

Information on incident management for OUT students



Department of International Relations

Updated July 2023

This document outlines the procedures in place when submitting a request after the established deadline, or a special request, in relation to outgoing UIC Barcelona students' mobility placements.

Students should bear in mind that it is not possible to guarantee a favourable resolution to their request, although each case will be studied carefully.

There are five types of incidents:

1. Request for mobility after the deadline
2. Cancelling the mobility placement after the deadline
3. Change of host/destination (*force majeure*)
4. Change of mobility period (*force majeure*)
5. Applying for a new agreement
6. Exemption from taking out OnCampus insurance

Legend:

IR = Department of International Relations

CAM = Academic Mobility Coordinator

Force majeure = cases where the student will not be able to stay at the assigned destination and/or during the assigned period for reasons of *force majeure*. Cases of this nature may include, for example, a natural disaster, political or social instability in the country, an official recommendation not to travel, cancellation of all exchanges by the host university, impossibility of validating subjects, a medical condition, etc. Cases of this type are handled on a first-come, first-served basis, and the student's academic record will not be taken into account when assigning a new destination or finding a new mobility period.

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Updated July 2023

1. Request for mobility after the deadline

Applications may be admitted past the established deadline for duly justified reasons. Each case will be assessed individually.

1. **Students must use the official petition template.**
2. The student must request the petition document from IR.
3. The student must fill out the petition and send it or hand it in to IR.
 - a. The student will be able to view the offers currently available to IR.
 - b. The petition is used to make an application. At this point, it is not yet possible to request a specific destination.
4. IR will send the petition to the CAM.
5. The decision following the submission of the petition is made by the Faculty Board, following the IR's and the CAM's recommendations. The Faculty will notify IR of their decision.
6. IR will notify the student of the decision. In the event of a favourable response, IR will provide the list of possible destinations to the student, who must choose one as soon as possible.
7. IR will propose the student to the host university of choice.

Only eligible destinations may be requested in the call, more specifically:

- It will not be possible to apply for a place in an agreement signed after the application deadline (see the calendar in the call for applications).
- It will not be possible to apply for a destination where there are no more vacancies.
- It is important to bear in mind that each destination has its own deadlines and that you cannot request a destination that has already nominated students.

2. Cancelling the mobility placement after the deadline

Applicable in cases where students cancel after the mobility acceptance/rejection period.

1. **The student should email IR.**
2. IR will make the necessary arrangements with the destination university.
3. IR will notify the Faculty.

Students are encouraged to be responsible when making their decision, as it will directly affect their peers.

Information on incident management for OUT students



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Updated July 2023

3. Change of host/destination (*force majeure*)

1. **The student should email IR as soon as they make a decision.**
2. IR will provide the student with a list of available destinations.
3. The student will choose a new destination.
4. IR will notify the student of the new allocation.
5. IR will propose the student to the destination university of choice.

4. Change of mobility period (*force majeure*)

6. **The student should email IR as soon as they make a decision*.**
7. IR will provide the student with a list of available destinations.
8. The student will choose a new destination.
9. IR will notify the student of the new allocation.
10. IR will propose the student to the destination university of choice.

* It should be noted that some degree programmes specify a specific semester in which the mobility placement can be undertaken. In these cases, a change of period will not be possible, not even due to *force majeure*.

5. Applying for a new agreement

In order to open a new agreement, the following considerations must be taken into account:

- Suitability/compatibility of the curriculum.
- Mutual interest in establishing a partnership on the part of both universities.

It is important that the student has a justified reason to submit their petition and that, if in the end it is feasible to establish the agreement, that they are consistent, to the greatest degree possible, with their request to undertake the mobility placement at that destination.

A student may submit one petition of this type per academic year, applying for up to a maximum of two universities they are interested in. **The deadline for submitting this petition will be the same as the deadline for submitting a mobility placement request.**

1. **Students must use the official petition template.**
2. The student must request the petition document from IR.
3. In the petition, the student will need to state:
 - a. The name of the university, and its location.
 - b. A contact person from the university in question.
 - c. A link to the curriculum/academic programme of interest.
4. The student must fill out the petition and hand it in to IR.
5. IR will contact the Faculty.
6. The faculty will review the proposal.
7. IR will notify the student of the decision. If the decision is positive, IR will contact the university.

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8. IR will inform the student of the procedure's final outcome (whether or not the agreement has been signed).

The following cases may arise:

- **Case 1:** The student is only interested in carrying out their mobility placement at the destination with which they propose to sign a new agreement. The student will need to make their request using the online form and they will need to indicate that they are not interested in having a destination assigned to them, so they will not be allocated a host destination.
- **Case 2:** The student is interested in carrying out a mobility placement at the destination from which they have requested a new agreement, but they have not ruled out going to a destination on the list of agreements provided by their degree programme. They will need to apply using the online form and will then be assigned a place from the list of destinations with which UIC Barcelona has an agreement. The student must choose one of the two options as quickly as possible: If they decide to proceed with the new agreement, they must reject the previously allocated place.

Students are encouraged to be responsible when making their decision, as it will directly affect their peers.

6. Exemption from taking out OnCampus insurance

In exceptional cases, such as where the host university requires students to take out a particular insurance policy, the student shall not be required to take out OnCampus insurance.

1. **It is mandatory to use the official instance template.**
2. The student must request the application document from IR.
3. The student will fill out the application and deliver it to the IR.
4. IR will assess the possibility of exemption from contracting OnCampus insurance and will inform the student of the resolution.
5. The student must send the policy and contracted insurance documents by e-mail to IR.