



## UNIVERSITY OF BARCELONA REGULATIONS GOVERNING THE INTERNATIONAL MOBILITY OF STUDENTS

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## UNIVERSITY OF BARCELONA REGULATIONS GOVERNING THE INTERNATIONAL MOBILITY OF STUDENTS

### Background

Internationalization is one of the main challenges facing universities in the 21st century. The quality of research impact, training and career development of research staff, the origin of students and their academic journey, among other factors, are increasingly measured in terms of parameters that are international or related to internationalization.

The University of Barcelona (UB) has a long tradition of relationships and collaboration with universities from other countries. In teaching and at the organizational level (as evidenced in structural reforms), the UB's internationalization policy presents several specific challenges. In particular, there is a clear need to promote the international mobility of UB students continuously over time and ensure that credits earned abroad are recognized on students' academic records.

The European Higher Education Area is the natural environment for students of European universities to move around in. The adoption of the European Union's Erasmus+ programme, in effect since the academic year 2014-2015, requires that regulations on international mobility be adapted, though the aim remains the same: to ensure and enhance the visibility of European programmes in order to increase mobility of UB and foreign students.

Furthermore, there is a need to facilitate international mobility based on bilateral agreements with other non-European universities around the world. Therefore, in accord with the spirit of these regulations and the goal of increasing the international mobility of UB students, faculties/schools and their academic management bodies must endeavour to set aside at least one semester on bachelor's and master's degree programmes for students to participate in international mobility programmes.

An effort must also be made to find innovative solutions for funding mobility periods, and there is a need to update the procedures that faculties/schools and UB general services use for internal and external management of international mobility programmes and agreements. In order to improve efficiency, it is essential to achieve greater consistency in the scale of international activity at the UB and its various faculties/schools and harmonize management structure and procedures. The responsibilities and functions of the UB's various bodies with respect to international student mobility also need to be clarified.

In short, international student mobility is one of the clearest manifestations of internationalization – a cross-cutting aspect of university policy that must be handled in a particular way by the University's central services and each faculty/school.

These regulations amend and adapt the Regulations Governing the International Mobility of Students approved by the Governing Council on 6 July 2006 and the Regulations on Academic Equivalence approved by the Governing Council on 29 May 2007.

For all the reasons set out above, at the initiative of the International Mobility Committee, the Governing Council of the UB, at the proposal of the Academic Committee, has resolved to approve these Regulations Governing the International Mobility of Students.



## Part I. General considerations

### Article 1. Aim

- 1.1 These regulations set out the procedures and legal framework applied at the UB with relation to international mobility students enrolled in bachelor's degrees and university master's degrees.
- 1.2 These regulations apply to international mobility programmes in which the UB participates, whether they involve integrated or affiliated faculties/schools, and to international student mobility under such programmes.

### Article 2. Definitions

2.1 For the purposes of these regulations, *international mobility students* are defined as:

- a) students of the UB who temporarily attend a foreign university or higher education institution in order to complete part of their studies, this being done within the framework of an international agreement or programme subscribed to by the UB or in response to an individual application; and
- b) students from foreign universities or higher education institutions who temporarily attend the UB in order to complete part of their studies, this being done within the framework of an international agreement or programme subscribed to by the UB or in response to an individual application,

2.2 In these regulations, the following terms shall be understood as defined below:

- *International mobility programmes*: programmes governed by international agreements signed by the UB, under which UB students complete periods of study abroad or students from a foreign university or higher education institution undertake periods of study at the UB, in both cases for the purpose of completing part of the curriculum of a degree programme.
- *International mobility*: the movement of students to complete part of the curriculum of a particular degree at a foreign university or higher education institution, or the movement of students from foreign universities or higher education institutions to the UB.
- *Simultaneous study pathways*: pathways that allow students to simultaneously complete certain bachelor's or university master's degrees offered at the UB.
- *Inter-university courses of study*: bachelor's or master's degrees delivered jointly by the UB and another university.
- *Learning agreement*: a document that sets out the details of training activities to be completed by students on international mobility placements and specifies the credits that will be added to their academic record upon completion of their period of study abroad based on their progress and grades achieved at the university or higher education institution where the credits are taken. Learning agreements are binding on both parties.



- *Inclusion of credits in the academic record:* the procedure by which the UB implements the learning agreement and adds credits earned during a period of study abroad to a UB student's academic record so that they count towards the award of an official bachelor's or university master's degree.
- *Certificate of grades awarded:* the document issued by the UB or a receiving university or higher education institution that specifies the grades achieved by a student during a period of study abroad.
- *Grade distribution table:* a table that shows the statistical distribution of grades awarded in each field of study at a specific institution. Grade distribution tables are developed in a standardized way for reference groups of students enrolled in bachelor's or master's degree programmes in the same area of study. Tables are calculated for groups that are representative in terms of the number of students included and the number of years considered.
- *General agreements:* exchange agreements, usually bilateral, with foreign universities that cover all (or most) UB faculties/schools.
- *Specific agreements:* exchange agreements, usually bilateral, with foreign universities that generally apply to just one UB faculty/school.
- *Individual application:* a type of international mobility arrangement used when there is no mobility agreement or programme agreed by the UB and a foreign university.
- *Mobility window:* a period reserved for international student mobility that is embedded into the curriculum of a study programme.

