

International Mobility Regulations

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Preamble

Internationalisation is one of Euneiz's strategic priorities, understood as an essential element for the comprehensive training of its students and for the continuous improvement of educational quality. Within this framework, participation in the Erasmus+ Programme represents a first-rate opportunity for students to broaden their academic, personal and professional horizons in a European and international environment.

The purpose of this document is to establish the set of rules, procedures and criteria that regulate international student mobility at Euneiz, both outgoing and incoming. Its purpose is to ensure that all processes related to mobility — from selection and admission to subsequent academic recognition — are carried out with transparency, rigour and fairness, ensuring at all times the protection of the rights and interests of participating students.

The management of international mobility at Euneiz is a responsibility shared between the International Mobility Office (IMO) and the Academic Coordinators of each Faculty. While the IMO is responsible for the administrative and logistical coordination of the programmes, the academic coordinators ensure the consistency and recognition of the study programmes abroad. This close collaboration between the two bodies is essential in order to offer students the best possible service.

Euneiz is committed to disseminating all information relating to calls for applications, requirements and deadlines, and to accompanying each student throughout the mobility process, from the preparation of their stay to their full reintegration into academic life at the University.

Outgoing Student Mobility

Article 1. Purpose

1. The purpose of these regulations is to govern the international mobility programme for Euneiz students within the framework of the Erasmus+ Programme, in both its outgoing and incoming modalities.
2. This programme is managed by the International Mobility Office (IMO), in coordination with the Academic Coordinators of each Faculty, in accordance with the provisions of this document.

Article 2. Types of mobility placements

The Erasmus+ Programme offers two types of mobility for Euneiz students:

a) Erasmus Studies

This allows undergraduate students to study for a period at higher education institutions in other countries participating in the programme and associated countries. Upon completion, Euneiz will recognise the studies undertaken academically, in accordance with the provisions of Article 8 of these regulations.

b) Erasmus Internships

This allows students to undertake a period of work placement in companies or organisations in programme and partner countries. Its mission is to help students adapt to the demands of the labour market in an international context, acquire work experience and specific skills, and improve their understanding of the economic and social environment of the host country.

Article 3. Student requirements

To participate in any of the modalities regulated in the previous article, students must meet the following requirements at the time of application:

- Be enrolled at Euneiz during the academic year in which you are applying to participate. Once the stay has been formalised, the student will be exempt from paying tuition fees at the host university.
- Not have previously received an Erasmus scholarship for study purposes.
- Have passed at least 90 ECTS credits.

- Provide proof of a minimum level of B1 in the language in which teaching is conducted at the host university, by means of an officially recognised certificate.
- Have a good academic record.
- Be motivated to participate in the programme.

2. The last two requirements listed in the previous section will be decisive if demand exceeds the number of places available, in accordance with the selection criteria established in Article 4.

3. Students who meet all the requirements should contact the International Mobility Office (OMI), where they will receive comprehensive information about the destination universities and the application procedure. The application must include a maximum of three destination institutions with which Euneiz has a current exchange agreement.

Article 4. Deadlines, availability of places and selection criteria

1. The list of available places is usually published around December. All information regarding requirements and procedures will be announced on the University's website and communicated to students via email to their institutional accounts.

2. The International Mobility Office, together with the academic coordinator, is responsible for determining the method and schedule of the selection processes for students interested in participating in mobility programmes.

3. Exchange agreements with foreign universities are established on a bilateral basis. The number of places is agreed between the institutions, and it is common to sign agreements for two places for outgoing students and two places for incoming students.

4. If demand exceeds the number of places available, selection will be made according to the following criteria:

Criterion	Description	Weighting	Maximum Score
Academic record	Weighted average grade point average to date of application	50 %	10 points
Letter of motivation	Clarity, coherence and maturity of the academic and personal mobility project	30 %	6 points
Language proficiency	Accredited language level at the host university (CEFR)	20 %	4 points
TOTAL		100 %	20 points

Details of the scale:

- Academic record:
 - 10 points = average score $\geq 9,0$
 - 8 points = 8,0 – 8,99
 - 6 points = 7,0 – 7,99
 - 4 points = 6,0 – 6,99
 - 2 points = 5,0 – 5,99
- Letter of motivation: evaluated by the Mobility Committee, assessing personal motivation, the academic suitability of the stay and consistency with the programme's objectives.
- Language:
 - C1 level or more: 4 points
 - B2 level or more: 3 points
 - B1 level or more: 2 points
 - Lower level or no accreditation: 0 points

5. In the event of a tie in the total score, priority will be given to the candidate with the highest grade point average. If the tie persists, the motivation letter will be taken into consideration.

