**INTERNATIONAL ACADEMIC MOBILITY REGULATIONS FOR DEGREE STUDENTS OF THE PABLO DE OLAVIDE UNIVERSITY**

|  |
| --- |
| Consolidated version that includes the modifications approved by the Governing Board of the Pablo de Olavide University of Seville, in the session of November 2, 2016. |

|  |
| --- |
| **Index**  Preamble  Chapter I. General provisions  Article 1. Subject and scope  Article 2. Definitions  Article 3. Binding principles  Article 4. Parties and responsibilities in the signing and management of international mobility agreements  Article 5. Procedure for signing for international student mobility agreements  Article 6. Monitoring of agreements  CHAPTER II. OF OUTGOING MOBILITY STUDENTS FROM THE PABLO DE OLAVIDE UNIVERSITY  *Section One: of the rights and obligations of outgoing students from the Pablo de Olavide University.*  Article 7. Of the outgoing mobility students of the Pablo de Olavide University  Article 8. Rights  Article 9. Obligations  *Section Two: Procedure for the selection of outgoing mobility students*  Article 10. Calls for mobility  Article 11. Selection of outgoing mobility students  Article 12. Academic agreement  Article 13. Modification of the Academic agreement  Article 14. Extension of stay  *Section Three: of academic recognition*  Article 15. Academic recognition  Article 16. Competent authority  Article 17. Procedure  CHAPTER III. OF INCOMING MOBILITY STUDENTS TO THE UNIVERSITY PABLO DE OLAVIDE  Article 18. Of the incoming mobility students to the Pablo de Olavide University  Article 19. Rights and obligations of incoming mobility students  Article 20. Language proficiency  Article 21. Admission requirements for incoming mobility students  Article 22. Procedure  Article 23. Academic conditions of the stays of incoming mobility students to the Universidad Pablo de Olavide  Article 24. Enrolment of incoming mobility students to the Universidad Pablo de Olavide  Article 25. Academic reports of the students admitted at the Pablo de Olavide University.  CHAPTER IV. OF THE OUTGOING AND INCOMING STUDENTS FOR INTERNSHIPS  Article 26. Of the outgoing students for internship  Article 27. Of the incoming students for internship  Article 28. Rights and obligations of students on an internship  Article 29. Jurisdiction  CHAPTER V. OF FREE MOVER STUDENTS  Article 30. Outgoing free mobility students  Article 31. Requirements for outgoing free mobility students  Article 32. Procedure for outgoing free mobility students  Article 33. Incoming free mobility students  Article 34. Admission requirements for income free mobility students  Article 35. Procedure for incoming free mobility students  CHAPTER VI. OF STUDENTS WITH FUNCTIONAL DIVERSITY  Article 36. Students with functional diversity  First transitional provision  Second transitional provision  First additional provision  Technical final provision  Repealing provision  Final provision |

**Preamble**

The Royal Decree 1393/2007, of October 29, which establishes the organisation of official university education, indicates that, in order to make student mobility effective, both within and outside the national territory, universities will draw up and make public their regulation on the system of recognition and transfer of credits, in accordance with the general criteria established therein.

In compliance with the provisions of the aforementioned Royal Decree, the Pablo de Olavide University has adopted a regulation for the Recognition and Transfer of Credits, approved by the Governing Board of the University at its session of 3 June 2013. The article 10 of this regulation establishes that all credits passed by students in universities they attend in the framework of a mobility program will be recognized, in accordance with the provisions of the corresponding Academic agreement, and that studies carried out under inter-institutional agreements between the Pablo de Olavide University and other Universities or Higher Education Institutions will be considered included in mobility programs.

The current situation of the Spanish University, following the process of adaptation to the European Higher Education Area, one of whose core issues is the promotion of mobility, requires regulatory regulation as well as the homogenisation of the criteria applied to the different centres, within a legal framework that gives security to the student body and allows a new impulse to its international mobility. This double need for updating and homogenisation has also been reinforced by the approval of the University Student Statute (Royal Decree 1791/2010, of December 30), which expressly enshrines the "right to mobility", by the reform of the Statutes of the Pablo de Olavide University (Decree 265/2011, of 2 August) and by the modification of the Andalusian Law on Universities by Law 12/2011, of 16 December.