### **Article 3. Principles**

3.1 The guiding principles of these regulations are:

- a) to promote the international mobility of students
- b) to build mutual trust between the universities or higher education institutions involved in programmes or agreements covering the international mobility of students
- c) to ensure that credits earned within the framework of an international mobility programme are added to a student's academic record in a fair and precise way
- d) to ensure transparency and openness
- e) to ensure equality and non-discrimination based on nationality, gender, race, ethnicity, religion or economic status
- f) to coordinate collaboration between all UB bodies and units in matters relating to international student mobility
- g) to provide service at the level closest to the person who requires it
- h) to carry out all matters relating to the international mobility of students as effectively as possible
- i) to ensure fairness.

## **Part II. Functions of UB units with respect to the international mobility of students**

### **Article 4. Bodies responsible for managing international student mobility**



- 4.1 Without prejudice to the provisions of other UB regulations concerning structural organization, the UB bodies and members responsible for international student mobility are as follows:
- a) the International Mobility Committee
  - b) the Mobility and International Programmes Office (OMPI)
  - c) the international mobility managers of faculties/schools
  - d) administrative departments, or management offices in the case of affiliated faculties/schools
  - e) the selection committees of faculties/schools that are responsible for considering applications from students who wish to undertake a period of study abroad
  - f) heads of study and coordinators of master's degree programmes.

#### **Article 5. International Mobility Committee**

- 5.1 The International Mobility Committee is the body responsible for coordinating policy and actions related to international student mobility and providing information and advice in this area. It shall carry out its functions under the impetus of the office of the vice-rector responsible for international mobility.
- 5.2 The Committee shall be established by the vice-rector responsible for the UB's international policy, who shall also act as its chair; the international mobility managers of faculties/schools; and the head of the service or office responsible for mobility.
- 5.3 In relation to international student mobility, the International Mobility Committee shall have the following functions:
- a) to prepare reports and propose action aimed at improving international student mobility
  - b) to facilitate coordination between the international mobility managers of the faculties/schools to which degree programmes participating in UB simultaneous study pathways are attached
  - c) to promote the international mobility of students enrolled in national inter-university programmes in which the UB participates
  - d) any other functions assigned to it by these or other UB regulations.
- 5.4 The Committee shall function in accordance with regulations governing the UB's collegial bodies. It may act as a whole or through specialized sections for dealing with specific matters.

#### **Article 6. Mobility and International Programmes Office (OMPI)**

- 6.1 The role of the OMPI is to support the International Mobility Committee and the UB vice-rector responsible for international mobility, and to coordinate, advise and provide support to faculties/schools in the dissemination and management of international student mobility programmes and/or agreements that the UB participates in.



6.2 The OMPI shall have the following functions:

- a) to develop proposed calls for applications for mobility programmes in coordination with the international mobility managers of faculties/schools, to secure approval for such calls from the vice-rector responsible for international mobility, and to disseminate and monitor mobility-related calls
- b) to advise students on international mobility placements concerning matters that fall within its responsibility
- c) to coordinate the selection of UB students for participation in mobility programmes
- d) to maintain relations with competent bodies related to international programmes and agreements entered into by the UB, both within and outside the European Union
- e) to maintain a dialogue with the equivalent services of foreign universities
- f) to ensure compliance with the specific rules that apply to each programme (within the UB)
- g) when so provided for specific programmes, to prepare applications for funding and submit them to the appropriate body, and to coordinate and carry out the process of making payments to students
- h) to process documents to substantiate reimbursable costs within the prescribed time for specific programmes and follow up on and obtain any documents requested for audits
- i) to develop proposals to improve funding of international mobility programmes
- j) to provide support in the process of obtaining stay permits for foreign students who wish to study in Spain
- k) to produce statistics and provide data to the UB's general services and other bodies
- l) to develop proposals for improving the functioning of periods of study abroad undertaken by UB students
- m) to perform any other functions assigned to it by these or other UB regulations.

**Article 7. Faculty/School international mobility managers**

7.1 International mobility managers of faculties/schools, appointed by the dean or director, shall represent their faculty/school on the UB's International Mobility Committee and be responsible for managing programmes at their faculty/school. They may or may not be the same individuals who serve as members of the decanal team, or the management team in the case of affiliated faculties/schools.

7.2 International mobility managers of faculties/schools shall have the following functions:

- a) to represent their faculty/school on various bodies as required
- b) to report to the decanal team, or to management office in the case of affiliated faculties/schools, on all matters related to international student mobility and make such proposals as they deem appropriate



- c) to maintain a dialogue with the mobility managers at receiving universities and the sending universities of students on international mobility placements at the UB
- d) to make proposals to the dean or director concerning exchanges in which the faculty/school could participate and the mobility places that would be offered
- e) to chair the committee responsible for selecting students of the faculty/school to participate in international mobility programmes
- f) to coordinate with the international mobility managers of other schools/faculties in order to facilitate the international mobility of students following simultaneous study pathways
- g) to establish specific selection criteria for the faculty/school in accordance with the provisions of the mobility programme
- h) to accept or refuse the mobility of students selected by their home institutions to complete part of their studies at the faculty/school
- i) to sign learning agreements of both UB students participating in international mobility programmes and students from foreign universities or higher education institutions
- j) to ensure that credits are added to the academic records of UB students who complete international mobility placements, and to sign the relevant credit recognition certificates together with the head of studies or master's degree coordinator
- k) to deal with students participating in international mobility programmes
- l) to handle any incidents that occur
- m) to coordinate faculty/school tutors as required
- n) to ensure information offered to mobility students is appropriate and sufficient
- o) to ensure compliance with these regulations
- p) to perform any other functions assigned to them by these or other UB regulations.

