



## UNIVERSITY OF BARCELONA REGULATIONS GOVERNING THE INTERNATIONAL MOBILITY OF STUDENTS<sup>1</sup>

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

### **Background**

The University of Barcelona (UB) has a long tradition of relationships and collaboration with universities from other countries. In terms of teaching, this activity is now facing a number of specific challenges that require important policy developments with respect to the status of UB students on an international level. In particular, there is a need to promote the mobility of UB students, i.e. to facilitate and undertake whatever action is required to ensure that UB students are, from the outset, prepared to study part of their academic degree in a foreign institution.

In the European context the development of the European Higher Education Area means that the UB needs to achieve a key role as a reference university within Europe. The international presence of our students is one of the aspects which should enable the UB to become one of the best in Europe. Similarly, the international reputation of our university must become one of the factors that attracts the best foreign students, both European and non-European.

The European Higher Education Area will be the natural environment in which students from European universities move around. This requires the implementation of practical and effective measures that raise the profile of European programmes, increase the mobility of UB and foreign students and, at the same time, facilitate the necessary adaptations and the accreditation and administration of academic awards.

Furthermore, there is a need for practical measures to facilitate international mobility based on bilateral agreements with other non-European universities around the world. In particular, advantage must be taken of existing procedures, such as the exchange scheme grants offered by national public bodies and regional organizations from different geographical areas; in addition, the implementation of agreements between the UB and academic institutions from other countries must be strengthened in order to maximize the resources already available within our institution.

In both cases this will require, on the one hand, the search for innovative solutions to meet the funding requirements of these objectives and, on the other, the updating of procedures that facilitate the internal and external management of international mobility



programmes by deanery and management teams of UB Faculties and Schools and general services which offer support to these programmes.

These regulations aim to update existing internal regulations (specifically, the regulations governing organization and the academic recognition of international exchanges for first- and second-cycle students, which were approved by the Governing Board of the UB on 16 March 1995, and the agreement established by the Governing Board on 22 May 1989 regarding the recognition of studies carried out by students involved in exchange schemes) in order to enable the UB to meet the challenges it faces in this area and provide a legal framework capable of promoting the international mobility of students.

Given the above, and as proposed by the Academic Committee of the Governing Board, the Governing Board of the UB agrees to approve these **regulations governing the international mobility of students**.

## **Part I. General considerations**

### **Article 1. Aim**

These regulations set out and govern the organization of the UB with respect to the international mobility of students, and establish the procedures and legal framework covering students on international mobility programmes.

### **Article 2. Field of application**

1. In accordance with these regulations, students on international mobility programmes are those:

- 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. These regulations also apply, with the established exceptions, to students enrolled in official, inter-university postgraduate programmes of an international dimension.

### **Article 3. Principles**

The guiding principles of these regulations are:

- a) the principle of promoting the international mobility of students
- b) the principle of mutual trust between the universities or higher education institutions involved in programmes or agreements covering the international mobility of students
- c) the principle of automatic recognition of studies carried out in foreign universities
- d) the principle of public information and equality as regards entry to the mobility programmes and agreements
- e) the principle of coordination and collaboration among all the bodies and Faculties and Schools of the UB with respect to the international mobility of students.

## **Part II. Organizational structure of the UB with respect to the international mobility of students**

### **Chapter I. International Mobility Committee**

#### **Article 4. International Mobility Committee**

The International Mobility Committee shall be responsible for coordinating and providing advice regarding policy and action in the area of international student mobility. The Committee shall carry out its functions in accordance with the instructions of the pro-vice-chancellor responsible for international policy.

#### **Article 5. Functions**

The International Mobility Committee shall have the following functions:

- a) to advise the governing bodies of the UB about the general principles of policy and action that could influence the international mobility of students
- b) to provide information about the regulatory measures proposed to it because they affect the international mobility of students
- c) to draw up reports and propose action aimed at improving the international mobility of students



d) to carry out any other function assigned to it by these regulations or by the governing bodies of the UB.

### **Article 6. Membership**

The International Mobility Committee of the UB shall comprise:

- a) the pro-vice-chancellor responsible for international policy of the UB, who shall chair the committee
- b) the assistant to the pro-vice-chancellor responsible for international policy, where such a post exists
- c) Faculty/School managers of international mobility programmes
- d) the manager of the international mobility office.

### **Article 7. Functioning**

1. The Committee shall act in accordance with the regulations covering collegial bodies and shall abide by the rules therein established.
2. The Committee shall act as a whole or via specialist commissions set up to address specific issues.
3. Advisers to and heads of those bodies and Faculty/Schools related to the international mobility of students may attend, without voting rights, the full committee meetings or those of the specialist commissions.

## **Chapter II. Faculties and Schools**

### **Article 8. The Faculty/School manager of international mobility programmes**

1. The deanery or management teams of UB Faculty/Schools shall be responsible for managing international mobility programmes within UB Faculty/Schools.
2. Each UB Faculty/School shall appoint a manager of international mobility, who must be either the vice-dean or the vice-director for international relations of the Faculty/School; in the event that such a post does not exist, then either the Dean or the director shall appoint someone for that position, who shall then form part of the deanery or management team responsible for dealing with matters under his or her remit.



3. The reduction in teaching responsibilities for those in charge of international mobility at the Faculties/Schools shall be established in accordance with that set out in the regulations governing academic and teaching organization, as approved by the Governing Board.

