

MOBILITY REGULATIONS

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INTRODUCTION

In the framework of programmes organised by the European Union, national governments or agreements between the URV and other higher education institutions, research centres or companies, interuniversity mobility gives students not only an academic learning experience of undoubted personal value but also an advantage when seeking employment. Likewise, it helps them achieve the cross-disciplinary competences defined in the official curricula.

Mobility is also an invaluable opportunity to learn and exchange knowledge and experience for university teaching and non-teaching staff.

Mobility in higher education is also crucial for the internationalisation of teaching processes and content.

The University Student Statute states that current legislation gives students the right to take part in national or international mobility programmes, and to be able to apply for grants, funding and exemptions that encourage them to engage in mobility programmes. The aim of these regulations is to guarantee students the equality of their studies at national and international level, to facilitate the work of programme coordinators and to provide the faculty and school secretariats with guidelines on how to administer students.

The growth in the mobility of students and university staff has been a constant, both within the framework of programmes promoted by institutions and inter-institutional agreements between the URV and other higher education institutions. This growth was reinforced with the Comprehensive Mobility Programme, approved by the Governing Council on 9 July 2009, and by the implementation of the URV's Strategic Plans for Internationalisation (2009–13 and 2014–19; International Vision 2025).

The demand for incoming and outgoing mobility to and from the URV has increased considerably in recent years, as have the types and features of the stays, which are no longer just those set out in the regulations. This new scenario, therefore, makes it advisable to review the regulations and adapt them to the new reality.

CHAPTER 1. GENERAL PROVISIONS

Article 1. Purpose

The purpose of these regulations is to establish the legal system and the academic and organisational framework for mobility at the URV.

Article 2. Scope of application

This regulation is applicable to members of the university community who engage in mobility.

Article 3. Definitions

MOBILITY REGULATIONS

I. Outgoing and incoming:

We refer to the outflows of URV staff or students who spend some time at another university, institution or company as "outgoing" (OUT).

We refer to the inflows of staff or students from other institutions who spend some time at the URV as "incoming" (IN).

II. Mobility:

Mobility in higher education covers national and transnational physical and virtual mobility of students, researchers and lecturers, as well as non-teaching university staff who carry out an activity in an institution other than the URV to gain experience (outgoing). It also covers the reverse situation in which university staff and students from institutions other than the URV come to the URV.

a. Types of mobility programme:

i. Format and duration:

1. **Long-term mobility:** A physical mobility programme that lasts for more than 60 days.
2. **Short-term mobility:** Physical mobility that lasts for 30 days or less.
3. **Online exchange:** Also known as Collaborative Online International Learning (COIL) or collaborative e-learning, it involves URV students taking part in an online educational programme with international students, with the aim of fostering intercultural learning and interaction.
4. **Blended mobility:** A combination of short-term physical mobility with a virtual component, which facilitates collaborative online educational exchange and teamwork.
5. **Online mobility:** Academic activity that takes place entirely online and may or may not have academic recognition.

ii. Participants and objective:

1. **For studies:** Students who undertake a mobility stay in an institution other than their home institution in order to carry out part of their study programme within the framework of a mobility agreement between the two institutions.
2. **For internships:** Students who undertake an international mobility stay in higher education institutions, research centres, institutions or companies in order to carry out a period of professional or research internship either within or outside the framework of a mobility programme.
3. **For teaching:** Teaching and research staff (hereinafter, PDI) who carry out a mobility stay in an institution other than their home institution in order to carry out teaching within the framework of a mobility agreement between the two institutions.

4. **For training:** Teaching and research staff or technical, management and administration and services staff (hereinafter, PTGAS), who carry out a mobility stay in an institution other than the home institution in order to be trained within the framework of a mobility programme.
5. **Visitor:** Academic and non-academic staff and incoming pre- and post-doctoral students who visit the URV as part of the I-Global programme in order to get to know the URV and its procedures and activities.

