

## STUDENT EXCHANGE REGULATIONS OF THE FACULTY OF PHYSIOTHERAPY

(Approved at the Faculty Board on October 24, 2023)

### General information

The purpose of this regulation is to establish compliance aspects in relation to outgoing students who carry out national or international exchanges and incoming students.

Exchange destinations vary depending on the exchange program, whether national or international. Students interested in applying for a place in one of the exchange programs offered by the University of Vigo must consult the rules of each call, as well as the list of destinations/places to obtain specific information about the destination universities. It is also recommended that students access information from the different destination universities and those responsible for exchanges to clarify doubts about the offer of subjects in each academic year since there may be variation in the demand offered.

The entire process related to applying for a place in the different exchange programs is managed by the International Relations Office (IRO) of the University of Vigo. Therefore, to resolve doubts related to the call itself, the forms, the deadlines, the possible scholarships associated with the different programs, or any other aspect of an administrative nature, students must contact the IRO directly by contacting in person at some of your offices, telephone, or email (International Relations Office, Edificio Miralles, As Lagoas, Marcosende, 36310 Vigo. +34 986 813 550 | 986 811 947 outgoing.ori@uvigo.gal | incoming.ori@uvigo.gal).

If the students are beneficiaries of a national or international exchange place and wish to carry it out, they must first renounce the exchange places previously granted. Therefore, to accept a new place granted, the student must renounce a previously accepted place.

If resignations occur in an immediate period (and if it is possible to carry out all the corresponding procedures at the university of origin and the destination), the IRO may make use of the waiting lists, if there are any.

Students participating in any exchange program must enrol at the university of origin and the destination university. The student will only pay enrolment fees at the home university. For issues related to enrolment at the University of Vigo, students must contact the Academic Area of the Degree in Physiotherapy ([seccss@uvigo.gal](mailto:seccss@uvigo.gal)).

During the month of October of each academic year, the students of the different courses of the Degree in Physiotherapy and the Master in Therapeutic Exercise in Physiotherapy are called for an information meeting facilitated by the international relations coordinator of the Faculty of Physiotherapy. In this meeting, particularities related to the different exchange programs and the different destinations are explained. In addition, the possibility of individual tutoring with the international relations coordinator is offered to resolve specific doubts related to individual cases of the students.

Under no circumstances will the Faculty of Physiotherapy or the international relations coordinator be able to inform or process aspects related to possible scholarships for national or international exchanges or compatibility between them. Students must consult this information in the corresponding services ([outgoing.ori@uvigo.gal](mailto:outgoing.ori@uvigo.gal) and <https://novo.uvigo.gal/es/estudiar/gestiones-estudiantes/becas> ).

## **Subjects and ECTS in the Learning Agreement**

In no case may outgoing students carry less than 18 ECTS in their Learning Agreement if their exchange is carried out during a single semester (1<sup>st</sup> or 2<sup>nd</sup> semester), or 36 ECTS in the case of mobilities lasting the entire academic year, whether national or international exchange. This minimum credit requirement does not apply to incoming students. In relation to maximum credits to be stated in the Learning Agreement, 30 ECTS + 6 ECTS are recommended for stays of one semester or 60 ECTS + 6 ECTS for stays of an entire academic year. This maximum credit criterion will also apply to incoming students.

The subjects of the Degree in Physiotherapy at the University of Vigo that will never be able to integrate the Learning Agreement, in national or international exchange, will be those in which the students have failed. Nor may those subjects that have previously been included in Learning Agreements in previous national or international exchange and that have received a grade of failure or not presented may be included in the Learning Agreement. Finally, the End of Degree Project (EDP) and the End of Master's Project (EMP) are subjects that cannot be included in a Learning Agreement for outgoing students, leaving open the possibility of integrating them into the agreement of incoming students if the international relations coordinator of the university of origin considers it so.

In relation to the EDP and EMP subjects, if incoming students have it in their Learning Agreements, it will be evaluated by the Quality Commission of the Faculty of Physiotherapy and approved by the Faculty Board, if applicable, the requests on the possibilities of EDP or EMP could be written and oral defended in a language other than Spanish and Galician, which are the two official languages at the University of Vigo. The outgoing students who want to apply for the delivery of the written version and oral defense of the EDP in a language other than Spanish and Galician must also submit a request for evaluation to the Quality Commission of the Faculty of Physiotherapy. In the case of master's students interested in applying for delivering EMP in a language other than Spanish and Galician, they must send the request to the master's Academic Committee.

The enrolment modification, if carried out, must occur within a maximum period of one month after the exchange stay at the destination university begins. Such possible modification must be analysed and agreed upon with the person responsible for International Relations at the Faculty of Physiotherapy of the University of Vigo and must adjust to the learning offer available at the destination. Once the enrolment modification has been agreed, the student is responsible for communicating the change to the Academic Area of the Degree in Physiotherapy and for proceeding with the modification of enrolment at the destination university. Requests to modify enrolment for the same semester after the established period will not be accepted. In those cases, in which the student is going to carry out an exchange stay for the entire course and wishes to make a modification (if this is administratively possible) after a period of one month, it may only affect the subjects to be taken during the second semester.