4. The manager of international mobility at the Faculty/School shall have the following functions:

- a) to represent the Faculty/School wherever appropriate
- b) to inform the deanery or management team of the Faculty/School about all issues related to the international mobility of the Faculty/School's students
- c) to act as a member of the International Mobility Committee of the UB
- d) to decide upon the exchanges in which the Faculty/School shall participate
- e) to publicise the Faculty/School's calls of international mobility places
- f) to select among Faculty/School students those who will be offered a place on an international mobility programme
- g) to authorize individual international mobility applications by Faculty/School students
- h) to reach a decision regarding the applications by students from foreign universities or higher education institutions who wish to complete part of their degree at the Faculty/School, with the help, where required, of the programme tutor or the commission which has been appointed for this purpose
- i) to reach a decision regarding the academic equivalence of UB students who complete a period of international mobility, in accordance with that set out in article 21 of these regulations
- j) to be available for UB students who are taking part in international programmes whilst they are temporarily attending a foreign university or higher education institution
- k) to sign, jointly with the head of studies and the Faculty/School secretary, the academic transcripts for the subjects completed by UB students during their period of international mobility
- l) to ensure, at the end of a period of study at the UB, that the relevant documentation is sent to foreign students or to their original university or higher education institution, in accordance with that set out in the corresponding agreement or programme
- m) to be responsible for updating all information regarding students on international mobility programmes in the relevant UB databases
- n) to reach a decision regarding any incidents which may arise (withdrawals, extensions [whether in terms of time or scope], compliance failures, etc.)
- o) to coordinate the Faculty/School tutors, where appropriate
- p) to ensure that the information provided by the Faculty/School to mobility students is adequate and sufficient





- q) to ensure that these regulations are complied with
- r) to carry out any other function assigned to it by these regulations or by the governing bodies of the UB.

### **Article 9. The Tutor**

1. The Dean or director of each Faculty/School may, after consultation with the Faculty/School manager of international student mobility or the head of studies, appoint one or more tutors, this decision depending on the following: the organization and needs of each Faculty/School and, in particular, the number of students taking part in the various programmes; the nature and number of exchange agreements for each Faculty/School; the specialist areas linked to each exchange agreement; and the suitability of departmental structure within each Faculty/School.
2. The reduction in teaching responsibilities for tutors shall be established by the Faculty or School's academic committee in accordance with that set out in the regulations governing academic and teaching organization, as approved by the Governing Board.
3. The tutors shall be responsible, mainly, for providing academic guidance both to UB students as regards their participation in international programmes and to students from foreign universities or higher education institutions with respect to their period of study at the UB; they shall also assist the Faculty/School manager of international student mobility in the selection of students for mobility programmes.

### **Article 10. The Faculty/School Secretariat**

The Faculty/School Secretariat shall have the following functions in terms of international mobility:

- a) to gather the documentation from UB students who have applied to study part of their degree under an international mobility programme, and deliver it to the Faculty/School manager of international mobility so that the student's file may be reviewed with respect to the programme's admission requirements
- b) to manage the special enrolment process for UB students who wish to study part of their degree under an international mobility programme and monitor any modifications or extensions to the corresponding enrolments



- c) to carry out academic administrative tasks relating to UB students on international mobility programmes (drawing up academic transcripts and certificates, modifications and extensions to enrolment, etc.)
- d) to manage the relevant administration regarding students arriving from foreign universities or higher education institutions (registration file, student card, informative material, etc.)
- e) to manage the enrolment process for students from other universities or higher education institutions
- f) to carry out academic administrative tasks relating to foreign students who temporarily attend the UB (drawing up academic transcripts and certificates, etc.)
- g) to deliver, at the end of the period of study at the UB, the certificates to foreign students or to their original university or higher education institution, in accordance with that set out in the corresponding agreement or programme.

### **Chapter III. General services of the UB**

#### **Article 11. The International Mobility Office**

1. The International Mobility Office of the UB (hereinafter, IMO) shall provide support to Faculties/Schools in promoting and managing all the international mobility programmes or agreements subscribed to by the UB.
2. The IMO shall have the following functions:
  - a) to prepare the calendar for calls for mobility programme places and be responsible for their planning, promotion, monitoring and execution within the UB
  - b) to support the Faculties/Schools at the UB in managing international student mobility programmes
  - c) to prepare UB forms related to international mobility programmes
  - d) to advise the Faculties/Schools and students on international mobility programmes about all those issues within its remit
  - e) to create and oversee the databases needed to develop international programmes, and to share these data with other internal UB services or external bodies in accordance with existing legislation
  - f) to contact both UB personnel involved in international student mobility programmes and the managers of these programmes from foreign universities or higher education institutions in order to resolve any incidents and help with the administration related to the development of international mobility programmes



*g)* to maintain links with all the relevant bodies related to the international programmes and agreements subscribed to by the UB (European Commission, Spanish International Cooperation Agency, Spanish ERASMUS Agency, university network, etc.)

*h)* to ensure that all programmes within the UB are run in compliance with the relevant regulations, and to establish the necessary information and implementation mechanisms

*i)* to coordinate and implement the payment of grants for those programmes where this is applicable

*j)* to complete all the necessary certifying documents, both financial and procedural, as required by the programme organisers

*k)* to take part in audits: to monitor and request all the necessary certifying documents

*l)* to draw up proposals for improving the functioning or financial status of international mobility programmes, in accordance with any incidences or changes which occur during these programmes

*m)* to process the study permit required by foreign students in Spain, once the visa in the country of origin has been applied for.

## **Article 12. The Office for Organization and Services to Students at Faculties and Schools**

The unit for Organization and Services to Students and Faculties and Schools (hereinafter, OSSC) shall have the following functions:

*a)* to keep information about international mobility on the UB website, to contact UB central services and external institutions in order to prepare institutional information regarding the arrival of students from foreign universities or higher education institutions, and to distribute the informative material among the Faculties/Schools

*b)* to produce and distribute student cards for temporary studies

*c)* to update the computer records each year with respect to the enrolment process for international mobility students

*d)* to include within the UB computer records system the regulations and guidelines for processing and producing the certificates that confer academic recognition of studies completed outside the UB

*e)* to provide support and advice to international student mobility managers and Faculty/School secretariats

*f)* to provide information to students from foreign universities or higher education institutions



- g) to work toward improving the conditions of and the information received by students on international mobility programmes
- h) to inform, as required, the UB services about the progress of UB students on mobility programmes in order to facilitate the drawing up of reports and certifying documents for the relevant bodies, as well as to collect the data concerning UB students on mobility programmes as required by other general services or external bodies
- i) to supervise the internal database, the production of statistics and the transfer of data to UB general services and other bodies
- j) to draw up proposals for improving the experience of UB students abroad in accordance with any incidences that occur.

