

ENROLMENT IN DOCTORAL PROGRAMS ADAPTED TO THE EUROPEAN HIGHER EDUCATION AREA

ACADEMIC YEAR 2008-2009

STUDENTS WHO HAVE BEEN ENROLLED IN DOCTORAL STUDIES

STUDENTS ENROLLING IN DOCTORAL STUDIES FOR THE FIRST TIME

PAPERS TO BE PRESENTED

- Enrolment application form, duly completed and signed.
- When applying for a reduction or full or partial exemption, documentation accrediting that the reason given meets that stipulated in the regulations governing exemptions (see section D of this document).

- Enrolment application form, duly completed and signed.
- Photocopy of National Identity Card (DNI). In the case of international students, photocopy of passport or national identification document (NIE). European Union students may present a photocopy of the identification document issued by the competent authority in their country of origin.
- Original or certified copy of bachelor's degree and master's degree qualification or equivalent which has enabled access, or corresponding adequate certification (this need not be attached when these qualifications were obtained in the faculty where enrolment is being made for the doctoral studies).
- Document of commitment duly signed by the doctoral student and the faculty director.
- If you have completed credits in official master's degree programs at the UB without having obtained the degree, the original or certified copy of the academic certificate proving you have passed 60 credits (this need not be attached when these credits were obtained in the faculty where enrolment is being made for the doctoral program).
- Additional papers to be presented in the following cases:
 - Students with foreign access qualifications issued by a European Higher Education Area institution: original or certified copy of the document issued by the Ministry of Education or the competent body of the corresponding country, which proves that the qualification is sufficient for access to doctoral programs in the issuing country, and the original or certified copy of the official translation of the document if it is not drafted in one of the UB's official languages.
 - Students with foreign access qualifications issued by a higher education institution outside the European Higher Education Area and without prior official recognition: original or certified copy of the resolution granting authorisation of access to doctoral programs issued by the Rector or Rector's delegate.
 - When applying for a reduction or full or partial exemption, documentation accrediting that the reason given meets that stipulated in the regulations governing exemptions (see section D of this document).

ENROLMENT REGULATIONS

You can consult the enrolment regulations and complementary regulations at the following address:

<http://www.ub.es/acad/noracad/maticula.htm>

A) CONSIDERATIONS PRIOR TO ENROLMENT

ACCESS

The doctoral committee is responsible for deciding access and formalising its decision in the corresponding section of the enrolment application, in accordance with requirements established in the regulations.

In the case of students with qualifications issued by higher education institutions outside the European Higher Education Area, the decision on access corresponds to the UB rector or rector's delegate.

ADMISSION

The doctoral committee decides on student admissions to doctoral programs in accordance with the admission criteria established for the programs for which it is responsible. The committee will assign you a line of research, thesis supervisor and tutor, if necessary, during the admission process, which will be formalised in the corresponding section of the enrolment application form.

Once you have consulted the list of doctoral programs published on the UB website (http://www.ub.edu/acad/doctorat/oferta/56_2005_0708.html) you should contact the coordinator, who will inform you about the program content, any specific admission requirements and the corresponding enrolment procedures.

ENROLMENT

Having been admitted to your chosen doctoral program, you should contact the Secretary's Office for Students and Teaching Staff of the UB faculty or school to which your thesis supervisor's department belongs **within the period from 22 September to 22 October**. Consult specific enrolment details with the secretary of the corresponding centre.

B) INSTRUCTIONS FOR COMPLETING THE ENROLMENT APPLICATION FORM

Personal details	You must use capital letters.
Access details	If you are enrolling for the first time you must state in this section the previous completed courses that make you eligible for access to the doctoral program.
Admission	If you are enrolling for the first time, the doctoral committee must sign the corresponding section of the enrolment form.
Approval of the enrolment application	The doctoral committee must approve enrolment applications as from the second and subsequent years in which you enrol in a doctoral program. Annual assessment of the thesis project will be a requirement for such enrolment.

To ensure you use the correct codes on the enrolment form, look them up in Section C of this document or in the guide published at <http://www.ub.edu/acad/doctorat/>.

