by the provisions of an agreement.
- b) Under no circumstances will these students or visitors be given a degree or any other academic recognition by the URV. The deans or the directors of the faculty/school, in the case of students, or the heads of department, in the case of visitors, must provide the students/visitors with an official document of the marks awarded or a certificate of the dates and/or reason for the stay.
- c) Students have to make an application for admission in accordance with the procedures established by the International Center to the dean or director of the faculty/school where they wish to study or carry out research.
- d) Visitors have to make an application for admission in accordance with the procedures established by the departments to the head of the department they wish to visit.
- e) It is the responsibility of the faculty/school deans or directors (or their delegates) to determine whether or not to accept an application for admission and monitor the stay.
- f) Students have to pay the fees set by the Board of Trustees.
- g) Students and visitors are obliged to take out a health and accident insurance policy as specified in the conditions of the programme.

CHAPTER 5. EQUIVALENCY OF THE STUDY PROGRAMMES COMPLETED WHILE ON MOBILITY STAYS (OUTGOING)

ARTICLE 13. APPLICATION FOR AND RECOGNITION OF ACADEMIC EQUIVALENCY

- a) The URV students who have been selected to take part in a mobility programme must send their mobility coordinator the specific form with the subjects they wish to study at the host institution and the URV subjects for which they will request academic equivalency.
- b) Students can request the academic equivalency for credits of compulsory and optional subjects, practicums, practicals and theses, as long as they comply with the indications given by the mobility coordinator.
- c) The minimum and maximum number of credits a student can enrol for depends on the host institution. Unless specifically stated otherwise, the minimum number of credits that students must do is 15 in a semester or 30 in a year.
- d) Academic equivalency must be recognised in accordance with the stipulations of the URV's academic regulations for each academic year.

ARTICLE 14. ACADEMIC EQUIVALENCY DOCUMENT

- a) The academic equivalency document lists the subjects and credits that must be done at the host institution and the equivalent subjects and credits at the URV.
- b) Subjects that have a qualification of Fail on the student's academic transcript at the URV cannot be awarded academic recognition and, therefore, cannot be included on the document.
- c) The academic equivalency document must be signed by the mobility coordinator (and for master's/doctoral students approved by the head of the degree or the coordinator of the postgraduate programme), the student and the head of the



International Center. A copy must be sent to the faculty/school secretariat.

- d) Any modification to the academic equivalency document must be requested by the student and authorised by the mobility coordinator and the host institution. The International Center and the faculty/school secretariat must also be informed.

ARTICLE 15. ENROLMENT

Students are responsible for enrolling at the URV in all the subjects listed on the academic equivalency document and making any necessary modifications during the academic year corresponding to the period of mobility at the times stipulated by the faculty/school secretariats and in compliance with the academic regulations governing enrolment.

ARTICLE 16. EXAMS AT THE HOST INSTITUTION

- a) URV mobility students cannot take examinations at the URV for the subjects they have enrolled on as mobility students and attended at the host institution. If they wish to be examined on these subjects at the URV, they must enrol again the next academic year and pay the surcharges for repeating credits specified in the academic regulations governing enrolment for the academic year concerned.
- b) If students are not positively assessed on all the credits listed on the academic equivalency document, they will be considered to have failed the examinations of all the subjects not passed.

ARTICLE 17. ACADEMIC RECOGNITION OF THE SUBJECTS DONE AT THE HOST INSTITUTION

- a) The mobility coordinator is responsible for obtaining the original or the authenticated copy of the academic certificate with the URV's students' marks, duly signed by the host institution. Once the academic certificate has been obtained, the mobility coordinator (in conjunction with the head of the degree or the coordinator of the doctoral programme) must determine the equivalency of the marks obtained at the host institution using the recognition and equivalency tables agreed and inform the faculty/school secretariat so that they can be added to the students' transcripts. Then the mobility coordinator must sign the exam records.
- b) The subjects are regarded as equivalent as soon as the mobility coordinator signs the exam records. If the host institution does not release the marks before the deadline for signing the exam records, the mobility coordinator must consider the exams to have been provisionally passed. The mobility coordinator will then have to modify the marks when the information is sent by following the procedure established by the regulations in force.
- c) For academic recognition to be awarded, students must have completed all the procedures, handed in the documentation and complied with the requirements of the programme in which they are participating and these regulations.
- d) If students do not hand in all the required documents before the deadline and have not been granted an extension for justified reasons, it will be assumed that they did not attend the exam and the final mark will be Absent.
- e) The secretariat of the faculty/school where students are enrolled is responsible for adding all the information about the subjects done during the mobility period to their transcript.
- f) The authority responsible for making decisions about the recognition of mobility credits is the office of the dean or the director of the teaching centre. All issues



arising from the different systems of qualification and other causes must be dealt with by the deans or directors. An appeal can be made to the rector within one month if there is any dispute over the decisions taken.

