

**PUBLIC UNIVERSITY OF NAVARRE
REGULATIONS ON STUDENTS MOBILITY**

INDEX

GENERAL PROVISIONS

TITLE I SUBJECT MATTER AND SCOPE4

TITLE II BODIES AND HEADS WITH COMPENTENCES ON MOBILITY5

- Chapter I Vice-chancellorships with competences on international relations and cooperation and on students and employment
- Chapter II Internationalisation committee
- Chapter III Vice-dean or deputy director with competences on internationalisation in each faculty
- Chapter IV Degree coordinator for International Relations and Mobility
- Chapter V Coordinator for Spanish Learning of International Students
- Chapter VI Academic Supervisor for Mobility
- Chapter VII Head Teacher for Mobility Internships
- Chapter VIII Head manager for international relations and development cooperation

TITLE III MOBILITY REGULATIONS 10

- Chapter I Mobility Agreements and Programmes
- Chapter II Enrolment at the UPNA
- Chapter III Credit recognition
- Chapter IV Supervision by the Faculty/School’s Board and Quality Assurance Committee

TITLE IV UPNA STUDENTS’ MOBILITY. OUTGOING STUDENTS 15

- Chapter I Personal scope of students’ mobility
- Chapter II Extent of the mobility: subject and duration
- Chapter III Applicants requirements to access mobility and academic recognition of their courses or internships
- Chapter IV Calls for mobility and recruitment process
- Chapter V Acceptance and communication to host university
- Chapter VI Resignations
- Chapter VII Economic grants
- Chapter VIII Rights and obligations of outgoing students taking part in mobility programmes

TITLE V MOBILITY OF STUDENTS FROM OTHER HIGHER EDUCATION CENTRES: INCOMING STUDENTS 20

- Chapter I Scope and typology
- Chapter II Academic conditions at the UPNA
 - Section 1: Students’ requirement, recruitment and participation conditions
 - Section 2: Stay conditions at the UPNA
 - Section 3: Obligations

TITLE VI ON VISITING STUDENTS 23

ADDITIONAL PROVISIONS.....23

GENERAL PROVISIONS

The Public University of Navarre, as per article 3 of its Statutes, will interact with other universities and higher education or research centres, will encourage international expectations and will extend mobility to all members of the university community.

Therefore, the Public University of Navarre (UPNA) firmly aims at strengthening of relations with other higher education institutions and at promoting the mobility of members under several agreements and programmes of exchange, within and outside the country.

The UPNA commits to promote the mobility of members at an international level, especially in the European Higher Education Area, and academic recognition of those exchange study periods at foreign higher education institutions and those internship periods at enterprises under the cover of international programmes and agreements and also under the recommendations in article 89 of the Spanish Organic Law on Universities 6/2001, about promotion of mobility and inclusion within the European Higher Education Area, in stating the principles to follow studies, specific and leading to the different courses, within the framework of the above mentioned programmes and agreements.

Since it was established, the UPNA has promoted academic cooperation between its faculties and other higher education institutions from all around the world and has deeply encouraged the students to take part on mobility programmes.

The number of mobility programmes and agreements endorsed grows standing and diversifies, including not just study periods but also internships, what makes substantially more complex to manage UPNA's mobility and becomes necessary to state clear protocols and common basic criteria.

Equally, there have been changes related to curricular adaptation to the European Higher Education Area that impel us to go over the conditions of stay and the activities developed in the mobility periods, having in mind the current regulatory framework and all the Degree, Postgraduate and Doctorate's study programmes.

In the regulation hereby we then lay down the rules on essential aspects related to national and international academic mobility activities, for both UPNA's outgoing students and incoming students from other national or foreign higher education institutions that are accepted by the UPNA to develop a study programme, including curricular internships.

TITLE I. SUBJECT MATTER AND SCOPE

Article 1. Subject matter

1. The regulations hereby apply to:

a) the development of activities to study within a national or international academic mobility and of international mobility internships at enterprises, for the UPNA's Degree, Postgraduate and Doctorate students; all under the framework of mobility international programmes and agreements.

b) the applicable procedures to a stay required by the above mentioned mobility.

c) the academic recognition of studies and internships developed.

2. It additionally applies to the development of activities within an academic mobility of those incoming students from other national or international higher education institutions accepted by the UPNA to develop a Degree or Master programme, including curricular internship.

3. Doctorate's mobility, for both UPNA students and incoming students from other national or international higher education institutions, will be the competence of the Doctoral School (EDONA), which was established in 2012 by the Board of Governors.

Article 2. Scope

1. The regulations hereby concern:

a) The students enrolled in Degree or Postgraduate official studies at the Public University of Navarre and developing mobility activities in other university or higher education institution or enterprise under the cover of the national or international programmes and agreements endorsed by the UPNA.

b) The students following part of their studies at the UPNA under the cover of the above mentioned programmes and agreements.

2. Those students from other higher education institutions that apply to the Public University of Navarre to follow part of their studies outside the mobility programmes and agreements endorsed by the Public University of Navarre, will be only concerned by Title VI: On Visiting Students.

