

NORMATIVE ABOUT VISITING STUDENT

Due to the continual increase of foreign students who wish to study different subjects taught at the Universidad Rey Juan Carlos on a temporary basis, students who wish to broaden their training, and taking into account the lack of legal ruling in this University controlling these situations, as well as the registration and the way to prove the studies carried out, the University deems it necessary to establish certain basic norms regulating this situation. On the other hand, the University deems it convenient to extend this possibility to Spanish students who wish to complete their training at this University but, in no case, the certificate proving the courses taken will lead to an official degree at the Universidad Rey Juan Carlos.

1.- The current norms regulating visiting students will always be applied except in the case of an agreement between the Universidad Rey Juan Carlos and a specific university, in which case, the agreement will be applied.

2.- The current norms will also be applied to foreign students that have obtained grants from the Ministry of Foreign Affairs by way of bilateral international agreements with other countries.

3.- We consider visiting students those students who wish to broaden their training and who have been admitted on a temporary basis to take subjects included in the official syllabuses taught at any campus of this University and who have not been admitted through the usual registration procedure for the different degrees offered here.

4. – This admission procedure will not be valid for those students who wish to obtain an official degree at this University because, in that case, they have to be formally admitted and be registered in a program leading to a degree or a diploma.

5. – Visiting students are entitled to attend classes and to take the exams corresponding to the subjects in which they are registered.

6. – Admission will depend on the Vicerrectorate of International Relations, but previously the Dean of the Faculty or the Director of the School will have presented a favourable report.

7. - In the case of students with grants from the Ministry of Foreign Affairs, students should apply to the aforementioned Ministry, which will be informed by the Vicerrectorate as to the students admission or refusal.

8. - The basic requirement for acceptance of an application is that the student belong to a centre with a level comparable to the Spanish university level (1st or 2nd cycle); therefore, he should have a level required to take the subjects he intends to study. The Vicerectorate of International Relations will pay close attention to each specific case, taking into account all situations.

9. - Visiting students will have to present a certificate proving an intermediate level of Spanish.

10. - It is not possible to enrol in first year courses in the different university faculties and schools.

11. - The students admitted according to the current norms should register in at least 30 “credits” and a maximum of 80.

12. - The minimum duration of studies will be a semester and the maximum will be an academic year, except when the circumstances suggest a longer duration; this is a decision taken by the Vicerectorate of International Relations.

13. - The student will propose, considering the credit limit and the offer of different subjects, the subjects which he/she considers adequate for his/her training. The Vicerectorate of International Relations will decide taking into consideration the student’s previous studies and his/her interests and motivation. A certificate of admission including academic details will be issued.

14. - The student will have to formally register at the Students Registration Office of the corresponding campus.

15. - The closing date for application will be September 31st of the current year and the following will have to be enclosed:

* Application including the academic year, semester and the code corresponding to each subject.

* Photocopy of passport.

* Specification of the student’s Home Institution.

* Present studies and academic transcript of his/her University studies, specifying the subjects taken in their Home Institution. - Students with grants from the Ministry of Foreign Affairs should present a document certifying the grant.

* Certificate of Spanish language, if they possess it.

* Other documents which may be considered appropriate.

16. - Before December 31st the student should be at the University and should have paid the fees corresponding to the different subjects taken by the student, except in the case of subjects corresponding to the second semester, in which case the student will have to pay the fees before March 31st.

17. - The fees to be charged will be the same as for the rest of students.

18. - Prices in accordance with public prices for academic service in effect when enrolment fees are paid will be charged. In addition, visiting students must pay 350 € as administrative fee, which will be revised each academic year.

19. - When the student is admitted and enrolls, a dossier will be filed containing the student's application, admission and registration.

20. - The student will be included in the official list of students enrolled, but they will have no possibility of getting a degree at this University.

21. - At the end of the year, the Vicerectorate of International Relations will issue a certificate containing the following information:

- Admission in the special visiting student program
- The duration of the student's stay Different subjects taken, including credits, centre and marks obtained

22. - All the documents given to the visiting student will be in Spanish, as well as all those documents provided by the student.

23. - The students coming from countries with which Spain does not have a health agreement will be obliged to have a private insurance policy, as well as those students who are not covered by the Social Security of their countries, whether they have European nationality or whether they come from a country with health agreement