

OUTGOING MOBILITY POLICY

Faculty of Business Administration and Management (ADE)

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I. Eligibility criteria

In order to apply for a place in a mobility programme, whether Erasmus+, SICUE or bilateral agreement, all students of the Faculty must meet the following requirements:

1. Have passed or be in the 2nd year of the Bachelor's Degree in Business Administration and Management (ADE). Only exceptionally, students with good academic records may apply during their 1st year for a mobility programme in their 2nd year.
2. Academic record: have an average mark of at least 6. If a student has a mark higher than 5, but lower than 6, they may submit an official request to the Secretariat addressed to the Faculty Board, which will evaluate their request. This official request must be submitted at the time of the application.
3. Have passed all subjects. Students with no more than two failed subjects may also submit the application, but must have passed the subjects before the mobility begins.
4. Follow all the procedures established by International Relations to apply through the RELINT 3.0 programme.
5. Not be, nor ever been, enrolled in 5th call.
6. Not be enrolled in the Double Bachelor's Degree in Business Administration and Management + Engineering and Industrial Management.
7. Not be enrolled in double bachelor's degrees with Birkbeck University if the application is being made for the 2nd and/or 3rd years.
8. Students requesting for a place during their 4th year must apply for it for the 1st semester, to be able to finish the degree and defend their final degree project (TFG) at UIC Barcelona. In exceptional situations, an official request may be made to the Faculty Board for year stay or for a 2nd semester stay (and have their TFG monitored remotely).

II. Place assignment criteria

Once the seat is assigned, the student is responsible for meeting the necessary requirements prior to mobility:

1. Have no failed subjects from the previous academic year.
2. Meet the language requirements established by the host university.

II.i How to complete the application

1. Check the list of agreements with other universities online through our website: <http://www.uic.es/es/internacional/estudia-en-el-extranjero>
2. Complete the online application and submit a signed copy to International Relations by the deadline <http://www.uic.es/relint2/controls/>

II.ii Place assignment

Place assignment carried out through a merit-based competition, in which takes the following categories are considered:

1. **Average mark of the academic record.**
2. **Language level** (English, or destination country language) **accredited** at the time of application.
3. Distinctions (MH) on the academic record.

In cases where two or more students have the same number of points, other requirements will be assessed prior to assigning a place.

II.iii Second round of place assignment

Students who have not obtained a place at the requested destinations, as well as those who decide to waive the placement assigned, will have another opportunity in a second round of place assignment.

IMPORTANT: students who decide to waive the assigned place in order to try to obtain another place should know that students who were not assigned a place

in the first round have priority in this second assignment.

II.iv Second mobility stay

Two one-semester stays in two different academic years are permitted. In these specific cases, the following issues shall be taken into account:

1. These two stays must be carried **out in different locations** and, if possible, under different mobility programmes.
2. In the process of assigning host universities, priority will always be given to those students who have not yet participated in a mobility programme.

II.v Special cases 1. Shared place programmes

In the case of places shared with other UIC Barcelona degree programmes, the common criteria for all faculties will be applied.

II.vi Special cases 2. Double degrees

1. Business Administration and Management + Law. The best time for mobility is in the 2nd semester of the 4th year, when most of the enrolled credits are specifically for Business Administration and Management (optional). If you want to study subjects in both degree programmes in the same mobility stay, you must contact the coordinators of both faculties to prepare a Learning Agreement for each degree programme (see section IV).
2. Business Administration and Management + Humanities. Each case will be reviewed with the coordinators of both degree programmes once the application has been made.
3. Business Administration and Management + Engineering. Mobility cannot be requested as all students will do a one-year mobility programme (Erasmus) in Turin.
4. Business Administration and Management + Birkbeck Mobility can only be applied for the 1st semester of the 5th year.

II.vii Participation criteria for the Berkeley Call

1. Have passed or be in the 2nd year of the Bachelor's Degree in Business Administration and Management (ADE).
2. A good academic record is required.
3. Provide proof of at least a B2 English level.

II.viii Parallel applications

Applications for placement assignment will be rejected if the requirements established for the mobility in a international double degree programme are not met (see section II.vi).