TITLE II. BODIES AND HEADS WITH COMPETENCES ON MOBILITY

Article 3. Bodies and heads with competences on mobility

The bodies and heads holding the competences on mobility matters are the following:

- a) Vice-chancellorships with competences on international relations and cooperation and on students and employment
- b) Internationalisation committee
- c) Vice-dean or deputy director with competences on internationalisation in each faculty/school
- d) Degree Coordinator for International Relations and Mobility
- e) Coordinator for Spanish Learning of International Students
- f) Academic Supervisor for Mobility
- g) Head Teacher for Mobility Internships
- h) Head manager for international relations and development cooperation

Chapter I. Vice-chancellorships with competences on international relations and cooperation and on students and employment

Article 4. Vice-chancellorships with competences on international relations and cooperation, on national and international mobility and on students and employment

In order to develop and accomplish the tasks of the Regulations hereby, the chancellor will, according to Article 41 of the UPNA's Statutes, assign the competences to the corresponding vice-chancellorships, regarding international relations students, national and international mobility and development cooperation.

Chapter II. Internationalisation committee

Article 5. Definition and members of the Internationalisation Committee

The Internationalisation Committee of the UPNA, established by the Chancellor's decision no. 659/2013, dated 25th April, with competences on mobility, will be the competent body at the UPNA for consulting, proposal and advice regarding internationalisation.

Article 6. Role of the Internationalisation Committee

Concerning the subject of the regulation hereby, the Internationalisation Committee of the Public University of Navarra shall:

- a) Provide information about the Degree and Postgraduate mobility programmes.
- b) Provide advice about the participation in other international activities and programmes.
- c) Support the organization of workshops and informative meetings on the several programmes and international activities.

- d) Promote the organization of activities to gain students from other education systems that could be outside the framework of specific exchange programmes and agreements.
- e) Provide advice, if needed, to the Vice-chancellorship in charge of international relations and cooperation about the content of the calls for mobility, standards and mobility vacancies, and about the acceptance of applicants.
- f) Examine complaints or appeals given within the framework of the calls mentioned in the previous section (e), and inform about them to the Vice-chancellorship with competences in international relations and cooperation. On this subject, the Vice-chancellors or Deputy Directors of each faculty might delegate this duty to the Degree Coordinator for International Relations and Mobility or to the Academic Supervisor for Mobility of the corresponding centre.
- g) Suggest the Board of Governors any modification of the current Regulation.
- h) Provide advice and proposals to the competent bodies about any other subject regarding international relations and mobility that are not considered in the regulations hereby.
- i) Keep close track and annual analyse of the results provided by the Vice-chancellors or Deputy Directors on internationalisation of each faculty/school and suggest any action to improve the results of mobility programmes and agreements.

Chapter III. Vice-dean or deputy director with competences on internationalisation in each Faculty/School

Article 7. Definition of the Vice-dean or deputy director with competences on internationalisation in each Faculty/School

In each of the centres of the University, there will be a Vice-dean or Deputy Director with competences on internationalisation. This person will be proposed by the Dean or Director of the centre and the charge will be taken by teaching staff of the Public University of Navarra with a permanent job at it.

Article 8. Role of the Vice-dean or deputy director with competences on internationalisation in each Faculty/School

Concerning the regulation hereby, the Vice-dean or deputy director with competences on internationalisation shall:

- a) Be responsible for the criteria and guidelines on student's mobility, both at national and international mobility, in the corresponding centre (faculty/school).
- b) Assume the responsibility of accepting and welcoming international students at the centre, in cooperation with the Vice-chancellorship with competences on international relations and cooperation and with the Head manager for international relations and development cooperation.
- c) Identify the institutions to be first on new agreements endorsement.
- d) Coordinate the work of the Degree Coordinators for International Relations and Mobility within the centre.
- e) Connect the Head manager for international relations and development cooperation with the centres.
- f) Be responsible for the training of those teaching staff in charge of mobility, especially the Coordinators and the Supervisors for Mobility.

- g) Keep the Faculty/School Board and the Quality Assurance Committee informed, regularly or when requested, about all the activities developed for the students mobility.
- h) Keep the students informed about academic matters related to mobility at their degrees.
- i) Ensure that the information on mobility programmes and agreements, as well as the criteria for credits recognition, is published and updated on the website of the centre or conveniently sent to the Head manager for international relations and development cooperation.
- j) Keep close track and annual analyse of the results of the mobility programmes and agreements together with the Coordinators for International Relations and Mobility in order to show them at the Internationalisation Committee.
- k) Share the above mentioned results with the Vice-chancellorships with competences on international relations and cooperation and on students and employment.
- l) In light of the results mentioned on section (j), provide the competent bodies with improvement proposals for the courses, the centres and the whole University.

Chapter IV. Degree Coordinator for International Relations and Mobility

Article 9. Definition of the Degree Coordinator for International Relations and Mobility

1. There will be a Coordinator for International Relations and Mobility in each of the graduate degrees.
2. The Coordinator for International Relations and Mobility of graduate degrees will be named by the Chancellor, after a joint proposal of the Dean or Deputy Director of the centre and the Vice-chancellor with competences on international relations and cooperation. The charge will be taken by teaching staff of the Public University of Navarra with a permanent job at it.
3. In the case of postgraduate degrees, the role of the Coordinator for International Relations and Mobility will be assumed by the Academic Director.

