



UNPHU

Academic Vice-Rectory

Academic Student
Mobility Regulation

VCPG-400-REG-001

Version 1

Santo Domingo, Dominican Republic

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Objective

The objective of this regulation is to establish the conditions, norms, and guidelines by which the process of national and international student mobility should be governed, at Universidad Nacional Pedro Henríquez Ureña.

Scope

This regulation includes all the dispositions and requirements that undergraduate and postgraduate students, national and international, must meet to be considered eligible and thus be able to carry out the mobility process at Universidad Nacional Pedro Henríquez Ureña.

Content development

Considering: That in the Higher Education System of the Dominican Republic, the experiences of student mobility have been scarce, so it is relevant to create a Student Mobility Program that establishes the conditions for students of Higher Education Institutions (HEI), can study an academic period in a national or international affiliated university and return to their study program, transferring the courses at the destination university.

Considering: That these initiatives serve as a benchmark for Dominican Higher Education Institutions (HEI) to have a cooperation strategy to establish effective national and international student mobility.

Considering: that one of the fundamental dynamics in the processes of internationalization and strengthening of national and international relations in Higher Education Institutions (IES) is Academic Mobility, its importance lies in establishing, developing and consolidating cooperation, through the exchange of institutional actors. In addition, the contribution of significant experiences in other academic spaces, and contributes to training, according to the trends of global dynamics.

From this perspective, establishing a National Student Mobility Program allows the Dominican academic community to exchange experiences that contribute to strengthen the integral development of students and generate synergies between Higher Education Institutions (IES).

Reviewed:

- Law 139-01 on Higher Education, Science and Technology
- The General Bylaws of Universidad Nacional Pedro Henríquez Ureña.

The Academic Council in use of the attributions conferred to it by the General Bylaws of Universidad Nacional Pedro Henríquez Ureña, June 2007 and the Regulations of the Academic Council RESOLVES: to approve the **Regulation of Student Academic Mobility (VCAC-201-REG-001)**.



Chapter I: The definition, objectives, and conditions of the Student Mobility Program.

Article 1

It is defined as student academic mobility, to the circumstances, conditions and actions that allow the regular student (in normal condition) of UNPHU, to study programs, internships and short courses, creditable or not, in a national or foreign institution, with which has signed an agreement on the matter. This agreement also enables students from other national and international universities, who can study at UNPHU, and who are recognized in their universities of origin, thus contributing to the enrichment of their academic experiences through the knowledge of new training methods, environments, cultures, and people that will allow them to expand their perspectives, ways and means of learning.

Article 2

This program is considered as an opportunity to enrich the academic training of students, through the development of competencies in environments of cultural diversity, therefore, are main objectives:

- a) Promote student mobility at the national and international levels and create the conditions, criteria and processes that make its implementation viable.
- b) To provide students with the opportunity to complement their training, through coexistence and integration into diverse academic scenarios, which require the exchange of multicultural knowledge, experiences and interaction with individuals of similar interests, in the field of higher education.
- c) Support innovative teaching - learning methods that help the student in the process of developing the necessary skills and competences, which will allow them to assume successfully the professional challenges imposed by the new times.
- d) Encourage the creation of strategic agreements or understandings of collaboration with Higher Education Institutions (HEI), national and

international that contribute to the institutional strengthening of UNPHU, following the trends that promote the mobilization of students, for the exchange of best practices and educational experiences that enrich academic and cultural knowledge.

