

## **Regulations for Specific Study Abroad Programmes at the University of Vic – Central University of Catalonia**

### **1. General considerations**

#### *Object and scope*

One of the general strategic objectives of the University of Vic –Central University of Catalonia (UVic-UCC) is to promote the process of internationalization of the University and increase its international visibility. To achieve this, it is considered a priority to increase the number of international university students by offering Study Abroad programmes designed specifically for this group.

In all cases, Study Abroad programmes lead to the issue of a certificate by the UVic-UCC. The UVic-UCC's International Centre for Lifelong Learning is responsible for the administrative management of these programmes and the issue of certificates.

### **2. Description of Study Abroad programmes**

2.1 Study Abroad programmes are UVic-UCC specific courses that are not associated with official degrees. They are aimed at international students and university graduates, and are also open, if applicable, to UVic-UCC students. Study Abroad programmes are designed for university students from higher education institutions in other countries who wish to carry out further studies for a short period at the University of Vic – Central University of Catalonia (UVic-UCC), as part of their international experience. Admission to Study Abroad programmes is usually managed through agreements made directly with an institution or an intermediary. Participants pay an enrolment fee to access and take the courses.

2.2 Study Abroad programmes are flexible in terms of the objectives they aim to meet, the organization of course contents, and the course length.

2.3 The length of Study Abroad programmes may vary. They may be offered throughout the academic year or as part of the Summer University offerings. The contents can be organized around:

- a) Subjects from one or several curriculums offered at the UVic-UCC
- b) Personalized subjects or training activities created to meet the objectives of a specific programme
- c) A combination of a) and b) types of subject
- d) Language courses organized by the Language School
- e) Cultural and/or sports activities and visits to companies and leading institutions.

2.4 Study Abroad programmes are not part of any of the international cooperation programmes in which the UVic-UCC is involved, which are based on two-way exchanges between institutions or double or joint degrees. Students who are admitted to Study Abroad programmes will have the status of one-way exchange students and their academic transcript shall remain at the home university at all times.

2.5 Study Abroad programmes may include a variable number of subjects or training activities, so that students can design their own pathway. In these cases, students may have to take a minimum number of subjects to be admitted.

2.6 Study Abroad programmes must specify the number of ECTS credits and the language(s) of instruction.

### **3. Coordination and management of programmes**

#### *3.1 Vice-Rector for International Relations and Lifelong Learning*

The Vice-Rector for International Relations and Lifelong Learning will act as the institutional coordinator of Study Abroad programmes at the UVic-UCC. The responsibilities will include:

- Submit the academic proposal to the University's Governing Council for approval of its implementation.
- Submit the proposal for fees to the Office of the General Manager of UVic-UCC for approval.
- Ensure monitoring of the quality of the programme.
- Resolve issues that are not covered in these regulations and their interpretation.
- Review the agreements resulting from a Study Abroad programme.

#### *3.2 Academic coordination*

Each programme will have a coordinator. The responsibilities of the coordinator include:

- Submit a proposal for a Study Abroad programme.
- Contact the home university or universities to agree on the programme (contents, length, credits and period of implementation).
- Coordinate with the academic coordinator for international relations at the centre that is promoting the programme, and with the degree coordinator if the programme offers subjects from the curriculums of official degrees.
- Propose and coordinate the programme's teaching staff.
- Negotiate and coordinate the programme's complementary activities (cultural activities, visits, etc.).
- Reserve spaces.
- Coordinate with the International Centre for Lifelong Learning to draw up the programme's budget and organize the administrative management.

- Coordinate with the International Relations Area, which provides support in logistics, drawing up potential agreements, and promoting the integration of “Study Abroad” students at the UVic-UCC.
- Ensure the quality of teaching materials, the good organization of the programme, and the general quality of the course.
- Promote the programme at international fairs.
- Along with the Economic Management Area, process the payment of teaching staff.

### *3.3 Teaching staff*

Study Abroad programmes may be taught by UVic-UCC lecturers, collaborating external lecturers, and/or lecturers from the universities that jointly promote the programme with the UVic-UCC. Lecturers will be paid in accordance with the programme’s individual budget.

Lecturers must submit the teaching materials to the programme coordinator, assess students, and ensure their quality and suitability to attain the general and specific objectives that have been established.

### *3.4 Students*

1. Individuals on Study Abroad programmes have the status of Study Abroad students. They are subject to these regulations and all associated procedures.

2. Students have the following responsibilities:

- Obtain any permits and visas required to study for a period at the UVic-UCC and provide documentary evidence of them.
- Have healthcare insurance that covers health issues and accidents whilst they are in the country for the duration of the course, and submit documentary evidence of this cover on enrolment.

### *3.5 International Centre for Lifelong Learning*

The International Centre for Lifelong Learning is responsible for the following tasks:

- Provide the programme coordinator with a financial and academic report to submit a Study Abroad training proposal. Once completed, the training proposal must be signed by the programme coordinator, the director of the International Centre for Lifelong Learning, the dean of the centre promoting the programme and the Vice-Rector for International Relations and Lifelong Learning.
- Draw up the programme's budget together with the coordinator.
- Manage the processes of access, admission and enrolment of students:
  - Receive participating students' documents.
  - Send the student and/or the home university a document confirming admission to the programme for visa procedures.
  - Enrol the student as a "Study Abroad student".
  - Oversee the financial management of the programme.
- Request access permissions for the Virtual Campus and virtual classrooms.-
- Receive reports on attainment and/or attendance for the issue of certificates.
- Complete course certificates.
- Submit certificates to students.