Article 10. Role of the Coordinator for International Relations and Mobility

The Degree or Postgraduate Degree Coordinator for International Relations and Mobility shall:

- a) Collaborate to identify the key institutions to be first on new agreements endorsement or those that have left the programmes for academic reasons, equity or others.
- b) Provide proposal about the endorsement of the corresponding agreements and, if needed, inform the Head manager for international relations and development cooperation about the will to not renew an agreement or exclude it from the mobility vacancies, with supervision from the Vice-dean or deputy director with competences on internationalisation of each centre.
- c) Draw up the set of mobility vacancies for the calls together with the Supervisors for Mobility, when required by the Head manager for international relations and development cooperation.
- d) State, together with the corresponding Vice-dean or deputy director, the criteria for the recognition of credits of the Degree, within the framework of the mobility calls.
- e) Inform the Vice-dean or deputy director of the Degree about the list of incoming students in the Degree in order to give notice to the teachers of the corresponding courses in which they enrol.

- f) Assume the responsibility of the management and contents of agreements concerning mobility of the corresponding degree, together with the Head manager for international relations and development cooperation.
- g) Name, replace and coordinate the Supervisors for Mobility.
- h) Monitor the handling of the Supervisors for Mobility and approve their learning agreements and credit recognition after mobility.
- i) Be responsible for the training of the Supervisors for Mobility so they can develop their tasks properly and being updated.
- j) Connect the Head manager for international relations and development cooperation and the centres.
- k) Keep the students informed about academic matters related to mobility at their degrees.
- l) Keep close track and annual analyse of the mobility results, with previous consulting of the Supervisors for Mobility, in order to be shared with the Vice-dean/Deputy Director of the Degree and then showed to the Quality Assurance Committee.
- m) Share the results mentioned in the above section with the Vice-dean or Deputy director for Internationalisation of the centre.
- n) In light of the results mentioned on section (j), provide the competent bodies with improvement proposals for the courses or the centre.

Chapter V. Coordinator for Spanish Learning of International Students

Article 11. Definition of the Coordinator for Spanish Learning of International Students

1 There will be a Coordinator for Spanish Learning of International Mobility Students.

2 The Coordinator for Spanish Learning of International Students will be named by the Chancellor after a joint proposal of the Dean of the Faculty of Humanities & Social Sciences and the Vice-chancellor with competences on internationalisation and cooperation. The charge will be taken by teaching staff from that Faculty, with priority to those with a permanent job at it.

Article 12. Role of the Coordinator for Spanish Learning of International Students.

The Coordinator for Spanish Learning of International Mobility Students shall:

- a) Consult and analyse the set of courses in Spanish from the Faculty of Humanities & Social Sciences as well as from others and choose the most suitable courses for those students interested on that information.
- b) Draw up the catalogue of courses mentioned on the previous section (a) adding any needed information with the help of the teaching staff of those courses.
- c) Provide guidance and tuition to mobile students in taking curricular courses or any other extracurricular courses related to the learning of Spanish.
- d) Carry out whatever needed activity within the stated framework to ensure the target of the coordinator.

Chapter VI. Academic Supervisor for Mobility

Article 13. Definition of the Academic Supervisor for Mobility

The Academic Supervisor for Mobility will be in charge of one or more than one mobility programme or agreement.

Article 14. Role of the Academic Supervisor for Mobility

Concerning the institutions that he is responsible for and the incoming students from that institutions, the Academic Supervisor for Mobility shall:

- a) Collaborate with the corresponding Coordinator for International Relations and Mobility, when requested, drawing up the annual international mobility catalogue.
- b) Agree with the partner institution and the Head manager for international relations and development cooperation about all the conditions and requirements for the specific exchanges: duration, level, degree or area in which will be offered, grading system, mobility academic content (courses and/or Studies' Final Project), etc.; in cooperation with the Coordinator for International Relations and Mobility.
- c) Agree with the student about the content and any modifications needed in the Learning Agreement, according to the academic catalogue of the host higher education institution.
- d) Sign the Learning Agreements with the approval of the Coordinator for International Relations and Mobility.
- e) Provide the courses at the UPNA that were included in the Learning Agreement, with the corresponding academic results obtained at the host institution, according with the conditions of the Learning Agreement. Transcript the foreign grading system into the Spanish one, when needed.
- f) Keep the students informed and advice them about any academic matter on mobility related to the programme or host institution for which the Supervisor is responsible, as it is stated in the Tutoring Plan of the UPNA.
- g) Keep the incoming students informed and provided with guidance during their stay and approve their enrollment at the UPNA.
- h) Provide proposal to the Coordinator for International Relations and Mobility about the modifications that are considered to be convenient within partner agreements and keep the Coordinator informed about the ones already carried out or known.
- i) Keep annual track of exchange students, sharing the results with the Coordinator for International Relations and Mobility, and provide improvement proposals.

Chapter VII. Head Teacher for Mobility Internships

Article 15. Definition of the Head Teacher for Mobility Internships

1. The Head Teacher for Mobility Internships will have the competences and role stated at the Regulation on Internships for the Students of the Public University of Navarre, approved by resolution of the Board of Governors, dated 20th December 2012 (officially published on 11th January 2013); among them, the Head shall namely:
 - a) Agree with the student on the Learning Agreement.
 - b) Ensure a good development of the Learning Agreement and guarantee a compatible internship timetable with other academic, training or representative and participatory responsibilities of the student.
 - c) Keep close track of the internships in coordination with the supervisor from the partner company and check the evaluation reports.
 - d) Approve any modification on the Learning Agreement.

