



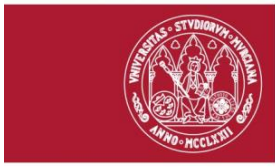
INFORMATION GUIDE FOR INCOMING STUDENTS

Rights and duties of students from other universities in processes of international mobility in the Center

All students of national or international exchange, while studying subjects at the Faculty of Economics and Business, will do so under the same conditions as the rest of the students. All of them **will have the same norms applicable to the UMU students**, a compilation of them is collected below as an informative protocol of their rights and duties. These aspects may be different from those of their home universities, however under no circumstances should they contravene what the current UMU General Regulations establish for any student enrolled, or what could be established in future modifications that may occur in:

- ✓ The **Academic Calendar** of teaching and exam dates (calls for January-February, May-June and July), public before the start of each academic year, within the period established by the [Official Calendar](#) of the University.
- ✓ The maintenance of an **adequate communication with your exchange tutor and with the faculty of the subjects in which you have enrolled**, recommending that you attend all the official communications made by the faculty through [Aula Virtual SAKAI](#) (Announcements, Schedules, Tasks, etc) and the **UMU official email account**.
- ✓ The **procedures and continuous evaluation criteria** that are established in each subject for the group of students enrolled in them, of face-to-face character or not, proposed for all the enrolled students. In the **Teaching Guidelines** of all subjects, the evaluation system (methods, assessment criteria and weighting system) is detailed, indicating, where appropriate, the compulsory nature of practices, attendance at seminars, delivery or exhibition of works or any other another activity different from the traditional exam.
- ✓ The **criteria and the final evaluation systems** that are established in the Teaching Guides, available before starting the course, following the aspects that are extended in the **Examination Call**¹ for each subject.
- ✓ The **presence criteria in the final exams**. All final tests will be developed in person at the University of Murcia.
- ✓ The **demand criteria established in each subject**, the same for all students, without discrimination based on the nationality or university of origin of the exchange.
- ✓ The **levels of basic linguistic competence required** in the subjects in which they are enrolled, according to the language in which these subjects are taught (Spanish or English).
- ✓ The application of the system and scales of official qualifications of the University of Murcia, regardless of the criteria that can subsequently apply to the grades of the Minutes. In the case

¹ Between one month and **15 days before the date** set in the calendar of global tests (February, June and July), the faculty of each subject will communicate through the Virtual Classroom site "**Calls**" the place of the final exam, in addition to the concrete characteristics of the final test.



the UMU, it is established in the [Standard on the system of qualifications and calculation of the average grade of the academic records](#).

- ✓ **The right to two official calls**, one ordinary (first quarter in February, second quarter in June) and one extraordinary (June and July respectively). The exercise of this right will be guaranteed to those students of mobility who have not passed the subject or if they have not presented themselves in the ordinary call, and wish to make use of the extraordinary call, knowing that it is face-to-face. The use of this extraordinary call will be incompatible with its use in the university of origin of the student.
- ✓ **The right to university insurance**. The UMU will ensure that the incoming student has an [accident and civil liability insurance](#) that guarantees the coverage of the same during the entire academic year, even if the student was only going to stay at our university during a semester.
- ✓ **The right not to appear in the official call** of a subject in which he/she is enrolled in the UMU, which would appear as "Not presented", regardless of whether the student present him/herself to the next extraordinary call, without the need for communication to the teaching staff. Both qualifications must be communicated to the University of origin by the International Relations Service.
- ✓ **The communication to the students of their qualifications and the delivery of Minutes**, under the conditions and deadlines established for the group of students enrolled in the Center. It will not be possible, in case a student has passed a subject, to attend it in the next examination session. In case of not having passed a subject, the procedures of recovery of contents of continuous evaluation established for each subject and for the set of students enrolled will apply.
- ✓ **The right to request an Incident Call**, according to the norm of [Incident Calls of the Faculty](#), applicable to all students. The criteria included in this norm refer to four cases: " 1) *Match dates between tests of subjects of different degrees, when there is authorization to the student to carry out simultaneous studies.* 2) *Accredited personal circumstance, of an exceptional nature, which prevents the student from taking the test under the conditions convened, at the center's discretion (Natural disaster, death of a relative of first and second degree of consanguinity and first of affinity, citation to a trial, surgical intervention can not be postponed).* 3) *Coincidence with a performance on behalf of the University of Murcia or participation in sessions of collegiate bodies as representative of students, being in both cases necessary to prove complete assistance.* 4) *Matching global tests of different subjects of the same course in a period of less than 24 hours*".
- ✓ **When the UMU considers it appropriate**. In general, incoming students who, because they are studying at the University of Murcia, can not attend tests at their home university during their period of stay, can not request at the UMU to carry out incidents of exams in the Faculty in order to attend tests in their country of origin.
- ✓ **An adequate programming of the subjects in which he/she enrolls in the UMU**, attending to the non-coincidence in scheduled dates of final evaluation or the possible overlap the subjects enrolled.

Document approved in the International Relations Commission (RRII) of the Faculty of Economics and Business, held on July 19, 2018. Vice Dean of International Relations

Murcia, July 19, 2018

Facultad de Economía y Empresa

Campus Universitario de Espinardo. 30100 Murcia
T. 868 88 3737 – F. 868 88 3836 – www.um.es/fee