Article 5. Coordination between departments

1. The management of international mobility requires coordinated and complementary action by the OMI and the Academic Coordinators of each Faculty. In any mobility initiative, there are two areas of competence:

- Academic: the exclusive responsibility of each Faculty and the Academic Coordination of the degree programme in which the student is enrolled.
- Administrative: the responsibility of the OMI, which is responsible for managing all procedures associated with mobility.

2. Both bodies will work together to ensure that students receive the best possible service throughout the mobility process.

Article 6. Procedure prior to mobility

1. Once declared eligible to study abroad, the student must complete, together with the academic coordinator and the OMI, the necessary documentation for their stay, in accordance with the provisions of the following sections.

2. With the advice of the programme coordinator, the student will select the subjects most closely related to their study plan in order to facilitate subsequent academic recognition. The criteria applied will be the recognition of training and learning outcomes together with the suitability of content, which must be at least 70% similar. Subjects that cannot be recognised may be taken at the home university; in this case, the student will be exempt from attending classes and may be assessed by means of a single examination.

6.1. Learning Agreement

The Study Agreement exclusively lists the subjects that the student will take at the host university, with their codes and ECTS credits. It must be signed by the student, the academic coordinator and the host university. The list of subjects will be determined jointly at the preliminary meeting with the academic coordinator, without the student having a free choice. The student will take the original to the host university to formalise their enrolment and send a copy by post.

You can view the document via this link:

[Model Learning Agreement](#)

6.2. Modification of the Study Agreement

If, due to scheduling conflicts or other reasons, it becomes necessary to modify the Study Agreement during the stay, the student must:

1. Complete the modifications section of the Study Agreement itself.
2. Attach a description of the new subjects proposed.
3. Send the documentation to the academic coordinator for review and, if applicable, approval.

Any modification involving changes to enrolment at Euneiz must be communicated to the OMI and the Academic Secretariat by email. Any changes not managed in accordance with this procedure will not be academically valid, and the University will be exempt from any responsibility regarding subsequent recognition.

6.3. Erasmus Financial Agreement

The Financial Agreement must be sent to the IMO, duly signed, before the start of the stay and within the established deadline. This document will be filed for registration and audit purposes by SEPIE. The amount of the grant will be subject to the funding allocated to Euneiz by SEPIE and will vary according to the destination country; it is not designed to cover all mobility expenses, but to partially compensate for the difference in the standard of living between the country of origin and the destination country. Payment will be calculated based on the actual months of stay, accredited by means of the certificate of arrival and the certificate of stay.

6.4. Acceptance form

Signing the acceptance form implies that the student agrees to the assigned destination and commits to completing the stay as required, without the possibility of changing the assigned destination. The document must be sent by the student to the OMI by email.

6.5. Formalisation of admission

The OMI will notify the host universities of the names of the selected students and will handle the necessary administrative procedures, including sending academic certification in English when applicable. Students are responsible for sending the required documentation (application form, Learning Agreement, copy of ID or passport and transcript) to the host university, as well as for managing essential non-academic and administrative aspects, such as accommodation and enrolment in orientation programmes, on their own.

Before departure, students must submit the following to the IMO in PDF format:

- The original Learning Agreement, duly completed and signed.
- The original Erasmus Financial Agreement, duly signed.

You must also bring with you:

- The Erasmus Student Charter, issued by the OMI.
- The original Learning Agreement.
- The European Health Insurance Card or, failing that, private medical insurance.
- The arrival certificate form and the stay certificate form.

6.6. Participation policies for the mobility programme

In order to establish the principles governing the proper organisation of academic exchanges in relation to student participation, the university has Participation Policies in place, which apply to all EUNEIZ undergraduate students participating in any type of exchange programme managed through its International Mobility Office (OMI).

These Participation Policies can be viewed via the following link:

[politic-as-participacion-programa-intercambio-estudiantes.pdf](#)

Article 7. Procedure during mobility

7.1. Enrolment at the host university

Upon arrival, students must report to the International Relations Office at the host university, where they will receive information about enrolment procedures (without paying academic fees) and other formalities required by the institution. From that moment on, students are subject to the internal regulations of the host university.

