GUIDELINES FOR STUDENTS

UAB School of Economics and Business
Academic Affairs Committee on June 5, 2024

The objective of this document is to provide students at the School of Economics and Business of the Universitat Autònoma de Barcelona with the information needed to be able to undertake their academic activity in the most satisfactory way possible. In a community as large as ours, we need guidelines and general operating criteria to facilitate the best possible training experience, taking into account all the agents involved in the process (students, teaching and research staff, and administrative staff).

Structure: This document consists of seven parts where you can find information related to (1) Access and admission; (2) Tuition fees (with information about part-time tuition); (3) Development of teaching; (4) Academic life (with information on mobility, curricular internships, and the TFG); (5) Qualifications and certificates; (6) Participation; and (7) Directory of miscellaneous information. Much of this information is outlined in depth in the FEBA's Tutorial Action Plan (PAT) (link).

ACCESS AND ADMISSION

1. Access. New students attend an **informative enrollment session**, where they are informed about the enrollment process (documentation necessary; payments; and student services) and how to get the student card. On registration, an *NIU* and a password are provided, which enable students to consult their academic transcript, and also allow certificate requests, access to the Virtual Campus and access to the institutional email that the UAB provides to all students. At the beginning of the academic year there is a welcoming session to welcome the new students and present each Degree, as well as some of the School's services.

2. Permanence. It is the **student's responsibility** to be aware of the UAB regulations on continuation of studies, which can be found on the website of the School at Study -> Academic information, and which, among other things, regulates the number of years of permanence, the type of dedication (full or part-time), and the conditions for enrollment in an academic year.

3. Refresher Courses. The School makes a Refresher Course in Mathematics available to new students, prior to the beginning of classes, to help future students in all degrees reach an adequate level in mathematics to allow them to follow the subjects that require mathematical knowledge.

ENROLLMENT

4. Enrollment. Registration is carried out on an individual basis (self-registration). Since the Faculty approves and publishes online all the information before the enrollment process begins, it is the student's responsibility to know and verify the compatibility (1) of the class schedules of the subjects in which she/he enrolls, and (2) the exam dates and times of these subjects.

5. Modifications and cancellations. The administrative calendar of the FEBA includes terms to modify and/or cancel enrollment. The UAB website contains precise information on how to request modifications and/or cancellations of registration.

6. Permanence. New students starting their first year of undergraduate studies must pass a total of 30 credits in the first two academic years. In order to enroll in second year subjects, they need to have passed at least 12 first year credits; for third year subjects they need to have passed at least 60 credits in the first and second year. For fourth year subjects, they need to have passed at least all the first-year subjects and a total number of 120 credits from the first three years. In

order to enroll on the Final Degree Project, they need to have passed at least two thirds of the total credits of the curriculum. Students have the right to formalize **THREE** enrollments to pass a subject and, once exhausted, can request an extraordinary one. Students who exhaust the number of enrollments corresponding to subjects or modules in basic or compulsory training cannot continue their degree. Detailed information on: link.

7. Curriculum assessment by credit compensation. Students have the right to request curriculum assessment of a subject by credit compensation. Such credit compensation can only be granted once in each degree and can only be applied in subjects with a maximum of 12 credits. The Final Degree Project and the practicum are excluded from such credit compensation evaluation. Detailed information on: link.

8. Payment. On the UAB website there is information related to payment, fees, and scholarships available, which should be consulted prior to enrolling.

9. Part time vs full time registration. The UAB regulations on continuation of studies provide that students can enroll full-time or part-time [Important note: during the degree, this full time-part time status can be changed twice; the change is applied to the academic record on the enrollment in the academic year in which the change is requested].

Enrolling full time means doing 60 ECTS in the first year, and between 42 and 78 ECTS from the second year in the School (UAB regulations on continuation of studies). Bear in mind that a subject (6 ECTS) involves 150 hours of dedication for students, while five subjects (30 ECTS) involve a workload of 750 hours. Divided by the 20 weeks that rule in a whole semester (see UAB academic calendar), the average weekly load is 37.5 hours. The European Higher Education Area (EHEA) sets forth that students must pursue full-time higher education by default. This is true throughout all the European university system. In cases where full-time study is not feasible, students can enroll part-time. In this case the UAB permanence regulations provide that new students must enroll on a minimum of 30 ECTS (and not 60) and a maximum of 42 ECTS; while from the second year you have to enroll a minimum on 24 ECTS (and not 42) and a maximum of 42 ECTS (and not 78). Very important illustrative example: link (ECTS cost subject to changes in official prices).