C) CODES FOR USE IN THE ENROLMENT APPLICATION

Centre	Code	Faculty or school	Code	Faculty or school	
Department	0140400	Fine Arts	0540300	Teacher Training	
	0540200	Library and Information Science	0140300	Geography and History	
	0340100	Biology	0340300	Geology	
	0240200	Economics and Business	0340400	Mathematics	
	0240100	Law	0440200	Medicine	
	0440100	Pharmacy	0440500	Dentistry	
	0140200	Philology	0540100	Education	
	0140100	Philosophy	0440400	Psychology	
	0340200	Physics	0340500	Chemistry	
		Code	Department	Code	Department
	0351800	Algebra and Geometry	0352600	Applied Physics and Optics	
	0452800	Human Anatomy and Embryology	0351400	Fundamental Physics	
	0151200	American and African Cultural Anthropology and History	0452700	Physicochemistry	
	0351200	Astronomy and Meteorology	0352300	Physiology (Biology)	
	0550900	Library and Information Science	0452400	Physiology (Pharmacy)	
	0350100	Animal Biology	0350400	Genetics	
	0352200	Cell Biology	0352700	Geodynamics and Geophysics	
	0450200	Cell Biology and Pathology	0151300	Physical Geography and Regional Geographical Analysis	
	0350200	Plant Biology	0151400	Human Geography	
	0352400	Biochemistry and Molecular Biology (Biology)	0352100	Geochemistry, Petrology and Geological Prospecting	
	0452300	Biochemistry and Molecular Biology (Pharmacy)	0151100	Contemporary History	
	0353000	Materials Science and Metallurgical Engineering	0150700	History of Art	
	0453000	Clinical Sciences	0151600	History of Philosophy, Aesthetics and Cultural Philosophy	
	0452100	Physiological Sciences I	0250700	History of Law, Roman Law and State Ecclesiastical Law	
	0452200	Physiological Sciences II	0250800	Economic History and Institutions	
	0450900	Surgery and Surgical Specializations	0150900	Medieval History, Paleography and Diplomatics	
	0251400	Accounting	0151000	Modern History	
	0351900	Crystallography, Mineralogy and Mineral Deposits	0451900	Public Health, Mental Health and Perinatal Nursing	
	0152400	Drawing	0451800	Fundamental Care and Medical-Surgical Nursing	
	0550800	Teacher Training in Visual and Plastic Arts	0160400	University Institute of the Ancient Near East	
	0550700	Teacher Training in Musical and Corporal Expression	0152700	General Linguistics	
	0550500	Teacher Training in Language and Literature	0151500	Logic, History and Philosophy of Science	
	0550300	Teacher Training in Experimental Sciences and Mathematics	0351700	Applied Mathematics and Analysis	
	0550600	Teacher Training in Social Sciences	0251300	Mathematics for Economics, Finance and Actuarial Sciences	
	0550400	Teacher Training and Educational Organization	0450800	Medicine	
	0152600	Design and Image	0550100	Methods of Research and Diagnosis in Education	
	0250200	Administrative Law and Procedural Law	0451300	Methodology of the Behavioural Sciences	
	0250100	Civil Law	0350300	Microbiology	
	0250400	Constitutional Law and Political Science	0450400	Health Microbiology and Parasitology	
	0252000	Financial and Tax Law	0452500	Nutrition and Bromatology	
	0250600	International Law and Economics	0451000	Obstetrics and Gynecology, Pediatrics, Radiology and Anatomy	
	0250300	Mercantile Law, Labour Law and Social Security Law	0452000	Dentistry and Stomatology	
0250500	Criminal Law and Criminal Science	0453100	Pathology and Experimental Therapy		
0350500	Ecology	0451400	Personality, Evaluation and Psychological Treatment		
0251700	Econometrics, Statistics and Spanish Economy	0152300	Painting		
0251600	Economics and Business Organization	0452900	Podiatry		
0252100	Political Economy and the Public Treasury	0251100	Economic Policy and World Economic Structure		
0352800	Electronics	0150800	Prehistory, Ancient History and Archaeology		
0352900	Chemical Engineering	0353100	Probability, Logic and Statistics		
0152500	Sculpture	0450300	Natural Products, Plant Biology and Soil Science		
0351600	Statistics	0451500	Basic Psychology		
0352500	Stratigraphy, Paleontology and Marine Geosciences	0451700	Evolutionary and Educational Psychology		
0351500	Structure and Constituents of Matter	0451600	Social Psychology		
0452600	Pharmacy and Pharmaceutical Technology	0451100	Psychiatry and Clinical Psychobiology		
0450600	Pharmacology and Therapeutic Chemistry	0351000	Analytical Chemistry		
0150600	English and German	0350700	Physical Chemistry		

