



**UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH**

UPC Protocol on International Emergencies and Alerts

**Governing Council Decision CG/2022/XX/XX/XX, of 5 April
2022, approving the UPC Protocol on International
Emergencies and Alerts**

Office of the Vice-Rector for International Policy

- **Document pending approval, where appropriate, by the plenary of the Board of Trustees.**

GOVERNING COUNCIL DECISION APPROVING THE PROTOCOL ON INTERNATIONAL EMERGENCIES AND ALERTS

BACKGROUND AND LEGAL BASIS

1. The Universitat Politècnica de Catalunya is a fully internationalised institution. This international dimension is one of its institutional objectives, as stated in Article 4.4 of the UPC Statutes, according to which the universal nature of knowledge and its dissemination in a world without borders is considered the basis for promoting the UPC's international presence and its collaboration with universities and other cultural and scientific institutions in the European Union and around the world.
2. This international orientation implies a high level of mobility among members of the UPC community, involving stays at institutions around the world, and a significant presence of international students and teaching and research staff at our university. This international focus, supported by strategic planning since 1996, must also take into account the situation that participants in mobility programmes find themselves in when an emergency occurs. A rapid, efficient response in such situations must be ensured.
3. Health crises and public uprisings and demonstrations are clear examples of emergencies that impact the international mobility of our community. Likewise, events or situations that occur in our country can generate concern among the community of international students and staff that our university hosts.

In view of the above, the Governing Council

HAS ADOPTED THIS DECISION

1. The Protocol on International Emergencies and Alerts is hereby approved with the aim of ensuring an effective response to situations in which it is necessary to adopt urgent measures that have a direct impact on the university community and require coordination that entails internal and external planning.
2. Governing Council Decision no. 2017/05/08, approving the decision on the admission of refugees to bachelor's and master's degrees and the awarding of enrolment grants, shall be repealed. The relevant details are included in this new decision.

Barcelona, 5 April 2022



UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

Vicerektorat de Política Internacional

UPC PROTOCOL ON INTERNATIONAL EMERGENCIES AND ALERTS

**Office of the Vice-Rector for
International Policy**

**March
2022**



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1. Introduction

The Universitat Politècnica de Catalunya is a strong, mature institution with a reach and the quality of higher education and research one expects in a modern society – on a par with the most advanced universities in the world. In recent years, this has led to a very significant increase in the presence of international students and teaching and research staff at the UPC, and many members of our university community now undertake periods of mobility at institutions around the world. This international focus, supported by strategic planning since 1996, must also take into account the situation that participants in mobility programmes find themselves in when an emergency occurs. A rapid, efficient response in such situations must be ensured.

Health crises and public uprisings and demonstrations are clear examples of emergencies that impact the international mobility of our community. Likewise, events or situations that occur in our country can generate concern among the community of international students and staff that our university hosts.

This protocol aims to ensure an effective response to situations in which it is necessary to adopt urgent measures that have a direct impact on the university community and require coordination that entails internal and external planning.

The objective is to establish the minimum structure and mechanisms necessary to coordinate the actions to be carried out in emergencies that affect students/staff from abroad who are at our university or UPC students/staff affected by an emergency during a period of mobility at an international partner university.

The Protocol is intended to improve coordination and clarify the responsibilities of the various UPC units involved. It will apply only to matters related to coordination with respect to the groups mentioned above.

2. Definition of an international emergency

An international emergency is a risk situation that occurs in a context of international mobility and that may have negative consequences for the health or safety of students and/or administrative, service, teaching or research staff, whether they are individuals from outside Catalonia who are at our university or UPC students/staff at institutions abroad.



3. Scope and application

This protocol will be applied when the competent authorities of the University determine that an international emergency, as defined above, is under way.

It will be applied in the case of emergencies that happen abroad and those that affect any members of the university community (students or staff) who are in a situation of international mobility, carrying out the kind of activities typically undertaken by the group they belong to (periods of study, placements, teaching, research, training or collaboration), and to emergencies that affect students/staff from abroad on stays at the UPC (mobility, teaching, research, placements, periods of study, training or collaboration).

4. Protocol reference scenarios

Potential risks may be classified as follows:

- **Natural disasters** that cause extensive personal and material damage in a specific geographical area at a particular time. Such events include earthquakes, floods, landslides, windstorms, snowfalls, deforestation, volcanic eruptions and environmental pollution (e.g. the 2010 earthquake in Chile).
- **Technological accidents** in chemical plants, in the transport of dangerous goods or in radiological facilities.
- **Political conflicts** that may lead to riots or public protests (e.g. the Hong Kong riots or the protests in Chile in 2019).
- **Terrorist attacks and hijackings/kidnappings** that threaten the safety, security and lives of people (e.g. Paris 2015).
- **Health alerts and emergencies**, understood as any alert or serious event that requires immediate action. This category include both mass emergencies, such as mass food poisoning, and health emergencies with an international impact (e.g. the pandemic caused by COVID-19).
- **Accidents**, understood as chance events that lead to harm (e.g. the 2016 bus accident involving Erasmus students).