III. Mobility programmes

Mobility programmes are regulated by the corresponding calls, which can group one or more mobility programmes in terms of type of mobility, target group or object, and which are announced during the academic year. The content of the calls is defined in Chapter 3, Article 10.

Erasmus+	<p>International mobility programme funded by the European Commission in the decentralised actions KA131 and KA171.</p> <p>For students of all levels for both short-term and long-term stays and blended programmes (Student Mobility for Studies (SMS)), who are on study programmes with full academic recognition within the framework of specific inter-institutional agreements between the URV and partner institutions or who engage in internships that are curricular, extracurricular or for recent graduates (Student Mobility for Traineeships - SMT).</p> <p>Also for PDI and PTGAS to engage in short-term mobility stays for training purposes (Staff Mobility for Training - STT) or for teaching purposes that can be combined with training (Staff Teaching Assignment - STA) within the framework of specific inter-institutional agreements between the URV and the partner institutions.</p>
MOU	<p>URV-funded international mobility programme for students of all levels to engage in long-term mobility stays for study programmes with full academic recognition within the framework of specific bilateral agreements between the URV and partner institutions or to engage in an academic internship that is curricular, extracurricular or for recent graduates.</p>
ISEP	<p>International mobility programme funded by the URV for undergraduate students to engage in long-term mobility stays for study programmes with full academic recognition within the framework of the URV's membership of the ISEP network.</p>
AURORA	<p>International mobility programme co-funded by the URV and the European Commission, which is part of the URV AURORA mobility proposal within the framework of the specific multilateral agreement</p>

	<p>between the URV and the member institutions of the European university alliance AURORA.</p> <p>For students of all levels to engage in long-term, short-term, online or blended mobility stays for study programmes with full academic recognition or other international activities, or for periods of academic internships. It is also for PDI and PTGAS to engage in short-term mobility stays for purposes of teaching and/or training.</p>
SICUE	National mobility programme coordinated by the CRUE for undergraduate students to engage in long-term mobility stays for study programmes with full academic recognition within the framework of specific bilateral agreements between the URV and partner institutions.
I-Networks	URV-funded international mobility programme for students of all levels and PDI and PTGAS to engage in short-term mobility stays for international activities or internships within the framework of the international networks of which the URV is an institutional member.
DRAC	Short-term mobility programme promoted by the Vives University Network to provide the university community with URV-funded grants to engage in visits to the member universities of the network.
I-Global Visitor	URV mobility programme for members of the international university community who undertake a stay at an institution other than their home institution outside the framework of an agreement or mobility programme or category recognised by the Human Resources Service.

CHAPTER 2. COMPETENCES IN MATTERS OF MOBILITY

Article 4. Vice Rector responsible for international relations

The vice-rector for international relations (or equivalent officer delegated by the rector) is responsible for:

- a) Proposing strategic guidelines on mobility.
- b) Signing documents on mobility procedures as the legal representative of the URV, as delegated by the Rector.
- c) Deciding the URV's participation in mobility programmes, and ensuring that the URV complies with what has been agreed for each programme, guarantees the quality of the training process and safeguards the rights of the participants in these programmes.
- d) Approving the conditions of the calls for applications and announcing URV mobility calls on behalf of the rector.
- e) Issuing the decisions on the award of mobility places and the corresponding grants on behalf of the rector.
- f) Resolving any incidents arising from mobility programmes
- g) Interpreting and carrying these mobility programmes into effect.

Article 5. Deans' offices or faculty/school management teams

The deans, their staff or the directors of URV faculties and schools are responsible for their respective mobility programmes. They are responsible for appointing a lecturer (hereinafter, mobility coordinator) whose main duties are to coordinate the academic aspects of mobility in their faculty/school (in some faculties/schools there is more than one coordinator) and to authorise mobility applications from students.

Faculties/schools are responsible for organising curricular courses for blended mobility in coordination with the International Center. They will support teaching staff and administer the funds assigned for purposes of organisation. If the teaching staff responsible for coordination thus decide, this responsibility can be transferred to the department they belong to.

