

GUIDELINES FOR STUDENTS

UAB School of Economics and Business
Academic Affairs Committee on June 4, 2025

The aim of this document is to provide students of the School of Economics and Business (FEiE) at the Universitat Autònoma de Barcelona with the information they need to carry out their academic activity as satisfactorily as possible. In a community as large as ours, the existence of general guidelines and operating criteria is necessary in order to ensure the best possible learning experience, taking into account all the parties involved in the process (students, teaching and research staff, and administrative and service staff).

This document is divided into seven sections containing information on: (1) **Access and admission**; (2) **Enrollment** (including information on part-time enrolment); (3) **Teaching and learning**; (4) **Academic life** (including information on mobility programs, curricular placements, and the Bachelor's Degree Final Project); (5) **Degrees and certificates**; (6) **Participation**; and (7) **A directory of miscellaneous information**. Much of this information is further developed in the FEiE Tutorial Action Plan (PAT) ([link](#)).

ACCES AND ADMISSION

1. Access. New students attend an **enrollment information session**, where they are informed about the enrolment process (required documentation, payments, and student services) and how to obtain their student card. Upon enrolment, students are provided with a *NIU* and a password, which allow them to consult their academic record, manage certificates, access the Virtual Campus, and use the institutional email account provided by the UAB to all students. At the beginning of the academic year, a welcome session is held to welcome new students and present each Bachelor's Degree program, as well as some of the FEiE's services.

2. Continuation of studies (Permanence). It is the **student's responsibility** to be familiar with the UAB regulations on continuation of studies, which can be found on the School website under *Study -> Academic information*. These regulations govern, among other matters, the maximum number of years a student may remain enrolled, the type of study dedication (part-time or full-time), and the conditions for enrolling in a given academic year.

3. Propaedeutic workshops. The FEiE offers new students a **Propaedeutic Mathematics Course** before the start of classes, with the aim of helping future students in all degree programs reach an adequate level of mathematics to follow subjects that require mathematical knowledge.

ENROLLMENT

4. Enrollment. First-year enrollment is carried out with support from the Academic Administration Office. In subsequent years, enrollment is completed individually (**self-enrollment**). Since the Faculty approves and publishes all relevant information on its website before the enrollment period begins, it is the **student's responsibility** to know and verify the compatibility of (1) the class schedules of the courses in which they enroll, and (2) the exam dates and times for those courses.

5. Changes and cancellations. The FEiE administrative calendar includes periods for modifying and/or canceling enrollment. The UAB website contains the specific information that must be taken into account when requesting enrollment changes and/or cancellations.

6. Continuation requirements (Permanence). New students entering the first year of a bachelor's degree program must pass a total of 30 credits within their first two academic years. In order to enroll in second-year courses, students must have passed at least 12 first-year credits; in order to enroll in third-year courses, they must have passed at least 60 credits from first- and second-year courses. To enroll in fourth-year courses, students must have passed all first-year courses and a total of at least 120 credits from the first three academic years. To enroll in the Bachelor's Degree Final Project (TFG), students must have passed at least two thirds of the total credits in the curriculum. Students are entitled to **four enrollment attempts** to pass a course. A student who exhausts the number of enrollment attempts for basic training or required courses/modules must withdraw from the program. Detailed information: [link](#).

7. Compensatory assessment. Students have the right to request curricular assessment of a course through compensation. This compensation may be granted only once in each bachelor's degree program and may only be applied to courses worth a maximum of 12 credits. The Bachelor's Degree Final Project and the practicum/internship placement are excluded from compensatory assessment. Detailed information: [link](#).

8. Payment. The UAB website provides information on payment, fees, and available scholarships that should be reviewed before completing enrollment.

9. Part-time enrollment. The UAB continuation regulations establish that students may enroll on a full-time or part-time basis. [Important note: Throughout their bachelor's degree studies, students may change their study dedication status twice; the change is applied to the academic record at the time enrollment is completed for the academic year in which the student requests the change.]

Enrolling **full-time** means enrolling in 60 ECTS credits in the first year, and between 42 and 78 ECTS credits from the second year onward at the School (UAB continuation regulations). It should be noted that one course (6 ECTS) represents 150 hours of student workload, while five courses (30 ECTS) represent a workload of 750 hours. Divided across the 20 weeks that a semester generally spans (see the UAB academic calendar), the average weekly workload is 37.5 hours. In other words, the European Higher Education Area (EHEA) establishes that, by default, students are expected to pursue higher education on a full-time basis. This applies across the European university system. In cases where full-time dedication is expected to be unmanageable, students may enroll part-time. Under this option, the UAB continuation regulations establish that new students must enroll in a minimum of 30 ECTS credits (instead of 60) and a maximum of 42 ECTS credits; from the second academic year onward, students must enroll in a minimum of 24 ECTS credits (instead of 42) and a maximum of 42 ECTS credits (instead of 78). Very important illustrative example: [link](#) (ECTS credit price subject to changes in official fees).