#### **Article 8. The international mobility tutor**

- 8.1 Depending on the dynamics and specific needs of each faculty/school and the number of students participating in mobility programmes, the dean or director of the faculty/school, at the proposal of the manager responsible for international student mobility, may appoint one or more mobility tutors.
- 8.2 The role of mobility tutors is mainly to meet the academic guidance needs of UB students as regards their participation in international programmes, and the needs of students from foreign universities and higher education institutions as regards their periods of study at the UB. Where appropriate, tutors shall participate in committees responsible for selecting students to take part in international mobility programmes.

#### **Article 9. Faculty/School administrations and management offices of affiliated centres**

- 9.1 Administrative departments, or management offices in the case of affiliated faculties/schools, shall ensure that administrative and service staff are available to support international mobility managers.





9.2 Faculty/school support staff shall have the following functions:

- a) to manage the application process for students of the faculty/school who wish to participate in an international mobility programme, and to administer the selection process
- b) to manage the application process and the admission and induction of students from foreign universities or higher education institutions
- c) to manage the enrolment process and academic records of students on international mobility placements
- d) to provide foreign students who have completed a mobility period at the UB and/or their home university or higher education institution with a certificate of grades awarded, duly signed by the head of the faculty/school, as stipulated in the relevant agreement or programme rules
- e) to perform any other functions assigned to them by these or other UB regulations.

**Article 10. Faculty/School committee for the selection of students for participation in international mobility programmes or agreements**

10.1 Each faculty/school shall set up a committee to select students from among applicants for places on international mobility programmes.

10.2 The selection committee shall be chaired by the international mobility manager of the faculty/school. A representative of the administrative department of the faculty/school, or of the management office in the case of an affiliated faculty/school, shall act as secretary. The rest of the members of the committee and its rules of operation shall be determined by each faculty/school in accordance with the characteristics of the international mobility programmes that offer places for its students.

10.3 In the terms and conditions set out in calls for applications for international mobility programmes that are open to UB students, and in accordance with the general conditions and requirements set out in these regulations, selection committees shall be responsible for proposing a list specifying the allocation of international mobility places for degree programmes attached to the faculty/school.

**Article 11. Heads of study and master's degree coordinators**

11.1 In the exercise of their duties, heads of study and master's degree coordinators shall collaborate in the promotion and management of their faculty/school's international relations.

11.2 Heads of study and master's degree coordinators shall have the following functions:

- a) to participate, where appropriate, on the committee for selecting students from their degree programme who apply to take part in a period of study abroad
- b) to approve the content of learning agreements for UB students and any amendments to such agreements



- c) to ensure that credits are added to the academic records of UB students who complete periods of study abroad, and to sign, together with the international mobility manager, the relevant credit recognition certificates
- d) to provide assistance to students from foreign universities or higher education institutions who are at the UB to participate in a mobility period
- e) any other functions assigned to them by these or other UB regulations.

### **Part III. UB students on international mobility placements**

#### **Chapter I. Selection of UB students for participation in international exchange programmes and agreements**

##### **Article 12. Requirements for UB students on international mobility programmes**

12.1 To be eligible to participate in exchanges within the framework of programmes or agreements entered into by the UB, students must meet the requirements set out in the call for applications for international mobility programmes published annually by the UB, as well as those specified in the relevant programme rules or agreement.

12.2 At minimum, UB students must:

- a) be enrolled, at the time of application, in a UB bachelor's or university master's degree, or in a national inter-university programme in which the UB participates, as specified in the relevant agreement
- b) prove that they have the level of language skills required by the foreign institution, in accordance with the provisions of the agreement signed with the UB
- c) in the case of bachelor's degrees, have successfully completed at least 60 credits (or the entire first year of study)
- d) in the case of university master's degrees, be enrolled for at least 30 credits (or the entire first semester) at the time of application, and have successfully completed these credits by the start date of the mobility period
- e) in the case of students pursuing simultaneous study pathways, a mobility placement can only be requested for one of the two programmes and the student must have successfully completed at least 60 credits in that pathway.

12.3 The following groups may not participate in UB exchange programmes or agreements related to international student mobility:

- a) students of other universities who are completing a period of study at the UB within the framework of a national or international mobility programme
- b) students of other universities who are completing part of the studies at the UB for international inter-university degree programmes the UB participates in.

##### **Article 13. Calls for applications for international mobility places**

13.1 Each year, the vice-rector responsible for international mobility shall issue calls for applications for international mobility places for programmes that students enrolled in



degrees attached to UB faculties/schools are eligible to participate in, approve the rules that apply, and issue decisions concerning the award of mobility places and related grants.

13.2 The OMPI shall draft and disseminate the rules that apply to the call.

13.3 The number of international mobility places offered shall depend on the provisions of the agreements signed by the UB and the recommendations of international mobility managers of faculties/schools.