Article 6. Mobility coordinators

Mobility coordinators are responsible for the academic aspects of mobility, for liaising with students, the institutions with which there are agreements and the International Center, and the promoters of specific inter-institutional agreements.

The academic aspects of mobility include:

- a) Notifying the dean's office or the head of the institution of all matters related to student mobility.
- b) Defining the academic offers 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 students' academic agreements.
- f) Responding to the needs for academic guidance of mobility students.
- g) Deciding on the academic recognition of activities completed during mobility.
- h) Defining the policy of inter-institutional agreements in the field of mobility.
- i) Attending to students participating in mobility programmes.
- j) Signing the examination records of students' mobility subjects.
- k) Sending documentation to incoming students or sending institutions.
- l) Settling any incidents that may arise (drop outs, extensions, reductions, etc.).
- m) Ensuring that the information given to mobility students by faculties/schools is appropriate and sufficient.
- n) Ensuring compliance with these regulations.
- o) Assuming any other function attributed to him/her by current regulations or the URV governing bodies.

Article 7. Departments

The departments are responsible for receiving and accepting applications from I-Global Visitors, appointing them a mentor, providing them with the access and services they deem appropriate and certifying their stay.

Once the candidate has been accepted, the department must send the International Center all the information relating to the stay so that the candidate can be registered as a user at the URV.

Article 8. Academic secretariat of the faculty/school

In terms of mobility, the academic secretariat of each faculty/school is responsible for:

- a) Managing academic records.
- b) Supervising the registration of outgoing students, in compliance with the final academic equivalence document.
- c) Formalising the registration of incoming students.
- d) Enabling mobility coordinators to enter the grades obtained by outgoing students into the system after establishing the corresponding equivalences.
- e) Providing incoming students with a document accrediting the subjects taken at the URV and their grades.

Article 9. International Center

In terms of mobility, the International Center is responsible for the following processes:

- a) Supporting the negotiation of agreements with partner universities.
- b) Act as intermediary between the URV administrative units responsible for reviewing and signing the agreement and the promoter of the agreement.
- c) Managing the signing of inter-institutional mobility agreements and international collaboration framework agreements.
- d) Entering information into the mobility database and maintaining it.
- e) Maintaining the information about mobility on the URV's mobility web pages.
- f) Updating and maintaining information systems.
- g) Giving support and advice to mobility coordinators and to staff interested in mobility placements.
- h) Ensuring that information regarding mobility programmes and activities reaches the members of the university community.
- i) Informing URV services, faculties and schools about mobility activity in a timely manner, so that reports and justifications can be drafted and sent to the relevant bodies, and the mobility data requested by other services and external institutions can be collected.

- j) Supervising the URV database and drawing up statistics and reports.
- k) Managing mobility calls, mobility programmes and international activities in which the URV participates:
 - a. Promoting and advertising them at the URV.
 - b. Advising the mobility coordinators of the faculties and schools.
 - c. Managing the applications submitted and the documentation provided.
 - d. Drafting reports for the selection bodies and publishing the places allocated.
 - e. Assigning the people selected to the host institutions and being in contact with them.
 - f. Monitoring all mobility procedures.
 - g. Processing the payments of the mobility grants.
 - h. Keeping in touch with official bodies external to the URV on matters of mobility.
 - i. Submitting the appropriate justifications for each programme, in agreement with the body responsible for the programme, on issues of economy and organisation.
 - j. Drawing up proposals to improve how mobility programmes are run or funded, in response to the incidents that may arise and any changes that are made to the mobility programmes.
- l) Managing incoming stays, with the exception of the I-Global Visitor programme, as described in Chapter 4, Article 15, which involves:
 - a. Notifying the partner universities of the nomination and application process of mobility students at the URV.
 - b. Receiving from partner institutions the nominations for student mobility and the individual applications for staff mobility.
 - c. Managing applications and registration documents.
 - d. Sending the applicants' files to the mobility coordinator or to the person in charge of hosting staff from other institutions.
 - e. Informing the applicants and the partner institutions of the results of the admission process.
 - f. Sending the letter of acceptance and the documentation to the selected candidates so that they can apply for a visa, if they need to do so, and funding for the mobility stay.
 - g. Welcoming the incoming students (information meetings, the URV card, allocation of a mentor to international students, if applicable).
 - h. Monitoring the mobility and grant management procedures, and the payment, if applicable.
 - i. Reporting on the application for the Spanish residence permit for foreign students and staff, once they have applied for the visa in their country of origin.

