

CONDITIONS OF THE FREE MOVER PROGRAMME FOR UNDERGRADUATES - CEU CARDENAL HERRERA UNIVERSITY

The CEU Cardenal Herrera University (CEU UCH) would like to invite students from other universities of any nationality to take part in its **Free Mover Programme**. This international mobility programme enables students to study with flexibility, taking courses from different bachelor's degree programmes for one semester (minimum of 18 ECTS credits) or for a complete academic year (maximum of 60 ECTS credits).

The Programme's characteristics and requirements are detailed below.

1. Description of the Free Mover Programme

Aimed at undergraduates studying at universities located in countries which participate in the Erasmus+ Programme, this international mobility initiative offers them the opportunity to study abroad by attending the CEU Cardenal Herrera University (CEU UCH) on a temporary basis without requiring an official transfer. To take advantage of this opportunity, it is not necessary for there to be a collaboration agreement between CEU UCH and your home university.

The **Free Mover Programme** enables incoming students to select courses listed in the "Free Mover Programme Course Catalogue" .

At the end of each visiting student's stay at CEU UCH, the General Secretary's Office will issue a transcript of records detailing all the courses taken and the grades achieved, which the student can then submit to their home university for credit recognition. It will be solely the student's responsibility to agree credit recognition with their home university for the courses undertaken at CEU UCH. The coordinators at the CEU Cardenal Herrera University will not be responsible in any way for problems which may arise from the choice of course in this type of mobility programme.

2. Requirements

- To be studying at a university located in a country participating in the Erasmus+ programme.
- Foreign students must comply with Spanish laws and regulations regarding visas, medical insurance and any other legal requirements for residence in Spain during their stay.

- Visiting students must pay the fee for the Hospitality Pack provided by CEU UCH, which will facilitate the settling-in process at the University.
- If a student wishes to continue studying at CEU UCH after completing the maximum possible period under this programme (one academic year), he or she must follow the standard procedure for transfers and credit recognition for foreign students and provide up-to-date legal documents.
- Students from universities that possess mobility agreements with the CEU Cardenal Herrera University can participate in the programme, but they cannot enjoy the benefits of the Erasmus+ Programme while doing so.
- Most teaching at CEU UCH is undertaken in Spanish. Those students who are not native speakers of Spanish must demonstrate that they possess a B2 level in this language. For degree programmes which are taught in English or French, students must demonstrate possession of a B2 level in the appropriate language.

3. Course Catalogue

The Free Mover Programme enables *incoming* students to select courses listed in the: **“Free Mover Programme Course Catalogue”**. Interested students should examine the guides for each course in the catalogue to see which ones are best suited to their academic needs and interests. Students must bear in mind that attendance at lectures is compulsory and timetable clashes must be avoided.

In any case, enrolment on any given course is dependent on the number of places available on that course. Each faculty or school reserves the right to admit or otherwise on the basis of the availability of places.

The courses may differ in terms of timetables and group organization and it is important to take this into account to avoid timetable clashes. Students will be able to view the timetables at the appropriate time to facilitate enrolment. However, all timetables are subject to change for organizational reasons. For this reason, the international relations and mobility coordinators will provide interested students with up-to-date timetables for each degree programme.

Students can enrol on courses from any year or study programme if there is an available place. However, for certain courses, there may be specific requirements regarding prior knowledge or it may be necessary for the student to be enrolled at their home university on a degree directly related to the area of knowledge of the course in question.

4. Fees and grants

Participants must pay the total fees corresponding to the Free Mover Programme (€600 for the Hospitality Pack + Enrolment) and the tuition fees corresponding to the ECTS credits of the chosen courses. The estimated cost per credit is as follows:

Faculty/School or Degree	Price per credit
Law	€108
Political Science	€108
Business Management	€108
Marketing	€108
Audiovisual Communication	€103
Journalism	€103
Advertising and Public Relations	€103
Early Years Education	€76
Primary Education	€76
Physical Activity and Sports Science	€95
Veterinary Medicine (Spanish language stream)	€176
Veterinary Medicine (English language stream)	€226
Veterinary Medicine (French language stream)	€226
Nursing (Spanish language stream)	€114



Nursing (English language stream)	€126
Pharmacy (Spanish language stream)	€129
Pharmacy (English language stream)	€181
Human Nutrition and Dietetics	€101
Physiotherapy	€107
Dentistry (Spanish language stream)	€216
Dentistry (English language stream)	€299
Medicine (Spanish language stream)	€212
Medicine (English language stream)	€245
Architecture	€126
Industrial Design Engineering and Product Development	€106

5. University Regulations

Mobility students are considered to be "Free Movers" when they enrol on courses independently of any mobility programmes, such as SICUE, Erasmus or CEAL, amongst others, or collaboration agreements to which CEU UCH and their home university are parties.

As with all students at CEU UCH, students on the Free Mover Programme must comply with the University's internal regulations, including the academic calendar, the rules for examinations and any other regulations.

6. Accommodation

The International Relations Office can provide information and advice regarding the accommodation options near the campus, but it takes no responsibility for ensuring accommodation for students. However, students will have the support of the Hospitality Service in the search for accommodation.

7. Applications

Students who wish to apply must send an email to the CEU UCH International Relations Office with the following information:

- Full name
- Degree at the home university
- Desired time and duration of study
- Desired courses (minimum of 18 ECTS credits for periods of 1 semester / maximum of 60 credits for a whole academic year) (Annex III)
- A contact email address

The information should be sent to this address: incoming@uchceu.es

Afterwards, the applications received will be examined and the successful applicants will be contacted. These students will be sent instructions for them to undertake enrolment on the desired courses.

