



PROCEDURE OF NON PRESENTIAL EXAM

This procedure is **only** for those students who are doing a mobility programme within the Bilateral Agreements which the Faculty of Education Sciences of the University of Cordoba subscribes.

There are 3 implied parts:

- **The requesting:** mobility student.
- **The coordinator/coordinators of the subject:** the teachers responsible of the course, named by the department. The teacher(s) make(s) the decision about accepting or rejecting this procedure.
- **Responsible of the foreign institution:** Erasmus coordinator or similar position. This person is responsible of receiving mobility students. He/she is the contact of the foreign institution.

The exam can be developed if the following conditions are accomplished:

1. The coordinator or coordinators of the subject agree.
2. The responsible of the foreign institution where the student is doing the mobility stay agree.
3. The student did notify the intention of doing the exam in non-face-to-face modality to:
 - a. The coordinator of the subject 10 working days before the official examination date.
 - b. The person responsible of the foreign institution where the student is doing his/her mobility at least 5 working days before the official examination date.

DEVELOPMENT OF THE PROCEDURE

1. The students will contact the coordinator or coordinators y will request the realization of the exam in time and manner at least 10 working days before the official date of the exam.
2. If the coordinator or coordinators agree, the student will contact the responsible of the foreign institution at least 5 working days before.



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3. The student will put in contact the coordinator(s) of the subject and the responsible of the foreign institution. For this, the student will provide the emails of both parts and the coordinator of the subject will inform the foreign institution about this procedure.
4. Once the procedure has been accepted by all the parts, the students will be notified of when and where will be taken the exam.
5. Some time before the exam, the coordinator(s) will send the exam to the responsible of the foreign institution.
6. The student will do the exam under the supervision of the responsible of the foreign institution where the student is.
7. The responsible of the foreign institution will send back the exam done by the student to the coordinator(s) of the exam.