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

#### **Chapter I. Selecting students to take part in exchange programmes or agreements**

##### **Article 13. Requirements of UB students on international mobility programmes**

1. In order to participate in one of the exchange schemes governed by the programmes or agreements subscribed to the UB, students must fulfil the entry requirements of the corresponding programme or agreement.
2. Students from foreign universities or higher education institutions who are studying temporarily at the UB, and foreign students on double degree programmes, may not take part in such exchange programmes or agreements.

##### **Article 14. Call for mobility places at Faculties and Schools**

1. Each year, and within the time period previously established for this purpose by the pro-vice-chancellor responsible for UB international policy, the Faculty/School managers of international mobility must approve the official call of mobility places which can be applied for by UB students from each Faculty/School.
2. The conditions of the call, which must follow the format approved by the pro-vice-chancellor responsible for international policy, must include:



- a) the name of the specific international mobility programmes under which places are being offered
- b) the number of mobility places, along with the name of all the participating foreign universities or higher education institutions, the degrees which may be studied and the duration of the stay abroad, the latter not to exceed two semesters, which must be consecutive and form part of the same academic year, except when the academic year of the foreign university or higher education institution in question corresponds to the calendar year
- c) the requirements to be fulfilled by UB students applying for international mobility places
- d) the selection criteria established for each mobility place on offer
- e) the value of any financial award, where available
- f) the documentation which must accompany the application, and the deadline and place for submitting it
- g) the appeals which interested parties may lodge against the offers made and/or the decisions reached regarding applications
- h) the deadline for reaching a decision regarding the mobility places and posting the list of accepted applicants
- i) the maximum period allowed for accepting or rejecting a mobility place
- j) the warning to students that the award of a mobility place by the UB does not automatically mean that they will be accepted by the foreign university or higher education institution, it being the latter who has the final word regarding acceptance
- k) any other information deemed to be of relevance to the offer.

2. The offer of places shall be posted on the Faculty/School notice board and must be sent to the IMO so that it can be publicised on the UB website and in other media deemed appropriate.

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

1. Within the period established by the conditions of the official call, those students who wish to take part must submit their application to the general registry of the UB. This application must be addressed to the manager of international mobility at the Faculty/School where they are enrolled, and must be made using the standard form which can be obtained from the secretariat of each UB Faculty/School or, alternatively, downloaded from the UB website.



2. Applications must be accompanied by all the required documentation as stated in the conditions of the call.

3. If the application does not fulfil the requirements and/or some of the required documentation is missing, the applicant shall be given a maximum of ten days in which to amend the application and/or submit the missing documentation, it being made clear that failure to do so shall render the application void.

4. Applicants shall be responsible for ensuring the authenticity and truthfulness of the information and documentation that accompany the application. In the event of any doubt regarding the authenticity, validity or content of the documents submitted the UB may take the appropriate measures to check this, oblige the applicant to provide any necessary information and contact the authorities responsible for issuing the documentation in question in order to check any doubtful aspects and verify its authenticity.

#### **Article 16. Decision**

1. Once the period for submitting applications has expired, the Faculty/School manager of international mobility, with the help, where required, of the programme tutor or the commission which has been appointed for this purpose, shall assess the candidates according to the criteria set out in the conditions of the official call and within the established time frame, which may not exceed 45 working days from the day after the deadline for submission of applications. The Faculty/School manager is responsible for deciding on the allocation of mobility places, and the list of accepted applicants must be posted on the Faculty/School's notice board and website.

2. Accepted students must, within the period indicated in the conditions of the call, submit in writing to the Faculty/School secretariat their acceptance or rejection of the mobility place; this must be done using the standard form which can be obtained from the secretariat of the Faculty/School or, alternatively, downloaded from the UB website. Any students failing to submit the acceptance form within the established period shall be considered to have resigned the place and this may be awarded to another student who fulfils the relevant requirements.

3. Once an international mobility place has been accepted, any subsequent withdrawal without due reason prior to the start of the period abroad may result in the student



being prohibited from taking part in any other international mobility programme during the remainder of his or her studies.

4. Once the selection procedure has closed the Faculty/School manager of international mobility must send a list of the selected students to the IMO, as well as a list of selected students to each foreign university or higher education institution, setting out the conditions of each period of study abroad.

#### **Article 17. Call for places under general agreements**

The call for mobility places linked to general agreements signed by the UB with other foreign universities or higher education institutions must be made by the pro-vice-chancellor responsible for student affairs, and shall be processed via the unit for Student Services and Programmes. The IMO shall inform foreign universities and higher education institutions of the students selected.

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

#### **Article 18. Requirements**

1. A temporary period of study in a foreign university or higher education institution which does not form part of a programme or agreement subscribed to by the UB may be offered to UB students who fulfil the following requirements:

- a) to be enrolled on a diploma or undergraduate degree, technical engineering, engineering programme or official postgraduate degree of the UB
- b) to have obtained at least sixty credits in the study programme related to the exchange at the time of making the application. Students enrolled in second-cycle or official postgraduate programmes must have obtained at least thirty credits
- c) to have completed at least fifteen credits in the study programme related to the exchange during the academic year in which the application is made. This minimum is considered with respect to the number of credits required to obtain the final degree
- d) to have been accepted by the foreign university or higher education institution. This authorization must specify the exact duration of the period of study abroad and the nature of the subjects to be studied
- e) to be in possession of the language skills required by the activities to be carried out in the foreign university or higher education institution. In this regard, students must present official certificates demonstrating their language ability.



2. Students from foreign universities or higher education institutions who are studying temporarily at the UB, and foreign students on double degree programmes, may not submit individual applications for exchange schemes.

3. The UB Faculty/Schools shall decide whether students enrolled in Faculty/School degrees or in courses linked to the Faculty/School may submit individual applications. Likewise, they shall agree on the need for any additional requirements for such applications, provided that the IMO is duly and promptly informed of this and that the information in question is properly disseminated.