8. Deadlines for applications

Applicants can undertake periods of study of a single semester or an entire academic year at CEU UCH. Students must submit the registration form with the supporting documents by the following times:

- Year-long stays (September-June): July
- 1st semester (September-February): July
- 2nd semester (February-June): December

9. Supporting documents

Once students have been accepted onto the programme, he or she must submit the following:

1. A scanned copy of a valid passport or identity card, submitted as a PDF.
2. A scanned copy of a European health insurance card or health insurance policy, submitted as a PDF.
3. A letter or document (academic certificate, admission letter, etc.) confirming that he or she is undertaking university studies, or fulfils the university access requirements, ink-stamped or digitally signed by the home university.
4. An official certificate demonstrating that he or she possesses at least B2 or intermediate level in Spanish, English, or French, or a personal statement regarding their language ability (Annex I).
5. Personal statement regarding university studies (Annex II).
6. List of courses to undertake (Annex III).

Students must upload all the necessary supporting documents when filling in the registration form. The admission letter (*carta de admisión*), which is required for the visa application, will only be issued once all the required documents have been received and the student has completed his or enrolment. The letter will be sent directly to the student by email.

The supporting documents submitted must be in Spanish, English or French. Any documents in another language must be accompanied by an official translation, which can be carried out by the Oficina de Interpretación y Lengua of Spain's Ministry for Foreign Affairs, by UNESCO, or any official organization recognized by the Spanish state, by an embassy or other official Spanish delegation abroad, by an embassy or other diplomatic delegation of the country of origin in Spain, or by a registered sworn translator (*traductor jurado*).

The admission letter required for the visa application will be issued when the above-specified documentation and confirmation of payment has been received. CEU UCH will send a scanned copy of the admission letter by email to the student.

10. Withdrawals

If a student withdraws from the programme for reasons unrelated to the University, no fees will be refunded.

In the case of students who enrol but then do not pay the required fees by the established date, they will also be considered to have withdrawn. As a consequence, their enrolment will be cancelled.

11. Additional information

For more information, students can contact the International Relations Office at CEU UCH. Our staff will be delighted to help you with any queries you may have.

International Relations Office - CEU Cardenal Herrera University Email:

incoming@uchceu.es

Annex I

**DECLARACIÓN RESPONSABLE QUE ACREDITA EL NIVEL DE
IDIOMA PARA ACCEDER AL PROGRAMA DE ESTUDIANTE
VISITANTE.**

**PERSONAL STATEMENT REGARDING SUFFICIENT LANGUAGE
ABILITY FOR THE FREE MOVER PROGRAMME**

**DECLARATION SUR L'HONNEUR DE NIVEAU DE LANGUE
SUFFISANT POUR ACCÉDER AU « FREE MOVER » PROGRAMME**

Apellidos / Surname(s) / Nom:

Nombre / First name(s) / Prénom:

Documento de identidad / ID number / Numero de CNI:

Declaro que mis conocimientos del idioma Español Inglés me permitirán seguir de forma adecuada las clases en los estudios que solicito.

I declare that my ability in Spanish / English is sufficient to be able to follow the classes of the courses I wish to enrol on.

Je déclare sur l'honneur que mes connaissances en espagnol et en anglais me permettront de suivre convenablement les cours du programme pour lequel je postule.

Ubicación / Location / Lieu: _____

Fecha/Date: _____ (Día, mes, año / DD/MM/YY / JJ/MM/AA)

Firma/Signature: _____

Annex II

DECLARACIÓN RESPONSABLE / PERSONAL STATEMENT / DÉCLARATION
DE RESPONSABILITÉ

El abajo firmante / Details of the undersigned / Le soussigné:

Nombre / Name / Nom: _____

Documento de identidad / Passport or ID Card number / Numéro de CNI: _____

Nacionalidad / Nationality / Nationalité: _____

Universidad de origen/ Home university / Université d'origine: _____

Grado / Degree /Diplôme: _____

DECLARO BAJO MI RESPONSABILIDAD / I HEREBY DECLARE / JE
DÉCLARE SOUS MA PROPRE RESPONSABILITÉ:

Que cumpla con los requisitos académicos para cursar estudios, en régimen de matrícula extraoficial, relacionados con los que venía cursando en mi universidad de origen.

That, for this special enrolment initiative, I meet the academic requirements to pursue studies related to those I had been studying at my home university.

Que je remplis les exigences académiques pour poursuivre des études, sous un régime d'inscription non officiel, liées à celles que j'ai suivies dans mon université d'origine.

Ubicación / Location / Lieu: _____

Fecha / Date: _____

(Día, mes, año / DD/MM/YY / JJ/MM/AA)

Firma / Signature: _____

Annex III

Listado de asignaturas preferentes que quieres cursar | List of courses you want to take | Liste des cours que vous souhaitez suivre

* Aviso / Please note / Avertissement : Este listado es orientativo y la matriculación en asignaturas está sujeta a la disponibilidad de plazas en el momento de la matriculación | This list is provisional and places on courses are limited and subject to availability when enrolling. | Veuillez noter que cette liste est fournie à titre indicatif uniquement et que l'inscription aux cours est soumise à la disponibilité des places au moment de l'inscription.

	CÓDIGO CODE	ASIGNATURA COURSE MATIERE	CRÉDITOS CREDITS	GRADO BACHELOR'S DEGREE DIPLÔME
1				
2				
3				
4				
5				
6				



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Cardenal Herrera*