- e) Carry out the evaluation of the student's internship according to Article 16 of the regulation hereby.
- f) Keep any information related to his role and activities as Head Teacher confidential.
- g) Share any incidence given at the internship with the competent body.
- h) Supervise and demand, when needed, a suitable organization of the support resources to ensure equal opportunities, no discrimination and universal access for disable students to carry out their internship.

2. Notwithstanding the previous section, the Head Teachers for internships will have other competences regarding the corresponding mobility programmes and agreements.

Chapter VIII. Head manager for international relations and development cooperation

Article 17. Head manager for international relations and development cooperation

The Head manager for international relations and development cooperation will be a unit specialised on managing national and international mobility activities, according to the mobility programmes and agreements endorsed by the Public University of Navarre.

Article 18. Role of the Head manager for international relations and development cooperation

Regarding mobility, the Head manager for international relations and development cooperation shall assume its pertinent role and any other assigned by the competent bodies.

TITLE III. MOBILITY REGULATIONS

Chapter I. Mobility Agreements and Programmes

Article 19. Mobility Agreements

1. The mobility agreements have been endorsed by the UPNA and another national or international higher education institution to agree on the exchange of their students and state reciprocal conditions on mobility, either under a higher regulatory framework that has been endorsed by both institutions or outside that framework.

2. Notwithstanding particular conditions in this Chapter, mobility agreements will follow what is stated in the Regulation on Agreements, approved by the Board of Governors, dated 18th February 2011 (officially published 8th March 2011).

Article 20. Mobility programmes

1. The mobility programmes of the UPNA are sets of student's mobility agreements that meet any of the following points:

- a) A common higher regulatory framework related to the student's mobility and endorsed by the UPNA and the partner institution, such as the framework stated by the European Union for the Erasmus Programme or the competent Spanish Minister for the SICUE programme.

- b) A common geographic area of the partner institutions, such as it is Latin America for the Juan de Palafox Programme, Asia for the Martín de Rada Programme and the rest of the world for the Bilateral Agreements Programme.
 - c) A specific cross curricular target, such as the training on cooperation values in the Education on Solidarity Programme.
2. Other mobility programmes endorsed by the UPNA and a foreign institution are considered as so when the main goals are the management of international mobility of higher education students, such as the ISEP Programme.

Article 21. Principles of the Students' Mobility Programmes and Agreements

1. The higher regulatory frameworks endorsed by the UPNA regarding students' international mobility, the students' mobility agreements endorsed outside that frameworks, and the mobility programmes endorsed by the UPNA and other organizations which main goal is the management of international mobility of students, shall clearly state the following aspects:

- a) No charge of registration fee at the host institution for mobile participants. The host institution might just charge additional expenses in case of assurance, extracurricular courses or services such as copy service, lab material, sport facilities, etc., and always assuring equal treatment to their home students.
- b) No charge of academic certification fee for the courses or subjects in which mobile participants have been enrolled. This academic transcript shall be compulsory for the host institution.
- c) Any other obligation for the students or the partner institutions entailed by participating in mobility.

2. The mobility agreements, endorsed either under a higher regulatory framework or outside it, and the mobility programmes endorsed by the UPNA and other organizations which main goal is the management of international mobility of students shall also state the following aspects for incoming and outgoing mobility:

- a) Level (degree, postgraduate, or doctorate) in which the mobility can be carried out.
- b) Studies area and/or courses.
- c) Agreement of the number of mobility vacancies per semester or academic year.
- d) Mobility duration.
- e) Agreement or programme validity.
- f) Language and academic requirements for acceptance at the host institution, in case of.

Article 22. Agreement endorsement

1. The endorsement of an international mobility agreement might be suggested to the Vice-chancellorship with competences on international relations and cooperation, and the endorsement of a national mobility agreement might be suggested to the Vice-chancellorship with competences on students and employment, according to the terms of the Regulation on Agreements of the Public University of Navarre, approved by the Board of Governors, dated 18th February 2011 (officially published 8th March 2011).

2. Proposals will be provided to the Head manager for international relations and development cooperation, and shall have been approved by the corresponding Coordinators for International Relations and Mobility and by the Vice-dean or deputy director with competences on internationalisation.

3. The Vice-chancellorships with competences on international relations and cooperation and the Vice-chancellorships with competences on students and employment will approve proposals on new agreements regarding their respective scope of competence, and will sign them or provide them with the Chancellor's signature. The competent Vice-chancellorship here will keep the corresponding Centres, as well as the Head manager for international relations and development cooperation, informed about the endorsement of new agreements.

4. The competent Vice-chancellorship might give no consent to agreement proposals, as well as might cease a valid one when it does not meet the interests of the UPNA anymore.

Chapter II. Enrolment at the UPNA

Article 23. Enrolment at the UPNA

The public fees of the courses enrolled at the UPNA by outgoing students under the cover of mobility Programmes or Agreements shall be paid, in due time and manner, at the Public University of Navarre.

Article 24. Mobility learning agreement for study purposes

1. The learning agreement is a document in which the areas, courses and credits that the student will take at the host institution and the corresponding courses from the plan of studies at the UPNA will be stated to be provided with recognition once the mobility is completed and the UPNA receives an academic transcript from the host institution.