#### **Article 19. Application procedure**

1. Within the period established in the official call for mobility places by the Faculty/School manager of international mobility, those students who wish to study temporarily in a foreign university or higher education institution, outside the scope of the international programmes or agreements subscribed to by the UB, must submit their application to the general registry of the UB. This application must be addressed to the manager of international mobility at the Faculty/School where they are enrolled, and must be made using the standard form which can be obtained from the student and teaching secretary of each UB Faculty/School or, alternatively, downloaded from the UB website.

2. The application must be accompanied by documentation showing that the student has been accepted by the foreign university or higher education institution (specifying the exact duration of the period of study abroad and the nature of the subjects to be studied) and that he/she has the required language skills.

3. If the application does not fulfil the requirements and/or some of the required documentation described above is missing, the applicant shall be given a maximum of ten days in which to amend the application and/or submit the missing documentation, it being made clear that failure to do so shall render the application void.

4. Applicants shall be responsible for ensuring the authenticity and truthfulness of the information and documentation that accompany the application. In the event of any doubt regarding the authenticity, validity or content of the documents submitted the UB may take the appropriate measures to check this, oblige the applicant to provide any necessary information and contact the authorities responsible for issuing the





documentation in question in order to check any doubtful aspects and verify its authenticity.

### **Article 20. Decision**

1. Once the period for submitting applications has expired the Faculty/School manager of international mobility must assess the application and, within a maximum of 45 working days from the day after the deadline for submission of applications, decide to authorize or reject it, this decision then being communicated to the student and the IMO.

2. The student has a maximum of fifteen working days in which to submit in writing to the Faculty/School secretariat their acceptance or rejection, which must be done using the standard form available from Faculty/School secretariat. Any students failing to submit the acceptance form within the established period shall be considered to have resigned and their application file will be closed.

## **Chapter III. Academic equivalence and enrolment**

### **Article 21. Application for academic equivalence**

1. Those UB students who have been selected to take part in a mobility programme or authorized to carry out part of their degree in a foreign university or higher education institution following an individual application must, within the period established by the corresponding Faculty/School, write to the Faculty/School manager of international mobility, setting out the subjects they wish to study in the foreign university or higher education institution and the corresponding UB subjects with respect to which they will apply for academic equivalence.

2. Students may apply for the academic equivalence of compulsory, elective and free configuration credits corresponding to compulsory, elective and free configuration subjects, in-service training, placements and final projects, in accordance with the recommendations of the Faculty/School manager of international student mobility and that set out in the conditions of the official call and the programme or agreement under which the application is made.



3. Those students who wish to apply for the academic equivalence of compulsory course credits must submit a copy of the syllabus for the teaching or practical courses they wish to study in the foreign university or higher education institution.

4. The maximum and minimum number of credits which can be enrolled in by UB students in the foreign university or higher education institution will depend on the institution in question. Unless stated otherwise, the minimum number of credits to be studied by UB students in the foreign university is fifteen during one semester and thirty during one academic year.

5. When provided for in the international programme or agreement subscribed by the UB, students may enrol in external curricular placements offered by the foreign university or higher education institution.

#### **Article 22. Recognition of academic equivalence**

1. The Faculty/School manager of international mobility, with the approval of the head of studies for the specific area, or the coordinator of the doctorate or official postgraduate programme, or the assigned tutors, in the event that the Faculty/School has made such an appointment, must consider the application for academic recognition and inform the student in writing of the decision, specifying, in the case of acceptance, the details of the academic equivalence thereby awarded and any other pertinent information.

2. In the case of compulsory and elective credits the recognition of the academic equivalence of compulsory, elective and practical subjects shall be made according to the content and number of teaching hours for the compulsory, elective or practical subject offered by the UB and those for the subject offered by the foreign university or higher education institution. In the event that students must complete two or more subjects in the foreign university or higher education institution in order to obtain the equivalence for the subject or practical module in the UB, all these subjects must be passed before the equivalence may be awarded.

**3.** In the case of free configuration credits the recognition of academic equivalence shall be made in accordance with the regulations governing free configuration credits. This recognition may be awarded when the subjects that the student wishes to study in the foreign university or higher education institution are not comparable, in terms of basic content and number of teaching hours, to any taught subject offered by the UB.



4. The recognition of free configuration credits for languages studied in a foreign university, or in a non-university centre of recognized prestige and status, shall be awarded in accordance with the regulations governing free configuration credits.

5. In the case of external placements and final projects the recognition of academic equivalence shall be awarded in accordance with the criteria established previously by the Faculty/School managers of international mobility and the relevant head of studies. These criteria must be made public.

### **Article 23. Academic equivalence document**

1. The academic equivalence document must indicate the subjects and credits to be studied in the foreign university or higher education institution and the equivalent subjects and credits in the UB. It must be signed by the Faculty/School manager of international mobility, with the approval of the head of studies, or the coordinator of the doctorate or official postgraduate programme, or the assigned tutors, in the event that the Faculty/School has made such an appointment, and the student.

2. Any modification of the academic equivalence document must be requested by the student and authorized by the Faculty/School manager of international mobility.

3. The academic equivalence document must use the standard UB form, which is the same for all Faculty/Schools, regardless of whether the Faculty/School draws up other documents that include complementary information about the period of study to be spent in the foreign university or higher education institution.

### **Article 24. Enrolment**

1. The student shall be responsible for enrolling, via the Faculty/School's secretariat, in all the subjects indicated in the academic equivalence document and any modifications made during the academic year in which the period of international mobility takes place.

2. During the period indicated by the Faculty/School secretariats the student must enrol in those credits considered to be equivalent to the compulsory and elective subjects of his/her UB course. The student may also enrol in elective credits when there is no direct equivalent with subjects taught at the UB, and this will enable the student to



indicate subsequently in the academic transcript those subjects actually studied in the foreign university or higher education institution.

