

## **2024-2025 MOBILITY REGULATIONS FOR OUTGOING STUDENTS**

### **Faculty of Humanities**

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## I. Application and participation criteria

To **apply for** a place in a mobility programme, regardless of whether it is Erasmus+, SICUE, bilateral agreement or as a freemover, all Faculty students must:

- A. Have completed or be currently enrolled in year 2 of the bachelor's degree.
- B. Never have been enrolled in a fifth sitting.
- C. Follow all procedures established by International Relations to submit the application via the online form.

To **participate** in a mobility programme, regardless of whether it is Erasmus+, SICUE, bilateral agreement or as a freemover, students must:

- A. Have completed **all** subjects prior to the start of the mobility stay.
- B. Meet the language requirements established by the host university.
- C. Enrol in between 24 and 30 ECTS at the host university, with a view to taking the same amount of credits as they would have at UIC Barcelona.

## II. Time-related conditions of the stay

**Time-related conditions** of the stay, regardless of whether it is Erasmus+, SICUE, bilateral agreement or as a freemover:

- A. Students may go abroad at any time in year 3 or in the 1st semester of year 4.

**B. As regards applications for year 4:**

- a. Students may **only** take part in a mobility programme in the **first semester of year 4**.
- b. They may **not** take part in a mobility programme in the second semester of year 4.
- c. **Neither** may they apply for a year-long mobility programme.

- C. The Faculty of Humanities recommends that students study outside UIC Barcelona for one semester, which may be extended to one year if requested in writing by the student and provided that the subjects may be validated. The extension must also be accepted by the host university. Lastly, it should be mentioned that additional procedures may be required, e.g. extension of the student's visa.

**D.** Students may take part in two semester-long stays in two different years. In these specific cases, the following should be taken into account:

1. The two stays must take place **in different locations** and, if possible, with different mobility programmes (Erasmus+, SICUE or bilateral agreement).
2. In the process of assigning host universities, priority will always be given to students who are yet to take part in a mobility programme.

**E.** Instructions for special cases: **double degrees**

1. Students enrolled in a double degree between the Faculty of Humanities and Cultural Studies may take part in a mobility stay as of the year they take year-3 subjects:
  - a. Year 3 for the DD with Law and Business Administration.
  - b. Year 4 for the DD with Primary Education and Journalism.
2. Each degree programme will address the issue of credit recognition with their students.

**F.** Special cases: **shared places and other criteria**

In the case of places that are shared with other degree programmes at UIC Barcelona, the criteria common to all faculties will apply.

In cases in which two or more students have the same number of points, other requirements will be taken into account before assigning the place, such as the suitability of the host university for a certain bachelor's degree.

**G.** Criteria for participating in the Berkeley Call

The eligibility requirements are as follows: good academic record and advanced level of English, in addition to those set out in the official call.

**H.** Parallel applications

In the case of parallel applications, it will be up to the coordinator to consider each case.

**I.** Extraordinary resolutions

Once the 2nd sitting exam records for the current academic year have been signed off and submitted, the Faculty will verify that all students with an assigned place comply with the academic regulations of their degree programme and are eligible for mobility (more specifically, that they have no failed subjects at the time the 2nd sitting exam records are signed off).

If they fail to comply with the regulations, the Faculty will contact the student to determine whether or not they may take part in the mobility programme the following academic year. The student will also be responsible for verifying that they comply with the requirements and criteria specified in the regulations of their degree programme.

### **III. Learning Agreement management**

The Learning Agreement (LA) is the document that outlines the subjects the student will take at the host university and the validations with subjects offered at UIC Barcelona. It must be completed via the corresponding platform:

- For Erasmus+ mobility programmes: OLA + Relint 3.0
- For all other mobility programmes: Relint 3.0

The LA must be signed by the student, the academic coordinator at UIC Barcelona and the coordinator at the host university.

Students who are due to take part in a mobility programme and have an assigned place must choose their subjects before travelling to the host university. To do so, they must submit a Learning Agreement proposal based on sources from the host university and arrange a meeting with the outgoing mobility coordinator from the Faculty of Humanities. This academic agreement, understood as a pact between the student and the Faculty, lays down the guidelines to be followed when validating the subjects taken abroad with those offered at UIC Barcelona.

The deadline for creating the Learning Agreement will be set by the host university.

### **Changes to subjects**

If, once in the host country, the student needs to make a change to their Learning Agreement, they must do so before the deadline set by the host university. The grounds for requesting changes to subjects are as follows:

- A. Language difficulties that make it impossible to adequately follow the lessons.
- B. Repetition of content (previously covered at UIC Barcelona).
- C. Overlapping timetables or other administrative complications.
- D. The subject is ultimately not offered.

That said, prior to making any changes, the student must **first receive approval from their mobility coordinator at UIC Barcelona**. Otherwise, they run the risk of not being able to validate the new subjects upon their return.

Students are only permitted to submit one proposal via the official sheet that includes all final changes, which, once it has been signed and stamped by the outgoing mobility coordinator from the Faculty of Humanities, the student must submit to the host university for signature.

#### **IV. Validation of marks**

Once the official transcript has been obtained from the host university, the Faculty will proceed to validate the student's marks, in accordance with:

- A. The subjects listed in the Learning Agreement.
- B. The equivalent marks established by the Ministry of Education, in accordance with the assessment systems in place in each country.
- C. The guidelines set out by the host university in the transcript, if any.

**In the event the student fails any of the subjects they take abroad**, they are entitled to a second sitting, if permitted by the host university. This means that the student will be required to return to the country in question. Whenever possible, and provided that there is a prior agreement with the host university, the student may be able to take the second-sitting exam remotely. If the student once again fails, or second sittings are not

permitted, this will be reflected in the validation of marks.

## **Distinctions**

Under no circumstances may the student earn a Distinction for marks obtained as part of an Erasmus mobility programme.

## **Validation of marks with no numerical value**

If the transcript includes marks with no numerical value, and provided that the subjects have been passed, these subjects will be validated with the number that corresponds to the average mark of the other subjects taken by the student as part of the mobility programme, to maintain the average.

## **V. Cancellation of places**

Once the place has been accepted and the call for nominations has concluded, at which point the student has begun to manage their enrolment at the host university, they may only waive their place in the event of a strong and justified reason (severe health problems, unexpected financial difficulties, failure to pass second sittings, failure to obtain the required language certificate).

## **Contact**

**Mobility coordinator:** Rita Cavallotti [rcavallotti@uic.es](mailto:rcavallotti@uic.es)

Contact person for academic issues related to the mobility programme. Learning Agreement supervisor.

Responsible for validating marks.

**Academic secretary:** [secretariahumanitats@uic.es](mailto:secretariahumanitats@uic.es)

Secretarial support for international students.

Preparation of Personal Academic Transcripts upon the student's request.

**International Relations:** [exchange.bcn@uic.es](mailto:exchange.bcn@uic.es)

Management of international mobility.

Assistance for international students.