Accordingly, the purpose of this regulation is to enhance international mobility by establishing provisions broadening the scope of the rights of students and clarifying their obligations, making adaptable the criteria for recognition of studies and establishing the imperative principles of trust between the parties. Likewise, its objective is to order coordination and collaboration at the Pablo de Olavide University for the administrative simplification of procedures. However, in the application of the regulations during academic years since their approval in the Governing Board and their subsequent entry into force, there have been detected some difficulties in the interpretation of some articles. Likewise, a number of situations that were not clearly contemplated have arisen and have led to confusion or have required the assistance of the General Administrator for the proper implementation of the regulations. With the intention of repairing these detected deficiencies and facilitating their application, some articles have been amended, some aspects that were not in line with management procedures have been deleted and Chapter VI on students with functional diversity has been included. Finally, it has been adapted to the new Law 39/2015 of October 1st on the Common Administrative Procedure of Public Administrations with regard to electronic administration.

**CHAPTER I**

**GENERAL PROVISIONS**

**Article 1. Subject and scope**

1. This regulation regulates the rights and obligations of degree students in international mobility, as well as the procedure applicable to mobility stays carried out by students of the Pablo de Olavide University in universities, institutions and centres of higher education, companies, internship or research centres from other countries, and the mobility stays carried out at the Pablo de Olavide University by students from universities, institutions and centres of higher education, companies, internship or research centres from other countries.
2. Students from foreign educational systems studying at the Pablo de Olavide University, to whom the general rules of access for obtaining an official degree or university degree from the Pablo de Olavide University, are excluded from the scope of application. Those students received within the framework of the activities of the International University Centre will also be excluded, with the exception of those foreign students who carry out their activity within the framework of the signing of an Agreement accrediting Double Degree studies.

**Article 2. Definitions**

**(i). Recognition and transfer of credits**: These concepts will be referenced in the regulations for Recognition and Transfer of Credits of the Universidad Pablo de Olavide. The basic rules for any interpretation regarding the Recognition and Transfer of Credits will be understood as those contained in Chapter II of said regulation.

**(ii). Academic agreement**: Document in which is reflected, with binding character, the agreement subscribed between the student and the University and supposes, in application of Article 10 of the Regulation of Recognition and Transference of Credits, a previous commitment of recognition that will have the same validity that the procedure of recognition defined in Chapter III of the mentioned regulation.

**(iii). University**: Institution of higher education, centre of higher education or Research recognized as such by the legislation of its country.

**(iv). Outgoing student**: A student of the Pablo de Olavide University who undertakes a temporary stay, academic or internship, in a university, institution or entity of public or private law of another country.

**v). Incoming student**: A student from a university in another country who is undertaking a temporary, academic or internship stay at the Universidad Pablo de Olavide.

**(vi). Mobility**: Temporary academic stay at a University in a mobility place within the framework of the programmes, agreement signed.

**(vii). Institutional Coordinator**: Person designated by the Vicerectorate responsible for international mobility to coordinate the international mobility of the Pablo de Olavide University.

**(viii). Academic Coordinator of the centre**: Member of the management team of a teaching centre designated by the centre for the coordination of the international mobility of the students of that centre or programme. It will be their responsibility to manage, coordinate and evaluate the suitability of signing new agreements and/or their renewal, validate the study contracts previously agreed between the Tutor and the student, as well as to provide the academic tutors with information regarding mobility programmes and their management.

**xix). Academic Tutor**: Member of the Faculty and Researcher designated by the centre for the coordination of mobilities in specific universities and that advises and proposes the content of the Academic agreement. He will have to advice students on the preparation of Academic Mobility Agreements, monitor it and formalize the Academic Recognition Agreement upon their return from the host university.

**Article 3. Binding principles**

The international mobility of students of the Pablo de Olavide University is regulated by the following binding principles:

1. Coordination and collaboration of the administrative bodies and units of the Pablo de Olavide University competent in the field of international student mobility.
2. Advertising, equality, merit and capacity in access to mobility programmes and agreements.
3. Legitimate confidence in the fulfilment of the commitments made in each case concerning the recognition of studies undertaken during international mobility stays.

**Article 4. Parties and responsibilities in the signing and management of international mobility agreements**

1. International agreements and agreements on student mobility shall be signed by the Rector, on his or her own initiative or at the request of the Vice-Rectors, Centres or Departments.
2. In the development of certain mobility programmes attached to a general regulatory framework, the Rector may expressly delegate to the Vice-Rector or Vice-Rector responsible for Internationalisation.
3. The Area of International Relations and Cooperation shall be responsible for the preparation, publication, dissemination and selection of mobility calls, as well as for communication to that end with the partner universities.
4. The centres will be responsible for identifying academic interests linked to international mobility, as well as the internationalisation strategy aimed at better managing the mobility of their students in line with the University's Strategic Plan on Internationalisation.

