

AGREEMENT NOTIFICATION

Agreement approving the modification of the Regulations Governing the Figure of the Visiting Student at the Miguel Hernández University of Elche.

Regarding the proposal formulated by the Miguel Hernández University of Elche Vice Rector for International Relations, the Executive Board, meeting in session on June 29, 2016, AGREES:

To approve the modification of the Regulations Governing the Figure of the Visiting Student at the Miguel Hernández University of Elche, which are ultimately drafted in the following terms:

REGULATIONS OF THE MIGUEL HERNÁNDEZ UNIVERSITY OF ELCHE THAT GOVERN THE FIGURE OF THE VISITING STUDENT

Preamble

The need to respond to interested parties who wish to take classes given by the Miguel Hernández University of Elche (hereinafter UMH) and/or carry out internships supervised by faculty at our university, with both actions having the objective of improving or expanding their knowledge, and due to the lack of formal regulations for such situations, justifies the present proposal that contemplates the figure of the "Visiting Student."

Article 1. Objective and area of application

This regulation intends to regulate the situation of visiting students who desire to expand their knowledge by taking a course, carrying out an internship, or both activities, at the Miguel Hernández University of Elche without the purpose of ultimately being conferred an official university degree or diploma.

University students, or Spanish or foreign university graduates, who wish to take courses that form part of official undergraduate or graduate programs at the UMH within the curricula offered at any university campus and outside the framework of official interuniversity exchange mobility programs or agreements or accords are considered "Visiting Students" at the UMH.

Taking courses or participating in internships in this modality does not provide for the right to be conferred a UMH university degree or diploma.

Taking these courses or internships in this modality does not entitle the Visiting Student to continue in an official UMH program. If the Visiting Student subsequently enrolls in an official UMH program, he/she may request recognition for or transfer of the courses taken previously as a Visiting Student, under the conditions stipulated in the UMH regulations for credit recognition.

Enrollments of visiting students in the chosen courses will not qualify as justification for increasing the faculty nor will they count as part of the minimum number established by the university to continue offering an elective course.

Article 2. Requirements and conditions for access

To gain access as a Visiting Student at the UMH, the necessary academic conditions for carrying out the requested activities must be met.

Undergraduate students must officially accredit their enrollment in an undergraduate program from their university of origin. For graduate students (master's or doctoral), possession of an undergraduate degree that entitles access to graduate-level education serves as such accreditation.

For applicants who wish to carry out internships, along with the academic requirements, they must have, at the time of submitting their application, consent by a full-time UMH faculty member and such faculty member will act as their UMH internship adviser. Once accepted at the UMH, the Visiting Student may count on supervision by an adviser from his/her university of origin before beginning the internship.

Students from countries whose spoken language is different than Spanish, in addition to the previous requirements, must also accredit a minimum level of knowledge of the Spanish language that is equivalent to a B1 level of the Common European Framework of Reference for Languages (CEFR), while some classes may require a level of knowledge that is superior to the B1 level of Spanish. For internship stays, accrediting this level of Spanish is not necessary, but a B1 level of English according to the CEFR is required.

In exceptional cases, visiting students without a university education may be considered if they meet the necessary training levels in the specific field where they apply for admission. Visiting students accepted in this modality may not request recognition for or transfer of credits under the conditions stipulated in the regulations for recognition of UMH credits because at the moment they carry out their courses they are not considered as university students.

Article 3. Places and admission application

Admission application deadlines for places in undergraduate and graduate programs are the following:

- a) May 31 for Fall Semester courses (which run from September - January).
- b) November 30 for Spring Semester courses (which run from February - June).

Deadlines for internship admission are two months before their respective start dates.

For admission of visiting students in undergraduate courses, a positive assessment from the corresponding university center where such studies are taking place is necessary. Admission into master's-level education must be endorsed in a favorable report from the corresponding master's admissions committee. For doctoral-level

education, such favorable report must be issued by the academic committee corresponding to doctoral programs.

For internships, in addition to acceptance by the adviser named in the application, consent by the person/s responsible for the resources necessary for their proper development is also necessary. This person may be a faculty dean or an associate dean with responsibilities in international relations, a department director, or research institute director, etc.