At the same office, they must obtain official certification of their start date, using the certificate of arrival provided by the OMI. Once signed and stamped, they must send it to the OMI by email. Compliance with this procedure is essential to guarantee payment of the scholarship.

7.2. Changes to the length of stay

Any changes to the length of stay for academic reasons must be communicated to the OMI before the established deadlines, which will be communicated to students during the

information session prior to mobility and subsequently confirmed by email. Funding for extensions of stay that are not communicated within the deadline will not be guaranteed.

Article 8. Procedure following mobility

8.1. Academic certification

In most cases, the host university will send the academic certification of the subjects taken and their grades directly to the OMI. Otherwise, the student will receive this certification and must send it to the OMI by email. The OMI and Academic Secretariat will transfer the grades to the records through SIGMA and send the Erasmus transcripts to the Academic Coordinators for signature.

8.2. Certificate of attendance and student report

Before returning, the student must obtain the final certificate of attendance from the International Office of the host university, ensuring that the date of signature and stamp coincides with the actual date of completion. This document must be sent to the OMI in Euneiz by email.

Likewise, the student must complete and submit the Student Report in accordance with the SEPIE format, via the Beneficiary Module platform, as a requirement for receiving the final instalment of financial aid.

8.3. Recognition of studies

The period of study abroad is an integral part of the student's study plan at Euneiz and will be fully recognised, provided that the subjects taken have been passed and coincide with those included in the Study Agreement. The existence of discrepancies between the Study Agreement and the subjects actually taken that have not been previously communicated will prevent the corresponding academic recognition.

INCOMING STUDENT MOBILITY

Article 9. Requirements for incoming students

Students from universities with which Euneiz has an exchange agreement must meet the following requirements:

- Be enrolled in the academic year in which they are participating in the exchange programme at their home university.
- Pass the established language test and have a good academic record. Regardless of the criteria of the home institution, it is recommended that students take a Spanish level test to facilitate their integration during their stay.

Article 10. Deadlines and availability of places

1. For partner universities within the Erasmus+ programme, the deadline for submitting applications will be announced at the beginning of the year, well in advance. Home universities must adhere to the following deadlines:

- 15 June: applications to study in the first semester or throughout the academic year.
- 15 November: applications for the second semester.

2. The availability of places for incoming students is governed by the principle of bilateralism that governs exchange agreements, with the number of places offered being equivalent to that agreed with each partner institution.

Article 11. Required documentation

1. Once the home university has declared the student eligible and officially nominated them, the International Relations Service at Euneiz will email them all the information relating to the application process.

2. The student must submit the following documentation:

- Application form.
- Study Agreement.
- Photocopy of passport.
- One passport-size photograph.

3. Once the stay has been confirmed, the student will receive the Welcome Guide for Foreign Students, which contains practical information to help them settle in and arrive in Vitoria-Gasteiz.

Article 12. Departments involved in reception

1. The reception of incoming students is the shared responsibility of the following departments:
 - The OMI: receives and manages all information relating to the incoming student from the home university.
 - The academic coordinator of the degree programme in which the student will enrol: is responsible for advising the student on all academic matters during their stay, including verification of the Learning Agreement.

Article 13. Spanish language course (ELE)

1. Euneiz offers all international students the opportunity to enrol in a Spanish as a Foreign Language (ELE) course throughout the academic year, with the aim of facilitating their linguistic, academic and cultural integration.
2. The ELE programme is designed to adapt to the level of each participant—from beginners to advanced—and combines oral practice, listening comprehension, academic vocabulary and cultural content that allows students to learn more about Vitoria-Gasteiz and the university environment.

Article 14. Accommodation

1. Euneiz undertakes to advise and assist international students in their search for accommodation. Through the OMI, students will be guided and provided with the necessary resources to identify the options available in Vitoria-Gasteiz.
2. The University has a university residence that offers a modern and functional environment, specially designed to promote the integration and well-being of foreign students.

Article 15. Enrolment at Euneiz and academic certification

- 1.** Upon arrival, students must report to the International Mobility Office (IMO) to formalise their enrolment. From that moment on, they will be subject to the University's internal rules and regulations.
- 2.** To complete the enrolment process, students must submit a copy of their health insurance policy. The IMO will sign and stamp the corresponding certificate of arrival.
- 3.** At the end of the stay, the OMI will send the student's academic certificate to their home university, which will include the subjects taken and the grades obtained.