When the outgoing student is on national or international exchange and has subjects enrolled at the University of Vigo that are not included in the Learning Agreement, the person responsible for International Relations at the Faculty of Physiotherapy does not have the authority to authorize their possible modification.

## **English Friendly Subjects and Subjects Taught in English**

In the Degree in Physiotherapy and the Master in Therapeutic Exercise in Physiotherapy at the University of Vigo, there are subjects characterized as English Friendly. Such characterization implies that such subjects are taught in Spanish or Galician, however, the student can request to be evaluated in English, as well as request tutoring in English and be guided on how to access learning support material in English. In Appendix I the English Friendly subjects offered both in the Degree in Physiotherapy and Master in Therapeutic Exercise in Physiotherapy can be seen. The only subject of the Degree in Physiotherapy taught in English is the subject English for Health Sciences, an optional subject in the 3<sup>rd</sup> year and 1<sup>st</sup> semester.

## **Language requirements**

Incoming students, if they are not from a Spanish-speaking country, must present a minimum language certification of A2 in Spanish so that there can be a minimal learning in the subjects offered in the Degree in Physiotherapy. Furthermore, incoming students must be aware that part of the degree subjects are taught in Galician as it is the language of the University of Vigo and co-official with Spanish.

Outgoing students who wish to carry out national exchange in another bilingual Spanish autonomous community must be aware of the requirements of the destination university and adapt to such requirements.

Likewise, students who carry out international exchange assume the responsibility of receiving teaching and being evaluated in the language of instruction of the destination university or English, if applicable, if the destination university allows it.

## **Recognition of credits and qualifications**

Prior to carrying out the exchange, whether national or international, the student must send the Learning Agreement signed by all parties to the International Relations Coordinator of the Faculty of Physiotherapy (or through the corresponding platforms). Without this document, the student will not be eligible for credit recognition once their stay has ended.

After carrying out the different exchanges by the outgoing students, the destination universities must send to the University of Vigo or the International Relations Coordinator the grade certificate corresponding to the subjects included in the Learning Agreement. Only with the arrival of said document, the coordinator will be able to recognize credits and qualifications and cover the minutes corresponding to each Learning Agreement. The minutes cannot be covered without these documents reaching the University of Vigo or the Faculty of Physiotherapy, regardless of whether the exchanges have been completed by the student and whether their grades are known by some means.

The transcription of the grades to the corresponding ones of the University of Vigo is done based on the recommendation of the Mobility Regulations of the University of Vigo. Some particularities regarding the qualification recognition process can be found in Appendix 2.

In the case of incoming students, they will be evaluated based on the criteria established in the teaching guides of the subjects in which they are enrolled and will be the coordinator of each subject who will include the grade in the corresponding record. The University of Vigo will be responsible for sending the grade certifications to the universities of origin once the closing period for minutes has ended.

## **National exchange (SICUE Programme)**

National exchanges are carried out under the SICUE program. The offer of destinations and places is published in the Exchange section of the Faculty of Physiotherapy website. This list is updated each academic year based on current agreements.

<http://fisioterapia.uvigo.es/gl/estudiantes/mobilidade/>

The selection of the students who will benefit from a national exchange place is made through the IRO and the only selection criterion is the academic record grade achieved up to the time of submission of applications.

The International Relations Coordinator ratifies or not the selection made by the IRO based on incompatibilities that may exist based on these regulations. The finally selected students must present their acceptance of the assigned place in the time and manner established in the call and must contact the International Relations Coordinator to manage the Learning Agreement, which must also be approved by the destination university prior to carry out the study exchange.

### **International Exchange – Erasmus+ Programme**

The Erasmus+ programme allows international exchange with European community countries. The offer of destinations and places is published in the Exchange section of the Faculty of Physiotherapy website. This list is updated each academic year based on current agreements.

<http://fisioterapia.uvigo.es/gl/estudiantes/mobilidade/>

The IRO admits candidates and when the final list of admitted candidates is finally published, each Faculty own list of candidates is sent to the Faculty's International Relations Coordinator for the selection of destinations for each applicant. In our faculty, the selection of candidates is carried out based on the 1<sup>st</sup> destination option indicated in the application of each candidate and based on these three tie-breaking criteria in this order:

- 1<sup>st</sup> criterion: Possess the highest degree of official certification of the destination's teaching language, or the English language, if applicable, at the time of submitting the application.
- 2<sup>nd</sup> criterion: Have more credits passed in the Degree in Physiotherapy at the time of submission of the application.
- 3<sup>rd</sup> and last criterion: Possess the highest average academic record grade.

