

## **10. Foreign Incoming Exchange Students accepted for studies / training at CONSMUPA**

Students enrolled in study programmes in foreign Higher Education institutions can be accepted for a studies / training period at CONSMUPA. All mobilities for studies will be carried out within bi- or multilateral agreements signed between CONSMUPA and the student's home institution.

### ***10.1. Kinds of mobility***

1. It is understood that Incoming Exchange Students for Studies are those who stay at CONSMUPA on a temporal basis for academic purposes in order to carry out studies connected with their course at their home institution. They are granted a mobility within programmes or agreements signed by CONSMUPA, as well as Free Mobility students.
2. Incoming Exchange Students for Work Experience are current students of Higher conservatories, universities or other centres of Higher Education abroad (with or without an agreement with CONSMUPA) who have been accepted to do an internship related to their studies.

### ***10.2. Regulations for Incoming Exchange Students***

- Students admitted for studies, once selected by their home institution, which shall issue all the necessary documentation that shall subsequently be approved by CONSMUPA, may enrol in any course given at CONSMUPA if they comply with the enrolment requirements. However, the admission of international exchange students may be limited in some courses because of the number of students already enrolled.
- Students accepted for studies within Bi- or Multilateral agreements will be exempt from paying the enrolment fees and the academic insurance if the Agreement / Programme (as the Erasmus Programme does) states so; they

should, however, pay both at their home institution. Nonetheless, they may be charged small sums of money for costs related to the use of equipment or material. These sums shall be the same as those paid by local students for the same service.

- Students accepted for a studies or work experience mobility shall have the same rights and duties as the regular CONSMUPA students, except the right to participate in the institution's governing bodies.

- All incoming exchange students admitted must register at the International Relations Office (IRO) of CONSMUPA upon arrival and present proof of medical insurance. EU students must present their European Health Insurance Card. It is compulsory for students from countries that have not signed any health service agreement with Spain or who are not covered by public insurance in their countries of origin to have private health and accident insurance.

- Incoming students admitted for work experience must be insured against accidents and third party liability and will send a copy of their insurance certificate before signing their Training Agreement.

- Incoming students must have an appropriate level of the language that each course is taught in.

### ***10.3. Acceptance of Incoming Exchange Students***

#### **10.3.1. Requirements**

1. Students from foreign institutions that have signed a bi- or multilateral agreement with CONSMUPA (within the ERASMUS programme or not) and who have been selected by their home institutions, as well as the so-called free mobility students, are entitled to stay at CONSMUPA on a temporal basis for academic purposes in order to carry out a part of their studies.
2. Students from European institutions that have been granted an Extended Erasmus Charter may carry out an internship only if they have been selected by their home institution as well as by CONSMUPA.

### **10.3.2. Procedure**

#### a) Incoming Exchange Students for Studies:

- The students' home institution shall send the application to the IRO according to the terms and conditions established by CONSMUPA. The deadline for submission of the documents is May 1<sup>st</sup> for those who wish to start in the first semester and December 1<sup>st</sup> for those who wish to do so in the second semester.
- The acceptance of exchange students for studies depends on the respective departments, to whom the IRO will provide the required documents.
- The departments shall inform the IRO of their decision before June 1<sup>st</sup> in the case of mobilities starting in the first semester and before December 20<sup>th</sup> for those starting in the second semester.

#### b) Incoming Exchange Students for Work Experience:

- The acceptance of exchange students for work experience depends on the department or other administrative body where the student is to carry out the training mobility.
- Students admitted for work experience at CONSMUPA must submit the following documents before their "Training Agreement" is signed:
  - Certificate of enrolment issued by a foreign institution of Higher Education with an Extended Erasmus Charter.
  - CONSMUPA Registration Form.
  - European Health Insurance Card (a scanned copy before coming to Oviedo, and the original document upon arrival) in case of EU citizens.

They must also get insurance against illness, accidents and third party liabilities covering the period of the internship and send a copy of the insurance certificate to the IRO.

Once CONSMUPA receives all the documents, a "Letter of Acceptance" will be sent to the student's home institution and the "Training Agreement" will be prepared. This shall be signed by the three parties (host institution, home institution and the student). At the moment of arrival in Oviedo, the student will already have his/her "Training Agreement" duly signed and sealed.

The IRO shall issue a certificate of work after the student has finished the internship upon receipt of the report prepared by the student's mentor at CONSMUPA. The certificate shall be sent to the student and to his/her home institution.

### **10.3.3. Mentor of the Erasmus training student**

The responsibilities of the Erasmus mentor for a work experience student, appointed by the International Commission upon consulting the appropriate department or administrative body, are:

- To determine the scope of the training, together with the student and his / her home institution.
- To supervise and control the quality of the training.
- To guide and control the work of the trainee.
- To give support to the student.
- To give all reasonable guidance to the student.
- To evaluate the internship upon termination.
- To submit any report the home institution requires with the results of the training.

### **10.3.4. Admission of students according to ratios**

The Director of CONSMUPA shall have ultimate responsibility and authority over the final number of incoming students accepted for studies, once the maximum number of students in each major and academic year has been established.