



UNIVERSIDAD DEL
ATLÁNTICO MEDIO

**REGULATIONS FOR MOBILITY PROGRAMMES FOR MID
ATLANTIC UNIVERSITY STUDENTS**

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ARTICLE 1. PURPOSE

The purpose of this normative is to regulate the mobility and administrative procedures applicable to exchange periods carried out by students from Mid Atlantic University (outgoing), as well as visiting students from other universities and international centres hosted by this University (incoming).

ARTICLE 2. COMPETENT ORGANISMS

The **Department of International Mobility** manages and coordinates the international mobility actions of Mid Atlantic University and is responsible for the following functions:

- Inform and advise the University community on international mobility programmes in the field of higher education.
- Promote and manage the mobility of students and teaching and research staff (PDI), especially within the framework of the Erasmus programme.
- Advise on the process and the documentation to be submitted, information on the amount of the scholarships and possible additional aid, as well as on the procedures to be carried out with the destination universities.
- With regards visiting students (incoming), the department will manage the acceptance of those who participate in an exchange programme and prepare the visiting student guide.
- Prepare and negotiate international cooperation agreements.

The **Mobility Commission** will support all mobility programmes and is made up of the following members:

- Chancellor
- Dean of Faculty
- Head of the Department of International Mobility
- Head Accreditation and Quality
- The Academic Coordinator
- Head of Academic Secretary
- A student representative

The Mobility Commission will have the following functions:

- Ratify the requirements for mobility and academic recognition, adjusting to these regulations.
- Allocation of places under the criteria established in these regulations and in the notification of the corresponding mobility programmes.
- Ratify, if appropriate, the commitment to mobility of the students of Mid Atlantic University.

SECTION I: MOBILITY STUDENTS FROM MID ATLANTIC UNIVERSITY

Outgoing mobility students from Mid Atlantic University are considered to be all those students enrolled on official university courses who move to another university within any regulated mobility programme.

ARTICLE 3. GENERAL CRITERIA FOR ELIGIBILITY FOR A MOBILITY PROGRAMME

1. Be enrolled on the current academic year at the University and carrying out studies leading to the obtention of an official degree.
2. Be enrolled on the second year or later in the case of Bachelor's degrees, having passed at least 80% of the credits already studied in the first year at the time of application.
3. Master's students may apply for mobility provided that 50% of the ECTS of the degree are taken at Mid Atlantic University.
4. Be in a position to enrol on the course for which the mobility is requested for a number of credits equivalent to the duration of the mobility period and in accordance with the number of ECTS required for enrolment according to the course and type of enrolment. This number of credits may not be less than 2/3 of the equivalent to the course load of the corresponding period, based on full-time enrolment.
5. Have Spanish nationality or be a national from a European Union country or be officially recognised by Spain as a refugee, stateless person or resident with a valid residence permit. In this case, the applicant is responsible for managing the corresponding visas; It is advisable to start this process at least 3 months before the scheduled departure date.
6. Prove knowledge of the language in which the courses planned at the destination institution are taught, certifying a sufficient level of language for competent performance in the studies.
7. Those students who have been sanctioned as a result of a disciplinary record whose resolution was ratified will be excluded from participating in any mobility programme. Those students who, having previously participated in a mobility programme, have not passed 50% of the credits or subjects included in the mobility agreement will not be able to participate.
8. It will not be possible to participate in several mobility programmes simultaneously.
9. In order to study at another university, the student must take out attendance and accident insurance under the terms determined by the destination university.

ARTICLE 4. ACADEMIC CRITERIA FOR ELIGIBILITY FOR A MOBILITY PROGRAMME

1. Students on a Bachelor Degree are required to have obtained an average grade on their academic transcript equal to or above 5.5 (on a scale of 0 to 10) at the time of the mobility application.
2. Mid Atlantic University will validate subjects taken at other universities in mobility programmes up to a maximum of 30% of the total ECTS leading to obtaining a Bachelor Degree.
3. The Final Degree Project will not be validated as part of a mobility programme.
4. Under no circumstances will the request for the academic validation of subjects that do not appear in the mobility agreement of the student be accepted.
5. Optional subjects, which appear on the study plan at the destination university but are not offered by Mid Atlantic University, may be validated as equivalent subjects, with both institutions establishing the appropriate mechanisms.

ARTICLE 5. DURATION OF STUDY PERIOD

The study period will be a minimum of three months (or one semester) and a recommended maximum of one full academic year. Funding may be supplemented by the funds from each mobility programme.

ARTICLE 6. CALL, DEADLINES AND APPLICATIONS

Call and places offered

The University will publish the call for mobility programmes every six months.

1. The publication will take place on the University website in its international section, as well as dissemination through the usual communication channels with students.
2. The publication will state the offer of countries, universities, degrees and number of places in the mobility programme.
3. In order to regulate the selection of students and to guarantee an open and transparent process, the call will establish the dates, deadlines and selection criteria, which will be mandatory for access.

Application for places

Students must submit the application for a place to the Department of International Mobility, which will be in charge of classifying and submitting to the Commission all the applications that meet the criteria established in the call.