2. Every course from the plan of studies at the UPNA, including Final Projects, might be included in the learning agreements and provided with recognition in exchange for those followed in the mobility programme, except for those courses already enrolled in semesters or academic years previous to the mobility semester or academic year.

3. To be valid, the learning agreement shall be signed by the student and the Academic Supervisor for Mobility, with approval from the corresponding Degree Coordinator for International Relations and Mobility.

4. This learning agreement will be stated before the mobility and will be binding, notwithstanding any subsequent modification, when needed.

5. Any modification of the learning agreement should have a motive and requires the student's and Academic Supervisor for Mobility's acceptance, and approval from the corresponding Degree Coordinator for International Relations and Mobility to be valid. Modifications are also an integral element of the learning agreement. Once they are accepted, the Academic Supervisor for Mobility will share them with the Head manager for international relations and development cooperation for processing. Any modification suggested a month after the starting of the semester or academic year at the host institution will not be accepted-

Article 25. Mobility learning agreement for internship at enterprises or other institutions

The learning agreement will be carried out according to the Regulation on Internships for the Students of the Public University of Navarre, approved by the Board of Governors, dated 20th December 2012 (officially published 11th January 2013), and other concordant rules,

notwithstanding any particular condition stated by the partner enterprise or institution. At any case, it will be stated before starting the internship and will be binding, notwithstanding any motivated modification, and requires written approval from the student and the UPNA's Academic Supervisor for Mobility to be valid.

Chapter III. Credit recognition

Article 26. Concept of the credit recognition

1. Mobile students from the UPNA have the right to obtain recognition for those credits followed at the host institution, when these had been indicated in the learning agreement.
2. This recognition does not require a subsequent approval from any of the Committees for Recognition and Transfer from the centres or the University, as the learning agreement is previously approved and it is stated within the regulation on mobility Programmes or specific Bilateral Agreements.

Article 27. Mobility academic recognition for study purposes

1. After the student's mobility and according to the Learning agreement and to the Final Record provided by the partner institution, the Academic Supervisor for Mobility will draw up the Recognition Document and provide it with the approval of the Degree Coordinator for International Relations and Mobility, in order to ensure the inclusion of the mobility studies in the student's records.
2. The Recognition Document, listing all the courses from the UPNA that were stated in the Learning Agreement, will be the record certificating document for each of the courses followed.
3. The UPNA's courses within the learning agreement will be included in the outgoing student's records according to the Title hereby, and the mobile participants shall not be entailed with any additional exam or test, complementary assignments or any other subsequent assessment at the UPNA.

Article 28. Recognition of the internship period

1. The Academic Supervisor for Mobility will assess the internship according to Title VII of the Regulation on Internships for the Students of the Public University of Navarre, dated 20th December 2012 (officially published 11th January 2013), for its inclusion in the student's records.
2. The Final Internship Report will be the certificating document for the internship.

Article 29. Not passed courses from the Learning Agreement.

The UPNA's outgoing students, under the cover of a mobility Programme or Agreement, that do not pass some of the courses at the host University, will not be able to attend exams at the UPNA for the corresponding and included in the learning agreement courses in the same mobility academic year.

Chapter IV. Supervision by the Faculty/School's Board and Quality Assurance Committee

Article 30. Supervision by the Faculty/School's Board and Quality Assurance Committee

Regarding Graduate and Postgraduate Degrees, the Faculty/School's Board and the Quality Assurance Committee will be regularly informed by the corresponding Vice-chancellor with competences on international relations from the centre about the learning agreements and internships approved and, when needed, about their modifications, as well as about the corresponding academic recognition.

TITLE IV. UPNA STUDENTS' MOBILITY. OUTGOING STUDENTS

CHAPTER I. Personal scope of students' mobility

Article 31. Types of mobile participants

The following will be considered as mobile students:

- a) Mobile students with study purposes. These are the students that are taking a mobility vacancy at a national or international higher education institution within the framework of the corresponding UPNA's mobility call and according to a mobility programme or agreement of the UPNA.

Mobile students shall be enrolled at the UPNA with study purposes, at least since the moment of applying to participate in the corresponding UPNA's call and until the end of the mobility.

- b) Mobile students that carry out an international internship at enterprises or other institutions: These are students that are taking a mobility vacancy to carry out an international mobility internship at an enterprise, training or research centre and other institutions, including NGOs, within the framework of the corresponding UPNA's mobility call and according to a mobility programme or agreement of the UPNA.

Mobile students that carry out an internship shall be enrolled at the UPNA in the moment of applying and until the end of the mobility.

CAPITULO II. Extent of the mobility: subject and duration

Article 32. Studies subject to mobility

1. The studies counting towards a university official Degree or Postgraduate Degree will be recognized.
2. Regarding internships, recognition will be provided for undertaken and completed mobility at foreign enterprises or other institutions according to Regulation on Internships for the Students of the Public University of Navarre, dated 20th December 2012 (officially published 11th January 2013), and concordant rules.
3. Each student can undertake a maximum of two mobile periods for each of the study plans completed. International mobility internship will not be counted as so.
4. The students shall not be admitted within more than a mobility programme in the same semester or academic year, except in cases with authorization by the Internationalisation Committee for exceptional reasons.