Article 3

The conditions of the Student Mobility Program are:

- a) The Student Mobility Program includes all academic programs offered by UNPHU, except for special programs, in other languages or co-titled by other institutions.
- b) Students participating in the Student Mobility Program will pay the tuition fee at the home university.
- c) Students may complete a maximum of two (2) periods at the destination university at the undergraduate level and one (1) period at the postgraduate level.
- d) The limit of credits to enroll by periods for UNPHU students, should not exceed 20% of the credits corresponding to their total curriculum. In exceptional cases, the Dean of the Faculty, in agreement with the Director of the School concerned, may accept a higher percentage.
- e) Mobility through the program will only be allowed for each period in one
- f) institution at the same time, unless it is established differently, according to specific agreements.
- g) UNPHU will define the manner of recognition of the subjects taken at the institution, in accordance with established academic bylaws and regulations.
- h) At the end of the mobility process, UNPHU will generate a record of official marks for the participating student, which can be sent to their home university for validation purposes.
- i) The university of origin is responsible for validating the credits transferable to its students under the Student Mobility Program.

Chapter II: General provisions.

Article 4

To ensure the application and validity of this Regulation, the following provisions shall be met:

- a) The Dean of Student Welfare, through its Student Mobility Unit, with the Admissions Department and the Registration and Evaluation Department of UNPHU, will be responsible for coordinating, directing and supervising the program and guarantee the process of student mobility and ensuring compliance with this regulation.
- b) Amendments to these regulations, as well as the issuance of special regulations, manuals and rules of procedure that are deemed necessary to supplement the provisions and regulations of these regulations, should be proposed to the Academic Council of UNPHU, which is the only body authorized to make changes to the regulation and which will always have the power to make all changes it deems appropriate, as well as the review of cases not provided for in this document.
- c) In addition to the provisions of these rules, the agreements between UNPHU and other national and international universities could introduce specific regulations clauses, which would be complied with at the convenience of the parties.
- d) Any proposed amendment or new rule supplementing it shall not contradict the provisions of this regulation, in which case the opposing party or parties shall be considered null and void.
- e) These regulations will enter into force after being reviewed and approved by the Academic Council, and from their publication on the official website of UNPHU, after this, will be in the public domain and for legal purposes will be considered as the current version, beyond the amendments approved for this document, but not published.

Chapter III: The legal framework and areas of application.

Article 5

The Bylaws and Academic Regulations in force at UNPHU constitute the legal normative framework, on which this regulation is based.

Article 6

This regulation is applicable to all students at the academic levels (undergraduate and postgraduate) of the various UNPHU study programs. It is also applicable to students from national or foreign higher education institutions, within the framework of the Academic and Student Mobility Program.

Chapter IV: Modalities and types of mobility, participation requirements and documents required for the program for national and international students.

Article 7

For the purposes of student mobility, the academic perspective of UNPHU considers two modalities: curricular and extracurricular.

- a) **In the curricular modality:** students may obtain a percentage of the credits of their curriculum, when studying at national or foreign universities, equivalent subjects in equivalent academic periods, and that are recognized by the academic area to which they belong.
- b) **In the extracurricular modality:** students may participate in education and extension activities, however, they will be worthless in credits, such as courses or workshops, in any academic period. Extraordinarily, credits can be allocated to these activities, according to the academic area concerned, to the school of your career or to the Department of Cocurricular Activities, as the case may be.

Article 8

The types of mobility considering the geographical scope are as follows:

- a) **National Mobility:** allows UNPHU students to complete one or more academic periods of their program of study, at a national university, through agreements signed with other national institutions of higher education. Students can apply to the Student Mobility Program, through the relevant calls and the studies carried out will be validated as part of the curriculum corresponding to their career.
- b) **International Mobility:** allows students of UNPHU, to perform one or more academic periods of their study program, in a university abroad, through agreements signed with Higher Education Institutions (IES), abroad.

Students can apply to the Student Mobility Program, through the relevant calls and the studies carried out will be validated as part of the corresponding curriculum of their career. The different options for mobility are mentioned below:

- a) **Periods at UNPHU:** allows students, both domestic and overseas, to complete one or more semesters of their career at UNPHU. The studies carried out can serve the student to seek validation of them in their university of origin.
- b) **Short-Term Programs:** allows UNPHU students to study at other universities (domestic or abroad) for short periods of time, usually summer courses.
- c) **Continuing Education Courses:** allows foreign students to take further professional development courses at UNPHU.
- d) **Internship Abroad:** allows UNPHU students to complete the internship abroad required to complete their regular curriculum.
- e) **UNPHU Student Medical Rotations:** allows medical students from UNPHU to practice in foreign universities, in specific areas of training, as part of their internship or practice, but supported by the appropriate agreements previously signed between the corresponding universities and UNPHU.