In all cases, admission of all visiting students corresponds to the UMH Vice Rector for International Relations who shall inform the UMH Vice Rector for Student Affairs and Athletics and the UMH Vice Rector for Academic Affairs.

To apply for admission as a UMH Visiting Student, each applicant must send to the Service of International Relations, Development Cooperation and Volunteerism the following documentation:

- a) UMH Visiting Student Application Form that includes a brief explanation, in either Spanish or English, wherein the applicant details his/her desire to take classes or participate in internship activities at the UMH. If the intention is to take classes, the form must include a list of the courses the applicant wishes to take; for applicants of supervised internship activities, this form must include the details of the intended activities and be signed by their UMH adviser.
- b) Official academic transcript (along with a sworn translation into either Spanish or English) from the university of origin that details the credits and grades earned for courses in addition to any completed diplomas and degrees.
- c) Certificate of Spanish language knowledge in cases where Spanish is not the language of instruction at the university of origin.
- d) Curriculum Vitae (at most two pages in length).
- e) A letter of recommendation from a faculty member at the university of origin.

Visiting students may take courses from those offered in official UMH degree programs. The number of ECTS credits visiting students may register for may not exceed 30 per semester or 60 per complete academic year, nor may they exceed half of the credits from official UMH programs. Students who are admitted for a second year, which requires an application justified by exceptional causes, may not enroll for more than 60 credits overall during these two years.

Stays for internships must last a minimum of one month and a maximum of six months. The established timetable consists of 25-40 hours per week. For registration purposes, 25 internship hours are equivalent to 1 ECTS credit.

In cases where the applicant is admitted, the applicant will be sent a letter of admission that details the period for which he/she has been admitted.

Applicants who intend to be conferred an official university degree will not be accepted, because for degree conferral, applicants must enroll in a manner that abides with legal procedures to gain university admission.

Article 4. Enrollment and tuition

Enrollment is formalized at the Campus Management Center (CEGECA) on the campus where the applicant will attend his/her classes.

Visiting students shall pay tuition that corresponds to the modality of the Visiting Student, as well as the administrative fees that correspond to opening a university record and issuing a university smart card. Costs per credit in this modality will be agreed upon annually by the UMH Board of Trustees that will likewise regulate possible reductions or exemptions.

Tuition payments must be made during the first week of the Visiting Student's stay. Refunds for payments made will not be given if the student cancels his/her enrollment, unless such cancellation is attributable to the UMH.

The status of Visiting Student that is attained upon enrollment allows for use of UMH installations and services, and the corresponding accreditation as such. In all cases, they are excluded from participating in UMH representative bodies and the UMH administration.

Article 5. Instruction, Grading, and Certification

The right to receive instruction and be graded is exclusive to the academic year in which the Visiting Student enrolls, with no rights to subsequent years.

Upon conclusion of the stay, the UMH Service of International Relations, Development Cooperation and Volunteerism will compile all the information necessary for issuing the corresponding academic certification from all centers and internship tutors.

Such certification will be issued by the center where the classes or internships took place and be approved by the Vice Rector for International Relations. This certification will include the student's personal information, the courses taken, the internships conducted, the number of credits earned, the grades received (in the case of courses), and the period during which the activities took place.

Article 6. Health insurance

Visiting students are not covered by UMH health insurance. Because of this, they must, when enrolling, demonstrate that they have medical and accident insurance that covers the period of their studies at the UMH. If they do not do this, they must sign up for insurance offered by the UMH.

FINAL PROVISIONS

Final provision 1. Interpretation and resolution of general questions raised in the application of this regulation shall be the responsibility of the Vice Rector for International Relations.

Final provision 2. This regulation shall go into effect the day after its publication in the Official Gazette of the Miguel Hernández University of Elche (BOUMH).

DEROGATION PROVISION

Once this document goes into effect, the preceding regulations concerning the figure of visiting students at the Miguel Hernández University of Elche, approved by the Managing Commission in session on 10/03/1999, are hereby repealed.

I announce this so that the appropriate actions may be taken.

Elche, June 30, 2016

María Mercedes Sánchez Castillo
REGISTRAR