TEACHING AND LEARNING

10. Study guides and regulations. The academic regulations of the Universitat Autònoma de Barcelona, in the first instance, and the study guides for each course, subsequently establish the methodology and assessment system for each course.

11. Group assignment. Enrollment in a **specific group** requires attendance in that group's classes and assessment in that same group. Students may request a group change by submitting the corresponding form to the Academic Administration Office. A group change will be granted only if the established criteria are met. In any case, no lecturer may authorize student group changes or grade students who are not enrolled in their group.

12. Schedule. Class start and end times must be respected. The scheduled 15-minute interval between two-hour time slots ensures a break between sessions. Each scheduled hour includes at least 55 effective minutes of class time, so sessions include a 10-minute break halfway through. To minimize disruptions and ensure the normal functioning of classes, students who arrive late may not enter once class has started, nor may they leave before class ends, unless this has been previously requested and justified to the lecturer.

13. Classroom behavior. Classroom behavior (whether silent or participatory) must be appropriate to the type of academic activity being carried out, while always maintaining scrupulous respect for teaching staff and fellow students. Lecturers may remove from the classroom students who systematically disrupt the normal functioning of the academic activity. Repeated misconduct may result in permanent exclusion from the classroom.

14. Continuous assessment and additional assessment activities. Teaching staff must announce on the Virtual Campus any **additional assessment activities** that are not included in the institutional assessment calendar or exam schedule. When these activities carry a weight of **20% or more** of the total continuous assessment grade, they must be announced, with the relevant information, at least one full week in advance. If the assessment activity takes place during teaching hours, it must be scheduled on the day on which the class begins at 9:00 a.m. (for morning groups) or 4:00 p.m. (for afternoon groups). If the additional activity is to be carried out in rooms other than those assigned to that group, the test must take place from 1:15 p.m. to 2:15 p.m. (for morning groups) and from 3:00 p.m. to 4:00 p.m. (for afternoon groups). The maximum duration of this test is one hour, and teaching staff must make the corresponding room reservation.

15. Synthesis test. Beginning with the second enrollment attempt, students may request, from the lecturer responsible for the course and at the beginning of the academic year, that the assessment of the course or module consists of a synthesis test that enables evaluation of the learning outcomes specified in the course study guide. The decision to offer a synthesis test rests with the lecturer. If the request is accepted, the course grade will correspond to the score obtained on the synthesis test. A score of at least 3.5 and less than 5.0 entitles the student to sit a retake exam.

16. Retake exam. Only students who have previously been assessed in a set of activities whose combined weight is at least two thirds of the total course grade and who have obtained an average grade between 3.5 and 4.8 may sit the retake exam. Retake exams may only allow students to obtain a final grade of 5.0. **If 5.0 is not reached, the grade obtained through continuous assessment will be maintained.** When the format of this test is not specified in the study guide, teaching staff must publish it on the Virtual Campus at least **10 days** in advance and provide sufficient detail to ensure adequate student preparation.

17. Courses with comprehensive assessment. This is established in the course study guide. The list of courses is published on the School [website](#). Applications must be submitted to the Academic Administration Office in accordance with the FEiE's calendar and regulations.

18. Exam rescheduling. If exceptional circumstances prevent a student from attending an assessment exam on the scheduled date, such circumstances must be duly justified. For this purpose, the student must submit an exam rescheduling request to the degree coordinator by completing the [Exam Rescheduling Request Form](#) the link to which appears at the end of each study guide and on the FEiE website under "**Calendar of Assessments.**" This request will be assessed by the degree coordinator according to the criteria and requirements agreed by the Dean's Team and specified in the application form. If approved, the lecturer and the student will

be informed of the decision, and the student must contact the lecturer to arrange a new exam date. Rescheduled exams will be held outside regular class hours. If the request is denied, both parties will also be informed. Students in the **Tutoresport Program** must submit their rescheduling request to their tutor lecturer, who will coordinate directly with the lecturers involved to manage all requests to reschedule students' assessment tests, including midterm, final, and retake exams.

19. Results and review of grades. Teaching staff **must publish the results** of assessment activities on the Virtual Campus within a maximum period of three weeks. Students have the right to request a review of the grades received in assessment activities. An ordinary review request is made directly to the teaching staff. If the student disagrees with the final course grade, they may submit a reasoned request for an extraordinary review to the Dean's Office, which will be processed by Academic Administration. The deadline for submitting the request is 15 calendar days after the date established in the UAB academic-administrative calendar as the deadline for grade submission/record closing. The Dean's Office will propose the appointment of a review committee to resolve the claim. The procedure will include hearing both the lecturer and the student involved. Requests will be resolved within a maximum of one month. Reviews of assessment results will always be conducted on an individual basis.

