



REGULATIONS OF THE UNIVERSITAT JAUME I STIPULATING THE PROCEDURE AND CONDITIONS FOR ESTABLISHING DOUBLE DEGREE AGREEMENTS

Approved by the Governing Council at its meeting on 15 April 2014

PREAMBLE

The Universitat Jaume I is fully aware of the interest among its future graduates in undertaking an academic study placement at a foreign university or higher education institution during their studies. As it has made this possibility one of its priorities, it encourages the signing of strategic interest agreements aimed at obtaining a double degree and enhances access to exchange programme and mobility grants.

The opportunity for students to undertake higher education studies complementary to those begun at the Universitat Jaume I and to obtain a double degree from other universities in Spain or official qualifications issued by foreign universities is also viewed positively in terms of enhancing their academic training.

SECTION I. GENERAL PROVISIONS

Article 1. DEFINITION

1.1 A double degree agreement is understood to be the commitment made by the legal representative of the Universitat Jaume I and his/her counterpart from a Spanish or foreign university or institution of higher education by which students from the respective universities meeting the conditions laid down in these regulations and the specific conditions established by those universities may obtain the corresponding academic qualification from each of the institutions. It is therefore not a joint interuniversity degree, but instead a qualification issued separately by each of the universities participating in the agreement. When the counterpart is a foreign university or higher education institution, the agreement is called an international double degree agreement.

Article 2. SCOPE OF APPLICATION

2.1 The studies subject to these regulations and which may be subject to a double degree agreement are exclusively those which in Spain are equivalent to official university bachelor's degrees, master's degrees and doctorates taught at the Universitat Jaume I or at the Spanish or foreign university or institution signing the agreement as the counterpart.

2.2 Studies taught at foreign universities and higher education institutions must be accredited as having the same level and recognition in that country as the studies taught at the Universitat Jaume I.

2.3 Double degree agreements covering UJI degrees will be governed by specific regulations.

SECTION II. GENERAL REQUIREMENTS

Article 3. REQUIREMENTS OF PARTICIPATING INSTITUTIONS

In general, they must attest that they have carried out student academic exchanges in both directions for at least two academic years. A double degree agreement may be established despite the lack of a previous exchange relationship under exceptional circumstances, and subject to a favourable report from the degree committee.

Article 4. DOUBLE DEGREE AGREEMENT REQUIREMENTS

4.1. In terms of their content and characteristics, the agreements must comply with the standard format of the model agreement attached to these regulations as an appendix.

4.2. The appendices of double degree agreements for bachelor's degree or master's degree courses must include:

- A table listing the subjects that must be passed at the home university as a prerequisite for continuing studies at the host university.
- A table listing the sequence of semesters and recognitions of subjects at each university in exchange for those taken previously at the host university.
- The grading system applied and its equivalence with the Spanish system.
- A description of the credits system and its equivalence between the higher education systems of the participating institutions.
- The committee monitoring compliance with the terms of the double degree agreement.
- A report from the relevant degree committee.
- Decision by the relevant degree committee specifying acceptance of the proposed recognition of credits for studies taken at the home university.

4.3 Double degree agreements for doctoral studies must include an appendix with the report by the doctoral programme academic committee.

4.4 When in a specific case there are justified grounds for adopting an agreement format that differs from that in Appendix 1, the proposed agreement must be approved beforehand by the General Secretary of the Universitat Jaume I; this agreement must at least include all the items stipulated in Appendix I to these regulations.

4.5 The services of the participating institutions must provide the information and advice necessary for the integration of students into university life, and into the cultural, social and economic environment of the host city.

SECTION III. PROCEDURE FOR DRAFTING AND APPROVAL OF AGREEMENTS

Article 5. PROCESS FOR DRAFTING OF AGREEMENTS

5.1. Initiative phase

The promoter of the double degree refers to the member of the UJI teaching and research staff who, after engaging in stable and continuous contact with a counterpart at other Spanish or foreign universities, proposes a double degree project to the degree committee, based on the similarity of the curricula under consideration. The two counterparts must have previously considered and assessed the possibility of working on this project. Under exceptional circumstances, the promoter may be another member of the university community or a governing body, provided that the conditions governing equivalence and the counterpart referred to above are met.