- f) **Medical Rotations of Foreign Students:** allows foreign medical students to practice at UNPHU, in specific areas of training, as part of their internship or practice, but endorsed by the appropriate agreements previously signed between the corresponding universities and the University and UNPHU.

Paragraph I: Any other type of student mobility not provided for in these regulations, will be subject to the evaluation and approval of the academic authorities corresponding to the Deanship of Student Welfare, the Department of Admissions and the Department of Registration and Evaluations of UNPHU, which in turn constitute the area committee of the University.

Article 9

To participate in any of the study programs offered at national or international institutions, the student of UNPHU, in addition to meeting the requirements established by the host university, must meet the following requirements:

- a) Be a regular and active undergraduate or graduate student at UNPHU.
- b) Have a grade point average of 3.00 points and be in normal academic condition. In exceptional cases, the Area Committee, evaluating the consideration of the school Director, may authorize the participation of students with an overall GPA of up to a minimum of 2.5 points, but with conditions that ensure that they can achieve a good performance in the receiving university.
- c) Not be subject to disciplinary or disabling processes.
- d) Keep up to date with payment commitments with the Institution.
- e) Have the financial means to cover the costs of transport, diet, lodging and any other expenses that may be incurred in the place where the exchange will take place, either national or international.
- f) If the mobility is made to an institution located in a country with a language other than Spanish, students must undergo tests that demonstrate their mastery of the language, if required.



- g) Determine from which period of their curriculum, the student will be able to participate in the Student Mobility Program.

Article 10

The UNPHU student interested in participating in the Student Mobility Program must submit to the Deanship of Student Welfare, duly completed, the following documents:

- a) **Mobility Application Form (VCAC-201-FOR-004)** duly completed.
- b) **Application form for subjects (VCAC-201-FOR-005)**, with up to 10 subjects of interest, indicating the academic program or career to which they belong at the destination university, to receive the programs of subjects or syllables and validate the equivalences.
- c) Record of academic grades validated by the Registration and Evaluation Department.
- d) Letter of reasons, addressed to the selected university.
- e) Letter of exchange authorization signed by the Director of your career with the subjects you wish to study and those that will be validated.
- f) A letter of academic recommendation from a professor in the professional cycle of his/her career or corresponding postgraduate program.
- g) Letter of consent from parents or guardians, where applicable.
- h) Two photographs size 3 x 4 cm
- i) National or international medical and accident insurance (if required by the destination university).
- j) Psychometric examination (if required by the destination university).
- k) Proof of proficiency in the language of the country in which you wish to study, if different from Spanish, and/or according to the requirements of the curriculum.

- l) Proof of economic solvency or letter of financial guarantee, according to the rules of the country of destination.
- m) If it is for abroad, also meet any requirements that are requested in the country of destination to ensure a complete legal framework.

Paragraph I: The applicant student must comply with the delivery of the aforementioned documents and other documents that are not specified in this regulation which are requested by the country and / or the university of destination.

Article 11

To participate in any of the study programs offered by UNPHU, a student from an international (foreign) university must submit the following documentation:

- a) Letter of introduction from your home university, which accredits you as an active student of the same and confirms your official selection to participate in the Student Mobility Program. The letter must be signed by your director or career coordinator and by the person responsible for International Relations or Student Mobility and Exchange:
- b) Complete the **Admissions Form (VCAC-207-FOR-004)** required to initiate the UNPHU registration process.
- c) Record of qualifications, validated by the Registration or Academic Audit Unit of your home university.
- d) Official Spanish language management certificate in case your language of origin is different from this one.
- e) Letter of recommendation from two professors from their home university.
- f) Letter of motivation or statement of reasons, written by the applicant student.
- g) Copy of the updated Passport and valid identity documents of your country of origin.
- h) Updated Curriculum Vitae.