- **Other situations** that affect the mobility, safety or physical integrity of any university students/staff from abroad at the UPC or UPC students/staff completing periods of mobility abroad (e.g. the war in Ukraine).

5. Structure and organisation

- a. **UPC International Emergency Committee (CEI)**: This committee will act as the coordinating body and will hold an extraordinary meeting in the event of an international alert. The Committee will be composed of the following members: the rector, the head of the Rector's Bureau, the vice-rector for International Policy, other vice-rectors affected according to the type of emergency (as determined by the rector), a representative of school directors (where appropriate) and a representative of heads of department/institute directors (where appropriate).

The contact person for the Committee will be the vice-rector for International Policy, who is also a member of the Interuniversity Committee for International Emergencies, which is part of the International Relations Committee (CRI) of the Interuniversity Council of Catalonia. Through the CRI, the UPC Committee coordinates with corresponding bodies in the Catalan and Spanish governments.

The main functions of the **International Emergency Committee** are

- to decide if/when the Protocol should be activated;
 - to take decisions at the highest level that affect the institution and its constituent groups; and
 - to declare the end of an emergency and deactivate the Emergency Protocol.
- b. **Technical Committee for International Emergencies (CTEI)**: This body will be established on an ad hoc basis for each international emergency. The CTEI will be chaired by the vice-rector for International Policy. The following will be members of the Committee: the general manager and/or Area heads affected by the emergency (as determined by the general manager), the head of the International Relations Office, the head of the Communication Service, the heads of the units involved according to the type of emergency, the heads of International Relations of affected schools (or a representative of this group, where appropriate) and a representative of the heads/directors of affected departments/institutes, where appropriate. Representatives may delegate these functions to a member of their team. Experts in the field may join the Committee in an advisory capacity.



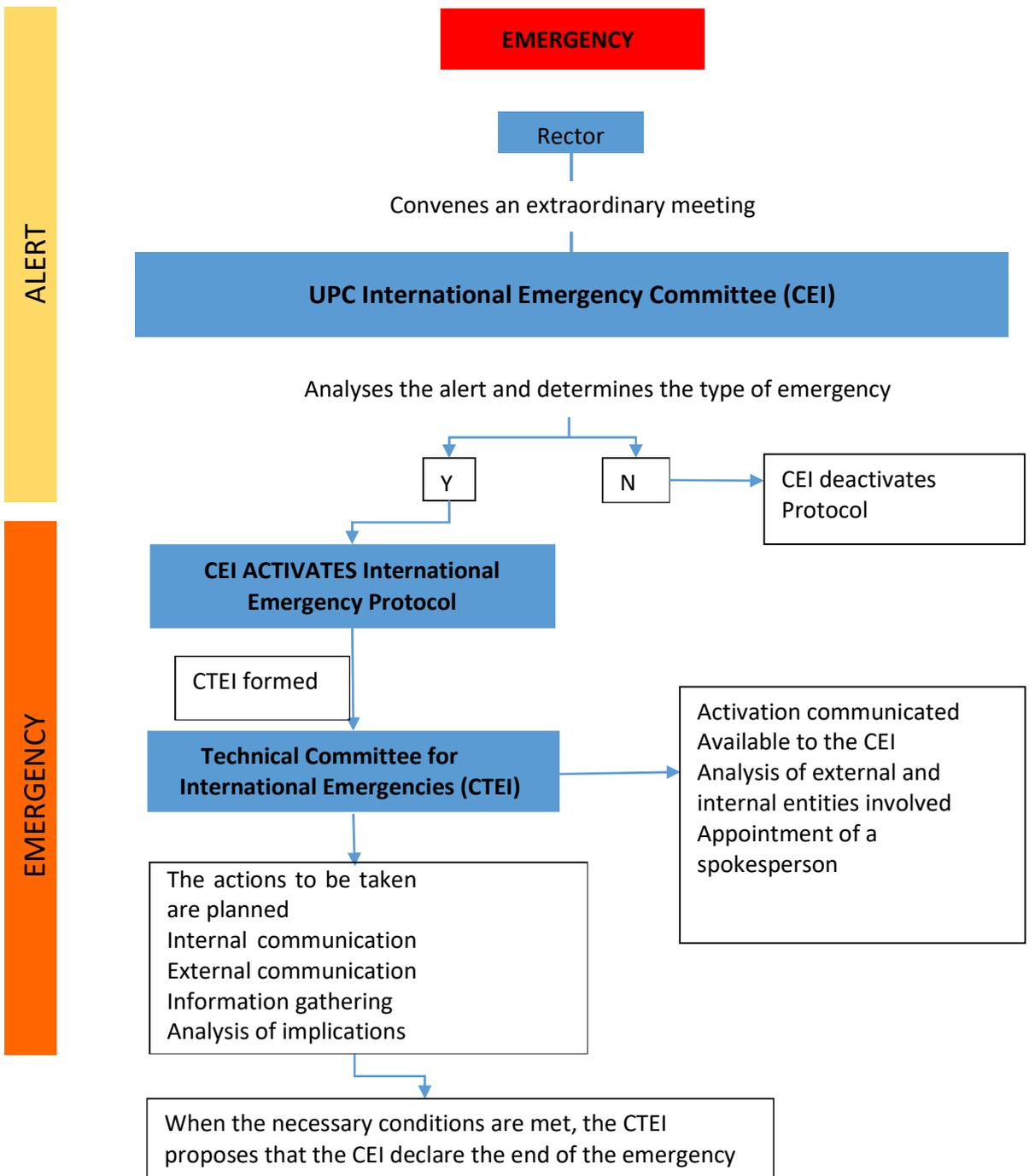
The main functions of the **Technical Committee** are

