



Facultad de Ciencias Económicas  
y Empresariales

**SECRETARIA ACADÉMICA**  
91-394.23.36/03  
FAX 91-394.23.79  
Campus de Somosaguas  
28223 POZUELO DE ALARCÓN (MADRID)

On May 7, 2024, the academic calendar for the course 2024-2025 was published in the Official Bulletin of the UCM after its approval by the Governing Council. This document includes some exceptions regarding exams for international/mobility students:

*" A los estudiantes internacionales o participantes en programas de movilidad que por motivos justificados relacionados con su permiso de estancia, visado u otras circunstancias excepcionales les sea imposible realizar los exámenes en la fecha oficialmente establecida, se les garantizará la posibilidad de realizarlos en una fecha o modalidad alternativa que garantice su derecho a exámenes dentro de los periodos oficiales contenidos en este documento."*

According to this paragraph, the following protocol for the exams of mobility students is presented, which completes the one approved by the Faculty Board on March 17, 2023.

### **Examination protocol for mobility students**

Mobility students will take the final exam on the date and location of the ordinary and extraordinary call established by the Faculty of Economics and Business and published in its website.

In order for an exception to the examination calendar to be applicable, the mobility student must justify that on the official examination date he/she must be present in another education center (home or host university) due to activities of the official academic calendar of the other center, because his/her residence certificate or student visa has expired, or due to some other exceptional circumstance of force majeure.

Exceptions are not applicable for other reasons such as cost of tickets, holiday periods or particular preferences of the students.

In the case of an exceptionality being applicable, the mobility student will be offered one of the following alternatives:

- It will be recommended that, whenever possible, the student may take the exam in person on a date prior to the student's departure in accordance with the calendar to be drawn up for these exceptions by the Faculty.
- If it is not possible, the student will be offered the possibility of taking the exam simultaneously with the students at UCM, but at his/her home (incoming) or host (outgoing) university, as long as the necessary and usual conditions for taking and proctoring the exams are guaranteed by that university. If there is a time difference, it will be taken into account to synchronize the time of the exams.

The exceptionality management procedure is as follows:

- The student must request the exception to the International Relations and Mobility Office (never to the professor of the course) through the application form, before November 1 for the first term and before March 1 for the second term. Official documentation justifying the change of date must be attached to the application form.

- Once the application has been received and authorized, and only for those courses with manifest incompatibility with the official exams, two days will be established for taking the incompatible exams -the two working days prior to the official exams-. On each of these two days there will be two examination sessions (morning and afternoon). In each session there will be exams of different subjects and will be proctored by a professor in rotating shift and any other professors who wish to attend on a voluntary basis. This schedule will be provided well in advance to students and departments. The procedure will be similar to the one used for the end-of-studies exams.