**Article 5. Procedure for signing international student mobility agreements**

The procedure for signing specific student mobility agreements will be the one established in the applicable regulations on the processing of Agreements of the Pablo de Olavide University.

1. In the case of specific agreements for the scope of certain Bachelor degrees, the management will be carried out in accordance with the person responsible for the Academic Coordination of the centre, who will inform about the interest of the mobility programme and its academic conditions.
2. When signing a bilateral student mobility agreement, the Academic Coordinator of the Pablo de Olavide University Centre must ensure the academic viability of the mobility, in order to comply with the principles on which academic recognition is based.

**Chapter 6. Monitoring of agreements**

The Vicerectorate responsible for Internationalisation will monitor the International mobility agreements signed by the Pablo de Olavide University, with the help of the International Relations and Cooperation Area.

**CHAPTER II.**

**OF OUTGOING MOBILITY STUDENTS FROM THE PABLO DE OLAVIDE UNIVERSITY**

*Section One: of the rights and obligations of outgoing students from the Pablo de Olavide University.*

**Article 7. Of the outgoing mobility students of the Pablo de Olavide University**

It will be considered as outgoing mobility students those who carry out an academic stay or temporary internship in universities, institutions and centres of higher education, companies, internship centres or research centres in other countries to carry out academic activities related to the degree they are studying and who are benefits from of a mobility place granted by the Pablo de Olavide University within the framework of the programmes, agreements or agreements signed.

For all intents and purposes, it shall be understood that outgoing mobility students are subject to the academic regime in force at the host university during the academic period in which they are staying. This implies that during this period, and in relation to the subjects included in the academic agreement, these students are subject to the system of convocation of examinations and evaluation foreseen in the host university.

**Article 8. Rights**

The outgoing mobility students of the Pablo de Olavide University will have the right:

1. To be informed in general terms of the academic offer of the host university, requirements and conditions for the recognition of the studies they are taking, as well as the administrative procedures and possible aids for an adequate planning and organisation of international mobility stays.
2. To the formalization of an Academic agreement that, prior to the departure of the student, establishes the planned program of studies, including recognizable or transferable credits, in case of passing all the subjects provided for in the said Academic agreement.
3. To the modification of the Academic agreement within the established term, if considered necessary during the student's stay at the host University, and always with prior agreement with the Teaching Tutor.
4. To the regularization of the enrolment as a consequence of the modification of the Academic agreement within the periods established for this purpose, and to the return, where appropriate, of the corresponding public prices.
5. To the full recognition of the studies carried out as part of the Degree programme being studied at the Pablo de Olavide University under the terms established in the Academic agreement, or its possible modification, and respecting the evaluation and the results obtained at the host University.
6. To enrol in the Pablo de Olavide University of other subjects not included in the Academic agreement and to follow them up in the terms included in the corresponding Teaching Guide.

g) To maintain those scholarships or grants whose receipt is not incompatible with mobility.

h) To exemption from the payment of tuition fees at the host university.

i) To receive the financial aid for mobility established in the call in which they have obtained a mobility place, provided that they meet the requirements established in the same.

j) In the subjects enrolled to be studied at the Pablo de Olavide University during the stay abroad, to be able to obtain the qualification on the evaluation of the totality of the components of the same one by means of the realization of the Practical Teachings and of Development (EPD) either at a distance, or through an alternative system.

k) In the subjects enrolled to be studied at the Pablo de Olavide University during the stay abroad, the celebration of the exam will be facilitated according to such circumstance. To this end, the student will be required to plan dates of stay abroad during the official examination period. Only in exceptional and duly justified circumstances will the student be able to request, with the prior authorization of the Academic Tutor, the rescheduling of the evaluation dates.