Article 33. Duration of Degree mobility

1. Within Degrees, mobility will be carried out during the second half of the study plans.

2. For the purpose of enrolment and learning agreement at the UPNA, each mobility will take a minimum of one semestre and a maximum of two, given in the same UPNA's academic year, and regardless the start and end of the academic year at the host institution.

Article 34. Duration of Postgraduate Degree mobility

1. Within Postgraduate Degrees with 90 or less ECTS, mobility will take a maximum of one semester, regardless the start and end of the academic year at the host institution.
2. Within Postgraduate Degrees with more than 90 ECTS, mobility will take a maximum of one academic year.

Article 35. Learning Agreement for Degree and Postgraduate mobility

Mobile students with study purposes shall endorse a learning agreement containing:

- a) A minimum of 43 and a maximum of 72 new enrolled ECTS for one academic year mobilities.
- b) A minimum of 18 and a maximum of 42 new enrolled ECTS for one semester mobilities.

CHAPTER III. Applicants requirements to access mobility and academic recognition of their courses or internships

Article 36. Requirements

1. To participate in a mobility programme, the students of the UPNA shall be enrolled full-time in a study plan, during both the academic year of appliance and the academic year of mobility. However, the Internationalisation Committee might examine particular cases of part-time enrolled students.
2. To participate in the call and access mobility, it is an indispensable requirement to have paid the public fees of the corresponding courses in due time and manner.
3. The students shall meet the completion requirements in the moment of applying. Moreover, Degree students shall have completed a minimum of 60 ECTS from the first year courses.
4. Applying participants shall also meet any other requirement stated in the corresponding calls.

Chapter IV. Calls for mobility and recruitment process

Article 37. Process and content

1. The corresponding mobility calls will be yearly announced by the Chancellor or the competent Vice-chancellorship.
2. This call shall at least include the following aspects:

- a) Academic requirements to participate.
- b) Conditions of the mobility vacancies: place, duration, language or academic requirements stated by the UPNA, degree and specific semester, Academic Supervisor for Mobility, programme endorsed and any other specifications. The UPNA shall also include any other condition required by the host institution and known before the announcement of the call.
- c) Participation process, recruitment criteria and nomination.
- d) Economic grants, if so, given to the participants admitted in the exchange.
- e) Responsibilities of the participants.

Article 38. Recruitment and nomination

1. Student's recruitment and nomination shall be accomplished according to the student's academic records and once the participation requirements stated in Article 36 and 37.2 (a) hereby and the conditions of the vacancies mentioned in Article 37.2 (b) are confirmed to be met.

2. Each call's Evaluation Committee will consist of members of the Internationalisation Committee.

3. The nomination resolution will be enacted in due time stated in the call by the competent Vice-chancellorship, after the proposal provided by the Evaluation Committee, including a waiting list of students not admitted and clearly explaining the applicants any possible appeal against this resolution and the deadlines to do it.

Chapter V. Acceptance and communication to host university

Article 39. Nomination of students

The Head manager for international relations and development cooperation will send a list with the nominated students and their contact information to each of the host institutions, in due time and manner stated in the call.

Article 40. Host institution acceptance

1. The participation of students in mobility programmes requires a clear acceptance by the host institutions or enterprises. It is the nominated students who shall apply for registration at the host university, institution or enterprise, which might well refuse the student for failing to meet a deadline or access requirement.

2. In case the student is not accepted for reasons out of his responsibility, the UPNA will look for alternative ways to carry out the mobility. In this sense, the mobility nomination made by the UPNA will never have effect until it is accepted by the host institution.

Chapter VI. Resignations

Article 41. Procedure and consequences

1. A student who resigns from the mobility, after application to participate, must submit a written notification to the Head manager for international relations and development cooperation, at the University General Registry.
2. The students submitting resignation out of the deadline stated by the corresponding mobility call, will not be able to participate in any international mobility programme from the UPNA, except for resignation because of force majeure.
3. If an accepted student does not attend the host university, institution or enterprise in due date and does not submit resignation, he will be included within the provisions of the previous section.

Chapter VII. Economic grants

Article 42. Economic grants

1. Mobility Programmes might include economic grants intended to offset the additional costs of mobility. The corresponding call will include, when given, a list with the sources of funds, among which might be the UPNA, and will state the deadlines, manner and quantity to fund the programme.
2. During the mobility period, the student can receive any scholarship previously awarded at the home institution. The economic grants for mobility are supplementary to those from the national and regional systems, including the ones to offset any cost in a foreign country.
3. In case the mobility is not carried out or the Certification of Stay mentioned in article 44 (j) cannot be submitted, a refund of the grant already paid will be demanded to the beneficiary. If the duration of the justified stay is shorter than that in the Certificate of Stay, the beneficiary shall refund an amount from the grant proportional to the time. If the money is not refund a month after the corresponding notice, the UPNA has the power to place a hold on the academic record of the student until he regularise the situation. This hold on the academic record will have the consequences and effects stated in the Article 38 of the Regulation on Degree Studies at the Public University of Navarre.