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

Article 10. Mobility calls

I. The mobility of URV members takes place within official mobility programmes, which are governed by the corresponding calls.

II. The URV must announce the calls for participation in the mobility programmes available to members of the university community.

III. The terms and conditions of the mobility calls must comply with current regulations and must regulate the following aspects:

- a) The name of the specific mobility programmes under which the mobility places are offered.
- b) The destinations available, where applicable.
- c) The requirements for applying for mobility placements.
- d) The selection criteria for each mobility placement and/or degree programme.
- e) The amount of the grant, if applicable, the payment conditions and any other financial aspects.
- f) The documentation to be submitted with the application, the deadline and how it is to be submitted.
- g) The appeals that interested parties may lodge against the call for applications and against the decisions taken.
- h) The deadline for deciding and publishing the list of successful applicants for mobility placements.
- i) The deadline for accepting or refusing the mobility placement and the corresponding grant, if applicable.
- j) The facilities offered by the International Centre.
- k) The obligations of the participants.
- l) Any other aspect that is considered appropriate to include in the terms and conditions.

Article 11. Requirements for participation

In order to access any of the URV mobility programmes, applicants must meet the requirements established in the corresponding call.

I. For students:

- a) To be enrolled in an official course at the URV, both when they apply for the mobility place and when they take part in it, with the exception of recently graduated students who participate in the call for mobility of international internships.
- b) Students are not allowed to take part in mobility programmes organised by the URV if: they are from other Spanish or foreign universities or higher education

institutions and are already enrolled at the URV as part of a mobility programme or agreement or are engaged in a temporary visit to the URV.

II. For URV staff:

- a) To have an appointment or a contract at the URV both at the time the application is submitted and when the mobility is carried out.
- b) Staff are not allowed to take part in mobility programmes organised by the URV if: they are from other Spanish or foreign universities or higher education institutions, who already engaged in a mobility stay at the URV as part of a mobility programme or agreement, or the I-Global Visitor programme.

CHAPTER 4. PARTICIPATION IN MOBILITY STAYS AT THE URV: INCOMING MOBILITY (IN)

Article 12. Incoming mobility students on study programmes

- a) Students from other institutions who meet the requirements set out in the programmes or agreements signed by the URV and their home institution can engage in temporary academic stays at the URV.
- b) These students are regarded as mobility students at the URV. If they make good use of their stay, they have the right to academic recognition in the terms set out in the academic institutional agreements. They are exempt from all academic charges in all subjects agreed by the programme coordinators.
- c) The home institution must pre-select the possible candidates for the exchange at the URV, using whatever criteria it deems fit and always in compliance with the conditions of the agreement between both institutions.
- d) The home institutions must provide the URV with the list of students who have been accepted to take part in the mobility program.
- e) Pre-selection by the home institution does not necessarily mean students will be automatically accepted by the URV. Accepting students is the responsibility of the mobility coordinator, who must appraise the documentation they submit, decide whether they are suitable candidates and, in consequence, accept or reject them. If they have good reason, the mobility coordinator can limit the admission of mobility students to certain subjects.
- f) The students must come to the URV to coincide with the dates of the corresponding academic year, to ensure that they adapt and reap the academic benefit of their stay.
- g) Once students arrive at the URV, the mobility coordinator must go over the proposed academic equivalence document with them and prepare the final version, so that they can complete their registration as mobility students. Students must complete the enrolment procedures at the URV at the academic secretariat of the corresponding faculty or school with the assistance of the mobility coordinator and the support of the academic secretariat of the campus where the course is taught.
- h) When mobility students do courses at different faculties or schools, they will be considered to belong to the degree programme (and academic coordinator) on which they do most credits and they must enrol for all subjects at the corresponding campus secretariat.