**Article 9. Obligations**

1. Outgoing mobility students will have the following obligations:

a) The communication with the University will be made through electronic means in accordance with the provisions of Article 14.3 of Law 39/2015 of the Common Administrative Procedure of Public Administrations.

b) Complete and present the required documents, both at the Universidad Pablo de Olavide and at the host University, in the form and within the deadlines established.

c) Enrol in the Pablo de Olavide University of the subjects, courses or credits included in the Academic agreement, as well as make the corresponding payments in the terms established.

d) To have health insurance and travel assistance insurance with the minimum coverage determined by the Vicerectorate. In addition, the University Pablo de Olavide may require the contracting of a civil liability insurance for certain types of mobility. Any of the three types of insurance mentioned above must cover the entire period of stay at the host university.

e) Carry out the corresponding procedures, before and during the stay at the host university, in order to comply with the requirements of the legislation in force in the country of host.

f) To join the University of host on the established date, and to communicate said incorporation to the Area of International Relations and Cooperation of the Pablo de Olavide University within the fixed term and by the means established in the corresponding call.

g) Completion of the agreed study period, including the evaluation period, at the host university.

(h) Comply with the standards established at the host university.

i) Any other obligation included in the corresponding call.

2. The failure to comply with these obligations for unjustified reasons may result in the reimbursement of the aid granted, the loss of the right to academic recognition, as well as penalties in subsequent calls for mobility, without prejudice to the disciplinary responsibility that may arise.

*Section Two: Procedure for the selection of outgoing mobility students*

**Article 10. Calls for mobility**

1. The Vicerectorate will publish annually, within the period determined for this purpose, the calls for mobility places, together with the bases of the same, which, in any case, will include the following data:
2. Conditions of the vacancies offered: destination, duration, academic or linguistic requirements, eligible degrees and others considered appropriate. Where appropriate, the specific conditions established for students with functional diversity will be reported.
3. General requirements. It will be necessary, in any case, to be enrolled in undergraduate studies leading to obtaining an official degree at the University Pablo de Olavide, both at the time of submitting the application, and during the enjoyment of the stay, except in those mobility programs, such as Erasmus Practices, which include in their bases the possibility of carrying out the mobility after the selected have graduated.
4. Procedure, selection criteria.
5. Financial aid offered to the beneficiaries of the mobility places, if applicable.

**Article 11. Selection of outgoing mobility students**

The Vicerectorate competent in the matter, with the technical report of the Area of International Relations and Cooperation, will dictate resolution in the term established in the call with the list of the students selected for the mobility places offered, with express indication of the resources that the interested persons can interpose against the same one and the term of impugnation.

**Article 12. Academic agreement**

1. Outgoing mobility students must formalize, prior to the stay and after due guidance and approval of the Tutor appointed by the Centre, an Academic agreement in the standard form duly completed in all fields.

2. Regardless of the variants that the standard model adopts in each program, the Academic agreement must include, at least, the following fields:

a) Personal information to identify the student

b) Information on the academic stay (destination, duration, etc...)

c) Catalogue of subjects, modules, subjects or academic activity to be carried out at the host centre, with indication of the number of credits.

d) Catalogue of subjects, modules, subjects or academic activity recognizable or transferable at the Pablo de Olavide University.

3. Without prejudice to what is specified regarding this in each call of each programme and in accordance with the Regulations on Progress and Permanence, during the stay the equivalent of 30 ECTS credits must be taken in the case of a term/semester or the equivalent of 60 ECTS credits in the case of an academic year, without prejudice to what is established by the regulations of the host university. However, exceptionally and with justified cause, the centre may authorise the inclusion in the Academic agreement of a lower or higher number of credits.

4. The Academic agreement will be binding and will be signed by the interested person and by the Teacher Tutor, following the procedure through electronic means.

**Article 13. Modification of the Academic agreement**

1. Students shall have the right to modify the Academic agreement, if deemed necessary, during the student's stay at the host university, in case of discrepancies between the academic activities initially planned and those actually offered at the host university; or in case there are academic circumstances and force majeure that justify it.
2. In any case, the modification shall always be carried out within the deadlines set out in each of the programmes, duly justified and in accordance with the procedures established for this purpose. The modification of the Academic agreement will always require the approval of the Teacher Tutor for its processing.

**Article 14. Extension of stay**

1. Outgoing mobility students may request authorization to extend their stay. The granting of such authorisation shall not imply the extension of the aid initially granted, unless the competent Vice-rectorate expressly resolves otherwise.
2. Outgoing mobility students may also request authorisation to reduce their stay. The granting of this authorization will mean the return of those aids initially granted.
3. The application, which must include the period, the authorisation of the host university and the proposal to modify the academic agreement, must be submitted to the International Relations and Cooperation Area.
4. The Vice-Chancellor or Vice-Chancellor competent in the matter will resolve in the term established for each programme.
5. The extension or reduction of the stay will imply in any case the modification of the original Academic agreement and the acceptance of the new conditions imposed by the extension or reduction of the same.