The degree committee will forward the documented proposal to the appropriate vice-rector's office depending on the level of studies concerned (bachelor's degree, master's degree or doctorate) for consideration by the Executive Council.

The Executive Council will decide whether the proposal is viable based on academic criteria (structure and similarity of curricula) and economic criteria (possible additional costs to be met by the University or the students who take this option).

If the project is deemed to be viable, the degree committee concerned will be notified in order to convey this decision to the faculty or centre to which the degree belongs, and to appoint the project coordinator. The faculty or centre board must issue a favourable report on the proposal to continue with the relevant procedures.

For international double degrees, the International Relations Office will organise a meeting with the promoter of the double degree to study the project, consider the type of double degree to be implemented, and assess the advantages and disadvantages and the difficulties of implementation.

5.2. Framework agreement drafting phase

The vice-rector's office which initially receives the proposal for the double degree will determine whether there is a prior framework collaboration agreement in place between the two universities and, if not, will process its approval. In the event that the signing of the framework agreement is delayed for any reason, a declaration of intent from the other institution expressing its willingness to work towards the establishing of the double degree will be required in order to continue the procedure for the application for the double degree.

5.3. Specific agreement drafting phase

The appropriate vice-rector's office according to the level of education concerned (bachelor's degree, master's degree or doctorate) will provide the coordinator with a specific double degree agreement model (Appendix I) so that he/she can begin the process of drafting with the relevant specificities in each case and according to the requirements for their correct drafting listed below:

- a) A meeting between those responsible for the programme at the two universities in order to clearly define the type and purpose of the agreement, the number of exchange students and the specific nature of the double degree. They must also indicate which

academic and administrative processes may be affected by it: curricula, registration, access, admission, scholarships, public fees, etc.

b) Establishment of an *ad hoc* technical committee composed of the heads of the services affected by the agreement to advise the coordinator and provide him/her with information for the final draft of the agreement, to ensure that it contains the essential academic and administrative elements to make it viable.

c) For international double degrees, the International Relations Office will review the final draft of the agreement to ensure it meets the requirements in terms of format and content.

d) During the previous phases, the coordinator will promptly inform the Spanish or foreign counterpart of the state of processing and the changes incorporated in the document. The counterpart will also provide information on the changes it wishes to incorporate into the document, so that all the previous phases may, if required by the situation, be cyclical until a draft of the specific agreement that may be considered definitive is obtained.

e) The competent vice-rector's office will forward the final draft of the agreement to the Office of the General Secretary and to the Legal Office for review. It must also ensure that it is forwarded to all the bodies required for its approval and subsequently registered in the UJI Official Register of Agreements.

Article 6. APPROVING BODIES

6.1. The degree committee shall report on the proposed recognition of credits contained in the agreement.

6.2. The faculty/school board must report favourably on the initial proposal for the double degree project, and approve the final version of the specific double degree agreement.

6.3. For double doctoral degrees, the Studies and Teaching Staff Committee (CEP) and the Research and Doctorate Committee (CID) must authorise the recognition of credits and approve the equivalence/recognition tables included in the agreement. They must also approve the systems for credit equivalence and transposition of qualifications that are applicable and which must be included in the academic appendix to the agreement.

6.4. The Governing Council must approve the recognition of the double degree.

6.5. The rectors must sign the agreement, together or separately. In the latter case, the rector of the UJI must preferably be the last to sign it.

Article 7. ASPECTS TO BE CONSIDERED WHEN DRAFTING

The following basic criteria must be taken into account when drafting the specific agreement:

a) Any final agreement must be written in at least one of the official languages of the Valencian Community, according to Article 36.2 of Law 30/1992. If the agreement is with a non-Spanish-speaking university, it must be written in a bilingual document in each of the respective languages, i.e. in a single document containing two columns with the two versions appearing in parallel. A third version in English can be added if the agreement is reached with a non-English speaking foreign university.