- i) Once the enrolment has been completed, mobility students have the same rights and duties as any other URV student.
- j) When the period of study at the URV is over and the results been awarded, the mobility coordinator must request the mobility students' report from the campus academic secretariat with the subjects studied and the grades obtained. This information must be entered into the transcript of qualifications with the corresponding equivalence, if necessary.
- k) The mobility coordinator is responsible for sending the corresponding academic certificate to the home institutions of the mobility students or to the students themselves, if so requested.

Article 13. Mobility students on internship programmes (with an institutional agreement)

- a) Students from other institutions who meet the requirements set out in the offers made by the URV can engage in temporary internships at the URV.
- b) The home institution must pre-select the possible candidates for coming to the URV, using whatever criteria it deems fit and notify the URV which students have been accepted as participants in the internship mobility programme. Pre-selection by the home institution does not necessarily mean students will be automatically accepted by the URV.
- c) These students are regarded as mobility students at the URV. If they make good use of their stay, they have the right to academic recognition in the terms set out in the academic institutional agreements. They are exempt from all the academic charges normally applied to internships agreed to by the programme coordinators and they have the same rights and duties as any URV student as long as there is an institutional agreement between the URV and the home university.
- d) Students send their requests to the International Center or the URV unit in which they are interested. The decision on acceptance is the responsibility of the receiving URV unit or internship supervisor, as appropriate, who must evaluate the documentation submitted by the students, decide whether they are suitable candidates and, in consequence, accept or reject them.
- e) The students must come to the URV on the dates agreed to by their supervisor.
- f) Before the students arrive at the URV, the URV internship supervisor must evaluate the internship contract proposal with them and prepare the final version. If students are to register as internship students at the URV, the International Center must be informed so that the information is on file and the registration can be duly completed.
- g) The internship supervisor is responsible for sending the corresponding academic certificate to the home institutions of the mobility students or to the students themselves, if so requested.
- h) Mobility students are obliged to arrive at the URV with health insurance purchased from their country of origin. If students do not have insurance when they arrive at the URV, they will be required to purchase a compulsory insurance policy, and pay all the corresponding costs. The International Center can provide information about insurance issues.

Article 14. Mobility staff for teaching/training (with an institutional agreement)

- a) Staff from other institutions who meet the requirements set out in the programmes or agreements signed between the URV and their home institution can engage in temporary stays at the URV with the aim of teaching or receiving training.
- b) The home institution or the staff concerned must notify the URV of their interest in a mobility stay, and comply at all times with the provisions of the agreement between both institutions.
- c) Submission of the proposal to the URV by the home university does not automatically imply acceptance of the candidates. The decision on acceptance is the responsibility of the person or unit at the URV entrusted with receiving the staff from the other institution, who must evaluate the documentation submitted by the students, decide whether they are suitable candidates and, in consequence, accept or reject them. If they have good reason, any URV unit or department can limit the admission of mobility staff.
- d) Mobility staff are obliged to arrive at the URV with health insurance purchased from their country of origin. If mobility staff do not have insurance when they arrive at the URV, they will be required to purchase a compulsory insurance policy, and pay all the corresponding costs. The International Center can provide information about insurance issues.