## **4 Admission, enrolment and insurance for the Study Abroad programme**

### *4.1 Admission*

1. To be admitted to these courses, Study Abroad students must be enrolled in any university in the world or be university graduates, and have sufficient knowledge of the programme's language of instruction. The Study Abroad programme coordinator may establish the admission requirement that students must submit proof of their knowledge of the programme's language(s) of instruction.
2. Students must meet any additional academic requirements established by the academic coordination of each programme.

3. UVic-UCC students and university graduates may also be admitted to the programme, if the coordinator believes that this is appropriate, according to the characteristics of the programme.

#### *4.2 Pre-enrolment*

A period of pre-enrolment will be established, if necessary, in which the student must submit the document required for admission. In programmes that are organized entirely by the UVic-UCC, the follows documents must be submitted:

- National identity document or passport.
- Document confirming that the student is enrolled at a higher education institution.
- Document confirming that the student holds a university degree, if the programme is for postgraduates.
- Document confirming knowledge of the course's language of instruction, if applicable.
- Any other required information, according to the characteristics of the course.
- Proof of medical and accident insurance.

#### *4.3 Enrolment*

1. Enrolment will be complete once the management unit has received all of the required documents and the payment has been made.

2. The UVic-UCC may accept applications for reimbursement of the enrolment fee up to 40 days before the start of the course, if fully justified. In this case, the University shall withhold 20% of the amount paid. Once a course has started, students shall not be entitled to reimbursements. In the case of agreements with universities or other institutions, the conditions for cancellation of enrolment and the academic consequences of withdrawing from a subject, as well as the opportunity

to change subjects during the first week of the course, shall be established in the agreement.

3. Once students have enrolled on a Study Abroad programme, they will have access to libraries, the virtual campus and specific facilities to take the course. Study Abroad students on semester-long courses may use the cultural and sports services that are available to UVic-UCC students.

#### *4.4 Insurance*

To ensure health and accident cover during their period at the UVic-UCC, Study Abroad students must take out the insurance policy established in general terms by the UVic-UCC for cases of mobility.

#### *4.5 Certification*

1. Students who complete a Study Abroad course are entitled to a university extension, attainment or attendance certificate, depending on whether the course included a student assessment system. Minimum attendance of 80% of the classes is a requisite for obtaining a certificate. The certificate will contain the name of the course, its length and academic information.

2. In addition, certificates shall be issued of the academic results obtained in the subjects or training activities, and the credits obtained. These certificates shall be issued by the International Centre for Lifelong Learning. Therefore, this Centre must have the complete programme of subjects and/or training activities undertaken.

3. The potential recognition of training received in a Study Abroad programme shall depend only on the home university. Any procedures associated with this recognition shall be the student's responsibility.

#### *4.6 Quality assurance*

Study Abroad programmes shall be subject to the same quality assurance processes as the rest of the programmes managed by the International Centre for Lifelong Learning.

### **5. Cancellation of a programme**

5.1 There must be a minimum number of pre-enrolled students for a Study Abroad programme to run, to ensure its financial viability. If the minimum number of students established for each course or subjects is not reached, the UVic-UCC reserves the right to cancel a course or any subject.

5.2 If an entire programme is cancelled, any fees that have been paid shall be reimbursed within fifteen days from the day that the UVic-UCC receives the student's bank account number for the refund.

5.3 If the University cancels a subject that is part of a broader programme, the student shall be given the opportunity to enrol for another subject or training activity from the programme's offering, or to receive a refund of the fees, which will be paid within fifteen days from the day that the UVic-UCC receives the student's bank account number for the refund.

5.4 In the case of cancellation of a course or subjects in a programme, the UVic-UCC is not liable for any costs resulting from journeys or the period abroad that students or any other party may have paid. The UVic-UCC reserves the right to change course contents or the place where a course is taught.



## **6. Contracts and agreements**

6.1 In the case of tailored programmes for one or more universities, the programme coordinator in conjunction with the International Relations Area shall draw up a collaboration agreement following the procedure established for the approval of international agreements. The agreement shall include the academic proposal, the place at which the programme will be taught, the complementary cultural activities and/or visits and the budget and payment conditions.

6.2 If there is an existing framework agreement between the UVic-UCC and the universities that are involved, an appendix to the agreement shall be drawn up that will include the academic proposal and the budget and payment conditions.

6.3 Any relationship with intermediaries in the framework of a Study Abroad programme shall be established through an institutional agreement.

### **Additional provision**

Any issues that are not covered by these regulations shall be resolved and interpreted by the Vice-Rector for International Relations and Lifelong Learning.

### **Final provision**

These regulations apply to the course offerings scheduled for academic year 2014-2015 onwards.