1. Applications must be submitted one semester in advance of the requested mobility period, except in extraordinary cases where, if there are vacant places in any of the periods, the student may apply less than one semester in advance.
2. Students must choose, in order of preference, a maximum of three options.
3. The Department of International Mobility will classify by periods, calls and grades all the applications received for their evaluation in the Mobility Commission.

Requests admitted

The applications received will generate a provisional list of candidates admitted and excluded from the process that will be published in the same channels as the call.

Candidates whose applications have been rejected may request a review of their candidacy within the terms and in the manner stipulated in the call.

After the deadline for claims, the final list of candidates admitted to the process of assigning places will be published. The final list will also be published through the same channels used for the initial call. Once this final list has been published no further appeals will be accepted.

Criteria for allocation of places

The allocation of places will be carried out by the Mobility Commission according to the criteria stipulated and published in the call. Likewise, at the time of assigning places, the Commission must draw up a record of the placements, which will be filed by the Academic Secretary for the appropriate purposes.

Places will be assigned based on the following merits:

- Average grade of the academic record scale 0-10, starting from 5.5 points. Any lower grade will not be considered and the department/office will not submit applications that do not meet the criteria to the Commission.
- Where there is a tie, the level of languages required and accredited according to the Common European Framework of References for languages will be taken into consideration.
- In the extraordinary case of a tie in merits, the students with the lowest number of ECTS remaining to graduate will be given priority.

Publication of assigned places

- The allocation of places will be published through the same channels as the call and will be provisional for the first five school calendar days, becoming final automatically after that period.

The following information will appear on the publication of the places assigned:

- ID number
- Surnames and name
- Country of Destination and centre
- Duration of mobility and type (studies/placement)

A publication of vacancies will be generated for each of the University's Bachelor and Master's degrees.

ARTICLE 7. MOBILITY LEARNING AGREEMENT

The students selected for the mobility programme, under the advice and supervision of the Department of International Mobility, will be required to sign the mobility agreement form.

This agreement will include the subjects of the destination university and those for which recognition will be requested at Mid Atlantic University and will be provisional until the student is appointed and formalises his/her enrolment at the destination university. If the student does not sign the mobility learning agreement form, the mobility programme will be determined as NOT STARTED.

Modifications

The student who, for reasons beyond their control, cannot fulfill the mobility commitment or wishes, for justified reasons, to modify what has been signed once at the destination university, must notify the Mobility Department, providing the supporting documents in order to proceed to the proper record of change and to facilitate subsequent recognition once the mobility has ended.

This procedure must follow the Admissions and Registration Regulations of Mid Atlantic University.

The Mobility Commission will ratify the approved changes and will take minutes of the same.

ARTICLE 8. NON-ACCEPTANCE AND WITHDRAWALS

The student may waive the place obtained in a mobility programme.

The non-acceptance of the programme must be communicated in writing to the Department of International Mobility within the deadlines established in each call. The request for non-acceptance does not exempt the student from the responsibility contracted with the study aid received by different organisations.

If there is no justified reason for the non-acceptance, included in the University regulations and published on the University website, the student may be excluded from participating in the next mobility call.

In no case will reductions of the exchange period subscribed in the Mobility learning agreement be accepted.

ARTICLE 9. END OF THE MOBILITY PERIOD AND ACADEMIC RECOGNITION

Once the mobility has ended, the student must provide the mobility tutor with the following documentation:

1. Certificate of attendance issued by the destination university.
2. Mobility agreement duly signed and stamped.
3. Certificate of transcripts (in case the destination university does not send this directly). This must include the subjects and ECTS assigned in the learning agreement, as well as the grade obtained on a scale of 0 to 10.
4. Any other certification of extraordinary merits that the destination university may have issued, without this implying compulsory recognition by Mid Atlantic University.

The academic recognition will be carried out by the Mobility Department and ratified by the academic tutor and must take into account the following criteria:

1. The grade obtained in the subjects studied on a scale of 0 to 10 and, failing that, in accordance with the regulations established in Royal Decree 1125/2003 that regulates the grading system.
2. The exam session, ordinary or extraordinary, in which the student has obtained the grade at the destination university.
3. In the event that the nomenclature of the subjects studied in the Mobility programme does not conform to that existing at the University, the Academic Secretary may well recognise the subject under its original name. However, and in any case, the subjects taken will be noted in the academic record as "mobility subject(s)".
4. The validation will not be effective until all the required documentation has been provided and all the payments corresponding to the current course have been paid.

ARTICLE 10. ERASMUS+ PLACEMENTS

The Erasmus Placement action is integrated into the Erasmus+ programme. Students from Higher Education Institutions that have an extended Erasmus university letter may participate.

Host organisations for student placements can be companies, training centres, research centres and other organisations.

Characteristics:

- The higher education institution of origin must give its full validation of the international placement period.
- The student must receive a training agreement regarding the placement period; this agreement must be approved by both the home higher education institution and the host organisation.
- The internship period must be covered by an internship agreement approved by the home higher education institution, the home consortium (if applicable), the host institution and the beneficiary.
- The duration cannot be less than 2 months and the maximum duration cannot exceed 12 months.