- b) In order to be able to issue a Spanish degree, the entire curriculum must be passed at the home university, in addition to the track stipulated in the agreement.
- c) In the event that the students fail to pass the entire curriculum, consideration must be given to how they can continue their studies at the UJI in the future, after the term of the agreement has expired.
- d) The agreement must include the curricula to be followed by the Spanish and international students on the programme in its appendices. It must indicate the requirements for admittance and the prior academic conditions to be met by students, the level of language proficiency required and its means of accreditation, the selection methods applicable, the obligations therein, the need or otherwise to register at both universities, and the payment of registration fees as decided by mutual agreement, and any other matter considered relevant.
- e) Generic terms such as data protection, reporting, renewal, etc. must be included.
- f) The standard agreement format used by the UJI (Appendix II) should be maintained whenever possible, although this is subject to negotiation with the other university when necessary.

SECTION IV. GENERAL CONDITIONS

Article 8. GENERAL CONDITIONS TO BE MET BY STUDENTS SUBJECT TO A DOUBLE DEGREE AGREEMENT

- 8.1** Students at the Universitat Jaume I wishing to be eligible for a double degree agreement must submit the appropriate application using a standard form.
- 8.2** Places to participate in academic placements subject to a double degree agreement will be announced in a call made by the International Relations Office, according to the stipulations of the double degree agreement.
- 8.3** The specific academic requirements to be met by students according to the studies in question are those specified in Articles 10, 12 and 14 of these regulations.
- 8.4** The incorporation of a Universitat Jaume I student in the curricula established in the double degree agreement necessarily requires the prior acceptance thereof by the person responsible for the double degree programme for the degree concerned, according to the procedure stipulated in these regulations.
- 8.5** After being accepted, the student must register as an ordinary student on the degree course, and his/her status as a student subject to the double degree agreement will be recorded in his/her academic record.
- 8.6** The Universitat Jaume I's regulations concerning progress will apply to bachelor's degree and master's degree students registering at the Universitat Jaume I. Doctoral students subject to a double degree agreement will be subject to the regulations applicable to doctoral students at the Universitat Jaume I.
- 8.7** Students accepted to study under the terms of a double degree agreement will not be eligible for any mobility programme administered by the host university during their stay at that institution.

8.8 Students subject to a double degree agreement must provide accreditation of their medical and health insurance coverage in cases of accident or illness during their stay in the host city.

8.9 The universities participating in the double degree agreement must establish mechanisms to ensure that the students selected for admission to a double degree agreement have the language proficiency level necessary to study at the host university under normal conditions. To that end, in the proposal for admission of students, the home university must certify the language proficiency of its students, indicating their level and the accrediting body thereof, according to the Common European Framework of Reference for Languages.

SECTION V. DOUBLE DEGREE AGREEMENTS FOR BACHELOR'S DEGREE COURSES

Article 9. ADMISSION OF STUDENTS

The maximum number of students that can be admitted in each academic year will be determined in each specific double degree agreement.

The home university will select students who meet the requirements stipulated in the relevant agreement and register and forward the proposal, accompanied by the required documents, to the host university for its acceptance.

For students from other universities who are beginning studies at the Universitat Jaume I under the terms of a double degree agreement, the International Relations Office will decide on the proposed admission, after confirming compliance with the access requirements established in these regulations and the applicable agreement, and notify the appropriate degree committee.

Article 10. MINIMUM CREDITS TO BE STUDIED

10.1 Students from other courses/universities wishing to obtain an official bachelor's degree from the Universitat Jaume I within the framework of a double degree agreement must take and pass all the credits stipulated in the relevant agreement at that university, and they must take at least two semesters or 60 credits as a minimum essential requirement. These credits can include those for the bachelor's thesis and external work placements.

10.2 Students at the Universitat Jaume I participating in a double degree programme must have passed the 120 credits necessary at that university. Under exceptional circumstances, and when the structure of the curricula covered by the double degree agreement requires that students at the Universitat Jaume I must join after passing fewer than 120 credits, the competent vice-rector's office may authorise the start of the procedure for approval of the double degree agreement, although the number of credits obtained by the students may not be less than 100 credits under any circumstances.