20. Rounding of final grades. In accordance with Article 266.4 of the UAB Academic Regulations, final grades of 4.9, 6.9, and 8.9 must be rounded up to 5.0, 7.0, and 9.0, respectively.

21. Students with specific educational needs. Students with specific educational needs are advised to contact [SIdi](#). This service supports students and assesses their educational needs, which are then communicated to teaching staff so that the conditions of assessment tests can be appropriately adapted.

22. Academic misconduct and classroom behavior. FEiE students are expected to behave ethically. Copying, or attempting to copy, in any type of academic activity is strictly prohibited. Any person caught copying or attempting to copy by any means will be asked to leave the classroom, will receive a grade of **zero** on that exam, and the incident will be reported to the Dean, together with a brief report describing the circumstances and evidence of the incident. If a student commits **two irregularities** in assessment activities in the same course (copying, plagiarism, or other misconduct), the final grade for that course will be **zero**.

ACADEMIC LIFE

23. Mobility. Exchange programs are intended to promote mobility during students' degree studies and involve the subsequent recognition of the courses completed at the host institution. However, participation in an exchange program does not entitle students to obtain a degree from the host institution. Bachelor's degree students may participate in an exchange program for a maximum of two academic years.

24. Applying to an exchange program. To undertake a mobility period, students must have passed 60 ECTS credits at the time of application. They must also certify, through an official certificate issued no more than 4 years earlier, the minimum language level required by the host university. If the student does not have an official certificate, they may take a language test at the UAB Language Service. Students enrolled in degree programs taught in English are not required to provide language certification if they have passed a minimum of 90 ECTS credits and the language of the host university is English. In the mobility application, students may choose up to 8 destinations, with either full-year or semester-long options.

25. Allocation and specific enrollment in the exchange program. Student allocation to destinations is based on the student's grade point average (academic record) and the certified language level. The minimum number of ECTS credits to enroll in is 30 for full-year stays and 15 for semester-long stays. The actual receipt of any mobility grants awarded is subject to passing a total of 20 ECTS credits for full-year stays and 10 ECTS credits for semester-long stays.

26. Recognition of courses completed during mobility. Formalizing the learning agreement with the mobility coordinator is essential in order to carry out the mobility stay. The learning agreement specifies the courses taken at the host institution and the UAB courses for which they will be recognized. There are two recognition options: (1) If the content of the courses at the host institution is similar to that of the degree program being pursued at the UAB, and the coordinator approves it, course recognition is established (for basic training, required, or elective courses at the UAB); (2) If there is no course equivalence, courses taken at the host institution may be enrolled as mobility credits. A maximum of 30 ECTS mobility credits may be enrolled.

27. Academic calendars and assessment tests. In the event of incompatibilities between the academic calendar of the host institution and the School's academic calendar, it will **not** be possible to request the rescheduling of assessment tests.

28. Curricular internships. The Curricular Internships (External Internships) course is offered in all FEiE bachelor's degree programs as an elective course. In the Economics and Business Administration (ADE) degree programs taught in Catalan/Spanish, it is titled External Internships in the University-Business Program I and II and Seminar in the University-Business Program. The FEiE only processes (through the Academic Administration Office) and coordinates (through the coordinators) the curricular internships of students enrolled in the FEiE. Extracurricular internships must be processed through the UAB Employability Service.

29. Access to and enrollment in curricular internships. The student's academic record grade is the criterion used in the admission process for students to the School's different curricular internship programs. The credits for curricular internship courses cannot be split. They constitute a single course that, if passed, allows the student to obtain all credits assigned to that course. If the course is not passed, the student must complete those elective credits again (either again through curricular internships or through elective courses).

30. Selection of companies. The companies in which curricular internships are carried out must be screened and approved by the internship coordinator of the corresponding degree program. The competencies to be developed by students in the company must be approved by the internship coordinator of the corresponding degree program and included in the agreement signed by the School and the company.

31. Assignment, tutors, and assessment of curricular internships. Students undertaking curricular internships must be assigned both an academic tutor (appointed by the internship coordinator of the corresponding degree program) and a company tutor (appointed by the host company receiving the student). Curricular internships must be carried out during the academic periods established in the degree program's teaching plan.

32. Relationship with the company and non-recognition of credits. Curricular internships do not establish or give rise to any type of contractual or employment relationship between the student and the company. Since curricular internships do not assess knowledge as such, but rather the competencies and skills acquired by the student as a result of their experience in the company, any internship hours that could not be completed during the established period due to force majeure must be made up. For the above reasons, it is not possible for a student who is

already working, or who can document hours worked in a company, to request recognition of those working hours as curricular internship credits.