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

##### **Article 25. Rights and responsibilities of UB students while attending a foreign university or higher education institution**

1. Students from the UB who temporarily attend a foreign university or higher education institution in order to complete part of their degree have, in addition to all the rights and responsibilities set out in the UB Statutes, the following specific obligations:

- a) to begin studying at the foreign university or higher education institution on the agreed date
- b) to pay the enrolment fees, when required, in accordance with that set out in the international mobility programme in which the UB student is taking part
- c) to complete and submit the documentation required by both the UB and the foreign university or higher education institution, following the procedure and by the deadline established for this purpose
- d) to inform the Faculty/School manager of international mobility of their arrival at the foreign university or higher education institution and their new contact address
- e) to complete all the required administrative procedures, both before and during their period of study at the foreign university or higher education institution, such that their legal status in the country in question complies with existing legislation
- f) to take out medical insurance and, where necessary and if so required by the university in question, an accident and/or civil liability policy covering the whole of the period of study at the foreign university or higher education institution
- g) to make good use of the study programme and comply with the regulations of the foreign university or higher education institution. Making good use of the study programme in the foreign university or higher education institution implies passing at least 50% of the credits enrolled in at the UB as an exchange student
- h) to inform the Faculty/School manager of international mobility of any modification made to the subjects indicated in the academic equivalence document so that authorization may be given, where necessary. Once authorization has been given it shall be the student's responsibility to enrol in the subjects affected by the change.

2. The UB student shall be responsible for completing all the administrative procedures required by the foreign university or higher education institution (taking out medical



insurance and/or a civil liability policy, ensuring they have a valid visa and residence permit, etc.).

3. Failure to comply with these obligations without due reason may result in the student being prohibited from taking part in any other international mobility programme during the remainder of his or her studies.

4. In any event, those UB students who temporarily study at a foreign university or higher education institution are deemed solely responsible for their actions and omissions during the period of study abroad. Under no circumstances shall the UB bear responsibility for any damages caused by its students, or for any other situation which might imply a claim being made against the UB.

5. During their period of study at a foreign university or higher education institution, UB students shall continue to receive any grants or other financial awards, except where such awards are dependent on the fulfilment of some compensatory task that the student ceases to carry out as a result of studying abroad (for example, grants awarded for collaborative work with the UB), or in the event that the conditions of the official offer prohibit the continuation of such awards.

#### **Article 26. Extending the period of study**

1. Students taking part in mobility programmes may request authorization to extend their period of study at the foreign university or higher education institution during the same academic year.

2. Those students who wish to extend their period of study at the foreign university or higher education institution must apply to the Faculty/School manager of international mobility, using the standard form that can be downloaded from the UB website, prior to completing the period established by the Faculty/School to this effect. The application and the accompanying documentation must be submitted to the general registry of the UB by any of the agreed means (in person or by post).

3. The application must indicate the duration of the extension being requested and, where necessary, any additional financial award, and must specify the reasons for the extension and a commitment to enrolling at the UB in the credits corresponding to the academic equivalence that is thereby authorized.



4. The application must be accompanied by the following documentation:

a) a proposal for academic equivalence, in accordance with that set out in article 21, corresponding to the extension period and containing as much information as possible regarding the new subjects which the student wishes to study at the foreign university or higher education institution

b) the consent, in writing and duly signed and stamped, of the international exchange manager of the foreign university or higher education institution, which specifies the new period of study and the continuation of the exchange status, this to be done using the standard form that can be downloaded from the UB website.

5. The Faculty/School manager of international mobility, with the approval of the head of studies for the area in question, or the coordinator of the official doctoral or postgraduate programme, or the assigned tutors, in the event that the Faculty/School has made such an appointment, must, having duly informed the IMO of the student's application, consider the application and inform the student in writing of the decision prior to the end of the original period of study, specifying, in the case of acceptance, the details of the academic equivalence thereby awarded and any other pertinent information. The IMO must also be informed of the decision.

6. In the event that the study extension is granted the IMO must automatically modify the student's file. If an increased financial award has also been requested the IMO must assess the possibility of funding this extension (according to available funds and the date of the application) and, in the event that it is granted, inform the student or the Faculty/School manager of international mobility by e-mail.

7. Under no circumstances will extensions be granted outside the official teaching period established in the academic calendar, except when curricular activities are carried out during this period.

8. The student must enrol at the UB for the credits indicated in the new academic equivalence document following the procedure and by the deadline established by the Faculty/School.

#### **Article 27. Withdrawal during the period of study**

1. Those UB students who, after going abroad, voluntarily withdraw from their mobility place must inform the Faculty/School manager of international mobility in writing, using



the standard form which can be downloaded from the UB website; the Faculty/School manager of will then send a copy of the withdrawal form to the IMO.

2. Withdrawal implies the automatic termination of any grants or financial awards payable to the student as a result of their participation in a mobility programme. The IMO may, in exceptional cases, authorize payment for the months spent at the foreign university or higher education institution.

3. Withdrawal without due reason once the period of study at the foreign university or higher education institution has already started shall result in the student being prohibited from taking part in any other international mobility programme.

#### **Article 28. Sitting examinations at a foreign university or higher education institution**

1. Provided it is permitted by the foreign university or higher education institution, enrolled UB students have the right to sit the same examinations as other students of the foreign university or higher education institution.

2. In the event of special examinations being set for a period when the UB student is no longer attending the foreign university or higher education institution, the Faculty/School manager of international mobility shall arrange, in conjunction with the foreign university or higher education institution, the necessary procedure by which the UB student may sit the examination. In the event that no agreement is reached with the foreign university or higher education institution regarding the examination being sat on UB premises, the student will have to return to the foreign university or higher education institution to do so.

3. Under no circumstances may UB students on mobility programmes sit examinations at the UB, as regular UB students, for those subjects enrolled in as part of the international mobility programme and which they have studied in the foreign university or higher education institution during the same academic year. In order to sit the examinations for these subjects at the UB they must re-enrol as regular students in the following academic year.