#### **Article 14. Regulations governing the calls for applications**

14.1 The regulations governing calls for applications must conform to the model approved by the vice-rector responsible for international mobility and specify, at minimum, the following points:

- a) the names of the specific international mobility programmes under which places are being offered
- b) the number of mobility places offered, with details of the destination, duration, courses that can be taken, and the academic or language requirements specified by each participating university or higher education institution
- c) the minimum number of ECTS credits that must be taken during the mobility placement according to the programme and the duration of the period of study, which may not exceed two consecutive semesters in the same UB academic year
- d) the minimum requirements set out in these regulations, the general requirements for each programme or agreement, and the specific requirements for each mobility place
- e) grants available, conditions and criteria related to their award, and any incompatibilities with other financial assistance
- f) the deadline, place of submission, and manner in which applications and documents must be submitted
- g) the procedure for awarding places, selection criteria (which must include, at minimum, those set out in these regulations), the composition of the selection committee for each degree programme, and the time limit and means by which the decision will be made public
- h) the appeals that may be lodged by the persons concerned against the call for applications or decisions issued in the procedure
- i) deadlines for accepting or declining mobility places and any grants awarded.

#### **Article 15. Application procedure**

15.1 Students who meet the requirements for a call may apply for any mobility place linked to the degree programme they are enrolled in, within the time limit, at the place and in the manner specified in the rules for the call.

15.2 Students following UB simultaneous study pathways may apply for mobility places linked to either degree programme if authorized to do so by the heads of study or programme



coordinators, subject to the approval of the international mobility manager(s) of the faculty(ies)/school(s) concerned.

- 15.3 Applicants shall be responsible for the authenticity and veracity of information provided on their applications and of supporting documents. If there is any doubt regarding the authenticity, validity or content of the documents submitted, the UB may make any necessary checks, request that the person concerned provide any additional information required, or contact the issuer of the document(s) to confirm any points that are unclear and verify their authenticity.

#### **Article 16. Student selection and provisional award of places**

16.1 Selection criteria shall include, at minimum, the following:

- a) the student's academic record (in the case of students enrolled in simultaneous study pathways, the academic record most favourable to the applicant)
- b) merits related to language skills or professional knowledge, and other academic merits certified by the student.

16.2 When the period for submitting applications has ended, the selection committee of the faculty/school shall assess all the candidates who have applied for the same place and select successful candidates based on the criteria set out in the call for applications.

16.3 Within the time limit specified in the rules for the call, the vice-rector responsible for international mobility shall issue a decision on the provisional award of international mobility places, which shall be made public by the means specified in the call.

#### **Article 17. Admission and enrolment**

17.1 Within the prescribed time limit, and in accordance with the procedure specified in the rules for the call, selected students must submit a document, in conformity with the UB's standard form, communicating their decision to accept or decline the mobility place awarded. Students who do not submit the acceptance form within the prescribed time limit shall be excluded from the mobility call.

17.2 Any UB student who wishes to give up a mobility place that has already been accepted must communicate their decision, using the standard form, to the international mobility manager of their faculty/school, who shall provide a copy of the form to the OMPI.

17.3 Any student who gives up a mobility place before commencing a period of study abroad may be prohibited from participating in other international mobility programmes.

17.4 Once a period of study has commenced, abandoning a mobility place shall have the following effects:

- a) Automatic termination of grants and any form of financial assistance provided to the student on account of their participation in the mobility programme. Only in duly justified cases of force majeure, the vice-rector responsible for international mobility, at the proposal of the OMPI, may consider paying the amount corresponding to the



months of the period of study actually completed at the foreign university or higher education institution.

- b) If no justified cause is demonstrated, prohibition from participating in other international mobility programmes.

#### **Article 18. Reassignment of places and reserve list**

18.1 If there are any unfilled places, they may be allocated using the reassignment procedure or awarded to students on the reserve list according to their position on the list and in accordance with the provisions of the call:

- a) Procedure for reassigning places: An unfilled place may be assigned to a student who has not been allocated any of the mobility places he/she applied for, provided the applicant meets the requirements for that place and that it is covered by the same programme the student applied to participate in. When places are abandoned, each faculty/school shall consider reassigning them to students who, though allocated a place in the provisional award of places, had in their initial application prioritized a place that has become vacant.
- b) Award of places to reserve list candidates: Once the provisional award of places has been made public, places that become vacant shall be assigned according to the order of candidates on the reserve list (i.e. those not awarded any place).

#### **Article 19. Final award of places**

19.1 When the procedure for reassigning places or awarding them to candidates on the reserve list has been completed, the vice-rector responsible for international mobility shall issue a decision on the final award of international mobility places, which shall be made public by the means specified in the call.

19.2 Students allocated a place in the reassignment procedure or based on their position on the reserve list must submit, within the time limit and according to the procedure stipulated in the call for applications, the document communicating their decision to accept or decline the mobility place. In such cases, the provisions of Article 17 of these regulations shall apply.

#### **Article 20. Notification of host university or higher education institution**

20.1 Once the decision on the final award of places has been made public, faculties/schools or the OMPI (according to the mobility programme) shall inform each foreign university or higher education institution of the students selected.

20.2 The award of places by the UB does not imply automatic acceptance by the receiving university or institution. Students must therefore confirm their final acceptance by the receiving institution. Any students who have not received confirmation of their acceptance after the relevant time limit has passed must notify the UB faculty/school concerned.