Article 15. Incoming mobility visitors (without an institutional agreement): I-Global Visitor

- a) I-Global Visitors are students or staff from other institutions who can carry out a stay at the URV as long as they meet the requirements of the stay set out in the regulations and conditions of the I-Global Visitor programme and which are published on the website of the International Center.
- b) I-Global Visitors do not receive any official academic recognition or diploma from the URV. Heads of department (or persons in whom they delegate) can give visitors a certificate stating the details and/or the reason for their stay.
- c) I-Global visitors must address their application for admission to the head of the department they wish to visit and send it to the department contact that appears on the International Center website.
- d) It is the responsibility of the heads of department (or the person in whom they delegate) to resolve requests for admission and monitor the I-Global Visitor stay.
- e) The department must notify the International Center of the visitor's admission and any change in the visitor's group or affiliation with the URV.
- f) I-Global visitors are obliged to arrive at the URV with health insurance purchased from their country of origin or to state that they have their own private insurance policy with the same cover as the URV's. If they do not have insurance when they arrive at the URV, they will be required to purchase a compulsory insurance policy, and pay all the corresponding costs.
- g) Should an I-Global Visitor wish to do any type of training at the URV, they must apply beforehand using the form available on the website of the International Center. This

application must be resolved by the rector's delegate for international relations. If appropriate, the conditions for doing the course will also be set out.

CHAPTER 5. EQUIVALENCE OF STUDY PROGRAMMES COMPLETED ON OUTGOING MOBILITY STAYS (OUT)

Article 16. Application for and recognition of academic equivalence

- a) URV students who have been selected to take part in a mobility programme must propose to the mobility coordinator, by sending the specific document, the subjects of the host institution they wish to study and the URV subjects for which they request academic equivalence.
- b) Students can request the academic equivalence of credits for compulsory subjects, optional subjects, internships, practicals and end-of-degree theses, as long as they comply with the mobility coordinator's instructions.
- c) The minimum and maximum number of credits for which students can enrol depends on the host institution.
- d) The academic equivalence must be recognised in compliance with the regulations governing academic issues at the URV every year.

Article 17. Document of academic equivalence

- a) The document of academic equivalence lists the subjects and credits that must be taken at the host institution and the equivalent subjects and credits at the URV. If this information is not included in the mobility programme's own model, the specification of the agreed recognition will be requested by sending an internal document.
- b) The document of academic equivalence must be approved by the mobility coordinator (master's/doctoral students must also get the approval of the head of the degree programme or the coordinator of the postgraduate programme), the student and the host institution.
- c) Students are responsible for submitting both the initial version and subsequent modifications to the International Center and the host institution within the deadline set by all parties.
- d) The mobility coordinator is responsible for approving and sending it to the campus secretariat.
- e) Any modification to the document of academic equivalence must be requested by the student, and authorized by the mobility coordinator and the host institution. The International Center and the faculty/school secretariat must also be informed.

Article 18. Enrolment

It is the student's responsibility to enrol at the URV for all the subjects on the document of academic equivalence and for any modifications made during the academic year, in the period indicated by the campus secretariats, in compliance with the Academic Regulations Governing Registration for the corresponding academic year.

Article 19. Academic recognition for subjects studied at the host institution

- a) It is the responsibility of the mobility coordinator to obtain the academic certificate with the URV student's grades from the host institution. Once the academic certificate has been received, the mobility coordinator (together with the head of the degree programme or the coordinator of the postgraduate program, if applicable) must determine the equivalence of the qualifications obtained at the host institution using the established recognition and equivalence tables, and communicate these qualifications to the campus academic secretariat, so that they can be properly incorporated into the system. The mobility coordinator can then sign the corresponding examination records.
- b) The mobility coordinator must at all times follow the instructions of the campus academic secretariats and, ultimately, the Academic Management Service throughout the process of academic recognition, and the stipulations in the current Academic Regulations.
- c) In order to grant academic recognition, students must have completed the procedures, submitted the documentation and met all the requirements of the mobility programme in which they are taking part.
- d) If the students do not submit the required documentation before the deadline, unless they have applied for and been granted an extension for justified reasons, the qualification in the corresponding examination record must be *absent*.
- e) The secretariat of the campus where the students are studying must add the subjects studied during the mobility stay to their files.
- f) The body authorised to issue resolutions on the recognition of mobility credits is the office of the dean or the management of the faculty or school. Any incidents arising from the various grading systems and other causes must be resolved by the deans or directors of the faculty/school. An appeal can be lodged against their decisions before the rector within one month.

