



CUNEF Universidad

**INTERNATIONAL ACADEMIC MOBILITY
PROGRAMME REGULATIONS**

Approved: 24 October 2022

1. BASIC REGULATIONS

Student international mobility is regulated by:

- Regulation (EU) No. 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing *Erasmus+*, the Union programme for education, training, youth and sport, and repealing Decisions No. 1719/2006/EC, No. 1720/2006/EC and No. 1298/2008/EC.
- Royal Decree 967/2014, of 21 November, establishing the requirements and procedure for the official recognition and declaration of equivalence at a qualification and official university academic level and for the official recognition of foreign higher education studies.

2. TYPES OF INTERNATIONAL ACADEMIC MOBILITY PROGRAMMES

CUNEF Universidad offers two types of programmes to promote international academic mobility among its students: the **Erasmus+ Programme**, which allows students to study at a higher education institution in member states of the European Union or in third countries associated with this programme with an agreement in place with CUNEF, and **Bilateral Agreement Programmes**, which allow students to study in partner institutions with an agreement in place with CUNEF in non-EU countries.

3. GENERAL REQUIREMENTS

3.1. To apply for international academic mobility:

- 1) Students must be enrolled in an official degree at CUNEF Universidad.
- 2) Students must be up to date with all tuition payments.
- 3) In undergraduate studies, students must be enrolled in the second year or above, and apply for a place in a Host University that offers at least 30 ECTS in official courses that they can take.
- 4) Students must accredit a minimum level of B2 in English with an official language certificate and/or qualification obtained no more than two years before the time of application.
- 5) Students must never have been disciplined for serious or very serious misconduct while enrolled at CUNEF Universidad.

3.2. Before they enrol in the Host University:

- 1) Students must enrol in all the courses for the corresponding academic year at CUNEF Universidad.
- 2) Students must have passed all the courses for previous academic years. Any failed or non-submitted courses entail the loss of the right to enjoy mobility.
- 3) Students must comply with all the requirements established by the Host University, and successfully pass their admission process.

- 4) Once they are awarded a place, students must sign the Mobility Agreement at the International Relations Department of CUNEF Universidad and fill out all the documents required for mobility.
- 5) In Bilateral Agreement Programmes, students must pay the fees required by the Host University before the deadline and according to the terms established by CUNEF Universidad.

3.3. At the Host University:

- 1) Students must learn about and comply with the regulations and the academic calendar of the Host University.
- 2) Students will be allowed to take the first and second sitting of the exams for the courses they are enrolled in at the Host University, following the regulations, systems and deadlines established by said university

Once their stay is over, students must provide all the academic documents required based on their type of mobility programme.

4. PLACE ALLOCATION

Places will be allocated based on the scale included in the call for the corresponding academic year. The main standards will be students' academic record and foreign language skills, in addition to their participation in volunteer programmes organised by CUNEF Universidad and/or collaboration with the university's departments.

5. MODIFICATION OR WAIVER OF THE CONDITIONS OF AN INTERNATIONAL MOBILITY PLACE AFTER ACCEPTANCE

Once students accept an international academic mobility place, the conditions of said place may not be modified. Students may only relinquish their place for reasons of force majeure, and they must do so in writing, submitting a document containing the reasons to the International Relations Department of CUNEF Universidad. CUNEF Universidad may decide to suspend a mobility place in cases of force majeure.

6. LEARNING AGREEMENT

Prior to the start of mobility, the student, together with their academic coordinator, will prepare a Learning Agreement proposal including the courses they will take at the Host University and their equivalence with their courses at CUNEF Universidad. This proposal must be approved by CUNEF Universidad and the Host University.

Any changes to the Learning Agreement must be approved by the academic coordinator and ratified by CUNEF Universidad and the Host University.

7. CREDIT RECOGNITION

After the end of the student's international mobility programme, credits will be recognised according to the following rules:

- The courses included in the Learning Agreement that are accredited as passed by the Transcript of Records (official report card) will be recognised.
- The Director of International Relations of CUNEF Universidad will issue a Certificate of Recognition listing the grades obtained. This certificate will be countersigned by the competent academic authority of CUNEF Universidad.
- The Certificate of Recognition will be included in the student's record, along with the Transcript of Records. The Academic Office must explicitly state in the record that the credits of the CUNEF Universidad curriculum are considered recognised under the corresponding international academic mobility programme.

8. DISCIPLINARY REGIME

In the event of non-compliance by the student with any of the terms contained in these regulations, or in other specific regulations related to mobility programmes at CUNEF Universidad or at the Host University, the provisions of the disciplinary regime of these institutions shall apply, as appropriate.