



PROTOCOL PROPOSAL FOR EXCEPTIONAL CALL OF EXAMINATIONS INCIDENTS IN DECEMBER FOR STUDENTS IN MOBILITY PROCESSES - INCOMING AND OUTGOING STUDENTS- WITH “NON-EUROPEAN UNIVERSITIES AND DIFFERENT ACADEMIC CALENDARS”.

Approved by the International Relations Commission of the FEE, held on Thursday, July 19, 2018.

1. MOTIVATION OF THIS DOCUMENT

- ✓ The mobility processes of students from the Faculty of Economics and Business are **significantly increasing** and being a **strategic issue** for the Center and the University of Murcia (UMU), which is promoted from the *Vice Dean of International Relations* with support of [the International Relations Service](#) of the UMU.
- ✓ The **quality and internationalization** of the Faculty of Economics and Business has been strengthened due to the presence of incoming students from foreign universities, enabling, in turn, more students of The University of Murcia to access a broader catalog of centers with which Exchange Agreements have been established.
- ✓ Supporting the studies offered in English is key to the process of internationalization of the UMU. Currently, the only two degrees that the UMU offers in this modality are the **Bilingual Group**¹ of the [Degree in Business Management and Administration \(ADE\)](#) and the [Degree in Primary Education](#).
- ✓ As established in the [Regulation on mobility of students and incoming students of the University of Murcia](#)² (Article 11), "*incoming students will be considered students of the University of Murcia during the period of their enrollment and will be applicable to all the academic and organizational standards of our University.*" Therefore, **incoming students** must submit to the **obligations and rights** established by the UMU regulations for **any student** enrolled.
- ✓ In the [Regulation of the Summons of Incidents in the Faculty of Economics and Business](#), the criteria and the calendar are established for the application and resolution of examination incidences, **of application to all students** under equal conditions, faithful to what is established by the general regulations of the UMU in this regard.
- ✓ Although the **reciprocity** of the exchange conditions is included in the agreements signed with other foreign universities ([ERASMUS](#), [iLa](#), etc.), **circumstances or criteria that do not coincide** are significantly frequent (minimum number of credits to be completed and exceeded in the exchange, minimum grade, dates required for sending grades, number of calls, to name but a few). Of the previously mentioned, **the non coincidence of Academic Calendars presents the biggest problem** since some mobilities have a duration of only one semester.

¹ Regulated following the "[Policy document on itineraries in foreign languages in degrees and masters](#)" of the UMU.

² Fundamental rule of application to "*Students of other institutions of higher education that study part of their studies at the University of Murcia through mobility programs, interuniversity agreements and exchange agreements*", approved by the Governing Council of July 29, 2009, modified in the Governing Council of May 27, 2016.



- ✓ The [Regulation on student mobility and incoming students of the University of Murcia](#), as well as its [rules of convocation, evaluation and minutes](#), **do not develop the way in which to resolve certain cases** that are being generated within the framework of some exchanges, both for incoming and outgoing students, in terms of **exercising their right to two official calls**, which according to the standard must be face-to-face.
- ✓ The [Academic Calendar](#) of the UMU does not allow the possibility of making any **incidence for exceptional exams** in the **December exam period**, which may be required in certain exchange agreements with universities whose second semester begins at the beginning of January.

For all the described aspects, **we understand that it is fundamental to have protocols** that help and guide the teaching staff, the Departments and the Academic Committees of Degrees and Masters of the Center, **related to student mobility processes**, that address exceptional situations that occur in the development of these exchanges, currently insufficiently developed by the general regulations of the University of Murcia.

2. PROPOSAL OF EXCEPTIONAL CALL FOR EXAMINATION INCIDENTS IN DECEMBER FOR STUDENTS IN MOBILITY PROCESSES - INCOMING AND OUTGOING STUDENTS- WITH NOT EUROPEAN UNIVERSITIES WITH DIFFERENT TEACHERS CALENDARS³.

In order to guarantee the exercise of the right to make use of the official announcement of February to non-European incoming students and outgoing students to non-European universities, who can not be present on the final exam dates of January-February due to the academic calendar of the university of origin; the following is proposed: the professors should enable an evaluation of incidents in the last academic week of the month of December of each year. To do this, it is necessary that the student previously send an application to the Dean's Office, duly motivated and justified, serving two types of students in international mobility:

1. Incoming students. Exceptionally, those students in incoming mobility processes of **non-European universities** in the **first semester** (*1st necessary condition*), whose teaching periods do not coincide with those of their university of origin (*2nd necessary condition*), may apply to the Deanery (*3rd necessary condition*) the realization of an official call in the last week of classes of the month of December.
2. Outgoing students of the UMU. Exceptionally, those students in outgoing mobility processes to **non-European universities** in the **second semester** (*1st necessary condition*), whose teaching periods do not coincide with those of their destination university (*2nd necessary condition*), may apply to the Deanery (*3rd necessary condition*) the realization of an official call in the last week of classes of the month of December.

³ This circumstance is addressed in the case of the Carlos III University, through its protocol "[About Exams of international students from NON European universities \(First semester only\)](#)", which states that: "If you are an exchange student of a NON European University and you will not be able to take your exams in the January 2018 call because the academic calendar of your home university forces you to return, you have the right to ask your UC3M professor to change the exam to the dates between the 13th and 20th of December 2017".



- ✓ In both cases, although the qualification will be communicated to the students in the shortest possible time, this will correspond to the official **qualification of the ordinary call of January** of each subject.
- ✓ The **processes and deadlines for review and delivery of official qualification minutes** of that call will be, in both situations, those established for the group of students of each subject.
- ✓ In case the student does not pass that final test (held in December) and the whole of the subject -which, as indicated, corresponds to the UMU's call of January-, **the student will be eligible for the extraordinary June or July call**. This is because the student has the right to two official calls, on the date and in the conditions established for the group of students enrolled in the subject.

The review and approval of all the aspects considered in this section, at the level of the Faculty Board and other UMU bodies, should make the revision of the general regulations of the University possible, responding to exceptional situations that could arise. Due to the aforementioned, a list of universities with which exchange is maintained, and that meet the conditions described for this exceptional call for incidents in December, is proposed.

*Vice Dean of International Relations
Vice Dean of Academic Organization*

Murcia, July 19, 2018