CHAPTER 6. RIGHTS AND DUTIES OF URV MEMBERS WHO ENGAGE IN MOBILITY

Article 20. Rights of URV members with regard to mobility

In terms of taking part in mobility programs or agreements, URV members have the right to:

- a) Participate in calls for mobility programmes or agreements, in compliance with the terms and conditions.
- b) Have access to information and academic guidance on the mobility options available.
- c) Have access to information about the practical issues of their mobility.
- d) Be awarded the financial aid available to mobility participants, in compliance with the terms and conditions of the call and those specifically applicable to the mobility in question, if there are any.

- e) Engage in the mobility stay in compliance with the specific terms and conditions of the call and the regulations of the host institution.
- f) Be exempted from paying all academic fees to the host institution, if the mobility programme or agreement so provide, without prejudice to the occasional obligation to pay the host institution mandatory charges.
- g) Be awarded the academic recognition described in the mobility call.

Article 21. Duties of URV members with regard to mobility

I. URV members who take part in a mobility programme or agreement have the following specific duties:

- a) Students, in conjunction with the mobility coordinator, must draw up the academic agreement that contains the subjects they intend to study or the work plan they intend to put into practice during their mobility stay. They must also notify their coordinator of any changes in the subjects listed in the academic equivalence document, so that they can be authorised. Once they have been authorised, it is the students' responsibility to register for the subjects affected by the changes. Students must be enrolled at the URV during the academic year in which they apply and, if studying, also during the mobility stay.
- b) Members of the technical, management and administrative staff must agree on a work plan for their mobility stay with their immediate superior.
- c) Members of the teaching and research staff must agree on a work plan for their mobility stay with their department.
- d) Complete all the registration and enrolment procedures at the host institution, as well as any other procedures that may be required.
- e) Complete all the administrative procedures at the URV required by the mobility regulations and the terms and conditions of the programmes.
- f) Comply with prevailing regulations regarding entry and legal stay in the host country, including, if required, obtaining a visa.
- g) Engage in the mobility activities at the host institution in the period and with the duration and content provided for in the academic agreement or the work plan.
- h) Respect the laws of the host country and the regulations of the host institution.
- i) Those mobility students on study programmes must respect the dates of the host institution's academic year and attend the whole of the agreed period of study, including exams or other forms of assessment. Students are responsible for being aware of the dates and joining their host university when required to do so.
- j) Justify the completion of the mobility stay with the corresponding certificate.
- k) Evaluate the mobility stay at the host institution by completing the corresponding report or survey.
- l) Return all or part of the funding awarded if they decide not to take up the place given, if the offer is withdrawn, if they cannot justify their stay or if they do not spend the whole period at the host institution.
- m) Comply with the requirements of the mobility call in which they are taking part.

n) If students have been awarded additional funding in the framework of other calls, they must fulfil all justification obligations required by the corresponding institution.

II. Failure to comply with these obligations for unjustified reasons may, in accordance with current regulations, result in being disqualified from participating in other mobility programmes, without prejudice to other measures provided for by URV regulations and current legislation.

III. Whatever the case may be, members of the URV who make temporary stays in host institutions bear sole responsibility for their actions during their stay. The URV bears no responsibility for actions resulting in damages by members of the URV who are on a mobility programme.

ADDITIONAL PROVISION

The vice-rector competent in matters of international relations (or an equivalent figure delegated by the rector) is empowered to interpret and deploy these regulations.

REPEAL PROVISION

Therefore, this regulation revokes that approved by Governing Council on 25 February 2016.

TRANSITIONAL PROVISION

The staff or students who initiated a mobility stay before these regulations were approved will continue to be subject to the previous regulations.

FINAL PROVISION

This document enters into force as from the day after approval.