- i. when the protocol is activated, to decide what internal and external communication actions need to be taken according to the nature of the alert and/or emergency;
- ii. to gather the information needed to analyse the impact of the emergency and decide what actions should be taken with respect to affected groups;
- iii. to monitor the progress of the emergency;
- iv. to adapt the Refugee Reception Programme (Appendix 1) to the situation as appropriate;
- v. to establish the degree of coordination and centralisation required in each case;
- vi. to request the collaboration or advice of experts according to the nature of the emergency;
- vii. to define channels of communication to obtain information to guide reception and support actions;
- viii. to act as a single interlocutor with respect to all aspects of the crisis and in contacts with all internal and external actors;
- ix. to report to the International Emergency Committee, at intervals to be determined according to the nature of the emergency, on the actions carried out;
- x. to advise the International Emergency Committee if requested to do so by the Committee; and
- xi. to request that the International Emergency Committee declare the end of the emergency.



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DEACTIVAT



CEI DEACTIVATES
Protocol

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6. How the Protocol functions

The Interuniversity Protocol on International Emergencies and Alerts has the following stages:

STAGE 1. Alert stage

This is the preliminary stage in which the scope and possible consequences of the emergency are analysed and assessed.

1. As soon as the UPC Executive Council is notified of a situation defined in the reference scenarios that may require the activation of the International Emergency Protocol, an extraordinary meeting of the CEI will be automatically convened.
2. The CEI will analyse the alert and determine what type of emergency it is.
3. If the CEI determines that the situation fits the definition of an international university emergency, it will activate the Protocol in the emergency stage to improve coordination of the actions to be taken in relation to the international emergency.

STAGE 2. Emergency stage

Once the Protocol has been activated in this stage, the following steps will be taken:

1. The CEI will form the Technical Committee for International Emergencies (CTEI) based on the nature of the emergency.
2. The CTEI representative will inform the Interuniversity Council of Catalonia that the Protocol has been activated and will be available to the competent authorities to coordinate actions to deal with the emergency.
3. The actions that need to be taken, and internal and external communications, will be planned.

STAGE 3. Monitoring of the emergency

The emergency will be monitored by the CTEI in accordance with the functions defined in this protocol (Section 5 – Structure and organisation).

STAGE 4. Declaration of the end of the emergency and deactivation of the Protocol

When the necessary conditions are met, the CTEI will inform all notified entities and the CEI that the emergency has ended, and the CEI will deactivate the Protocol. The CTEI will prepare an after-action report to identify possible future improvements and will cease to perform its functions. The after-action report must include the following:

- Details of the emergency: name, place, date and time



- Description of the emergency and its causes
- Timeline of actions taken
- Aspects of the Protocol to be improved or modified

7. Appendices

- Appendix 1: Refugee Reception Programme



UPC REFUGEE RECEPTION PROGRAMME

This decision extends Governing Council Decision no. 2017/05/08, approving the admission of refugees to bachelor's and master's degrees and the awarding of enrolment grants.

1. BACKGROUND

Humanitarian emergencies that occur when large numbers of people must flee their countries due to armed conflicts and other accidents or catastrophes generate strong public solidarity and a response on the part of different levels of government and local actors. In each situation of this kind, there are many uncertainties about how and when to deal with a massive influx of people. Nevertheless, social actors, including the UPC, must be prepared to collaborate in complex processes related to their reception and integration.