II. viii Extraordinary decision

After the record closes for the 2nd call of the current academic year, each student with an assigned place must make sure they still meet the academic requirements to participate in the mobility programme.

If they no longer meet them, the Faculty will contact and notify them that their mobility application has been cancelled. The student may always submit an official request to the Faculty Board, which will evaluate each case individually.

III. Temporary conditions of the stay

1. Students will be able to take between 24 and 30 ECTS credits at the host university, with the aim of covering the same number of credits that they would have taken at UIC Barcelona.
2. Mobility stays may be for 2 semesters at most. Semesters can be taken consecutively in a single university (year-long stay) or in two different academic years at different destinations (see section II.iv).
3. Once the stay has begun, it will **not** be possible to extend or reduce the length of the stay. The time period the student lists in the Learning Agreement will be the definitive period of their mobility programme. An extension may be requested, but only in exceptional cases by submitting an official request.

IV. Learning Agreement Management

The Learning Agreement (LA) is the curriculum document at the host university where the validations with UIC Barcelona subjects are listed. The RELINT 3.0 platform or OLA platform is used for this and it must be signed by the student, the UIC Barcelona coordinator and the host university coordinator.

Students who are going to participate in a mobility exchange programme, and who already have an assigned place, must set up their curriculum before they travel to the host university. To do this, they will have to prepare a Learning Agreement and propose a meeting to the Faculty mobility coordinator. This academic agreement, understood as a pact between the student and the Faculty, establishes the guidelines that will be followed when validating UIC Barcelona subjects with the subjects studied abroad.

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

III.i Subject changes

Once the student is in the host country, should the student need to make any changes to their Learning Agreement, they must make these changes within the time limit set by the university where they are located. The reasons for which subject changes may be requested are as follows:

1. Language difficulties that hinder classes from being followed normally.
2. Repetition of contents (content previously covered at UIC Barcelona).
3. Schedule overlaps, or other administrative-type complications.
4. The planned subject is not offered.

However, before any changes can be made, the student **must first consult with their UIC Barcelona Mobility Coordinator**. If not, they run the risk that the new subject will not be validated when they return.

Only a one proposal is allowed that reflects all the final changes in the official

document, and once it is signed and stamped by the OUT Mobility Coordinator of the Faculty of Business Administration And Management (ADE), the student must submit it to the host university for signing.

V. Recognition of marks

After receiving the official academic certificate (academic transcript) from host university, the faculty will validate the student's marks according to the following:

1. List of subjects specified in the Learning Agreement.
2. Table of equivalences established by the Ministry of Education, according to the evaluation systems in each country.
3. Guidelines marked by the host university on the academic certificate, if any.

If a student fails a subject abroad, they may opt to resit the exam, if the host university allows it. This usually means that the student will have to go back to the foreign country. Cases in which the student failed again or the subject could not be retaken would be reflected in the validation of marks.

V.i Distinctions

If distinctions are obtained during a mobility exchange, they will not be applied in the validation. After applying the table of equivalences, the numerical mark obtained will be given.

V.ii Validation of non-numeric marks

The average mark of the student's academic record will be used in the validation of non-numerical marks for any passed subjects included on the certificate.

VI. Cancelled places

Once the place has been accepted and the nomination period has ended, when the

student has already started to process their enrolment at the host university, the assigned place can only be renounced if there is a compelling reason (serious health issues, unexpected financial issues, failed exam in second sitting, did not obtain the required linguistic certificate).

VII. Other relevant issues

For more information, go to the website:

<http://www.uic.es/es/internacional/estudia-en-el-extranjero/tramites-necesarios>

VIII. Contact

Mobility Coordinator: Anna Akhmedova (a.akhmedova@uic.es)

Contact person for mobility-related academic issues.

Learning Agreement Supervisor.

Responsible for recognition of marks.

Academic Secretary: Alba Clemente (aclemente@uic.es)

International Student Service Office.

Preparation of Personal Academic Transcripts.

International Relations: (exchange.bcn@uic.es)

International Mobility Management.

International Student Service Office.