*Section Three: Academic recognition*

**Article 15. Academic Recognition**

All subjects, credits or modules of the curricula of the Pablo de Olavide University, regardless of their nature, are subject to recognition. Correspondence with credits from the original degree of the Universidad Pablo de Olavide, which will be specified in the Academic agreement, may be for a full course, full term/semester, modules, blocks of subjects or individual subjects. For the purposes of recognition, the total equivalence of contents and teaching load per Module, Course and Subject will not be required and the acquired competences will be taken into account, according to the corresponding Academic agreement. In the resolution on academic recognition, all the grades obtained in the host university will be respected, in accordance with the criteria and equivalences established by the Vice-rectorate in coordination with the centres. Likewise, those subjects taken at the host university that are authorised by the Teaching Tutor will be subject to transfer.

**Article 16. Competent authority**

The competent bodies for resolving the academic recognition of degree studies in international mobility will be those established in the Regulations for Recognition and Transfer of credits of the University Pablo de Olavide.

**Article 17. Procedure**

1. Once the stay is over, the student will see to it that an academic certificate of the host university is delivered to the International Relations and Cooperation Area of the Pablo de Olavide University, in which all the subjects taken and the grades obtained are recorded.
2. Once the certificate has been received, the Area of International Relations and Cooperation of the Pablo de Olavide University will make it available to the centre, where the teacher tutor will issue a recognition report. This recognition report will respect in all cases the Academic agreement and its eventual modifications. The processing and issuance of documents will always be done by telematic means.
3. The credits recognized with the corresponding grades will be incorporated into the student's academic record, in accordance with the regulations on recognition and transfer of credits in force, and must be reflected in the academic record.
4. In order to comply with academic recognition, the student must have fulfilled the formalities and requirements established in the program in which he/she participates and, in these regulations, including the corresponding registration, and must have provided the pertinent documentation. Unjustified failure to comply with these obligations may result in the loss of the right to recognition of the corresponding credits.

**CHAPTER III.**

**OF INCOMING MOBILITY STUDENTS TO THE UNIVERSITY PABLO DE OLAVIDE**

**Article 18. Of the incoming mobility students to the Pablo de Olavide University**

Incoming mobility students are those who carry out a temporary academic stay at the Pablo de Olavide University in order to carry out studies related to their degree at their university, and who are beneficiaries of a mobility place granted by the university within the framework of the programmes, agreements or agreements subscribed with the Pablo de Olavide University.

**Article 19. Rights and obligations of incoming mobility students**

Incoming students will generally have the same rights and obligations as Pablo de Olavide University students.

**Article 20. Language proficiency**

In general, and in accordance with the Common European Framework of Reference for Languages (CEFR), a certain minimum level of the language in which the teaching will be given may be required in order to satisfactorily study at the Pablo de Olavide University.

**Article 21. Admission requirements for incoming mobility students**

Students from universities in other countries that meet the requirements established in the international programs or agreements subscribed by the Pablo de Olavide University and that have been nominated for this purpose by their home university may carry out temporary academic stays at the Pablo de Olavide University to complete their studies.

**Article 22. Procedure**

1. In the term and form established in the corresponding international program or agreement, the home institutions of the students must send to the International Relations and Cooperation Area of the Pablo de Olavide University the list of the students who have been selected to participate in the mobility program.
2. The acceptance of students will be the responsibility of the competent Vice-rectorate for international mobility.