CHAPTER 6. RIGHTS AND DUTIES OF URV MEMBERS ON MOBILITY PROGRAMMES

ARTICLE 18. RIGHTS OF URV MEMBERS IN TERMS OF MOBILITY.

When taking part in mobility programmes or agreements, URV members can:

- a) Take part in mobility programmes or agreements on the terms established in the conditions.
- b) Have access to information and academic guidance on the mobility options available.
- c) Have access to information on practical issues of their mobility programmes.
- d) Apply for grants to finance their mobility period on the terms established in the general conditions of the mobility call and the specific conditions of their particular mobility programmes.
- e) Go on a mobility programme in the terms established in the general conditions of the mobility call and in compliance with the regulations of the host institution.
- f) Be exempted from paying the tuition fees at the host institution, if this is part of the mobility programme or agreement, although they may be required to pay some sort of mandatory fee to the host institution

ARTICLE 19. DUTIES OF URV MEMBERS IN TERMS OF MOBILITY

I. When taking part in mobility programmes or agreements, URV members have the following obligations:

- a) Students must draw up with their mobility coordinator the academic agreement that contains the subjects or the study plan they aim to do during their mobility programme. They must also inform the coordinator of any modification in the subjects listed on the academic equivalency document so that authorization can be given. Once authorization has been granted, it is the student's responsibility to enrol in the subjects affected by the changes. Students must be enrolled at the URV during the academic year in which they make the application and also when they are on the mobility programme if it is a programme for purposes of study.
- b) Members of the administrative and service staff must draw up the work plan for their mobility period in conjunction with their immediate superior.
- c) Members of the teaching and research staff must draw up the work plan for their mobility period in conjunction with their department.
- d) They must complete all the procedures for enrolling at the host institution as well as any other necessary procedures.
- e) They must complete the administrative procedures at the URV in compliance with the mobility regulations and the conditions of the programme.
- f) They must comply with all regulations governing legal entry and residence in the host country including, if necessary, the application for a visa.
- g) They must complete the mobility activities at the host institution in terms of the period, the time and the content specified in the academic agreement or work plan.
- h) They must respect the laws of the host country and the regulations of the host



institution.

- i)* Students who are on mobility programmes for purposes of study must respect the dates of the academic year at the host institution and spend the full study period agreed there, including periods of exams and types of assessment. It is their responsibility to know the dates of the academic year and arrive at the host university when they are required to do so.
- j)* They must justify the period of mobility with the corresponding certificate.
- k)* They must assess the mobility period at the host institution by completing the corresponding report or survey.
- l)* If they decide not to take up the place offered, if the offer is withdrawn, or if they cannot justify their stay or only a part of it, they must pay back all or part of the grant received.
- m)* They must comply with the requisites of the mobility call in which they are taking part.
- n)* If they have been awarded additional funding in the framework of other calls, they must justify this funding in the terms specified by the awarding institution.

II. Non-compliance with these obligations for unjustified reasons may mean that, in accordance with the regulations in force, URV members will be forbidden from taking part in other mobility programmes or that other measures envisaged in the URV regulations and the legislation in force will be applied.

III. In all cases, URV members who are spending short periods at host institutions are wholly responsible for their actions during their stay. The URV is under no circumstances responsible for any actions by URV members on mobility programmes that lead to claims for damages

ENTRY INTO FORCE

These regulations are applicable as from the academic year 2016-17.

REPEAL PROVISION

These regulations repeal the Regulations on the Equivalency of Courses in the Framework of Mobility Programmes, which the Governing Council passed on 7 March 2013.

FINAL PROVISION

These regulations come into effect on the day after they are published in the FOU of the URV.