#### **Chapter V. Academic recognition of subjects studied at the foreign university or higher education institution**



**Article 29. Academic recognition of subjects studied at a foreign university or higher education institution**

1. The UB student who completes a period of study at a foreign university or higher education institution must send the original or a certified copy of the academic transcript, which must show the grades obtained and be duly signed by the foreign university or higher education institution, to the Faculty/School manager of international mobility within the deadline established by the Faculty/School.
2. Once the academic transcript has been received the Faculty/School manager of international mobility, together with the head of studies (in the case of diplomas, undergraduate degrees, and technical engineering and engineering studies) or the competent body in accordance with existing legislation (in the case of official postgraduate degrees or doctorate studies), must automatically assign the academic equivalence for the grades awarded in the foreign university or higher education institution, according to the tables of recognition and equivalence agreed by the Faculty/School, these grades to be included in the transcript.
3. As regards the recognition of credits included in the academic equivalence document the UB may not request that any complementary work be produced for evaluation by the UB, such that this might have a bearing on the grades obtained by the student in the foreign university or higher education institution.
4. The academic transcript must be signed by the Faculty/School manager of international mobility, the head of studies or the coordinator of the official postgraduate programme, and the Faculty/School Secretary.
5. To be eligible for academic recognition the student must have duly completed all the relevant administration and documentation and have fulfilled the requirements set out in the mobility programme in question and in these regulations (deadlines, reports, certificates for the period of study, etc.).
6. If the student fails to submit the documentation indicated in item 1 of this article within the deadline established by the Faculty/School, and he or she has not applied for and been granted an extension for due reason, the grade indicated in the corresponding academic transcript will be 'not submitted'.





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

### **Chapter I. Acceptance and enrolment**

#### **Article 30. Students taking part in exchange programme or agreements**

1. Students from foreign universities or higher education institutions who fulfil the requirements established by the international programmes or agreements subscribed to by the UB, and who can demonstrate appropriate knowledge of Catalan or Spanish, may complete a temporary period of study at the UB.

2. The initial selection of those students from foreign universities or higher education institutions who will take part in an international programme or agreement subscribed to by the UB shall be made by the student's sending university, in accordance with the criteria set out in the agreement. This initial selection by the student's sending university does not imply acceptance of these students by the UB.

3. Within the deadline and following the procedure set out in the international programme or agreement, the foreign universities or higher education institutions must send the UB a list of those students who have been initially accepted to take part in the international mobility programme.

4. Each year the pro-vice-chancellor responsible for international policy shall set the deadlines for accepting and deciding upon the international mobility applications submitted by students from foreign universities or higher education institutions.

#### **Article 31. Students submitting an individual application**

A temporary period of study at the UB outside the scope of international programmes or agreements subscribed to by the UB, may be offered to students from foreign universities or higher education institutions who fulfil the following requirements:

- a) to be enrolled in foreign universities or higher education institutions for official university degrees similar to those offered by the UB for which enrolment is being sought, and where such studies have yet to be completed
- b) to have successfully completed a full academic year or obtained a minimum of sixty teaching credits in subjects related to the exchange, except for second-cycle or official postgraduate students



- c) to be able to demonstrate appropriate knowledge of Catalan or Spanish
- d) to be authorized by their sending university to complete part of their studies at the UB.

### **Article 32. Application procedure**

1. Those students from foreign universities or higher education institutions who wish to study temporarily at the UB, whether as part of programmes or agreements subscribed to by the UB or by means of an individual application, must apply to the UB using the standard form that can be downloaded from the UB website. The application can be filled out online and a copy must be sent by ordinary post to the manager of international mobility of the UB Faculty/School where the student wishes to study.
2. All the information that may be required by students from foreign universities or higher education institutions in order to complete the application form is available in the student guide, which can also be downloaded from the website of UB Faculties/Schools. The Faculty/School manager of international mobility must inform students from foreign universities or higher education institutions of any significant modification to the information contained in the student guide.
3. The application, which must indicate the subjects that the student wishes to study at the UB, must be accompanied, where necessary, by the documentation required by the international programme or agreement and by the UB Faculty/School in question.
4. Students from foreign universities or higher education institutions who make an individual application must submit the following additional documentation:
  - a) authorization from their own university or higher education institution
  - b) a letter of introduction signed by the academic head of the student's sending university or higher education institution
  - c) a list of the university-level subjects studied at their sending university or higher education institution, along with the corresponding grades obtained
  - d) the teaching syllabus being followed by the student in their sending university or higher education institution
  - e) a copy of their academic transcript
  - f) two passport-size photos
  - g) proof of their having appropriate knowledge of Catalan or Spanish.



5. The original documents submitted must be accompanied by a translation (which need not be sworn) into Catalan, Spanish or English.

### **Article 33. Decision**

1. The Faculty/School manager of international mobility must decide upon the applications by students from foreign universities or higher education institutions, in accordance with both the criteria set out in the international mobility programmes or agreements and, where necessary, the following criteria:

- a) the academic transcript
- b) proof of possessing appropriate language skills to attend a course at the UB
- c) the compatibility of the programme the student wishes to study at the UB with the organization of teaching within the Faculty/School
- d) any complementary information considered relevant by the Faculty/School.

2. The Faculty/School manager of international mobility must inform the applicant of the decision.

3. Except in the case of official postgraduate students, the acceptance of temporary foreign students from foreign universities or higher education institutions shall under no circumstances imply the recognition of the university entry requirements set out in existing legislation with respect to studies that lead to official academic degrees, nor shall it lead to any officially accredited degrees in the UB.

4. Except in the case of official postgraduate students, the enrolment of students from foreign universities or higher education institutions for a temporary period of study at the UB entitles such students to the award of a single academic certificate, to be issued upon completion of the subjects or courses enrolled in and wherein the grades obtained shall be indicated, as well as the attendance if this is expressly agreed upon by the UB Faculty/School in question and if such information must be explicitly stated.