TEACHING DEVELOPMENT

10. Study guide and regulations. The academic regulations of the Universitat Autònoma de Barcelona in the first instance, and then the study guides of each subject set out the methodology and assessment system of each subject.

11. Group. Enrollment in a specific group requires attendance to group classes and assessment in the same group. You can request a group change by submitting a form in the Academic Management Office. The group change is granted if the criteria for such a change are met. (In any case, no lecturer can decide on student group changes or grade students who are not enrolled in their group).

12. Schedule. The start and end times of classes must be respected. The scheduled 15-minute space between the two-hour slots ensures a rest between the slots. Each scheduled hour comprises at least 55 effective minutes of class, so the sessions have a break of 10 minutes halfway. To minimize distractions and ensure the normal functioning of classes, students who arrive late cannot enter class once the class has started, nor can they leave before class finishes, unless previously requested and justified to the lecturer.

13. Classroom behavior (silent or participatory) must be in accordance with the type of academic activity carried out, always maintaining scrupulous respect towards the teaching staff and other students. Lecturers can expel from the classroom those who systematically disturb

the normal functioning o academic activity. Repeated offending may result in a definitive expulsion.

14. Continuous evaluation and additional evaluation activities. Faculty must announce in the online *Campus Virtual* about the **additional evaluation activities** not published in institutional evaluation calendars exam schedules. When these activities have a weight greater or equal to 20 % of the overall continuous assessment grade, they must be announced with relevant information at least one full week in advance. If the evaluation task takes place during lecturing hours, it has to be scheduled on that day in which the class starts at 9:00 (for morning groups) or at 16:00 (for afternoon groups). In the event that the additional activity is to be carried out in rooms other than those assigned to the teaching of that group, the test must be carried out from 13:15 to 14:15 (for morning groups) and from 15:00 to 16:00 (for afternoon groups). The maximum duration of this test will be one hour and the faculty must make the corresponding room reservation.

15. Synthesis test. From the second enrollment on, students can request from the lecturer in charge of the subject, at the beginning of the academic year, that the subject or module assessment should consist of a synthesis test that allows the evaluation of the learning results provided in the study guide of the subject. The decision to offer a synthesis test lies with the lecturer. If it is positive, the grade of the subject will correspond to the synthesis test score. A score between 3.5 and 5 will allow students to sit a recovery test.

16. Re-take exam. Only those students who have previously been assessed in a set of activities whose weight is equivalent to a minimum of two thirds of the total grade of the subject and have awarded an average grade between 3.5 and 4.9 are allowed to attend the **re-take exam**. Re-take exams will only allow students to attain the grade of 5.0. **If 5.0 is not reached, the grade obtained in the continuous assessment will be maintained.** When the format of this test is not specified in the study guide, the faculty must publish it via online *Campus Virtual* at least 10 days in advance and detail in order to ensure adequate preparation by the student.

17. Subjects with comprehensive assessment. Established in the Study Guide. List of subjects published on the School website. Application has to be submitted to the Academic Management Office following the School calendar and regulation.

18. Rescheduling exams. In the event that exceptional circumstances prevent a student from attending an evaluation exam on the set date, these must be duly justified. For this purpose, the student must submit a rescheduling request to the degree coordinator by filling out the Exam rescheduling request form, the link to which is at the end of each study guide and on the FEBA website under "Calendar of Evaluations ". This request will be assessed by the degree coordinator based on the criteria and requirements agreed by the Dean's Team and as specified in the application form. If approved, the lecturer will be informed of the decision, as will be the student, who should contact the lecturer to reschedule the exam. Rescheduled exams will be held out of class schedule. If the request is denied, both parties will also be informed.

19. Results and review of grades. The teaching staff must publish the results of the evaluation activities on the Virtual Campus within a maximum period of two weeks**.** Students have the right to request a review of the grades of the assessment activities. The request for ordinary review is made directly to the teaching staff. If the student disagrees with the final grade of the subject, it can submit a reasoned request for an extraordinary review to the Dean's Office, which will be submitted to the Academic Management. The period for submitting the application ends 15 calendar days after the date set by the UAB academic-administrative calendar as the deadline for the closing of records. The Dean's Office will propose the appointment of a review committee to resolve the claims. The procedure will involve hearing the teacher and the student involved. Applications will be resolved within a maximum of one month. Reviews of such results of assessment activities will always be on an individual basis.