- i) Two Photos size 3 X 4 cm.
- j) National (national) or international medical insurance and accident insurance valid in Dominican Republic.
- k) Student visa granted by the government of the Dominican Republic.

Paragraph I: The applicant student must comply with the delivery of the aforementioned documents and other documents that are not specified in these regulations and that are requested by UNPHU or by the corresponding institutions in the Dominican Republic, at the time of the application.

Chapter V: Of the students participating in the mobility and exchange program, the duration and funding of the program.

Article 12

Students participating in the Student Mobility Program will have the following characteristics:

- a) Students of Student Mobility at UNPHU are those who, being active, meet the requirements of the Student Mobility Program and are accepted in it, to move to another university institution, national or foreign, with which it has an agreement, to study a certain number of subjects they belong to their curriculum or to participate in courses or extracurricular activities, for the time equivalent to an academic period.
- b) Students of Student Mobility at UNPHU are considered to be those students belonging to other universities, national or foreign, who were authorized in their institutions of origin and in turn admitted to UNPHU to study for the time corresponding to an academic period, the subjects that were approved under the Student Mobility Program, within the framework of the existing inter-institutional collaboration agreements.
- c) Students who participate in the Mobility Program should benefit from the Academic Regulations and Rules of Coexistence and Disciplinary Regime,

both of UNPHU, and of the receiving academic institution, and in particular the provisions of these regulations.

- d) The student, whether from UNPHU or another university, national or foreign, must respect the regulations and comply with the academic schedule, timetable and assignments of the selected course at the receiving university.
- e) Every student who participates in the Student Mobility Program, must be aware of and aware of the effects that the program may generate on their curriculum, in all aspects that result.
- f) The type of agreement established with one or more universities will determine whether it is appropriate to issue a report of final academic qualifications.
- g) The student of UNPHU who is studying subjects of his curriculum, within the Program of Student Mobility, will benefit from the provisions of the academic regulations, as regards withdrawals of subjects, condition of academic leave, prerequisites, among other aspects, always under the tutelage of the direction of his career, so that the validations requested and / or corresponding to his particular curriculum are effective.

Article 13

The duration of the mobility period will be:

- a) For UNPHU students, the duration of each period of mobility may be from one week, to a full academic period at the other university, which, based on the appropriate time, does not exceed 6 months.
- b) During the mobility period, students wishing to make changes in the approved time for their stay, for academic reasons, must inform their university of origin at least 21 days before the end of the stipulated exchange time, attaching a clear justification of the reasons why they request the change and informing the subjects they wish to take.

Paragraph I: For any student, national or foreign, received at UNPHU within the Student Mobility Program, the time set for mobility at this university will be defined



in the agreement previously established by UNPHU with its university of origin, however, should not go against any basic principle of this regulation.

Article 14

The financing conditions of the Student Mobility Program are:

- a) The international student must make the payments of his enrollment as established in the agreement of the UNPHU with his university of origin in case there is no agreement with the university of origin, the student would enter under the name of "Special Student", and must pay his/her enrollment in our institution, as established for foreign students.
- b) Every student (from UNPHU and abroad) must cover for him/herself the expenses caused by his/her mobility and exchange such as transportation of any type (air or land), medical insurance, mobilization, lodging, food and educational materials, among others.
- c) In special programs where the host university offers funding for mobility, UNPHU will only be responsible for proposing to the student upon request and the host institution offering the funding will be responsible for accepting or rejecting the nomination, as well as disbursing the funding, should it be accepted.

Space to place the certificate number, resolution, and date of approval.

Regulation approved by the First Resolution of Act 16-20 of the Academic Council, dated June 29, 2020.