Only if there are extra places, students who have not obtained a destination in the first round will be assigned the destinations of their second or third option. The provisional internal selection list is made public by email to those admitted and through the notice board next to the Faculty Concierge. A period of 5 working days is established for the presentation and claims regarding the provisional list, presented by email with acknowledgment of receipt to the International Relations Coordinator. The final list of those students selected is published in the same format as the provisional list. The final selection list is sent to the IRO for publication in the time and manner established in the call.

Once the final resolution has been issued, the students must present their acceptance of the place in the time and manner established in the call and proceed to their appointment as students nominated by the University of Vigo (said procedure is carried out by the IRO). Once accepted as exchange students by the destination university, the students must find the International Relations Coordinator to prepare the Learning Agreement on the *Moveon* Platform. This agreement must be approved by the host university, the university of origin and the student prior to the Erasmus+ exchange. The deadline to make modifications to the Learning Agreement is one month from the beginning of classes for each semester.

### **International Exchange – Own Scholarships Programme (non-EU countries)**

By virtue of the cooperation agreements signed between the University of Vigo and other non-EU higher education institutions, undergraduate students may choose to carry out international exchange with one of these institutions. The IRO publishes the call and students interested must submit their applications in the time and manner established in the call. Students can consult previous calls (search for offer of places in the appendixes to the call) at the following link:

<https://secretaria.uvigo.gal/uv/web/convocatoria/public/tipo/mobilidade-estudiantes?qSearch=bolsas%20propias>

In the call students can consult the destinations with which the University of Vigo has an agreement and students must consult if their degree is taught in the different institutions with an agreement in which they may be interested in carrying out an exchange, since the

institutional agreements allow exchanges of 4 students per institution (4 students in total), but for any grade. Students consult the website of each university and their respective study plans for the Degree in Physiotherapy and prepare a proposal for studies to be taken during their exchange. With their proposals in hand, students must consult with the International Relations Coordinator about the viability of their study proposal to a specific university. It will be when the coordinator authorizes said proposal that the student can present it in a timely manner in the call. Students may submit as many applications as they deem appropriate. It is suggested that students interested in applying for the Own Scholarships Programme should investigate destinations of interest in previous calls prior to the publication of the call.

## **Free Exchange**

These are temporary academic stays that students can carry out in a foreign higher education institution to carry out studies related to an official degree from the University of Vigo, without the requirement of granting an exchange place in any of the programmes, agreements or conventions subscribed by the University of Vigo. Students can consult the regulations at the following link:

<https://secretaria.uvigo.gal/uv/web/normativa/public/show/211>

For information related to any proposal by the students, they must consult with the International Relations Coordinator.



## Appendix I

### English Friendly Subjects

#### Degree in Physiotherapy:

- Human anatomy: Human anatomy – 1<sup>st</sup> year 1<sup>st</sup> semester. Code: P05G171V01101.
- Kinesitherapy – 2<sup>nd</sup> year 1<sup>st</sup> semester Code: P05G171V01203
- Manual Therapy in Neuromotor Disorders – 3<sup>rd</sup> year 1<sup>st</sup> semester Code: P05G171V01301
- Physiotherapy in lymphedema – 3<sup>rd</sup> year 2<sup>nd</sup> semester Code: P05G171V01310
- Cardiac rehabilitation – 3<sup>rd</sup> year 2<sup>nd</sup> semester Code: P05G171V01312
- Physiotherapy in urogynaecology and obstetrics - 3<sup>rd</sup> year 2<sup>nd</sup> semester Code: P05G171V01306
- Pilates in Physiotherapy - 3<sup>rd</sup> year 2<sup>nd</sup> semester Code: P05G171V01305

#### Master in Therapeutic Exercises in Physiotherapy:

- Therapeutic exercise in the prevention and treatment of cardiovascular diseases – 1<sup>st</sup> year 1<sup>st</sup> semester Code: P05M191V01104
- Therapeutic exercise in older people – 1<sup>st</sup> year 1<sup>st</sup> semester Code: P05M191V01108
- Therapeutic exercise in obstetric and urogynaecology processes and pathologies - 1<sup>st</sup> year 2<sup>nd</sup> semester Code: P05M191V01202
- Therapeutic exercise in abdominal, lumbar and pelvic alterations - 1<sup>st</sup> year 2<sup>nd</sup> semester Code: P05M191V01205

## Appendix II

### Particularities relating to the grading process

Particularities regarding the grading process as explained in the regulations, the study contract must be signed by all parties involved prior to the start of the outgoing students' mobility stay. This contract will reflect the list of subjects to be studied at the destination with their respective subjects at the origin (Uvigo). It may be necessary to establish a block recognition of subjects at origin for each block of subjects at the destination. When such a circumstance arises, it is compulsory for the student to pass all the subjects of the block at the host university to be able to pass the corresponding block of subjects at the Uvigo.