20. Rounding final qualifications. Article 266, point 4 of the UAB Academic Rules. From 2023-2024, 4.9, 6.9 or 8.9 become 5, 7 or 9, respectively.

21. Students with specific educational needs. We recommend these students to contact PIUNE. This service supports the student and assesses their educational needs which they transfer to the teaching staff in order they adapt the conditions of the assessment test.

22. Bad practice and behavior in the classroom. FEBA students must behave ethically. It is absolutely forbidden to copy, or to try to copy, in any type of academic activity. Any person caught copying or trying to copy with any type of media, will be invited to leave the classroom, will receive a grade of zero on that exam, and the incident will be notified to the Dean, accompanied by a brief report on the circumstances and evidence of the incident. In the event that the student commits two irregularities in evaluation activities in the same subject (copy, plagiarize, or others), the final mark of this subject will be zero.

ACADEMIC LIFE

23. Mobility. Exchange programmes aim to promote mobility during the degree programme and the subsequent recognition of subjects studied at the destination institution. However, undertaking an exchange does not imply the right to obtain the qualification from the destination institution. Undergraduate students may participate in an exchange programme, at most, in two academic years.

24. Application for an exchange programme. To take part in a mobility stay it is necessary to have passed 60 ECTS at the time of the request. Students also need to accredit, by means of an official certificate obtained no more than 4 years beforehand, the minimum level of language required by the host university. If you do not have an official certificate, you can take a language test at the UAB Language Service. Students on degrees taught in English do not have to accredit languages if they have passed a minimum of 90 ECTS and the language of the host university is English. In the mobility application students can choose up to 8 destinations, with the options of yearly or half-yearly duration.

25. Allocation and specific registration for an exchange programme. Average grade and language level. Minimum registration of 30 ECTS, if annual exchange, and 15 ECTS, if semi-annual. Receiving exchange scholarship awarded is subject to passing 20 ECTS in annual stays and 10 ECTS in semi-annual stays.

26. Recognition of mobility subjects. The formalisation of the study agreement with the mobility coordinator is a prerequisite to undertaking a mobility stay. The study agreement specifies the subjects that are taken in the destination university and the UAB subjects with which they are validated. There are two validation options: (1) If the content of the subjects in the destination institution is similar to those of the degree taken at the UAB, and the coordinator approves the validation of subjects (basic training, compulsory or optional in the UAB); (2) If there is no correspondence between subjects, the subjects of the destination institution can be recognized as mobility credits. A maximum of 30 mobility ECTS can be recognized.

27. Academic calendars and assessment exams. In the case of incompatibilities between the academic calendars of the destination institution and the School academic calendar, it will not be possible to request the reprogramming of the assessment exams.

28. Academic internships. The academic internship subject is offered for all degrees at the School of Economics and Business. The School only processes (through the Academic Management Office) and coordinates (through the internship coordinators) the academic internships undertaken by students enrolled in the School. Extracurricular internships must be processed through the UAB Employment Service.

29. Access to and enrolment in academic internships. The grades on the student's academic record are the criteria used in the process of admitting students to the different academic internship programmes run by the School. Credits for academic internships cannot be split. They constitute a single subject that, if passed, allows students to obtain all the credits assigned to the subject. If it is not passed, the student must take these elective credits again (in the form, again, of academic internships, or from elective subjects).

30. Selection of companies. The companies in which academic internships are undertaken must be selected and validated by the internship coordinator of the degree on which students are enrolled. The competences to be developed by the students in the company must be validated by the internship coordinator of the corresponding degree and be included in the agreement signed by the Faculty and the company.

31. Assignment of tutors, and evaluation of academic internships. Students on academic internships must have a tutor or academic tutor (provided by the internship coordinator of the corresponding degree) assigned and a tutor in the company (assigned by the host company). Curriculum internships must be taken during the academic periods established in the study plan of the degree.

32. Relationship with the company and credit validation. The academic internship does not give rise to any type of link or employment relationship between the student and the company. Given that academic internships do not evaluate knowledge as such, but rather the skills and abilities acquired by the student as a result of their time in the company, the internship hours that cannot be undertaken during the period established due to force majeure must be recovered. The above criteria mean it is not feasible for a student who is already working or can accredit hours worked in a company, to request that such hours worked in the company be validated for credits on academic internships.