0150400	Catalan	0350900	Inorganic Chemistry
0152200	Greek	0350800	Organic Chemistry
0150300	Spanish	0451200	Public Health
0152100	Latin	0251900	Sociology and Organizational Analysis
0150500	Romance Languages	0251000	Economic Theory
0150200	Semitic Languages	0550200	Theory and History of Education
0151700	Theoretical and Practical Philosophy	0251800	Sociological Theory, Philosophy of Law and Methodology of the Social Sciences
0551000	Social Work and Social Services		

D) ECONOMIC INFORMATION

ENROLMENT: GENERAL INFORMATION

This rule will apply unless otherwise specified in the Catalan Generalitat's Decree on Fees for the academic year 2008-09 or in other such binding documents.

Each academic year, the Generalitat of Catalonia decrees the prices of academic fees at public Catalan universities.

You can consult enrolment regulations and supplementary regulations at <http://www.ub.es/acad/noracad/>.

a) Students presenting a conditional enrolment application as interns or grantholders (see the section of this document corresponding to financial aid from the Ministry, the Generalitat and the UB).

You must:

- enrol as **grant applicants**;
- choose the **payment in cash** option;
- pay the price of the administrative overhead for enrolment (Generalitat of Catalonia trainee research staff grantholders are exempt), academic insurance if required and the fee for any extra-academic services;
- in all cases, accredit the **type of alternative enrolment** that the UB will apply if the grant application is denied, in accordance with that provided in point *b*.

b) Other students

Depending on your situation, the **type of enrolment and the amount to be paid** will be:

1. **Ordinary.** The full price of enrolment on EHEA doctoral courses will be paid as will the cost of the administrative overhead for enrolment established in the Catalan Generalitat's Decree on Fees, the academic insurance, if needed and, if required the fees for any extra-academic services.
2. **Special or general category large families.** An exemption will apply of 100% or 50% respectively of the enrolment price on EHEA doctoral programs and the cost of the administrative overhead for enrolment established in the Catalan Generalitat's Decree on Fees. Academic insurance, if required, and the fees for any extra-academic services must be paid by the applicant.
To enrol as a member of any category of large family, you must present at the time of enrolment **EITHER** the original and one photocopy of a certificate which will be **valid** on initiation of the course and which accredits your status as a member of a large family, as issued by the Catalan Generalitat's Department of Social Action and Citizenry or by the equivalent office of another Spanish autonomous community, **OR** certification to the effect that you have applied for the issue or renovation of such a certificate, together with a sworn declaration of the category in which your large-family status has been officially classified. In the latter case and before December 31, 2008, you must present the original and one copy of the certificate to the Secretary's Office at the university centre where you plan to study, and will be bound to pay the difference in fees should the certificate establish your status in a category lower than the one you have applied for.
3. **Special needs applicants with at least a 33 % degree of disability.** Students with this degree of disability or over this degree who are in possession of a qualification to begin official university studies may choose to apply for exemption from the price of enrolment fees, as stipulated in the Catalan Generalitat's Decree on Fees. They will pay the whole price of academic insurance, if required, and the fees for any extra-academic services.
To enrol in this category, such students must at the time of enrolment present a certificate issued or authorised by the Catalan Institute for Assistance and Social Services or by the equivalent office of another Spanish autonomous community. The University will not grant the applicant this exemption if he or she does not meet the formal and material requirements stipulated in the Catalan Generalitat's Decree on Fees in public Catalan universities.
4. **Students of 65 years of age or over.** Applicants of this age who are not in possession of an official university degree but have the qualification required to begin official university studies may choose to apply for this exemption from the fees paid for credits in which they enrol for the first time, as stipulated by the Catalan Generalitat's Decree on Fees. They will pay the whole fee for the administrative overhead for enrolment in these credits, the price of academic insurance, if required, as well as the fees for any extra-academic services.
To enrol in this category, such applicants must at the time of enrolment present a photocopy of their national identity document or passport. The University will not grant the applicant this exemption if he or she does not meet the formal and material requirements stipulated in the Catalan Generalitat's Decree on Fees in public Catalan universities.
5. **Applicants who have been victims of terrorist actions**, or applicants who are the spouse or child of such persons and are in possession of an official qualification required to begin official university studies may choose to apply for exemption from the fees paid for enrolment as stipulated by the Catalan Generalitat's Decree on Fees. They will pay the whole fee for academic insurance, if required, and the cost of any extra-academic services.
To enrol in this category, applicants must at the time of enrolment present an administrative certificate testifying to their status. Should the applicant be the spouse or child of a person who has been the victim of a terrorist action, then he or she should also bring the family's official family book. The University will not grant this exemption if the applicant does not meet the formal and material requirements stipulated in the Catalan Generalitat's Decree on Fees.
6. **Women who have been victims of gender violence** and their dependent children who are in possession of an official qualification required to begin official university studies may choose to apply for this exemption from the fees paid for credits, as stipulated by the Catalan Generalitat's Decree on Fees. This will include the whole fee for academic insurance, if required, the fees for teaching materials and infrastructure and the cost of any extra-academic services.
To enrol in this category, applicants must at the time of enrolment present the corresponding protection order covering the victim. Exceptionally, this condition can be accredited by means of a report from the Public Prosecution Service demonstrating the existence of evidence of gender violence, until such time as the protection order is granted and the corresponding document can be presented. In the case of dependent children, applicants must bring the family's official family book as well as the protection order.

