

2024-2025 MOBILITY REGULATIONS FOR OUTGOING STUDENTS **Faculty of Economics and Social Sciences (ADE)**

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I. Application and participation criteria

To **apply for** a place in a mobility programme, regardless of whether it is Erasmus+, SICUE, bilateral agreement or as a freemover, all Faculty students must:

1. Have completed or be currently enrolled in year 2 of the Bachelor's Degree in Business Administration.
2. Academic record: Have an average mark of at least 6.
 - a) Students with an average mark of between 5 and 6 may, at the secretary's office, file a formal request with the Faculty Board, which will assess the situation. This formal request must be filed at the time of application.
3. Have passed **all** subjects.
 - a) Students with no more than two failed subjects may also submit an application, but must have passed all subjects prior to the start of the mobility stay.
 - b) As an exception, students with one failed subject may file a formal request, which the Faculty Board will analyse and settle on a case by case basis.
4. Follow all procedures established by International Relations to submit the application via the online form.
5. Never have been enrolled in a fifth sitting.
6. Not be enrolled in the Double Degree in Business Administration and Industrial Production Engineering.
7. Not be enrolled in a double degree with Birkbeck, University of London, if applying to go abroad in years 2 or 3.
8. Students who apply to go abroad in year 4 must do so during the first semester, to ensure that they finish their degree and defend their Final Degree Project

(TFG) at UIC Barcelona. Under exceptional circumstances, students may file a formal request with the Faculty Board to take part in an annual or second-semester programme (completing their TFG remotely). The Faculty recommends that students do not study abroad in year 4, as they may need another year to finish their Bachelor's Degree in Business Administration.

In addition to the previous requirements, to **participate** in a mobility programme, regardless of whether it is Erasmus+, SICUE, bilateral agreement or as a freemover, students must:

- A.** Have completed **all** subjects prior to the start of the mobility stay.
- B.** Meet the language requirements established by the host university.
- C.** Enrol in between 24 and 30 ECTS at the host university, with a view to taking the same amount of credits as they would have at UIC Barcelona.

II. Time-related conditions of the stay

Time-related conditions of the stay, regardless of whether it is Erasmus+, SICUE, bilateral agreement or as a freemover:

- A.** Stays may be no longer than two semesters. These may be taken consecutively at one single university (annual stay) or at different locations in two different academic years.
- B.** Once the stay has begun, the duration of the stay may **NOT** be extended or reduced. The period recorded by the student in their Learning Agreement will be the final duration of their mobility programme. Only under exceptional circumstances may students extend their stay by filing a formal request.
- C.** The student will assume the consequences of any overlaps in the academic calendars of UIC Barcelona and the host university. Under no circumstances will this be grounds for missing classes, exams...
- D.** Instructions for special cases: **Double degrees.**
 - 1. Business Administration+Law:** To ensure that all subjects taken during the mobility stay may be validated, students should take part in a mobility programme in the 2nd semester of year 4, via the Faculty of Economics and

Social Sciences, when most of the remaining credits are in Business Administration (optional subjects).

- a. Students wishing to take subjects from both degree programmes in the same mobility stay must contact the coordinators of both faculties and complete a Learning Agreement for both.

2. **Business Administration+Humanities:** Students enrolled in a double degree with the Faculty of Humanities and Cultural Studies may take part in a mobility stay as of year 3.

Once the application has been submitted, the situation will be analysed by the coordinators of both degree programmes on a case by case basis.

3. **Business Administration+Engineering:** Mobility applications may not be submitted, as students already take part in an annual mobility stay in Turin (also part of the Erasmus+ programme).
4. **Business Administration+Birkbeck:** Students may only apply to take part in a mobility programme in the first semester of year 5.

III. How to submit an application

- A. Use the online search engine to see a list of all agreements with other universities: <https://www.uic.es/en/international/uic-barcelona-world/international-agreements-finder>
- B. Complete the application with International Relations via the online form before the deadline.

IV. Criteria for assigning places

- A. **Places will be assigned** based on merit, and students may earn points in each of the following categories:
 1. **Average mark from their academic record** (out of 10 points).
 2. **Language level** (of English or the language of the host country), certified at the time of application:
 - a. Official C2 certificate: 1 point.
 - b. Official C1 certificate: 0.75 points.

c. Official B2 certificate: 0.50 points.

3. Distinctions (MH) on academic record.

a. Each Distinction is worth 0.20 additional points.

In the event two or more students have the same merits, other requirements will be taken into account before assigning a place.

Students may take part in two semester-long stays in two different years. In these specific cases, the following should be taken into account:

1. The two stays must be **in different locations** and, if possible, with different mobility programmes (Erasmus+, SICUE, bilateral agreement or as a freemover).
2. In the process of assigning host universities, priority will always be given to students who have not yet taken part in a mobility programme.

