



## APPLICATION FORM FOR VISITING STUDENTS

### PERSONAL DETAILS

Surname 1	Surname 2 (if appropriate)	Name	Passport No.	
Nationality	Address	P.C.	City/Town	Province
Tel (landline)	Tel (mobile)	E-mail		

### ACADEMIC DETAILS

Home university, city/town and country	
Faculty	
Degree	
Total number of academic years	Current academic year
Study period applied for at the University of Murcia	Student has a (B1) language level certificate (for foreign non-Spanish speaking students)

### PROPOSAL OF SUBJECTS TO BE TAKEN AT THE UNIVERSITY OF MURCIA

VISITING students will not be able to take any subjects of 1<sup>st</sup> year of any Undergraduate Degree with limited number of students.

Code	Subject (Full name)	Year	Semester	Credits	Degree
------	---------------------	------	----------	---------	--------

### NECESSARY DOCUMENTS.

- \*Application form
- \*Copy of ID card or passport.
- \*Copy of the official personal academic transcript of the university studies carried out at the home University or copy of the certifying document that verifies the legal access to university studies.
- \*Copy of the Degree Diploma (only for students taking Master's Degree subjects).
- \*B1 Spanish language level certificate according to the European Common framework, for foreign non-Spanish speaking students IF LANGUAGE OF INSTRUCTION IS SPANISH.



**Registration will be formalised at the Faculty Office and the originals of all documents submitted in the application must be provided at that moment.**

**REQUIREMENTS CONCERNING THE DOCUMENTS TO BE SUBMITTED:**

- \*They must be official and have been issued by the relevant authorities.
- \*If necessary, they shall be presented together with their official Spanish translation.

Murcia, 2019

(Signature of the interested party)

MR./Ms. DEAN OF THE FACULTY OF

## **REGULATION ON MOBILITY OF VISITING AND OUTGOING STUDENTS AT THE UNIVERSITY OF MURCIA**

(Approved by the Governing Board on 29 July 2009 and amended by it on 27 May 2016)

[Regulation on mobility](#)

### **DEFINITION OF VISITING STUDENT**

Spanish or foreign students that, having legal access to university studies, even if they are not included in the framework of a mobility programme, convention or agreement, wish to expand their training taking subjects corresponding to official studies at the University of Murcia in an extra-curricular fashion in conformity with our University's Statutes.

### **ACCEPTANCE AND REGISTRATION**

1. Acceptance and registration of a student will be agreed by the Dean or Director of the Faculty where the subjects on the application are taught, once the training and the requirements enabling to do so are verified. In the case of registering for a Master's Degree, the report issued by the Master's Coordinator will be taken into account.

Such decision shall be made within ten days from the end of the official period indicated in the instructions and rules for registration.

2. Registration shall be carried out at the relevant Faculty Office. It shall not cover more than 60 credits per academic year and only half of the credits of university official studies can be taken as visiting students.

### **SUBJECTS REGISTERED**

1. Visiting students will not be able to take any 1<sup>st</sup> year subject of any Undergraduate Degree with limited number of students.

2. Visiting students will not be able to register in subjects with a limited number of places and will be able to do so only if the maximum number of students has not been reached and after being authorised by the Director of the Faculty. In the case of a Master's Degree, the report issued by the Coordinator will be taken into account.

Visiting students cannot take the following subjects: Final Degree Project or Master's Degree Dissertation

3. Registration by visiting students will be subject to the availability of places for each of the subjects requested. The admission of visiting students will be dealt with separately. Under no circumstances shall the acceptance of



visiting students create academic or teaching needs.

4. The list of subjects available for visiting students will be published every year.

### **DEADLINES**

The deadline is the same as for the ordinary general registration.

Depending on the number of vacancies available and the faculty approval, an enrolment application may be made for subjects of the second semester during the extended registration period.

### **COMPULSORY INSURANCE**

Visiting students shall sign a compulsory insurance policy covering, at least, the following risks: disease, death, accidental death, medical and pharmaceutical expenses, permanent disability, travel expenses back to their place of residence in case of ill health throughout their stay at the University of Murcia. They will receive information on the different policies made available by the University of Murcia from the corresponding department.

### **PUBLIC FEES**

It is mandatory for visiting students to pay the fees corresponding to the opening of their student file, enrolment or certification that, as proposed by the Governing Council, are established for each academic year by the Social Council. The method of payment will be established in the registration instructions and rules for each academic year.

Once the academic year has started, no fees paid by the student or any other expense incurred by him/her as a result of his/her stay at the University of Murcia will be reimbursed.

### **ACADEMIC TRANSCRIPTS**

Personal academic transcripts issued will bear the modality of the modules or subjects completed and the extra-curricular nature of the latter will be indicated.