**Article 23.** **Academic conditions of the stays of incoming mobility students to the Universidad Pablo de Olavide**

1. Entrance mobility students may take credits at the Universidad Pablo de Olavide corresponding to the official degree courses of the branch to which they are attached and of the corresponding level, in the terms agreed in the agreement signed with the Universidad Pablo de Olavide. Without detriment to the affiliation, the student will be free to study subjects from other branches, as a complement to the same, as long as the availability of the groups where the students affiliated to the corresponding branch of knowledge will have priority.
2. In the case of bilateral agreements, the centres, as promoters of the same, must guarantee the availability of places for these students under the same conditions as for the students of the Pablo de Olavide University, as well as coordination with other centres and/or programmes affected. For bilateral agreements included in general frameworks, it will be the responsibility of the Vicerectorate to guarantee the availability of places, in coordination with the affected centres.
3. Notwithstanding the foregoing and in cases justified by teaching reasons, centres may request, in a reasoned manner, authorisation from the Vicerectorate competent in matters of teaching planning to limit admission to certain subjects or courses in which the award criteria will be included. This request must be highlighted in the process of drawing up the centres Plan. In the event of authorising a limit on the number of places, the International Relations Department must make it public to all interested parties in good time.
4. Incoming students must complete the agreed period of studies, including the evaluation period, at the Pablo de Olavide University.
5. The centre will take the necessary measures to ensure the orientation, supervision and follow-up of the students admitted to the centre.

**Article 24. Enrolment of incoming mobility students at the Universidad Pablo de Olavide**

1. In general, the number of credits that must be enrolled by incoming mobility students at the Universidad Pablo de Olavide will be 60 ECTS credits per year, or the equivalent of one full academic year.
2. A efectos administrativos, los/las estudiantes de movilidad de entrada se adscribirán a un Centro de la Universidad Pablo de Olavide. La adscripción se determinará según la rama de estudios relacionada con la enseñanza que se especifique en el programa de movilidad internacional acordado con la Universidad de origen, o en el documento de aceptación del/de la estudiante de libre movilidad cuando fuese el caso.

**Article 25. Academic reports of the incoming students the Pablo de Olavide University.**

At the end of the stay and once the corresponding grades are available and validated, the Directorate of International Relations and Cooperation of the Pablo de Olavide University will issue the corresponding official academic report, which will include, in addition to the student's personal information, the framework and name of the mobility program in which the student has studied, the subjects enrolled and the grades obtained in accordance with the system in force at the Pablo de Olavide University. This academic report will be sent from the Area of International Relations and Cooperation, both to the home institution and to the person concerned within a maximum period of one month from the end of the corresponding deadline for delivery of records and grades.

CHAPTER IV.

OF THE INCMING AND OUTGOING STUDENTS FOR INTERNSHIPS

**Article 26. Of the outgoing students for internships**

Those students who carry out a temporary internship in universities or public or private law entities of other countries for the realization of curricular or extracurricular internships related to the degree they are studying at the university in question, and who are beneficiaries of a mobility place granted by the Pablo de Olavide University within the framework of the programs, agreements or agreements signed, will be considered as outgoing students for internships in companies.

**Article 27. Of the incoming students for internships**

Entrance students will be considered for internships if they have a temporary stay at the Pablo de Olavide University to carry out curricular or extracurricular internships and are beneficiaries of a mobility place granted by their home institution within the framework of the programs, agreements or agreements signed with the Pablo de Olavide University.

**Article 28. Rights and obligations of students on an internship**

The students shall have the rights and obligations set out in Articles 8 and 9 of this regulation. To these effects, the students in internship will have right to the formalization of an Agreement of Internships in the same terms indicated in the present regulation for the Academic agreement and must have the corresponding insurances.

**Article 29. Jurisdiction**

The centres, at the request of the Vicerectorate responsible for international mobility, will inform about the internship agreements carried out within the framework of the Erasmus Programme, or other international programmes or agreements subscribed by the Pablo de Olavide University. The centres will also appoint academic tutors to follow up the internships.

Annually, and within the period determined for this purpose, the Vicerectorate competent in the matter will make public the call for mobility places for Erasmus internships, along with the bases of the same, which, in any case, will include the data set out in Article 10 of this regulation.

CHAPTER V.

OF FREE MOVER STUDENTS

**Article 30. Outgoing free mobility students**

It will be considered outgoing free mobility students if they carry out a temporary academic stay in an institution, higher education or research centres of another country and they are not beneficiaries of a mobility place granted by the Pablo de Olavide University within the framework of the programs, agreements or agreements signed.

**Article 31. Requirements for outgoing free mobility students**

1. To be authorized as a student of free mobility, the student must prove that he/she has been admitted to study at a foreign university and follow the procedure established for this purpose.
2. The student must have medical, accident or other insurances in order to guarantee the risks that could arise during the mobility, and this taking into account the free nature of the stay apart from any existing agreement.