33. Final Degree Project. The Bachelor's Degree Final Project (TFG) is a required course in all FEiE bachelor's degree programs. It requires students to complete an original, individual project in which they must apply, in an integrated manner, the knowledge and competencies acquired throughout their degree studies. The TFG must be written in Catalan, Spanish, or English. Students in the Business Administration (ADE) in English and Economics in English degree programs must write it in English. See the TFG regulations here ([link](#)).

34. Falsification and/or plagiarism in the TFG. The TFG must be original. Falsification of the project occurs in two cases: (i) when a project obtained by commission and prepared by third parties, or by any other means, is submitted; (ii) when the project results have been falsified. In addition, it should be noted that plagiarism is not only equivalent to "copying" in the academic sense, but may also constitute an intellectual property offense, with potential legal consequences. For this reason, the FEiE uses an application to verify the originality of all submitted TFGs. **Falsification and/or plagiarism** of the TFG will automatically result in a grade of zero, in addition to the application of the disciplinary measures established for this purpose by the UAB and the FEiE. See the TFG regulations here ([link](#)).

DEGREES AND CERTIFICATES

35. Degree Certificate Application and European Diploma Supplement (SET). Upon completion of the degree program, students may apply online for their degree certificate and the European Diploma Supplement (SET). The applicable fees are established by the Royal Decree on public fees that sets the charges for academic services, which is published annually in the Official Gazette of the Government of Catalonia (DOGC). The European Diploma Supplement (SET) is a document that contains comprehensive information on the studies completed, including the program content, competencies acquired, grades, external internships, and other relevant academic information.

36. Certificate requests. Students may request personal academic certificates (or other types of certificates) either in person at the Academic Administration Office or online. The fee for certificates is established by the Royal Decree on public fees, which sets the fees for academic services and is published annually in the Official Gazette of the Government of Catalonia (DOGC).

37. Graduation ceremony. The FEiE organizes a graduation ceremony in recognition of graduating students. During this ceremony, special recognition is given to the students with the best academic records (the number varies by degree program, in accordance with regulations and the number of graduating students in each program) and to the best TFGs (one per degree program). [The institutional ceremony does not in any way exclude the organization by students of class celebrations and/or their participation in the commemorative class photo for that graduating class.] More information here ([link](#)).

PARTICIPATION

38. Student participation. At the beginning of the academic year, each group elects one or two class representatives, depending on the size of the group. Class representatives are responsible for communicating the group's concerns and issues to the teaching staff in the first instance, and to the degree coordination team in the second instance. The **FEiE Student Council** is the School's student representation and participation body. It is made up of all class representatives, as well as student members of the Student Board and student members of the UAB Council. The FEiE must promote student participation, as well as active communication among all members of the School, in order to support continuous improvement.

39. Teaching evaluation surveys. UAB degree programs are continuously evaluated for improvement purposes. Teaching evaluation surveys are a basic tool for identifying the strengths and weaknesses of the academic offering, course content, and teaching performance. At the end of each semester, it is important for students to take the time to share their opinions so that the necessary adjustments can be introduced and the School can better respond to learning expectations.

40. Oversight and monitoring. Students may participate in the oversight and monitoring of teaching and academic activities through their presence on the Faculty Board ("Consell de Centre") and its delegated committees, where they may propose improvement actions.

41. Complaints and suggestions. Students' complaints and suggestions may be submitted through the OPINA application or through class representatives. In the latter case, the class representative communicates the issue to the lecturer involved in the first instance, who should respond to the situation whenever possible. As a second step, if the issue cannot be resolved with the lecturer, the corresponding degree coordinator will intervene. Only in exceptional cases will the intervention of the Vice Dean's Office for Teaching and Academic Affairs and/or the Vice

Dean's Office for Students be required; if appropriate, they will inform the Dean and the rest of the Dean's Team of the issue.

DIRECTORY OF MISCELLANEOUS INFORMATION

- Academic Regulations ([link](#), in catalan)
- FAQs on Continuation of Studies (Permanence) Regulations ([link](#)).
- Compensatory Assessment ([link](#)).
- TFG Regulations ([link](#)).
- Tutorial Action Plan (PAT) ([link](#), in catalan).
- Faculty Regulations ([link](#)).
- Faculty Student Council Regulations ([link](#)).
- Library Service ([link](#)).
- Social Sciences Information Service (SID) ([link](#)).
- OPINA ([link](#)).
- Faculty Website ([link](#))
- Virtual Campus ([link](#))
- UAB Harassment Protocol ([link](#))
- Faculty Harassment and Discrimination Policy ([link](#))
- Graduation Ceremony ([link](#))