Chapter VIII. Rights and obligations of outgoing students taking part in mobility programmes

Article 43. Rights of outgoing students taking part in mobility programmes

The students of the UPNA have, regarding their participation in the mobility programmes and together with the general rights stated at the university regulation, the right to:

- a) Participate in the calls of mobility programmes and agreements according to its principles and receive nomination for any mobility vacancy applied according to the general and specific criteria stated for its nomination.
- b) Receive information and guidance about mobility in the corresponding study plan.
- c) Receive any information shared by the host institution with the UPNA about practical issues related to mobility.
- d) Access mobility economic grants provided that the student meets both the requirements on the call and the specific ones of the mobility vacancy, when given.

- e) Be informed, before the arrival at the host institution and provided that there is available information on it, about the courses for which the student will receive recognition in the plan of study and which will set the Learning Agreement up, notwithstanding the possibility to modify the content according to the stated procedure.
- f) Carry out the mobility according to the specific conditions stated in the principles of the call and obtain academic recognition according to the learning agreement and its modifications.
- g) Remain free from the charge of any registration and administrative fee at the host higher education institution when stated by the mobility programme or agreement, notwithstanding the payment of obligations such as assurance, students' associations, materials or similar, and always with equal treatment to the host university students.

Article 44. Obligations of outgoing students taking part in mobility programmes

The students of the UPNA taking part in a mobility programme or agreement have, together with the general obligations stated at the university regulation, the obligation to:

- a) Subscribe a Learning Agreement, and modifications in case, in time and manner and according to the criteria of the centre for credit recognition and together with the Academic Supervisor for Mobility.
- b) Enrol at the UPNA during the mobility academic year in at least those courses included in the student's learning agreement and according to what it is stated in the corresponding call.
- c) Carry out the registration and enrolment at the host institution, as well as any other procedure required by that institution for the student's acceptance and stay.
- d) Obtain the European Health Insurance Card or subscribe an insurance that can guarantee medical assistance during the mobility. It is also the responsibility of the student to subscribe any other accident insurance or being insured against all liability if required by the host institution.
- e) Comply with the current legislation concerning the entering and stay in the host country, including any required visa, when needed.
- f) Comply with the regulation of the host institution and with the host country laws.
- g) Cooperate in any activity for the promotion of the UPNA that might be organised at the host institution.
- h) Maximise the programme stated within the learning agreement.
- i) Submit the Certification of Stay provided by the host institution, the student's final report and any other documents stated in the corresponding call to the Head manager for international relations and development cooperation once the mobility is finished.

Article 45. Breach of call conditions

1. A breach of participation conditions in the mobility programmes or agreements, in the regulation hereby, in the corresponding calls or any breach of the regulations at the host institution or enterprise by the student will be subject to end mobility.

2. Falsified documents submitted by the student in the framework of the national or international mobility calls at the UPNA, as well as fraud in attendance to language test, or any other test related to mobility held at the UPNA, will mean the exclusion of the student from the recruitment process or the rescission of the mobility process in the case of a nominated student.

3. The rescission of the mobility process will mean a refund of the perceived grants, notwithstanding any other responsibility required to the student in each case. If the refund is not made, the UPNA has the power to place a hold on the academic record of the student until he regularise the situation. This hold on the academic record will have the consequences and effects stated in the Article 38 of the Regulation on Degree Studies at the Public University of Navarre.

TITLE V. MOBILITY OF STUDENTS FROM OTHER HIGHER EDUCATION CENTRES: INCOMING STUDENTS

Chapter I. Scope and typology

Article 46. Scope

1. This Title concerns incoming students from other higher education institutions participating in mobility to study at the UPNA within the framework of a mobility programme or agreement.

Article 47. Types of mobile students

The following will be considered as incoming mobile students from other higher education institutions participating in mobility at the UPNA:

- a) Students with official study purposes at the UPNA. They are students on national or international exchange that have been nominated by their home institution and accepted by the UPNA for a temporary academic mobility at the UPNA within the framework of a mobility programme or agreement.
- b) Visiting students. They are students who wish a temporary academic stay to follow official courses at the UPNA but outside a mobility programme or agreement. Their maximum stay is two semesters and they will not have the right to obtain any official certificate. The rules that apply are stated in Title VI of the regulation hereby.

Chapter II: Academic conditions at UPNA

Section 1. Students' requirements, recruitment and participation conditions

Article 48: General requirements on participation

To take courses at the UPNA, incoming students from foreign institutions might be required with a certain level of the language in which these courses are taught.

Article 49. Students' recruitment

The mobile students will be nominated by their home institutions according to the corresponding mobility programme or agreement, being the UPNA the one to finally decide on acceptance.

Article 50. Participation conditions

1. The acceptance of mobile students will never mean recognition of the general requirements stated in the current legislation to access the university system in order to follow courses as counting towards any official and valid degree certificate within the country.

2. The acceptance of mobile students will be provided by the Head manager for international relations and development cooperation, with a previous approval of the Learning Programme by the corresponding centre/faculty. To that end, the student shall fill in and submit the application form and the corresponding Learning Programme, as well as any additional information required, in due time and manner.

3. Every mobile student will be assigned to a centre/faculty. This assignation will be defined by the subject of study within the Bilateral Agreement or, otherwise, by the subject of study stated within the student's Learning Programme.