B. Special cases: Shared places

In the case of places that are shared with other degree programmes at UIC Barcelona, the criteria common to all faculties will apply.

C. Criteria for participating in the Berkeley Call

1. Have completed or be currently enrolled in year 2 of the Bachelor's Degree in Business Administration.
2. A good academic record.
3. Certification of at least a B2 level of English.

D. Parallel applications

Failure to comply with the mobility requirements of international double degrees will be grounds for rejection of the application.

E. Extraordinary resolutions

Once the 2nd sitting exam records for the current academic year have been signed off and submitted, the Faculty will verify that all students with an assigned place comply with the academic regulations of their degree programme.

If they fail to comply with the regulations, the Faculty will contact the student to determine whether or not they may take part in the mobility programme the following academic year. The student will also be responsible for verifying that they comply with the requirements and criteria specified in the regulations of their degree programme.

Students are always entitled to file a formal request with the Faculty Board, which will assess each situation.

V. Learning Agreement management

The Learning Agreement (LA) is the document that outlines the subjects the student will take at the host university and the validations with subjects offered at UIC Barcelona. It must be completed via the corresponding platform:

- For Erasmus+ mobility programmes: OLA + Relint 3.0
- For all other mobility programmes: Relint 3.0

The LA must be signed by the student, the academic coordinator at UIC Barcelona and the coordinator at the host university.

Students who are due to take part in a mobility programme and have an assigned place must choose their subjects **before travelling to the host university**.

To do so, they must submit a Learning Agreement proposal and arrange a meeting with the Faculty's outgoing mobility coordinator. This academic agreement, understood as a pact between the student and the Faculty, lays down the guidelines to be followed when validating the subjects taken abroad with those offered at UIC Barcelona.

The deadline for creating the Learning Agreement will be set by the host university.

The student is responsible for verifying that the content of the LA coincides with that of

the enrolment sheet at UIC Barcelona and the host university. Otherwise, not all subjects may be validated.

Changes to subjects

If, once in the host country, the student needs to make a change to their Learning Agreement, they must do so before the deadline set by the host university and UIC Barcelona.

The grounds for requesting changes to subjects are as follows:

- A.** Language difficulties that make it impossible to adequately follow the lessons.
- B.** Repetition of content (previously covered at UIC Barcelona).
- C.** Overlapping timetables or other administrative complications.
- D.** The subject is ultimately not offered.

That said, prior to making any changes, the student must **first receive approval from their mobility coordinator at UIC Barcelona**. Otherwise, they run the risk of not being able to validate the new subjects upon their return.

Students are only permitted to submit one proposal via the official sheet that includes all final changes, which, once it has been signed and stamped by the outgoing mobility coordinator from the Faculty of Economics and Social Sciences, the student must submit to the host university for signature.

VI. Validation of marks

Once the official transcript of records has been obtained from the host university, the Faculty will proceed to validate the student's marks, in accordance with:

- A.** The subjects listed in the Learning Agreement.
- B.** The equivalent marks established by the Ministry of Education, in accordance with the assessment systems in place in each country.

C. The guidelines set out by the host university in the transcript, if any.

In the event the student fails any of the subjects they take abroad, they are entitled to a second sitting, if permitted by the host university. This means that the student may be required to return to the country in question. If the student once again fails, or second sittings are not permitted, this will be reflected in the validation of marks.

Distinctions

Under no circumstances will Distinctions earned during a mobility stay be validated. Only the numerical mark will appear, once the marks have been converted.

Validation of marks with no numerical value

If the transcript includes marks with no numerical value, and provided that the subjects have been passed, these subjects will be assigned a number corresponding to the average mark of the other subjects taken by the student as part of the mobility programme, to maintain the average.

If none of the subjects taken have a numerical mark, and provided that the subjects have been passed, these subjects will be assigned a number corresponding to the average mark from the student's academic record at that time.

VIII. Cancellation of places

Once the place has been accepted and the nomination period has concluded, at which point the student has begun to manage their enrolment at the host university, they may only waive their place in the event of a strong and justified reason (severe health problems, unexpected financial difficulties, failure to pass second sittings).

Students who withdraw from the mobility programme after the deadline and without a justified reason will be subject to a **penalty** determined by the Faculty Board. This penalty involves **not** being able to apply for a place in an Erasmus mobility programme in subsequent academic years.

Contact

Mobility coordinator: Anna Akhmedova a.akhmedova@uic.es

Contact person for academic issues related to the mobility programme.

Learning Agreement supervisor.

Responsible for validating marks.

Academic secretary: Arantxa Suau infoade@uic.es

Assistance for international students.

Preparation of Personal Academic Transcripts.

International Relations: exchange.bcn@uic.es

Management of international mobility.

Assistance for international students.