- 20.3 The UB shall bear no responsibility in the event that a student is not accepted by the receiving university or institution and shall be under no obligation to offer rejected students a new destination.
- 20.4 In the case referred to in the previous paragraph, students, with the approval of the international mobility manager of their faculty/school, may submit a written request setting out the reasons why they should be assigned a new mobility place, without prejudice to the conditions that apply to participation in each mobility programme. Taking into account the reasons stated and the relevance of the new place requested, the vice-rector responsible for international mobility shall issue an express reasoned decision regarding the application.

## **Chapter II. Students submitting an individual application to take part in an international mobility activity**

### **Article 21. Requirements**

- 21.1 UB students who meet the requirements set out in Article 12 of these regulations may undertake a period of study at a foreign university or higher education institution that is not covered by a programme the UB participates in or a mobility agreement it has signed. In such cases, the courses taken must be in the same programme the student is enrolled in.

### **Article 22. Application procedure**

- 22.1 Students who wish to undertake a period of study at a foreign university or higher education institution based on an individual application must submit an application in accordance with the procedure, time limits and requirements established each year by the vice-rector responsible for international mobility.
- 22.2 Applications must be accompanied by documentary proof that the student has been accepted by the foreign university or higher education institution (which must specify the exact period of study and provide details of the courses to be taken) and documents certifying that the applicant meets the requirements set out in Article 12 of these regulations.
- 22.3 Applicants shall be responsible for the authenticity and veracity of the information provided on their applications and of the supporting documents they submit. If there is any doubt regarding the authenticity, validity or content of the documents submitted, the UB may make any necessary checks, request that the person concerned provide any additional information required, or contact the issuer of the document(s) to check on any points that are unclear.

### **Article 23. Decision**

- 23.1 After the period for submitting applications has ended, the selection committee of the faculty/school shall assess the applications received based on the criteria set out in Article 16 of these regulations, taking into account the requirements that apply to mobility placements based on individual applications. It shall then make a recommendation to the vice-rector responsible for international mobility concerning the



acceptance or rejection of applications in order that the vice-rector may issue a decision on the award of places.

- 23.2 Once a decision has been issued, students awarded places shall have 15 working days to submit a document, in conformity with the UB's standard form, indicating their intention to accept or decline their mobility place. If a student does not submit this document within the time limit, it shall be understood, to all intents and purposes, that his/her application has been withdrawn.

### **Chapter III. Learning agreement, enrolment and inclusion of credits in the academic record**

#### **Article 24. Learning agreement**

- 24.1 Learning agreements, which are binding on both parties, ensure students that the credits they successfully complete during a period of study abroad will be added to their academic record.
- 24.2 UB students selected to participate in periods of study abroad must sign a UB learning agreement (a standard form used for all faculties/schools) within the time limit specified by the relevant faculty/school, with the guidance and supervision of the international mobility manager of the faculty/school or a delegated tutor.
- 24.3 The learning agreement specifies the subject blocks and/or subjects, placements, or bachelor's or master's final projects that the student will complete during their period of study abroad.
- 24.4 Mobility students are full-time students, so the number of credits UB students must take at the receiving university is generally that specified in the UB's academic progress regulations. Bachelor's degree students must take 23-30 ECTS credits for periods of study lasting one semester and 46-60 for year-long periods of study, while master's degree students must take 24-30 credits for periods of study lasting one semester and 49-60 for year-long periods of study. Exceptionally, in the case of students who have fewer than 60 remaining credits to complete their studies, the minimum number of credits that must be taken during a period of study abroad shall be 15 per semester.
- 24.5 The international mobility manager of the faculty/school, together with the head of studies or master's degree coordinator, may also stipulate that the number of credits to be added to a student's academic record will be lower or higher than the number taken at the foreign university or higher education institution. The difference between the number of credits taken and the number added to a student's UB academic record may not exceed 20% of the number of credits the student is expected to complete. Nor, in general, may it be reduced by more than 10%. Decisions concerning the number of credits to be added to a student's academic record must be justified and indicated in an annex to the learning agreement, in accordance with the standard form.
- 24.6 In the case of mobility placements at universities where the ECTS system is not used, a system must be established to ensure that the academic content studied is appropriate and relevant, and that credits taken during the period of study abroad are added to the student's academic record in a fair and equitable manner.



- 24.7 Faculties/schools may produce and request any other documents that include additional information about a student's period of study at a foreign receiving university or higher education institution they deem necessary to facilitate a mobility placement.
- 24.8 In the case of simultaneous study pathways, students shall have a single learning agreement, signed by the international mobility manager of the faculty/school to which their assigned mobility place is attached. Where appropriate, the international mobility manager with authority to sign the learning agreement may request that the student provide a document in which the head of studies or coordinator of the other degree programme in the simultaneous study pathway grants their approval in writing.
- 24.9 Before a student starts an international mobility placement, the corresponding learning agreement must be signed by the student, a representative of the receiving university, the international mobility manager of the faculty/school (or a tutor delegated by the faculty/school), and, where appropriate, the head of studies. Students undertaking a period of study abroad must have a signed learning agreement to complete their enrolment.