**Article 32. Procedure for outgoing free mobility students**

1. Students who intend to carry out a period of their studies in a foreign university as a student of free mobility should apply through an application addressed to the Dean of the corresponding Faculty.
2. In this instance, reference will be made to the reasons for this mobility, accompanied by the documentation accrediting having been admitted by the host university during the intended period, as well as your academic record and the list of subjects to be studied at the host centre. He/she will also undertake to obtain the medical, accident or any other insurance that may be necessary to insure the risks that may derive from carrying out the stay on his/her own.
3. The Dean or responsible person to whom he/she delegates, in view of the bilateral mobility agreements signed and the commitments acquired therein, taking into account the possible stays already made by the student and the impact this may already have on his/her file, will verify the suitability of the proposal and will decide on the relevance of the mobility.
4. In general, when there is a bilateral agreement in force between the Pablo de Olavide University and the host university requested by the student, the authorization may be denied in order not to harm possible students who have not been able to obtain a place for said university, in compliance with the provisions of the agreement.

**Article 33. Incoming free mobility students**

Students will be considered free mobility students if they have a temporary academic stay at the Pablo de Olavide University and are not beneficiaries of a mobility place granted by their home university within the framework of the programmes, agreements or agreements signed.

**Article 34. Admission requirements for incoming free mobility students**

Temporary academic stays at the Pablo de Olavide University to pursue part of their studies as students of free mobility, students from universities in other countries that meet the following requirements:

1. Have the status of a university student in their home country.
2. Have taken at least 60 ECTS credits, or their equivalent at the time of starting the stay.
3. Be authorized by the home university to take part of the studies at the Pablo de Olavide University.
4. To have subscribed the mandatory medical and civil liability insurance.

**Article 35. Procedure for incoming free mobility students**

1. Students from other universities who wish to stay temporarily at the Pablo de Olavide University as free mobility students must apply for admission to the corresponding centre, using the procedure indicated in the International Relations and Cooperation Area.
2. In any event, the application shall be accompanied by the following documentation.
3. Authorization from the home university.
4. List of the subjects studied at the home university, with an indication of the corresponding qualifications.
5. The centre, having seen the application, will proceed to issue, where appropriate, the corresponding authorisation which will be notified by the International Relations and Cooperation Area of the Pablo de Olavide University to the applicant, the home centre and the Vice-Rectorate.

**CHAPTER VI.**

**OF STUDENTS WITH FUNCTIONAL DIVERSITY**

**Article 36. Students with** **functional diversity**

1. In order to guarantee equal opportunities and encourage the participation of students with functional diversity, and without prejudice to the provisions of this regulation, positive action measures will be promoted in the calls for mobility grants.
2. Students with functional diversity enrolled in Pablo de Olavide University degrees will be encouraged to access international mobility programs.
3. The centres will be responsible for proposing host universities that meet the necessary requirements to accommodate students with functional diversity and ensure the viability of mobility.
4. Where appropriate, international mobility calls shall set out the procedures, conditions and specific requirements to encourage the participation of students with functional diversity in such programmes.

**First transitional provision**

Until the complete extinction of degrees prior to RD 1393/2007, references in this regulation to ECTS credits shall also be understood as references to their equivalent in LRU credits.

**Second transitional provision**

Until the complete extinction of degrees prior to RD 1393/2007, it may be the case that, in an Academic agreement, credit systems prior to ECTS are used by either of the two universities. Article 4.1 of RD 1125/2003 states that "the total number of credits established in the study plans for each academic year will be 60 ECTS". Consequently, the aforementioned Academic agreements, regardless of the unit of measurement of the academic credit they use, must respect the equivalence between the usual teaching load of an academic year and that defined in the said Royal Decree.

In these cases, for degrees from the Universidad Pablo de Olavide prior to RD 1393/2007, the Academic agreement will necessarily express the unit of measurement of the academic credit provided in the corresponding study plan.

**First additional provision**

All denominations contained in these regulations, referring to unipersonal organs of government and representation, shall be construed and used interchangeably in masculine or feminine gender, depending on the incumbent. Likewise, the term students should always be understood as referring to people of both genders.

**Technical final provision**

The Vicerectorate competent by reason of the matter will be able to interpret the present norm in order to guarantee its suitable application.

**Repealing provision**

All rules of equal or lesser rank in so far as they conflict with this regulation are repealed.

**Final provision**

This amendment to the Regulations on the International Academic Mobility of Undergraduate Students of the Pablo de Olavide University shall enter into force on the day following its approval by the full Governing Board, without prejudice to its subsequent publication in the BUPO (*Boletín official de la Universidad Pablo de Olavide*).