

Special cases involving outgoing students: information for students



International Relations Service
Updated September 2020

There are seven types of incidents:

1. Request for mobility after the deadline
2. Cancelling mobility after the deadline
3. Change of destination (at student's request)
4. Change of period (at student's request)
5. Change of destination (force majeure at destination)
6. Change of period (force majeure at destination)
7. Request for a new agreement

1. Request for mobility after the deadline:

1. **Requests must be made using the official form.**
2. The student should request an application form from the International Relations Service (IR).
3. IR will send a list of possible destinations along with the application form.
4. The student should fill out the form and submit it to IR (in person or via mail/email).
5. IR will send the request to the academic coordinator.
6. A decision will be taken by the Faculty Board and communicated to IR.
7. IR will contact the student.
8. IR will update the database and make arrangements with the host university.

Students may only apply for destinations that were included in the call, meaning:

- Students will not be able to apply for new agreements signed after that date.
- Students will not be able to apply for a given destination if all available places have been filled.

Please take into account point 14 of the "Call for applications for 2021/2022 study/ traineeship mobility programmes", about final acceptance of mobility placement.

2. Cancelling mobility after the deadline:

1. **The student must inform IR by email**
2. IR will notify the Faculty.
3. The student must explain their reasons for cancelling.
4. This applies in cases where the student cancels after the established period for accepting/rejecting places (10 calendar days following approval).

Students are asked to be responsible in the decisions they make, as they affect their classmates directly (cancelled places cannot be reassigned).

Special cases involving outgoing students: information for students



International Relations Service
Updated September 2020

3. Change of destination (at student's request):

- 1. Requests must be made using the official form**
2. The student should request an application form from IR.
3. IR will send a list of the destinations still available along with the application form.
4. The student will fill out the application form and submit it to IR by email or in person.
5. IR will send the request to the academic coordinator.
6. A decision will be taken by the Faculty Board and communicated to IR.
7. IR will contact the student.
8. IR will update the database and make arrangements with the host university.

Students may only apply for destinations that were included in the call, meaning:

- Students will not be able to apply for new agreements signed after that date.
- Students will not be able to apply for a given destination if all available places have been filled (extra places may not be requested).

Please take into account point 14, "Final acceptance of mobility placement" to take part in the "Study/traineeship mobility 2020/2021" programme.

4. Change of period (at student's request):

- 1. The student must inform IR by email.**
2. IR notifies the Faculty (CAM)
3. The Faculty (CAM) will confirm whether the request is granted or refused.
4. IR will notify the student and the host university.

5. Change of destination (force majeure at destination):

- 1. The student must inform IR by email or the partner institution will inform IR**
2. First, IR proposes the available options. *
3. The student will choose a new destination.
4. IR will notify the Faculty (CAM).
5. The Faculty will confirm the change (the CAM).
6. IR will contact the student.
7. IR will update the database and make arrangements with the host university.

Special cases involving outgoing students: information for students



International Relations Service
Updated September 2020

* In the event that the available destinations are not viable options for the student (due to the language, financial cost or credit recognition), destinations as part of new agreements that have been reached subsequent to the application deadline may be offered, if possible, or extra places can be requested from an existing partner.

6. Change of period (force majeure at destination):

- 1. The student must inform IR by email or the partner institution will inform IR.**
- IR will notify the Faculty (CAM).
- The Faculty (CAM) will confirm the change.
- IR will notify the student and the host university.
- If, for academic reasons, the student is not able to carry out their placement at another time, they will be offered another destination from the list of the available places.

7. Requesting a new agreement:

- 1. Requests must be made using the official form.**
- The student will request an application form from IR.
- The student will need to perform an initial review of the proposed university's curriculum and provide a contact for the university in question.
- The student will fill out the application form and submit it to IR.
- IR will contact the Faculty.
- The Faculty will review the request: is it a suitable destination? Is the curriculum compatible?
- If it is decided it is not suitable, IR will inform the student.
- If it is suitable, IR will begin negotiations with the university.
- IR will notify the student of the final result of the process.

The student commits to accept a placement at the requested destination, if the agreement is confirmed.