Irrespective of the type of enrolment, you will have to pay the whole price of academic insurance, if required, and the fees for any extra-academic services.

ENROLMENT GRANTS

1) Enrolment grants awarded by the UB to its staff

According to its annual budget possibilities and the provisions of its statutes, the UB establishes a system of enrolment grants for first-time applicants for those credits carried by accredited degree programs, providing students meet the requirements outlined in the enrolment regulations at the moment in which they apply for enrolment.

You can find further information about these grants at <http://www.ub.edu/acad/noracad/matricula/>.

To apply for such grants, when enrolling applicants will need to present accredited certifications issued for this purpose by the Teaching Staff Unit or the Administrative and Service Staff Unit of the UB. Additionally, the spouse or child of UB personnel will need to attach a photocopy of the official family book, and partners must provide a declaration of cohabitation signed by both parties, together with the census registration certificate.

Applicants should consider the following points:

- The grant never includes the administrative overhead that is to be paid for enrolment, the academic insurance, if needed, or any extra-academic services provided.
- These students may apply for the benefits of members of general category large families if they meet the corresponding requirements and provide documentary evidence of this situation as outlined in the relevant section.
- In compliance with current Social Security and tax regulations, enrolment grants awarded to staff and their families will be taxed as earned income in kind of the employee in question and in his or her contributions to the general regime of the Social Security.

2) Staff from other Catalan public universities enrolling at the UB

If you are applying for a grant awarded to their staff by one of the other Catalan public universities you will not need to pay the enrolment fee for those credits you enrol in to study for the first time, when this complies with the regulations stipulated and terms established by the university in question and which are expressly specified in certificates issued to this effect.

To apply for such grants, when enrolling you will need to present accredited certifications issued for this purpose by the Personnel Service of the university in question.

Applicants should consider the following points:

- The grant never includes the administrative overhead that is to be paid for enrolment, the academic insurance, if needed, or any extra-academic services provided.
- These students may apply for the benefits of members of general category large families if they meet the corresponding requirements and provide documentary evidence of this situation as outlined in the relevant section.

SCHOLARSHIPS AND GRANTS FROM THE MINISTRY OF SCIENCE AND INNOVATION, THE GENERALITAT AND THE UB

There are a number of calls for scholarships and grants awarded by the Ministry of Science and Innovation, the AGAUR and the UB (research and teacher training scholarships and the UB's own research training program).

The basic conditions governing these grants consist in the applicant having passed all those subjects that make up an undergraduate degree, and the desire to do a doctoral thesis or research paper in a university department or other research centre. In this sense, the applicant will need to present a research project or study program endorsed by a lecturer that has finance available to carry out a research project.

The call for AGAUR grants is published in the DOGC at the beginning of September and includes details of the time deadline established for application presentation, which is usually the first fortnight of that same month.

Calls for grants from the Ministry of Science and Innovation are published in the BOE in August or September in the case of FPU grants (from the Ministry's teacher training program for university teachers), and in the first quarter of the year in the case of FPI grants (from its training program for research staff). The period for presentation of applications is usually about a month.