The Universitat Jaume I will confer full recognition on the defence of the bachelor's thesis at the host institution where necessary. The credits to be taken at the host university will be those stipulated in the relevant agreement during the semesters stipulated.

10.3 Outside these periods, the degree committee will consider the possibility of authorising an extension for these students in order to obtain all the credits stipulated in the double degree agreement. This extension may not exceed one additional academic year under any circumstances.

SECTION VI. DOUBLE DEGREE AGREEMENTS FOR MASTER'S DEGREE COURSES

Article 11. ADMISSION OF STUDENTS

The maximum number of students that can be admitted in each academic year will be determined in each specific double degree agreement.

The home university will select students who meet the requirements stipulated in the relevant agreement and register and forward the proposal, accompanied by the required documents, to the host university for its acceptance.

For students from other universities who are beginning studies at the Universitat Jaume I under the terms of a double degree agreement, the International Relations Office will decide on the proposed admission, after confirming compliance with the access requirements established in these regulations and the applicable agreement, and notify the appropriate degree committee.

Article 12. MINIMUM CREDITS TO BE STUDIED

12.1 To obtain an official master's degree from the Universitat Jaume I due to the application of a double degree agreement, students must take and pass all the credits listed in the relevant agreement for that degree. At least 50 percent of the credits in this degree course must be taken, which may include those for the master's thesis and external work placements.

12.2 Students at the Universitat Jaume I wishing to obtain an official master's degree from another university as part of a double degree agreement must have passed at least 50 percent of the total credits in the qualification of origin. The Universitat Jaume I will confer full recognition on the defence of the master's thesis at the host institution where necessary. The credits to be taken at the host university will be those stipulated in the relevant agreement.

12.3 In general, the credits that must be taken at the host university must be completed within one academic year. The degree committees will assess the possibility of authorising students registering on one single further occasion in order to complete all the credits mentioned in the double degree agreement.

SECTION VII. DOUBLE DEGREE AGREEMENTS FOR DOCTORAL STUDIES

Article 13. ADMISSION OF STUDENTS

The admission of students to a doctoral programme subject to a double degree agreement must comply with the stipulated general procedure.

The home university will select students who meet the requirements stipulated in the relevant agreement and register and forward the proposal, accompanied by the required documents, to the host university for its acceptance.

The doctoral studies committee to which the student seeks admission must decide on the proposed admission, after confirming compliance with the access requirements and the regulations established in these regulations and the applicable agreement. It may also stipulate specific academic conditions for the student, in accordance with the regulations governing doctoral studies.

Article 14. OBTAINING AN OFFICIAL DOCTORATE FROM THE UNIVERSITAT JAUME I

Students subject to a double degree agreement must successfully defend their doctoral thesis, in accordance with the requirements and procedures that are applicable and those stipulated in the agreement.

The process of preparation, prior assessment and defence of the thesis, must comply with the regulations in force at the Universitat Jaume I when it is written.

Article 15. OBTAINING THE INTERNATIONAL DOUBLE DOCTORATE

The procedure for doctoral theses under joint supervision, approved by the Governing Council at its meeting no. 21 on 30 March 2012, will be applicable to double degree agreements for doctoral studies with foreign universities.

Article 16. CONTENT OF THE AGREEMENT ON DOCTORAL STUDIES

Double degree agreements for doctoral studies must include the following in their appendices:

- A description of the credits system and its equivalence between the higher education systems of the participating institutions.
- The grading system applied and its equivalence with the Spanish system.
- The committee monitoring compliance with the terms of the double degree agreement.
- Any other information deemed relevant.

SECTION VIII. RECOGNITION OF CREDITS, FEES, ISSUING OF UNIVERSITY DIPLOMAS OR DEGREE CERTIFICATES, AND GRADING SYSTEM

Article 17. CREDIT RECOGNITION

17.1 Students joining the Universitat Jaume I

After the subjects taken in the degree of origin have been officially accredited by the students admitted, the credit recognition stipulated in the table of recognitions incorporated as an appendix to the relevant double degree agreement will be included in the students' academic record. These recognitions will not create a precedent for students who are not subject to these agreements.