Section 2. Stay conditions at the UPNA

Article 51. Enrolment

1. Mobile students willing to study at the UPNA within the framework of a mobility programme or agreement will only be able to enrol the courses stated within the current plans of study of the UPNA and counting towards degree or postgraduate degree certificate.

2. Mobile students will be concerned by the current regulation on exams and any other tests applying to home students.

3. The centres might suggest the number of mobile students enrolled in courses of the UPNA to be limited to a certain percentage of the group signing up for. Admission within a course will be subject to availability. When applicants exceed the number of vacancies of the course, the centres will decide on admission.

4. Definitive enrolment deadline at the UPNA is four weeks after the student's official date of arrival. This date will be defined by the Head manager for international relations and development cooperation for each enrolment period. Any modification will not be possible after the deadline.

Article 52. On public fees and charges

Mobile students within an exchange will not be charged with registration public fees or charges for academic transcript or certification, according to Article 21 of the regulation hereby. Mobile students will be charged in case of using sport facilities, cultural activities or enrolling language and other extracurricular courses, with equal treatment to regular students.

Article 53. On stay conditions at the UPNA

Duration of studies at the UPNA for mobility students will take a maximum of one academic year, except for cases of longer duration stated within a mobility programme or agreement, or when it is recommendable for specific circumstances and suggested by the centre.

Article 54. Resignations

1. Once the mobility starts at the UPNA, any student resigning shall submit written resignation to the corresponding Academic Supervisor for Mobility and to the Head manager for international relations and development cooperation.

2. No public fee or charge made, and no other expenses paid during the stay at the UPNA will be refund, except in cases of resignation because of force majeure.

Article 55. Academic certification

1. At the end of the mobility, the UPNA will send a personal academic certification with the courses enrolled to the higher education home institution and to the mobile student, according to Article 21.1 (b) of the regulation hereby.

2. To the same extent, the UPNA will provide mobile students with a Certification of Stay for the academic period at the university. An outside term time will never be considered as period of stay, except for students who develop curricular activities during that time.

Section 3. Obligations

Article 56. Obligations

1. The incoming mobile students at the UPNA have the general obligations stated at the university regulation of the Public University of Navarre, and particularly the following:

- a) Attend the UPNA in due date; no attendance will be considered as renunciation of the corresponding rights obtained when being accepted at the university.
- b) Fill in and submit any required document in due time stated by the UPNA.
- c) Carry out the required processing, before and during the stay at the UPNA, to comply with the current laws and regulations concerning the stay of foreigners in the country.
- d) Subscribe a medical insurance policy covering the whole period at the UPNA.
- e) Complete the programme of study, according to the regulation of the corresponding Centre.

2. In case of a breach of these obligations or the general obligations for regular students at the UPNA, the student will be subject to conditions stated by the academic bodies of the UPNA, what might imply, among other responsibilities, the end of the student's stay or mobility at the Public University of Navarre, the revocation of any grant or scholarship received by the UPNA and its refund, as well as the exclusion from any future recruitment process within a mobility or exchange programme at the UPNA.

3. Incoming mobility students, notwithstanding particular conditions within Mobility Programmes or Agreements, will be concerned by the general regulation on regular students of the Public University of Navarre.

TITLE VI. ON VISITING STUDENTS

Article 57. Concept of visiting students

1. Students from national or international higher education institutions willing to undertake an academic stay at the UPNA following official studies outside any mobility programme or agreement.
2. Visiting students will not have the right to obtain an official degree certificate at the Public University of Navarre.

Article 58. On visiting students

1. Admission application will be submitted to the Head manager for international relations and development cooperation, in due time and manner annually stated, in order to meet the capacity of each centre. Admission application shall include the student's academic records at the host institution and a proposal of Learning Programme suggested by the student to undertake at the UPNA. Incoming students from foreign institutions might be required with a certain level of the language in which the courses included in their proposal are taught.
2. The competent Vice-chancellorship will decide on admission, after consulting the School Board.
3. Incoming visiting students will be charged with registration fees at the UPNA, according to the prices stated in the regional law (Orden Foral) on public fees for academic services at the UPNA.
4. Visiting students will be charged with the corresponding fees for expediting and sending of their academic certifications.
5. The maximum stay of the visiting students will be two semesters.
6. Visiting students will have the right to obtain an academic certification of the courses undertaken and of their records, but will not obtain an official degree certificate from the Public University of Navarre.

ADDITIONAL PROVISIONS

Unique.

The Regulation hereby will be supplemental for Doctorate students, in those aspects in which it is not opposing their specific regulation.

TRANSITORY PROVISIONS

First

The rules within this Regulation concerning Degree students at the Public University of Navarre will also concern First and Second Cycle Plan students until these disappear.

Second

The Bodies and Heads stated in this Regulation as competent on Mobility at official Degree Certificates, will also be competent on Mobility at First and Second Cycle Certificates until these disappear.

REPEALING PROVISION

Unique

Every opposing provision at a similar or lower level to the Regulation hereby is here repealed, especially:

The Regulation on International Mobility Programmes for students of the Public University of Navarre, approved by the Board of Governors, dated 3rd July 2001 (modified by agreements of the provisional Board of Governors, dated 27th February 2003, and of the provisional Board of Governors, dated 22nd December 2003 and 2nd December 2004).

FINAL PROVISION

The Regulation hereby comes into force the following day to publication on the Official Bulletin of Navarre.