The call for UB research staff training scholarships is published around April or May and the time deadline for application presentation is about a month. In the case of the first year of the scholarship, this condition must be accredited through presentation of the scholarship application at the moment the applicant requests enrolment. No additional documentation is needed for renewals. The Secretary of the applicant's department will receive notification of those students in receipt of such award.

Calls for research training scholarships (the UB's own program) may be published throughout the year and the period for application presentation is about a month. In the case of the first year of the scholarship, this condition must be accredited through presentation of the scholarship application at the moment the applicant requests enrolment. No additional documentation is needed for renewals. The Secretary of the applicant's department will receive notification of those students in receipt of such award.

Doctoral program students in receipt of such awards are exempt from certain public prices (the part corresponding to the credits enrolled in and to enrolment fees for thesis or doctoral tutorials). In the case of the AGAUR (FI), exemption covers the part corresponding to up to a maximum of 32 credits enrolled in for doctoral programs regulated by Royal Decree 778/98, or up to 60 credits for students on an official master's degree program. With respect to the FPU and FPI training grants awarded by the Ministry of Science and Innovation, and to the UB's research training scholarships, this exemption may not exceed 32 credits in the case of doctoral programs regulated by Royal decree 778/98, or 60 credits for students on an official master's degree program, unless otherwise stipulated in the respective calls.

The application forms and specific information for each call may be obtained as from the date of its publication from the UB Unit for Student Services and Programs (Unitat de Serveis i Programes per a l'Estudiant), as well as on the UB website at <http://www.ub.edu/acad/beques>.

SCHOLARSHIPS AWARDED BY THE MINISTRY OF FOREIGN AFFAIRS

The Ministry of Foreign Affairs makes annual calls for scholarships to university graduates from other countries, the aim of which is to assist in access to doctoral programs, specialisation courses, research, placements, and so on.

In cases expressly established by the resolution of this Ministry and in addition to the monthly allowance, award of these grants includes payment by the Ministry of Foreign Affairs of the enrolment fee (only those amounts corresponding to the credits enrolled in) for students following a doctoral program).

Application forms and detailed information must be obtained directly from the Ministry of Foreign Affairs.

EXTRA-ACADEMIC UNIVERSITY SERVICES OFFERED WITH ENROLMENT

Students of less than 28 years of age must pay the price corresponding to academic insurance. Independently of this, all students may apply for the voluntary insurance policy, in accordance with the conditions established.

Once you have officially submitted your enrolment application form and if you have chosen one of the voluntary services offered (UB Sports, the cooperative *l'Economista*, the UB Insurance Policy or Solidaritat UB), **subsequently forgoing these services will not entitle you to any kind of refund.**

PAYMENT PROCEDURES

Any enrolment application which has not been totally or partially paid for by the end of those periods established by the UB for total or partial payment will be declared null and void without entitlement to any refund whatsoever, and all effects that this enrolment may have produced will be invalidated. Failure to pay enrolment or one instalment of the enrolment fee within the period or periods determined by the UB will lead to the automatic suspension of the student's rights as detailed in Article 23 of the [Enrolment Regulations](http://www.ub.edu/acad/noracad/matricula/) (<http://www.ub.edu/acad/noracad/matricula/>).

Banks collaborating with the UB are the Banco Santander Central Hispano, la Caixa de Catalunya and la Caixa de Pensions.

The student pays the total sum of the enrolment fee in one cash payment and presents the form provided by the Student Secretary's Office of the faculty or school where he or she enrolls to one of the collaborating banks, according to the reference and within the period indicated on the form (15 calendar days counting from the date on which enrolment is formalised). The student must keep his or her copy of the receipt throughout the year, as this is the document that accredits payment of the fee.

Following this payment procedure, students can choose one of the following options:

- Cash payment with a validation code (CPR or bar code) made through an ATM of any branch of the collaborating banks.
- On-line bank payment with a bank-assigned personal user's code using one of the following electronic banking facilities:
 - Línia Oberta (Caixa de Pensions)
 - Línia Total (Caixa de Catalunya)
 - Supernet (Banco de Santander Central Hispano)

ECONOMIC REPERCUSSIONS OF OUTSTANDING ENROLMENT FEES

Payment in full is essential for enrolment to be considered valid. For applicants who choose to pay in instalments, payment in full is understood as the entire payment of each of these instalments.