The subjects listed as passed by the student in the original degree, either in the ordinary manner or by recognition of credits, will be considered for the purposes of credit recognition at the Universitat Jaume I. In the latter case, the student may be asked to furnish the programme with the subjects effectively studied in other higher education studies or in the context of mobility programmes at other universities, for assessment of recognition thereof.

17.2 Students of the Universitat Jaume I joining another degree course taught at another university

After passing the credits taken in other degree courses taught at other universities has been officially accredited, these credits will be included in the students' academic record as recognised in a double degree programme, and must comply with the table of recognitions

incorporated as an appendix to the relevant double degree agreement after the end of each semester or academic year, if necessary.

17.3 Doctoral students subject to a double degree agreement

Doctoral students subject to a double degree agreement may receive recognition for their credits and activities in accordance with the provisions of the specific regulations governing credit recognition for these students.

Article 18. FEES

Students who are going to join a UJI course by virtue of a double degree agreement will be exempt from credit recognition fees.

Incoming students will be subject to the university registration and academic services fees stipulated in the applicable regulations and in the relevant agreement. Students must pay the relevant fees for the issuing of certificates and the secretary's office fees under all circumstances.

Students at the Universitat Jaume I subject to a double degree agreement must pay the appropriate fees for the issuing of the university diploma or degree certificate, and are exempt from payment of fees for the recognition of credits obtained at another institution.

Article 19. ISSUING OF THE UNIVERSITY DIPLOMA OR DEGREE CERTIFICATE AND THE EUROPEAN DIPLOMA SUPPLEMENT

The university diplomas or certificates of qualifications obtained under a double degree agreement will be issued in accordance with the provisions established in the applicable regulations on the issuing of certificates.

After confirming that the regulatory credits in the UJI curriculum have been passed, the Student and Teaching Service will inform incoming students who have participated in the double degree programme that they can apply for the diploma or certificate.

Diplomas or certificates that are issued must be accompanied by the appropriate European Diploma Supplement, which must state the type of qualification obtained within the framework of a double degree agreement.

Article 20. GRADING SYSTEM

Students registered at the Universitat Jaume I by virtue of a double degree agreement will be subject to the grading system in force at Spanish universities.

The subjects or credits recognised will have the equivalence in points for the qualification obtained at the centre where they are taken, after application of the table of equivalence of grades that is included as an appendix to the double degree agreement.

When credits are recognised among various subjects *en bloc* as a result of the table attached to the double degree agreement, the grade included in the student's academic record in each of the subjects recognised will be the average weighted grade for all the subjects passed leading to recognition.

Article 21. MONITORING COMMITTEE

A joint committee composed of representatives of the Universitat Jaume I and of the Spanish or foreign university or institution with which double degree agreement is reached will be established for the purposes of monitoring the agreement. The vicedean-vice-director of the degree for which the agreement is signed and the coordinator of the double degree programme will be ex officio members of the committee.

ADDITIONAL PROVISION

All the names contained in these regulations that have been given the male form will be assumed to refer to both the male and female gender.

TEMPORARY PROVISION

Double degree agreements relating to curricula being phased out that are in force at the entry into force of these regulations will remain valid for the time stipulated in those agreements, and must comply with it when applying for an extension.

FINAL PROVISION

These regulations will come into force on the date they are approved by the Governing Council.

**APPENDIX I – STANDARD FORMAT OF DOUBLE DEGREE AGREEMENT
BETWEEN THE UNIVERSITAT JAUME I OF CASTELLÓ AND (1)**

DOUBLE DEGREE AGREEMENT

BY AND BETWEEN

(2),, rector of the Universitat Jaume I (hereinafter “the UJI”, with its registered office at Avinguda de Vicent Sos Baynat s/n, 12071 Castelló de la Plana (Spain), acting for said university, by virtue of the competences assigned by Decree 96/2010 of 11 June, of the Council, and Article 70.1.t of the Statutes of the University,

and (3)

STATE

That both the UJI and (4) by means of this agreement, aim to...

