

Regulations concerning Visiting Students Admission

In recent years number of students, both international and Spanish, who want to take subjects from official curriculum of University of Almería with the objective to complement academic education, has increased significantly.

Mentioned demand has obliged to review previous regulations of Visiting Students Admission in order to facilitate the compliance with the commitments arising from Joint Declaration of the European Ministers of Education convened in Bologna on the 19th of June 1999, with regard to an incentive and a stimulus for international mobility and lifelong learning. The same allowing to meet the demand for vocational training for higher education.

Article 1 – Sphere of application

Present regulations shall apply to international and Spanish students who wish to take subjects from official curriculum of University of Almería with the objective of completing or complementing academic education. Access to these partial studies is regulated by following document, in the way that in no case the access to official degree studies is given to those who have taken subjects from specified degree studies.

These regulations do not apply to students of national and international mobility programmes in which University of Almería participates, or from other agreements that may be signed by University of Almería, neither to students who are enrolled in official degree studies.

Article 2 – Applicants requirements

a) It is obligatory to fulfil requirements of access established by government regulations. In exceptional circumstances, access can be agreed by Rector with candidates that do not comply with these conditions, however their professional experience, scientific qualifications authorize them to this. And in case necessary, they pass special examination that might be established. Admission of those students will be constrained by favourable report from the department and centre, where the applicant wishes to enter.

b) All visiting students should have medical insurance. In case of students from European Union this requirement is met by presenting European Health Insurance Card. Those who did not bring it along or students from countries outside the European Union should obtain private medical insurance at territory of Spain.

Article 3 – Applications

Prospective visiting students will be able to apply for admission to all subjects from academic offer of University of Almería from degree studies. Always when the application was submitted within specified time limits and fulfilled all set restrictions, which are established annually. It will not be possible to take subjects if applicant did not meet preset requirements. In no case it will be allowed to take subjects from graduate and postgraduate studies.

Applications of students who did their secondary school studies outside of Spain or are not residents of Spain are to be presented in International Relations Office. All other students have to present their applications in Secretary of the Centre to which the majority of the credits of taken subjects belong to.

Article 4 – Decision of Admission

The decision on applications of students who did their secondary school studies outside of Spain or are not residents of Spain will be made by Vice-rector of International Relations Office, upon Dean's or Director's report of centre in question.

Decision on the rest of the applications will be taken by Dean or Director of admitting centre, unless it contains the materials of other centres. In such case the decision will be taken by Rector upon reports from Deans or Directors of those centres.

In any case, report from Vice-rector of Academic Planning is mandatory in order to guarantee that chosen subjects are available in terms of number of participants of the course. Given that each course has certain limits that cannot be exceeded. While preparing the report, corresponding centre should take into account the disponibility of material and preset requirements or academic incompatibilities.

Admission to take curses does not imply the authorisation of stay for foreigners. Therefore, foreign students should obtain visa and authorisation of stay according to current legislation.

Article 5- Registration and management of student record

Registration and management of those who did their secondary school studies outside of Spain or are not residents of Spain will be made by International Relations Office and in the centre that handled the application.

Public prices for the courses will be stated by Social Council with proposal of Governing Council. In no case, exemption from payment or discounts will be granted with this regulation.

Article 6 - Effects of taking studies as a visiting student

- a) Passing the subject means obtaining the credits with official academic validity.
- b) Visiting students will be included in the lists of students in the subjects that they enrolled in and will be subject to the same evaluation criterion.
- c) At the end of the stay, visiting students can obtain personal academic certification with the name of taken subjects with credits and qualifications obtained. At the personal academic certification it will be stated that the subjects were taken as a visiting student and do not give any official degree.

DEROGATION PROVISION

The Resolution 1133/96 of Rector-President of Managing Committee of the University from 22nd of October 1996 is expressly repealed, in this place the Process of Admission of Visiting Students is established.