These regulations were approved by the Governing Council at its meeting of 31 January 2013, and replace the regulations for visiting students at the Universitat Jaume I approved by the Governing Board at its meeting no. 16 held on 31 January 2000.
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Preamble

Given the increase in the number of students from other universities interested in studying at our University temporarily and who are not in specific exchange programmes, and considering the lack of legal regulations for this situation, the Universitat Jaume I stipulated some basic regulations for visiting students’ admission and their continuance at this University. These were approved on 31 January 2000.

The time elapsed since that date, the constant increase in the number of students and the changes in regulations are sufficient grounds for the renewal of the aforementioned regulations, and to provide them with a clearer and more transparent structure.

As a consequence, on the initiative of the International Relations Office, new regulations concerning visiting students have been drawn up and structured into a preamble, four chapters, nine articles, a derogatory provision and a final provision. The first chapter establishes general provisions, such as the scope of the regulations, some definitions and applicable principles; the second chapter specifically regulates the admission procedure for visiting students; the third regulates the registration process for these students; and the final chapter regulates some specific aspects of the rights and obligations of visiting students at the Universitat Jaume I.

Chapter I. General provisions

Article 1. Purpose. Scope

1. The purpose of these regulations is to regulate the procedure of admission, registration and continuance of visiting students, and to establish basic norms regarding their legal situation at the Universitat Jaume I.

2. These regulations are applicable to students who decide to further their education by pursuing official or specific studies at the Universitat Jaume I for a maximum period of one academic year.

Article 2. Definitions

For the purpose of these regulations, the following definitions are established:

- Visiting students: any individuals who are pursuing or have pursued studies in an official higher education institution, and who are pursuing studies at the Universitat Jaume I in accordance with these regulations for a maximum period of one academic year, and are not taking part in an exchange programme.

- Exchange programme: a programme that allows students to be sent and received under the terms of a relationship specified in the appropriate bilateral agreement, managed by the International Relations Office (ORI) of the Universitat Jaume I, under the terms of which students are placed at another university after a selection process, with the guarantee that the studies they take at the host university, where they will not pay any academic fees, will be automatically recognised.
Credit recognition: a university’s acceptance of credits earned as part of official studies at another university which are counted in the student’s official academic record for the purposes of obtaining their degree.

Article 3. General principles

The admission and registration procedure for these students is based on the following interpretative principles:

1) Transparency.
2) Equality and non-discrimination.
3) Publicity.

Chapter II. Admission procedure for visiting students

Article 4. Applications and requirements

Students wishing to spend an academic period at the Universitat Jaume I as visiting students may not have been registered as visiting students at this University in the past.

To apply for admission as a visiting student, candidates must submit an application form addressed to the International Relations Office and the documents indicated below to the General Registry Office at the University, in person or through any of the procedures stipulated in Article 38.4 of Law 30/1992, of 26 November, concerning the legal framework for public administrations and common administrative procedure:

- The official academic transcript from the home institution issued at most six months prior to the date of application.

- A photocopy of the applicant’s passport, which must be valid for at least six months on the date of the application or a national identity card if the former is not available.

- A bank document confirming that the candidate has sufficient financial means in accordance with international and/or national regulations.

- A document proving the award of a scholarship, where appropriate.

- Documentary proof of having achieved an A2 level of Spanish or Catalan proficiency, except for citizens of countries where these languages are official or co-official. In exceptional cases, applications may be accepted from candidates who have a proven A1 level of Spanish or Catalan proficiency, provided that they take a Spanish or Catalan course at the Universitat Jaume I after they have been admitted.

- A photocopy of the applicant’s degree diploma or certificate, when applying for admission to a master’s or doctoral programme.
- A list of subjects proposed for study at the Universitat Jaume I if the candidate is admitted. This list shall be binding in the event of admission to a master’s or doctoral programme.

3. These documents must be either original or certified or attested copies. Furthermore, if they are in a language other than Catalan, Spanish or English, they must be translated by a sworn translator.

**Article 5. Processing and resolution**

Admission of candidates is dealt with by the ORI, which must issue a report and send it to the relevant faculty or school in the case of bachelor’s degrees, or to the coordinators of the doctoral or master’s programme in the case of third-cycle studies. These will make a reasoned decision on the admission after considering a report by the bachelor’s degree, master’s degree or doctoral committee, as appropriate.

If the subjects proposed for study involve different bachelor’s or master’s degrees, the application must be submitted to the persons in charge of all the degrees. The report on admission or otherwise must be sent to the ORI within fifteen days of receiving the report from the ORI.

The application for admission deadline is 15 June for first-semester and full-year students, and 15 November for second-semester students.

The faculty dean, centre director or master’s coordinator will submit their resolution on admission to the ORI, which will notify the candidate thereof. In the event of admission, the ORI will ask students for proof of having paid admission fees prior to continue with the registration procedure.

The application can be partially accepted, meaning that, where appropriate, the partially admitted student will be able to register for the authorised subjects, taking into consideration the maximum and minimum number of credits stipulated in Article 6 of these regulations.

**Chapter III. Registration process for visiting students**

**Article 6. Conditions for registration**

Visiting students must register for a minimum of 24 credits and a maximum of 60 per academic year.

Students admitted to a bachelor’s degree may select subjects from any bachelor’s degree. Students admitted to master’s or doctoral studies must take the list of subjects they included in their application forms and which were approved in the resolution on admission. In the application, they can propose subjects from any master’s or doctoral programme.
Registration will take place during the registration periods established for visiting students by the Student and Teaching Service (SGDE), and the students must pay the fees established by the University’s Board of Trustees.

**Article 7. Fees**

The academic fees for the services provided by the University, such as admission, registration, Spanish courses, hall of residence, academic insurance, academic record and student card, are those approved by the University’s Board of Trustees.

**Chapter IV. Rights and obligations of visiting students**

**Article 8. Rights of visiting students**

Visiting students have the same rights as any other university students, except for the following:

- They are non-degree seeking students, unless the validation of their previous studies according to the registration regulations is applied for.
- The status of visiting student shall apply for a maximum of one academic year, and no extensions of any kind are possible.
- At the end of the academic year, students may obtain an academic transcript stating the credits earned; this must be applied for at the Student and Teaching Service (SGDE).
- Visiting students will be appointed a tutor during their stay, who will be an exchange tutor in the bachelor’s degree course to which they have been admitted, or a master’s or doctorate coordinator, as appropriate.

**Article 9. Obligations of visiting students**

Visiting students have the same obligations as any other university students, except for the following:

- They may be visiting students for only one academic year.
Students accrediting an A1 level of proficiency in Spanish or Catalan must register for a Spanish or Catalan course at the Universitat Jaume I.

**Repeal**

These regulations repeal all previous provisions regulating this procedure.

**Final provision. Entry into force**

These regulations will come into force on the day after they are published.