

REGULATIONS FOR SUPPLEMENTARY TRAINING WORKSHOPS FACULTY OF ECONOMICS AND BUSINESS

POINT 1. Description:

The Cross-cutting Workshops at the FEE (hereinafter, workshops) are elective short-term courses. They aim to provide students with cross-cutting, supplementary training, i.e. training that may be useful for different subjects taught on the degree programmes, as well as for their professional career.

POINT 2. Objectives:

1. Improving general professional skills including analytical abilities, submitting and presenting academic work, data processing and text editing for faculty students.
2. Preparing students for their entry onto the job market.

POINT 3. Structure:

There are two rounds of different training workshops throughout the academic year. Each workshop comprises five, two-hour face-to-face sessions across consecutive Fridays. All classes shall be taught in the computer rooms in the G.M. de Jovellanos building on the UIB campus. The workshops may also be run online, circumstances permitting.

POINT 4. Workload / ECTS credits:

Each workshop comprises ten face-to-face hours of class and 15 hours of independent individual study. Students who receive a 'pass' mark for each workshop shall be awarded one ECTS elective credit on their degree programme, up to a maximum of six credits (six workshops).

POINT 5. Places:

The number of places per workshop/year is limited to 25 students. At least five students must be enrolled for a workshop to run.

POINT 6. Enrolment process:

The enrolment procedure comprises four stages:

1. Pre-registration: Students who are interested in taking one or more of the workshops should fill in a pre-registration form available on the workshop website (<https://fee.uib.cat/Portal-de-lAlumnat/Tallers-Transversals/>). The pre-registration period shall run until the workshop start date. Once they have filled in the form, students will automatically be sent a confirmation e-mail. In no way does this e-mail guarantee they have a place. Pre-registrations not accepted for an academic year are not saved for the next year.
2. Confirmation: The faculty assesses applications and assigns places two weeks before the workshop start date. All pre-registration applications received in the two weeks prior to the start of the corresponding workshop **shall not be taken into account** unless there are still places to be filled. The faculty shall notify students whether they have a place in the two weeks prior to the workshop start date.
3. Acceptance/withdrawal deadline: Once a place has been granted, the faculty will contact the accepted student via e-mail. From this time, students shall have three working days to reply, accepting the spot or withdrawing from the workshop. Failure to reply, or where students withdraw, will mean the place is offered to the first student on the waiting list.
4. Final list: The final list of admitted students shall be published on the workshop website one week prior to the start of the workshop.

POINT 7. Attendance commitment:

Once their attendance at the workshop is confirmed, **students undertake to attend** at least four of the five face-to-face workshop sessions. Failure to comply with this commitment means students shall

1. Be awarded a 'fail' mark for the workshop.
2. Not be able to re-enrol for the corresponding workshop.
3. Lose priority when enrolling for any other workshop in the following four rounds of workshops.

Where students justify their failure to attend the course in accordance with any of the reasons stated in the Academic Regulations (Article 23, point 5¹), the aforementioned penalties shall not apply.

¹The UIB Academic Regulations may be viewed at: <https://seu.uib.cat/fou/acord/13463/>.

POINT 8. Priority:

Priority criteria in selecting pre-registrations are as follows:

1. FEE students (GADE, GAID, GATU, GECO, GETU), with no priority at all between the different programmes.
2. Degree year (fourth-year students have priority over third-years, third-years over second-years, and so on).
3. Students in other faculties, by year of degree.

POINT 9. Exceptions to priority criteria:

The following exceptions apply to the priority criteria set out in POINT 8 of these regulations:

1. Students in a penalty period for failing to attend previous workshops (see POINT 7) lose any priority in the enrolment process.
2. Students who have attempted to enrol for the same workshop on two prior occasions and have not been accepted shall have top priority.
3. Students who applied for enrolment in two clashing workshops (same schedule): they shall be accepted in the workshop with the lowest number of registered participants.

POINT 10. Marks:

Student assessment is the sole responsibility of each workshop lecturer. The mark awarded shall be 'pass' or 'fail'.