### **Article 34. Subjects that can be studied by foreign students at the UB**

1. Students from foreign universities or higher education institutions may study those subjects offered as part of the degrees included in the international mobility programme under which they are attending the UB. However, the deanery or management team of the Faculty/School may limit, for teaching reasons and where necessary, the entry of international mobility students in certain subjects.



2. Students from foreign universities or higher education institutions may study compulsory, elective and free configuration credits corresponding to compulsory, elective and free configuration subjects, in-service training, placements and final projects offered within the teaching programme of diplomas, undergraduate degrees, technical engineering and engineering programmes, and official postgraduate studies in the Faculty/School to which they are attached. They may also study specific subjects developed by the Faculty/Schools especially for foreign students.

3. Third-cycle students may also study subjects which form part of doctorate programmes, with the prior agreement of the Faculty/School offering the programme in question and the programme coordinator.

4. Only when specific programmes and agreements have been subscribed to may students from foreign universities or higher education institutions enrol on specific master and postgraduate courses offered by the UB Group, in accordance with the conditions established in each case.

5. When provided for in the international programme or agreement subscribed to by the UB, students from foreign universities or higher education institutions may take part, under the same conditions as UB students, in any external curricular placements that are provided for in the degree programme and educational cooperation agreements. When this is not provided for in the international programme or agreement subscribed to by the UB, or in the event of an individual application, students from foreign universities or higher education institutions must submit the placement agreement for approval by the UB pro-vice-chancellor responsible for student affairs.

### **Article 35. Enrolment**

1. The minimum and maximum number of credits that can be enrolled in at the UB by students from foreign universities or higher education institutions shall be agreed with the students' sending universities in the international programmes or agreements. In the case of an individual application, or in the event that the agreement does not establish the number of credits, the governing board of UB Faculties/Schools shall establish the minimum and maximum number of ECTS credits which can be enrolled in each semester or each year by international mobility students.



2. Students from foreign universities or higher education institutions may only be attached to one UB Faculty/School. This will be decided according to the area of study or the area of knowledge related to the degree specified in the international mobility programme agreed with the student's sending university or, in the case of individual applications, in the student's letter of acceptance and in accordance with the requirements set out in these regulations.

3. Students from foreign universities or higher education institutions must enrol in all the credits they wish to study during their time at the UB in the Faculty/School to which they will be attached, except in exceptional cases where there is due reason to proceed otherwise. At the time of enrolment the Faculty/School manager of international mobility may authorize the students enrolled in his or her Faculty/School to complete a maximum of 49% of their enrolled credits in another UB Faculty/School, provided this has been requested by the student and with the prior authorization of the international mobility managers at the other Faculty/School where the student wishes to study.

4. Unless indicated otherwise in the international programmes and agreements, the Faculty/School manager of international mobility shall be responsible for offering guidance on, supervising and monitoring the enrolment of students from foreign universities or higher education institutions.

5. Unless otherwise provided for by the international mobility programme or agreement under which the student is due to attend the UB, students from foreign universities or higher education institutions must pay the enrolment and administrative fees and, where necessary, the cost of any additional and voluntary services required by the enrolment procedure.

6. Periods of study at the UB by students from foreign universities or higher education institutions, within the general conditions of the programme in question, shall not exceed two semesters, which must be consecutive and run during the same academic year, except where the international programme or agreement provides for a different duration or in the event that in the foreign university or higher education institution in question the academic year coincides with the calendar year. Students whose period of study covers one semester may not enrol in subjects lasting one year.

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



### **Article 36. Rights and responsibilities of students from other universities while attending the UB**

1. Students from foreign universities or higher education institutions who temporarily attend the UB to complete part of their degree have all the rights and responsibilities set out in the UB Statutes. Voting rights and eligibility to participate in collegial bodies, as well as eligibility for UB grants or financial awards, are governed by the specific UB regulations concerning these matters.
2. Students from foreign universities or higher education institutions who temporarily attend the UB to complete part of their degree are fully eligible for disabled student support programmes.
3. In accordance with that set out in article 6 of the UB Statutes, and in the context of those activities designed to promote the Catalan language and culture, students from foreign universities or higher education institutions who temporarily attend the UB to complete part of their degree may take part in language and cultural programmes run by the UB.
4. International mobility students from foreign universities or higher education institutions have the following obligations:
  - a) to begin studying at the UB on the agreed date
  - b) to pay the required enrolment fees, unless the international mobility programme or agreement states otherwise
  - c) to complete and submit the required documentation, following the procedure and by the deadline established for this purpose
  - d) to inform the Faculty/School manager of international student mobility of their arrival at the UB, as well as any modifications during the semester (withdrawal; change of address, telephone or e-mail; and contact details in Barcelona)
  - e) to inform their sending university of their arrival at the UB and their new contact address
  - f) to complete all the required administrative procedures, both before and during their period at the UB, such that their legal status in Spain complies with existing legislation
  - g) to take out medical insurance covering the whole of the period of study
  - h) to make good use of the study programme and comply with the regulations of the UB Faculty/School they are attending



l) to fulfil all the obligations established by the international programmes or agreements.

### **Article 37. Extending the period of study**

1. Students from foreign universities or higher education institutions may request an extension to their period of study at the UB within the same mobility programme and during the official teaching period of the same academic year, except where the international programme or agreement provides for a different duration or in the event that in the student's own university or higher education institution the academic year coincides with the calendar year.

2. Those students who wish to extend their period of study at the UB must apply to the Faculty/School manager of international mobility, in accordance with the procedures and deadline established by the Faculty/School.

3. The application must indicate the duration of the extension being requested and state the reasons for the request. In addition, the application must be accompanied by a letter authorizing the extension from the student's sending university, in which the new period of study and the continuation of exchange student status must be explicitly stated.

4. The Faculty/School manager of international mobility must reach a decision regarding the application and inform the student of this within a maximum of fifteen days.

5. If the study extension is granted the student must enrol in the credits corresponding to the authorized extension.

6. Under no circumstances will extensions be granted outside the official teaching period established in the academic calendar, except when curricular activities are carried out during this period.