#### **Article 25. Changes to the learning agreement**

- 25.1 Students have the right to amend the learning agreement if there are discrepancies between planned academic activities and those actually offered by the other university, or if the planned activities turn out to be inappropriate or unfeasible. To make any amendments required, students must obtain the prior authorization of the international mobility manager of the faculty/school concerned. The amended agreement must be signed by all parties.
- 25.2 Amendments to the learning agreement may be made during the period specified for each mobility programme. Once this period has expired, no amendments shall be accepted.
- 25.3 Students who have applied for and been granted an extension of their period of study, or who undertake studies during a semester other than the one originally planned, must ensure that their learning agreement is amended within the prescribed period.

#### **Article 26. Enrolment**

- 26.1 Students shall be responsible for enrolling at their faculty/school for all the credits included in the learning agreement, or any amended version, during the academic year in which their period of study abroad is to be undertaken.

#### **Article 27. Inclusion of credits in the academic record**

- 27.1 After a student's period of study abroad has ended and the corresponding academic certificate has been received from the foreign university or higher education institution, the international mobility manager of the faculty/school, together with the head of studies or master's degree coordinator, shall ensure that the credits specified in the learning agreement currently in effect are added to the student's academic record.





- 27.2 The equivalence of the grades achieved by a student at a foreign receiving university or higher education institution shall be determined automatically by reference to the recognition and equivalence tables approved by the UB's Governing Council.
- 27.3 In no case may the UB require, as a condition for adding credits to a student's academic record, that he/she complete additional assignments for assessment by the UB that would affect the grade awarded by the foreign university or higher education institution.
- 27.4 Credit recognition certificates must be signed by the international mobility manager of the faculty/school, the head of studies or the master's degree coordinator.
- 27.5 For credits to be added to a student's academic record, he/she must have submitted the required documents, completed the necessary formalities as required, and fulfilled the obligations and requirements set out in the call for applications for the international mobility programme he/she participated in, and secondarily, those set out in these regulations.

#### **Article 28. Extending the period of study at the UB**

- 28.1 If permitted under programme rules, students may request that their period of study at the foreign university or higher education institution be extended within the same academic year. Applications for extensions must be submitted within the specified time limit using the standard application form.
- 28.2 Any changes to the academic content of the period of study at the receiving university must be reflected in the student's learning agreement. Amendments to the learning agreement may be made in accordance with the provisions of Article 25 of these regulations.
- 28.3 The international mobility manager of the faculty/school shall decide whether or not to grant the student's request before the end date of their initial period of study. This decision shall be communicated to the student and the OMPI. If the decision is to grant the extension, a signed copy of the amended learning agreement must be appended. If the decision is to deny the extension, the reasons must be specified and appeal procedures must be indicated.
- 28.4 When a student requests an extension of financial assistance, the OMPI shall consider funding the extension. If the OMPI decides to grant the request, its decision shall be communicated to the student and the international mobility manager of the faculty/school.
- 28.5 In no case may extensions of the period of study in non-teaching periods stipulated in the academic calendar be accepted unless curricular activities are carried out during the period in question.
- 28.6 Once an extension of the period of study has been accepted, the student must enrol at the UB for the credits specified in the amendment to the learning agreement, in the manner and within the time limit prescribed by the faculty/school concerned.



## **Chapter IV. Status of UB students during the period of study at a foreign university or higher education institution**

### **Article 29. Rights and responsibilities**

29.1 In addition to their rights under the UB Statutes and university regulations, students spending a period of study at a foreign university or higher education institution to complete part of their studies there have the following specific rights:

- a) the right to continue receiving any grants or financial assistance they have been awarded, unless such assistance is provided on a quid pro quo basis and they are unable to perform their duties because they are abroad, or the rules for the mobility call prohibit them from doing so
- b) the right to be treated the same as local students at the receiving institution
- c) the right to receive any information and academic guidance from the receiving institution that they require in relation to the mobility period
- d) the right to have the credits they successfully complete during the mobility period (as recorded on the learning agreement) recognized by the UB
- e) the right not to be required to take further examinations at the UB in relation to credits successfully completed during a period of study abroad.

29.2 In addition to their duties under the UB Statutes and university regulations, students spending a period of study at a foreign university or higher education institution to complete part of their studies there have the following specific obligations:

- a) to commence their studies at the foreign university or higher education institution on the date specified
- b) to be enrolled at the UB during the academic year in which they undertake the period of study abroad
- c) to make any payments required at the receiving university if so provided in the conditions for the mobility programme
- d) to complete and submit required documents, both at the UB and the foreign university or higher education institution, in the manner and within the time limits prescribed
- e) to notify the OMPI in writing when they arrive at the foreign university or higher education institution and communicate their new contact address
- f) to complete all necessary formalities, both before and during their period of study at the foreign university or higher education institution, in order to ensure that their legal situation in the receiving country is in compliance with legal requirements in force
- g) to take out medical insurance, including coverage for accidents and repatriation, and civil liability insurance, as required by the foreign university or higher education institution
- h) to comply with the rules of the foreign university or higher education institution



- i) to complete the content specified in the learning agreement at the foreign university or higher education institution and endeavour to achieve satisfactory results (i.e. to successfully complete at least half of the credits enrolled in at the UB as an exchange student)
- j) to inform the international mobility manager of the faculty/school of any justified changes to the content of the learning agreement.

