

Protocol for the Approval

Any UIC Barcelona students who want to set up a university group have to follow the procedure described below.

Procedure

1. - Students who are interested in setting up a student group based on shared interests have to communicate their initiative to Student Services (SE) on the corresponding campus.

Student Services will hand in the necessary documentation ("Application for the Approval of a Group", see Annex1) which they will have to fill in with the mission, objectives, actions and specific projects for the future.

Student Services will send the Application for the Approval of a Group to the Board of Governors so that they are informed, along with an evaluation made by those responsible for the Service.

2. - It will be an essential requisite for the group that their mission and objectives are suited to the ideology of UIC Barcelona and that through the group they promote a comprehensive education for students. The Board of Governors will approve or refuse to approve the group.

3. - Student Services will send their response to the group's spokesperson.

If it is approved, the group will be declared a UIC Barcelona student group. Student Services will explain the procedure for group activities. (see Annex 2)

The name and objectives of the new student group will be added to the UIC Barcelona website along with the contact details so that the whole university community can be informed about it.

If approval is denied, the reasons for this will be explained in full.

4. - Student Services will inform the various departments in UIC Barcelona that the student group has been approved, while advising them that all the activities they undertake must receive approval from Student Services before they can be undertaken.

Relationship between the group and UIC Barcelona.

The relationship between the student group and UIC Barcelona will be created based on cooperation between Student Services and students. Student Services will support the activities the group undertakes, without being involved in any decision-making in relation to them.

Tasks undertaken by the university through Student Services

- Logistical support: reservation of classrooms and spaces, provision of marquees, tables, chairs. Any technical needs in order to carry out the activities.
- Mediating between the Faculty of Communication at UIC Barcelona and the student group. Providing advice on advertising, holding meetings with the design and image office if necessary and sending e-mails to the whole university community, making copies of posters, flyers and leaflets etc, and informing the Faculty of Communication so they can upload any news items generated by the student group.
- Mediating between the Protocol Office and the student group if necessary.
- Providing guidance on the details that are generated by any event: gifts for invited speakers, music, and a drink for speakers, etc.
- Student Services will create a register of the approved student groups and the activities they have organised.

Duties of the student group

- To comply with the mission and objectives set out in the Report.
- To comply with the activities presented in the Report.
- To communicate to Student Services any changes to the governing council or spokespeople.
- Student Services can automatically remove any student group considered to be inactive from the UIC Barcelona register. A student group is considered to be inactive when within a period of two academic years no activities have been carried out that are known about.

ANNEX 1: Application for the approval of a student group

APPLICATION FOR THE APPROVAL OF A STUDENT GROUP

Name of the group

Name chosen by the student group which best defines their mission.

About

Whoever is a member of the student group, the governing council and the name of the founders.

Name of the spokesperson and their contact details.

Mission

To define the mission based on which the group was set up clearly and simply. Concerns and their origin.

Objectives

Define the objective or objectives which the group would like to achieve.

How to join the group

Description of the process of registering for the student group.

Mentor

The mentor will address any concerns that the members of the student group may have. It must be a person who has values that represent both the mission and objectives of the student group. This person must act as a bridge between the group and the university, and have direct links to UIC Barcelona.

Activities

Presentation of the projects the group would like to undertake.

Contact details

E-mail, website, blog, facebook, etc.

ANNEX 2: E-mail approving the student group.

Dear *spokesperson*,

We are writing to let you know that the Executive Committee of the Board of Governors (JG 607-10/11) has made the following decision in relation to the student group (*name of student group*):

"(*name of student group*) has now received institutional approval as a student group at UIC Barcelona. The purpose of this decision is to promote student participation in cultural and educational events, according to the foundational principles of the university". Please pass on our congratulations to all the members of the group for their positive initiative and the good work they have carried out so far.

Best regards,

Student Services.