SECTION II: VISITING MOBILITY STUDENTS AT MID ATLANTIC UNIVERSITY

Incoming mobility students are considered to be all those visiting students enrolled in official studies at a university or centre with which Mid Atlantic University has signed mobility agreements.

Foreign students who enrol formally or the so-called “*free movers*” do not belong to this category.

ARTICLE 11. VISITING STUDENTS

- They will be governed by the corresponding general and academic articles of this regulation document.
- The study period will be a minimum of three months (or one semester) and a recommended maximum of one full academic year.
- Visiting students will be able to access the places that, via prior agreement with their home university, are available in the offer that both have stipulated. The jurisdiction to allocate these places lies with the university of origin, unless, for extraordinary reasons, Mid Atlantic University have to modify the places.
- Visiting students must receive in due time and form, at the end of their mobility period, academic certification that must include their grades on a scale of 0-10, subjects, number of ECTS, the degree name and the corresponding programmes of the studies carried out at the University.

ARTICLE 12. SUPPORT AND ASSISTANCE TO STUDENTS VISITING FROM MID ATLANTIC UNIVERSITY

The integration with “incoming” visiting students will be supervised by the Department of International Mobility, and must comply with the following procedures:

- Mobility students or their guardians at the university of origin must inform the Department of International Mobility of this university of their intention to carry out their studies at Mid Atlantic University, specifying the degree, type (studies/internships/master) and the intended periods (semester/academic year).
- The Mobility Department will accept, based on the established agreements and the available places, the mobility requests and will notify the coordinator or tutor of the home university.

ARTICLE 13. CERTIFICATE OF ARRIVAL AND MOBILITY LEARNING AGREEMENT

The arrival certificate is a document issued ex officio by the Mobility Department, which shows the date of incorporation of the mobility student at the University.

Visiting students must hand in their mobility learning agreement upon arrival at the destination university;

- The learning agreement will include the subjects, credits and equivalencies that the university of origin will recognise, at its own discretion, at the end of the student's mobility period.
- The learning agreement must be signed and validated by the mobility department or administration department of the University.
- All learning agreements will be provisional until the registration is formalised at the destination and it is confirmed that the student has access to the assigned courses, schedules and groups.
- The learning agreement may be modified if the student requests it in the time and manner established by the University, or if for schedule reasons or provisions of the University, there is no space in the chosen groups or schedules.

ARTICLE 14. REGISTRATION - ENROLMENT

Visiting or Incoming students must carry out the following registration process:

1. The visiting student must make an appointment to complete the enrolment process.
2. Enrolment will be completed under the supervision of the Mobility Department.
3. The student must provide official identification or passport and an original copy of their mobility agreement.
4. The student will not be able to enrol if they do not have an arrival certificate.
5. The maximum number of credits for enrolment varies depending on the duration of the stay. Students with an annual stay can enrol on up to 60 ECTS. Students staying for one semester can enrol on up to 30 ECTS.

ARTICLE 15. WELCOME AND INFORMATION SESSIONS FOR VISITING STUDENTS

The University Mobility Department will convene and hold, each semester, informative welcome sessions for visiting students.

Attendance at these sessions will be optional, although students are encouraged to attend.

The sessions will offer information on the following topics of interest to students:

- Practical information about the facilities, offices and dependencies of the university.
- Presentation and distribution of mobility tutors, if applicable.
- Information about the academic calendar.
- Information on certificates of arrival, obtaining this and requesting an appointment to proceed with enrolment.

ARTICLE 16. CLASS ATTENDANCE, EVALUATION AND GRADES

Attendance and evaluation

In the teaching guide for each subject, the assessment criteria for the continuous assessment activities, the final exam and the extraordinary exam session will be specified. As a general rule, students who attend less than 75% of classes will not be able to participate.

Enrolment in the subjects automatically entitles the student to the exams, without the need to pay any extra fee. Lecturers will inform students of the dates and times of the exams.

Students will be able to access their exam results as soon as they are available on the Virtual Campus and transferred to your file.

Grades scale

A certificate of qualifications will be sent through the student's institutional mail, which will be issued when the results of all the students have been processed. As a general rule, the certificate is received at the university of origin after completion of the term. In accordance with the provisions of the official Decree 1125/2003, of September 5, the level of learning achieved for each course in the study plan will be expressed through numerical grades, on a scale of 0-10, written as a decimal, to which a corresponding qualitative rating can also be added.

ARTICLE 17. CERTIFICATE OF ATTENDANCE

All mobility students must withdraw their certificate of attendance before leaving the University, for later recognition at the university of origin.

This certificate will accredit the attendance required in the studies carried out and according to the mobility agreement, it will be issued by the mobility department without the need for an appointment.

ARTICLE 18: LANGUAGE SUPPORT

Mid Atlantic University will offer linguistic support through a Virtual Language Classroom in a combined format and at certain times and levels, throughout the mobility programme.

After taking a level exam, the University will assign the student to the course that best corresponds to their level.