29.3 UB students who undertake periods of study at a foreign university or higher education institution shall be solely responsible for their actions and omissions during the mobility period. The UB shall be exempt from liability in relation to any legal action brought as a consequence of damages caused by students participating in periods of study abroad, or to any other situation that may result in claims against the UB.

### **Article 30. Penalties**

30.1 In the absence of justified reasons, failure to comply with the obligations set out in the preceding Article or other obligations arising from these regulations may lead to the student concerned being prohibited from taking part in any other international mobility programme or agreement during the remainder of his/her studies.

30.2 If a UB student commits a serious breach of his/her obligations, the vice-rector responsible for international mobility may withdraw any financial assistance awarded, and in the case of especially serious breaches, initiate disciplinary proceedings through the appropriate channels.

### **Article 31. Examinations**

31.1 UB students on international mobility placements have the right to sit the same examinations as students of the foreign university or higher education institution where they are completing their period of study.

31.2 If an examination at the foreign university or higher education institution is held outside a UB student's period of study at the institution, the international mobility manager of the student's faculty/school may make special arrangements with the receiving university or institution so that the student can sit the examination on UB premises.

31.3 Subjects that a student enrolls in to take during an international mobility placement may not be assessed at the UB. These subjects shall be added to the student's academic record with the grade achieved at the foreign university or higher education institution where they were completed.

## **Part IV. Students from foreign universities or higher education institutions studying temporarily at the UB**

### **Chapter I. Admission and enrolment**

#### **Article 32. Students taking part in international mobility programmes or agreements**



- 32.1 In order to undertake a period of study at the UB, students must meet the requirements set out in the rules for the international mobility programmes the University participates in or in the agreements it has signed.
- 32.2 Students must demonstrate that they have a sufficient level of Catalan, Spanish or the language of instruction for the degree course, as stipulated in the programme rules or the relevant agreement.
- 32.3 Within the time limit, and in the manner specified in the programme rules or international agreement, sending universities or higher education institutions shall send the UB a list of the students selected to participate in the international mobility programme. Students pre-selected by their home university shall not necessarily be accepted by the UB.

### **Article 33. Students submitting an individual application**

- 33.1 Independently of international mobility programmes or agreements signed by the UB, students may participate in a period of study at the UB to complete part of their studies provided that they:
- a) are enrolled in official courses at a foreign university or higher education institution that are similar to those they want to enrol in at the UB, and which they have not yet completed
  - b) have successfully completed a full academic year or a minimum of 60 credits in the case of bachelor's degree programmes, or 30 credits in the case of master's degree programmes
  - c) can demonstrate that they have sufficient knowledge of Catalan or Spanish, or the language of instruction used on the programme
  - d) have been authorized by their sending university to complete part of their studies at the UB.

### **Article 34. Application procedure**

- 34.1 Students who wish to undertake a period of study at the UB, whether under an existing programme/agreement or based on an individual application, must submit an application within the time limit and in the manner specified by the UB.
- 34.2 Students must meet the requirements set out in programme rules or bilateral agreements and submit documents which certify that this is the case. Documents must be originals, and translations into Catalan, Spanish or English must also be provided. Sworn translations are not required.
- 34.3 In the case of individual applications, students must also submit a document from their sending university or higher education institution authorizing them to undertake a period of study at the UB.

### **Article 35. Decision**



- 35.1 The international mobility manager of the faculty/school, or the OMPI (depending on the mobility programme), shall decide on applications submitted by students from foreign universities or higher education institutions based on the criteria set out in programme rules or international mobility agreements, taking into account the following factors if necessary:
- a) the student's academic record
  - b) evidence of a sufficient level of language skills to follow courses at the UB
  - c) the fit between the programme the student wishes to pursue at the UB and the organization of the degree course at the faculty/school
  - d) any additional information that the faculty/school deems relevant.
- 35.2 The decision shall be communicated to the applicant and his/her home university.
- 35.3 The acceptance of students from foreign universities does not imply recognition that they meet the admission requirements specified in legislation in force to pursue university studies leading to the award of an official degree; nor shall it lead to the issuing of any official degree by the UB.

#### **Article 36. Learning agreement**

- 36.1 At the UB, students may take compulsory or optional credits corresponding to subjects, traineeships, practicals, or bachelor's or master's theses offered within the framework of bachelor's or master's degree programmes taught at the faculty/school to which they are attached. However, the office of the dean, or the management office in the case of an affiliated faculty/school, may not allow such students to take certain subjects if such a restriction is deemed necessary for teaching-related reasons.
- 36.2 During their period of study, it is recommended that students take a number of credits proportional to the length of their mobility period in the full-time mode of study.
- 36.3 Students may participate in external traineeships included on curricula if this is provided for in the relevant agreement or international programme.
- 36.4 The subjects that an international mobility student wishes to study at the UB must be specified on his/her proposed learning agreement, which must be signed by the responsible authorities at his/her university or higher education institution and by the international mobility manager of the faculty/school that receives the student.
- 36.5 The international mobility manager of the receiving faculty/school may authorize students to take up to 49% of their credits at another UB faculty/school if they request to do so, provided the international mobility manager of the other faculty/school also authorizes this arrangement. In such cases, the learning agreement shall be signed by the international mobility manager of the faculty/school in which the student takes more than 50% of the credits to be completed.