### **Article 38. Withdrawal**



Students from foreign universities or higher education institutions who withdraw from a mobility place must inform the Faculty/School manager of international mobility in writing.

#### **Article 39. Examinations at the UB**

1. Students from foreign universities or higher education institutions who temporarily attend the UB to complete part of their degree have the right to sit the same examinations as regular UB students.

2. In the event of special examinations being set for a period when the student from a foreign university or higher education institution is no longer attending the UB, the Faculty/School manager of international mobility shall arrange, in conjunction with both the UB professor in charge of the subject in question and the student's sending university or higher education institution, the necessary procedure by which the student may sit the examination. In the event that no agreement is reached regarding the examination being sat on the premises of the foreign university or higher education institution, the student will have to return to the UB to do so.

3. Students from foreign universities or higher education institutions who temporarily attend the UB shall be governed by the existing regulations covering examinations and other forms of assessment that have been established for regular UB students.

#### **Article 40. Grades awarded at the UB**

1. The assessment and evaluation system for students from foreign universities or higher education institutions is the same as that for regular UB students.

2. The UB teaching staff responsible for the subject in question must prepare the academic transcripts for students from foreign universities or higher education institutions who are temporarily attending the UB to complete part of their degree.

3. The grade shall be given both nominally and numerically. The numerical grade must appear alongside the nominal one, in accordance with the table of equivalence established in existing regulations.

#### **Article 41. Certificates**





1. Once the Faculty/School secretariat has received the academic transcripts duly signed by the professor in charge of the subject, the head of department and the Faculty/School's secretary, the Faculty/School secretariat shall draw up the final academic certificate that will include, in addition to the personal data regarding the student from the foreign university or higher education institution, the name of the exchange programme in which the student has taken part, the subjects enrolled in and the grades awarded under the existing UB system.
2. The academic certificate of grades must be signed by the Faculty/School Secretary and given or sent to the foreign student upon completion of the period of study, a copy being sent to the student's sending university. Certificates shall be issued in the official languages of the UB.
3. The academic transcripts signed by subject professors do not have official status.

#### **Part V. Appeals procedure**

##### **Article 42. Appeals procedure**

1. In accordance with that set out in article 79 of the UB statutes, appeals may be brought before the vice-chancellor of the UB against any decision made by a Faculty/School manager of international mobility, which shall not be regarded as final under administrative law. The appeal must be brought within a period of one month from the day after notification of the decision was received, as set out in article 114 of Act 30/1992, of 26 November, the Legal Regimen of Public Administrations and the Common Administrative Procedure Act.
2. In challenging the vice-chancellor's decision, which under administrative law shall be regarded as final, and regardless of its immediate enforcement, contentious-administrative proceedings may be brought before the contentious-administrative courts of Barcelona, in accordance with article 8 of Act 29/1998, of 13 July, which governs the jurisdiction for suits under administrative law. The appeal must be brought within a period of two months from the day after notification of the decision was received, as set out in article 46 of the above mentioned Act.

However, interested parties may opt to file an appeal for reversal of the decision, to be presented within one month from the day after notification was received and before the same body that has pronounced the decision. In this case, no suit may be brought



before the contentious-administrative courts until an express or presumptive decision has been reached with regard to the appeal for reversal, in accordance with that set out in articles 116 and ff. of Act 30/1992, of 26 November, the Legal Regimen of Public Administrations and the Common Administrative Procedure Act, modified by Act 4/1999, of 13 January.

### **Transitory provisions**

#### **First transitory provision**

Until such time as the UB definitively adopts the ECTS credit system the minimum and maximum number of credits that students may enrol in shall be calculated by means of the following formula:

$$\frac{\text{Number of subject credits} \times 60 \times \text{duration of degree studies (years)}}{\text{Number of degree credits}}$$

#### **Second transitory provision**

Under exceptional circumstances, and with due reason, the Academic Committee of the Governing Board of the UB may authorize the use of different formulas than the one established in the first transitory provision for some degrees.

#### **Third transitory provision**

Until such time as an agreement is reached regarding the responsibilities of teaching staff, those persons assuming the role of Faculty/School manager of international mobility, provided that this person is not the vice-dean or vice-director of the Faculty/School and does not hold other posts that entitle him or her to a reduction in teaching responsibilities, shall be entitled to a reduction in teaching responsibilities equivalent to at least three credits, which may rise in accordance with the achievement of objectives set to promote international mobility activities, the increment being calculated on the basis of one credit for every increase of 0.5% in the total number of students enrolled in the Faculty/School during the academic year in question.

#### **Fourth transitory provision**



Article 9 of these regulations shall remain applicable until such time as specific regulations are approved regarding the tutorial and advisory activities at the UB, at which point it shall be duly amended.

### **Additional provisions**

#### **First additional provision**

In the absence of specific regulations the Faculty/Schools attached to the University of Barcelona and their students shall be governed by these regulations for all matters where they are applicable.

#### **Second additional provision**

These regulations do not apply to students involved in double degree programmes.

#### **Third additional provision**

The Governing Board of the UB shall, whenever necessary, regulate the procedures and legal regimen covering international mobility students enrolled in specific master and postgraduate courses offered by the UB Group..

#### **Fourth additional provision**

Within a maximum of two months from the date on which these regulations come into force the Faculties/Schools shall inform the pro-vice-chancellor responsible for international policy about the agreements reached by their respective boards with respect to the minimum and maximum number of ECTS credits that international mobility students from foreign universities or higher education institutions may enrol in.

### **Repealing provision**

These regulations repeal the regulations governing the organization and academic recognition of international exchanges for first- and second-cycle students, approved by the Governing Board of the UB on 16 March 1995, and the agreement reached by



the Governing Board on 22 May 1989 regarding the recognition of studies carried out by exchange students, as well as any other previous UB regulations to the contrary.

### **Final provisions**

#### **First final provision**

The pro-vice-chancellor responsible for international policy is authorized to interpret and implement these regulations.

#### **Second final provision**

These regulations shall come into force the day after they are approved by the Governing Board of the University of Barcelona.