Non-payment of the enrolment fee or any instalment in the period established by the University will lead to the automatic temporary withdrawal of the student's rights without prior notification from the University being required, and to the suspension of these rights, at most, for the remainder of the academic year.

The temporary suspension of rights will end when the student pays the University in a single cash payment the total figure of his or her outstanding payments as well as a percentage of the total cost of unpaid instalments, excluding extra-academic services, to cover expenses incurred in the administration of the outstanding payment.

The surcharge for fees paid late will be 5% of the total cost of the fees if payment is made within a month following the deadline date for fee payment, and will increase by a further 5% for every month or fraction in which payment remains outstanding, to a maximum figure of a 50% increase in the original cost of the fees.

No modification or cancellation of an enrolment will be resolved until the fees corresponding to that enrolment have been paid.

Should the student's payment remain outstanding beyond the end of the academic year, the UB reserves the right to cancel his or her enrolment without refund of any kind. This cancellation will leave null and void all effects that such enrolment may have produced, including any academic qualifications the student may have been awarded during that study period.

Without prejudice to what is established above, the University will also demand the payment of outstanding amounts for enrolment in academic years previous to or simultaneous with the academic year in question as a condition for enrolment or for granting the issue of qualifications or certificates for any of its official courses. If the amounts outstanding for such academic years correspond to first- or second-cycle course enrolments, the University will only demand payment of the amounts outstanding within the same degree course.

Important: The student is responsible for attending to outstanding payments, without any previous requirement.

CANCELLING ENROLMENT

1. Total cancelation of the enrolment

Within the time deadlines established annually by the University of Barcelona, students may apply for the total cancellation of their enrolment in the following circumstances:

- a) Due to illness, duly certified. The student will be entitled to a refund of the fees for the credits in which he or she has enrolled. A first-year student totally cancelling enrolment because of a serious illness may apply for the reservation of his or her place in the course of studies and if the application is approved will not need to repeat the pre-enrolment procedure.
- b) When the student enrolls in another university centre or centres, due to a place on a study program having been reassigned by general university pre-enrolment. In such cases the student will be entitled to a total refund of the fees paid.
- c) For personal reasons. The student will need to have paid the fees for enrolment in order to apply for cancellation. In this case, the student is not entitled to any kind of refund and the cancellation will be authorised by the dean of faculty or centre director.

Cancelled enrolments do not carry any economic or academic repercussions on the student's academic record.

The deadlines for applications to cancel enrolment are the following:

- Until 15 January (first enrolment period)
- Until 14 April (second enrolment period)

2. Enrolment cancellation in serious and exceptional cases

In serious and exceptional cases or in applications made outside the deadlines established by the University but deemed justifiable, and by recommendation of the dean of faculty or centre director in the university centre where the program is to be studied, the rector or rector's delegate may accept the application to cancel.

The student needs to have paid the corresponding fees before applying to cancel enrolment outside the deadlines established by the University of Barcelona, and the University will not consider applications of students not meeting this requirement.

E) SPECIFIC PROGRAMS

SPECIFIC PROGRAMS

“FEM VIA” PROGRAM

You can find information about the equal opportunities program “Fem Via” on the website at <http://www.ub.edu/integracio/femvia.htm>.

Through the “Fem Via” program the University of Barcelona is working to integrate special needs students fully so that they may have the same study opportunities as other students.

Special needs students may use the following services:

- Personalised counselling
- Students to assist them
- Support in note-taking and academic tasks
- Technical support

You can participate in this commitment to integrating special needs students fully into university life by sharing your time with them as a support student, assisting in their academic workload and movement around the faculties.

“VIURE I CONVIURE” PROGRAM

You can find information about the intergenerational program “Viure i conviure” program on the website at <http://www.ub.edu/sae/serveis/pviure.htm>.

The accommodation program “Viure i conviure” was launched in September 1997, the result of an agreement signed between different public and private institutions in Catalonia, including the University of Barcelona.

- The aim of the program is to promote and facilitate mutual support relationships between generations, providing a response to young people looking for accommodation and to numerous elderly people living alone – somewhere to live for the former, and a change of company for the latter.
- Both the young person and the elderly person or couple sign a written agreement detailing questions of mutual respect and establishing the rights and obligations of each party.