33. Final Studies Project. The Final Degree Project (TFG) is a compulsory subject consisting of 12 ECTS in all degrees of the School that entails the undertaking on the part of students of an unpublished and individual work in which they have to apply comprehensively the knowledge and skills acquired during their degree studies. The TFG must be written in Catalan, Spanish or English. Students on the degrees in Business Administration in English and Economics in English must write it in English. See the TFG regulations here (link).

34. Falsification and/or plagiarism of the TFG. The TFG must be original. Falsification of the work occurs in two cases: (i) When a work obtained by commission and prepared by third parties or other means is submitted; (ii) When the results of the work have been falsified. Additionally, it should be borne in mind that plagiarism not only means "copying" in an academic sense, but also constitutes a crime against intellectual property with potential legal consequences. That is why the School uses an application to verify the originality of all TFGs submitted. Falsification and/or plagiarism of the TFG will automatically lead to a grade of zero, in addition to the application of the sanctioning measures provided for that purpose by the UAB and the School. See the TFG regulation here (link).

TITLES AND CERTIFICATES

35. Degree certificate application and SET. At the end of the degree, students may request their degree certificate and the European Supplement to the Degree, online. The fees are determined by the RD (*Royal Decree*) on public prices by which the fees for academic services are fixed, and which is published every year in the DOGC (*Official Gazette of Generalitat de Catalunya*). The European Supplement to the Degree (SET) is a document that contains all the information about the studies undertaken: the content, the competences, the qualifications, the external internships, etc.

36. Certificate request. Personal (or other) academic certificates can be requested in person at the Academic Management Office or online. The fees for certificates are determined by the RD on public prices by which the fees for academic services are fixed, and which is published every year in the DOGC.

37. Graduation ceremony. The FEBA organizes a graduation ceremony in recognition of those students who finish their Bachelor studies. In this ceremony special recognition is made of the best academic records (by regulation it is a different number in each degree, according to the number of graduates) and the best TFGs (one per degree). [The institutional ceremony in no case excludes the organisation by the students of promotional celebrations and/or their participation in the commemorative graduation class photograph]. Here more information.

PARTICIPATION

38. Student participation. At the beginning of the academic year, each group chooses one or two delegates according to the size of the group. The delegates are in charge of transmitting the problems and concerns of the group to the teaching staff, in the first instance, or to the coordination of the degree in the second. The FEBA Student Council is the representative and participative body for students in the School. It is made up of all class delegates and also by the student representative (elected as a member of the Faculty Board) and cloister representative (chosen as a member of the UAB Cloister). FEBA is keen to encourage students' participation, as well as active communication between all the people who are part of the Faculty, in order to carry out continuous improvement.

39. Satisfaction surveys. UAB degrees are constantly evaluated for improvement. Satisfaction surveys are a basic tool to detect the strengths and weaknesses of the training on offer, the content of the subjects, and lecturers' performance. At the end of each semester, it is important that students take time to give their opinions, in order for the School to introduce the necessary adjustments and be able to better respond to learning expectations.

40. Control and follow up. Students can participate in the supervision and monitoring of the teaching and academic activity through their presence on the Faculty Board and in the delegate committees, where they can propose actions for improvement.

41. Complaints and positive feedback. Complaints and positive feedback from students can be conveyed through the OPINA application or through class delegates. In the latter case, the delegate sends it to the lecturers involved, in the first instance, who should, as far as possible, respond to the situation. Should the incident not be resolved by the lecturer, the coordinator of the corresponding degree intervenes. Only in exceptional cases will the Vice-Dean of Academic Affairs and / or the Vice-Dean of Students be informed, who will inform, if applicable, the dean and the rest of the Dean's Team of the incident.

DIRECTORY OF MISCELLANEOUS INFORMATION

- Academic information (link). *(Catalan version)*
- FAQs about the rules on continuation of studies (link).
- Curriculum assessment by credit compensation (link).
- Regulations for the Bachelor's Degree Final Project (link).
- Faculty Tutoring Action Plan (PAT) (link).
- Faculty Regulations (link). *(Catalan version)*
- Regulations of the Faculty Student Council (link). *(Catalan version)*
- Libraries Service (link).
- Social Sciences Computer Service (SID) (link).
- OPINA (link).
- Faculty Web (link) .

- Virtual Campus (link).
- UAB Bullying Protocol (link). *(Catalan version)*
- Faculty Bullying Protocol (link). *(Catalan version)*
- Graduation ceremony (link).