#### **Article 37. Enrolment**



- 37.1 The minimum and maximum number of credits students from foreign universities or higher education institutions may enrol for at the UB shall be agreed with home universities in the relevant international mobility programmes or agreements and reflected in learning agreements, as provided in Article 36 of these regulations.
- 37.2 Students from foreign universities or higher education institutions shall be attached to a single UB faculty/school.
- 37.3 Unless otherwise provided in the relevant international mobility programme or agreement, students from foreign universities or higher education institutions must pay fees for enrolment, administrative services related to registration, and any optional services they request in the enrolment process.
- 37.4 The length of a period of study may not exceed two semesters, which must be consecutive and in the same academic year, unless the relevant programme or agreement provides for a different duration, or the academic year of the sending university or higher education institution coincides with the calendar year. Students whose period of study lasts one semester may not enrol for year-long subjects.

## **Chapter II. Status of students from foreign universities or higher education institutions during a period of study at the UB**

### **Article 38. Rights and responsibilities while at the UB**

- 38.1 Students who participate in a period of study at the UB to complete part of their studies generally shall have the same rights and responsibilities as UB students.
- 38.2 Students who participate in a period of study at the UB to complete part of their studies shall have access to support programmes for disabled students on the same terms as UB students.
- 38.3 Students who participate in a period of study at the UB to complete part of their studies shall have access to the UB's language and cultural induction programmes.
- 38.4 Students who participate in a period of study at the UB have the following obligations:
- a) to commence their studies at the UB on the date specified
  - b) to make required payments of enrolment fees, unless otherwise provided in the international mobility programme rules or agreement
  - c) to complete and submit required documents in the manner and within the time limits prescribed
  - d) to inform the manager responsible for international student mobility at their UB faculty/school of their date of arrival at the UB, any change of semester, withdrawal, or changes to their address, phone number, email or contact details in Barcelona
  - e) to inform their home university of their arrival at the UB and their new contact address



- f) to complete all necessary formalities, both before and during their period of study at the UB, in order to ensure that their legal situation in Spain is in compliance with legal requirements in force
- g) to take out medical insurance and coverage for accidents, repatriation and, if necessary, civil liability, for the entire period of study
- h) to complete the programme of studies and endeavour to achieve satisfactory results, and to comply with the rules of the UB faculty/school they are attached to
- i) to fulfil all the obligations set out in the applicable international mobility programme rules or agreement.

#### **Article 39. Extending the period of study at the UB**

- 39.1 Students may request an extension of their period of study within the same programme category, in teaching periods within the same academic year.
- 39.2 Students who wish to extend their stay must submit an application, together with authorization from their home university, to the international mobility manager of their faculty/school within the time limit and in the manner specified by the faculty/school.
- 39.3 The international mobility manager of the faculty/school shall decide on any application to extend a period of study and communicate this decision to the student concerned.
- 39.4 If a student's request to extend his/her period of study is accepted, he/she must submit a new proposed learning agreement for the additional period of the stay and enrol for the corresponding credits.

#### **Article 40. Withdrawal**

- 40.1 Students who wish to withdraw from a mobility place must inform the international mobility manager of their faculty/school in writing.

#### **Article 41. Penalties**

- 41.1 In the absence of justified reasons, failure to comply with the provisions of these regulations may result in the forfeiture of the rights that the person concerned enjoys as an international mobility student at the UB and his/her expulsion from the mobility programme.

#### **Article 42. Examinations at the UB**

- 42.1 If an examination is held outside the mobility period of a student from a foreign university or higher education institution, the international mobility manager of the faculty/school may make special arrangements with the sending university or institution so that the student can sit the examination on the latter's premises.

#### **Article 43. Certificates**



43.1 Once a student has completed his/her period of study and a grade report signed by the lecturer responsible for the subject has been received, an academic certificate will be issued. In addition to the student's personal details, the academic certificate shall specify the framework and the name of the exchange programme under which the student completed his/her studies, the subjects and credits taken, the grades achieved (according to the system in effect at the UB) and the equivalent grades as per the ECTS grading scale. This certificate shall be sent to the student and his/her home institution and is the only document with official status.

## **Additional provisions**

### **First additional provision**

With regard to international mobility in the UB's sciences area, the provisions of these regulations that refer to faculties/schools shall be understood to refer to the area, and in any event, shall be interpreted in a manner consistent with the structure and organization of the centres of which it is comprised.

### **Second additional provision**

These regulations shall only apply to international student mobility under programmes or agreements that the UB offers in conjunction with other universities insofar as they are consistent with the nature and specific characteristics of such programmes or agreements.

### **Third additional provision**

Mobility placements for traineeships shall only be affected by these regulations insofar as they are consistent with the nature of the programme or with other applicable procedures, and while there are no other specific regulations governing traineeships in place.

### **Fourth additional provision**

With regard to international mobility placements related to UB simultaneous study pathways or inter-university programmes that the UB participates in, the provisions of these regulations shall apply until specific regulations are developed.

### **Derogatory provision**

These regulations repeal the University of Barcelona Regulations Governing the International Mobility of Students approved by the UB's Governing Council in July 2006.

## **Final provisions**

### **First final provision**

The vice-rector responsible for international mobility shall have the authority to interpret and implement these regulations.

### **Second final provision**





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These regulations shall come into force on the day after they are approved by the UB's Governing Council.