Therefore, the parties mutually recognise each other's legal capacity to sign this agreement in accordance with the following

CLAUSES

1. Purpose

The purpose of this agreement is to establish a framework for collaboration between the UJI and (5) in order to establish the conditions to be met by students at the respective institutions to obtain the academic qualifications of (6) from the UJI and (7)

2. Conditions (8)

3. Entry into force and term

This agreement enters into force when it is signed by the two institutions and has a term of..... (9) with the possibility of extensions (10).

4. Amendment (11)

5. Termination

The following are causes for terminating this agreement (12):

- When there is an imbalance between the number of students sent and received by each institution.
-

The parties undertake to complete the actions that are already under way at the time of the complaint under all circumstances.

6. Contentious issues (13)

In witness whereof, the parties hereto sign two identical and equally valid counterparts of this document (14) at the place and on the date indicated below, with each institution receiving a copy.

FOR THE UNIVERSITAT JAUME I

FOR..... (15)

The Rector

.....

(16)

Notes:

- (1) Name of the Spanish or foreign university or higher education institution.
- (2) Name of the rector of the UJI.
- (3) Details of the legal representative of the other participating institution.
- (4) Name of the Spanish or foreign university or higher education institution.
- (5) Name of the Spanish or foreign university or higher education institution.
- (6) Name of the UJI degree with a link to the relevant information about it.
- (7) Name of the degree of the other institution with a link to the relevant information about it.
- (8) Conditions established for the students of the participating institutions.
- (9) Term of the agreement. This may be established in periods, by stipulating a number of years in length or by setting an end date.
- (10) Indicate whether these are automatic or by mutual consent.
- (11) Complete if appropriate: "The parties may amend this document at any time by mutual written agreement, which must be signed by the legal representatives of both institutions."
- (12) State the relevant reasons. For example: "by mutual agreement between the parties", "due to expiry of the initial term or its extensions", "due to a breach of the obligations agreed", "due to a unilateral decision by one of the parties by means of specific notification in writing to the other party with specific advance notice".
- (13) Complete the text as appropriate. For example: "the parties agree to amicably resolve any dispute that may arise in the interpretation of this agreement", "In the event that the dispute cannot be resolved amicably, an arbitration committee will be appointed, and will be composed of one member appointed by each party and one member chosen by mutual agreement".
- (14) Indicate as appropriate: "in each of the languages in which it is submitted", or "in English".

- (15) Name of the Spanish or foreign university or higher education institution.
(16) Place and date.

APPENDICES TO THE AGREEMENT

APPENDIX 1. TABLE OF SUBJECTS PASSED AT THE HOME UNIVERSITY AS A PREREQUISITE FOR THE CONTINUATION OF STUDIES AT THE HOST UNIVERSITY.

APPENDIX 2. TABLE OF SEQUENCE OF SEMESTERS AND RECOGNITIONS OF SUBJECTS AT EACH UNIVERSITY IN EXCHANGE FOR THOSE TAKEN PREVIOUSLY AT THE HOST UNIVERSITY.

APPENDIX 3. THE GRADING SYSTEM APPLIED AND ITS EQUIVALENCE WITH THE SPANISH SYSTEM.

APPENDIX 4. DESCRIPTION OF THE CREDITS SYSTEM AND ITS EQUIVALENCE BETWEEN THE HIGHER EDUCATION SYSTEMS OF THE PARTICIPATING INSTITUTIONS.

APPENDIX 5. COMMITTEE MONITORING COMPLIANCE WITH THE TERMS OF THE DOUBLE DEGREE AGREEMENT.

APPENDIX 6. REPORT FROM THE RELEVANT DEGREE COMMITTEE. REPORT FROM THE DOCTORAL PROGRAMME ACADEMIC COMMITTEE FOR AGREEMENTS COVERING DOCTORAL STUDIES.

APPENDIX 7. RULING OF THE UJI COMPETENT BODY ACCEPTING THE PROPOSAL FOR CREDIT RECOGNITION FOR STUDIES TAKEN AT THE HOME UNIVERSITY.