As a university committed to the community, whose actions are inspired by the principles of freedom, justice, democracy and solidarity, as provided in Article 5.5 of the UPC Statutes, and an institution that encourages the active involvement of the university community in development cooperation activities and promotes a culture of peace and respect for human rights (Art. 146 of the UPC Statutes), the UPC **has decided to assume its responsibility and help facilitate the reception of refugees in its community**. The UPC will therefore make itself available to the coordinating bodies of the Interuniversity Council of Catalonia, the Catalan Association of Public Universities (ACUP), the Conference of Rectors of Spanish Universities (CRUE), the "Barcelona, Refuge City" plan and any other local platforms organised in the towns where UPC campuses and schools are located. The UPC undertakes to **give rapid visibility** to this position through its communication channels.

2. AIM OF THE PROGRAMME

The aim of this programme is to **receive people who have been forced to flee their country due to armed conflicts, or other emergencies or situations of persecution, and offer them university-level training**.

The programme aims to offer refugees **support so that they can integrate and lead normal lives while pursuing their education, taking into account the resources available to the UPC**.

3. PROGRAMME COORDINATION

The **Office of the Vice-Rector for Academic Policy, the Office of the Vice-Rector for Teaching and Students, the Office of the Vice-Rector for International Policy and the Office of the Vice-Rector for Social Responsibility and Equality** will be responsible for coordinating activities related to the reception of refugees at the UPC. Under this programme, which will depend on budget availability, grants will be allocated through an annual call for applications.

The **Centre for Development Cooperation** will be responsible for managing this call **for students**.

In international emergency situations, the **Interuniversity Council of Catalonia (CIC)** provides instructions and recommendations regarding the admission of students and academic staff to Catalan universities. Therefore, this programme will be coordinated with the CIC and will be modified



in line with any instructions received when those responsible for the programme at the UPC consider such changes appropriate or necessary.

4. PROGRAMME CONTENT

The **Student Reception Programme** includes a **catalogue of grants and direct services for refugees** based on the resources that the UPC is able to offer in light of the programmes and services it offers to the community. The current catalogue should not be considered a closed programme; changing circumstances may lead to its modification.

The proposed catalogue of grants and services includes the items listed below. Details and conditions are included in a specific section:

GRANTS

- Enrolment grants for bachelor's, master's and doctoral degrees. Details and conditions are included in a specific section below.
- Access to learning grants that can provide students with a monthly financial supplement to help cover their living expenses.

SERVICES

- Access to the SALSA'M peer mentoring programme.
- Access to the visual health programme that the University Vision Centre of the Terrassa School of Optics and Optometry regularly offers for groups in a situation or at risk of exclusion.
- Access to the psychological support service provided by the Inclusion Office.
- Access to language support resources available (the UPC and universities with which it has an agreement), under the coordination of the UPC Language and Terminology Service.

In this context, and until such time as agreements or mechanisms are established by the Interuniversity Council of Catalonia or the Ministry of Education, the following guidelines are proposed:

1. The minimum **documentation** required for admission to a bachelor's or master's degree taught at a UPC school is as follows:
 - Student application form
 - Passport
 - Admission to bachelor's degrees for applicants who have started university studies abroad: Transcript for the university studies initiated
 - Admission to master's degrees: Bachelor's degree certificate
 - Admission to doctoral degrees: Master's degree certificate

Given the situation in refugees' countries of origin, the documents required for admission will have to be legalised before a degree certificate can be issued.

2. This programme is also open to **refugee students who have been admitted to bachelor's or master's degrees taught at UPC schools each academic year**. Students will have to prove their status as refugees who lack financial resources, either by means of official certification or by submitting a report from a social support organisation. Students participating in the programme will be entitled to receive all of the services described above and may apply for learning grants.
3. The Centre for Development Cooperation will issue a **call for applications** each academic year to decide on the allocation of enrolment grants in the event that applications exceed the number



of grants available. Students will have to submit applications for the relevant call. Applications will be reviewed by a **committee** composed of at least the following members:

- the vice-rector for International Policy, who will act as chair;
- the vice-rector for Social Responsibility and Equality;
- the vice-rector for Academic Policy;
- the vice-rector for Teaching and Students;
- a representative of the Centre for Development Cooperation, who will act as secretary;
- a representative appointed by the Student Council;
- the head of the Academic Management Service.

Enrolment grants, charged to the university budget, will cover fees for enrolled credits (first and second enrolment), recognised credits, academic record management, learning support, student insurance, validation review fees and the issue of a degree certificate for the theoretical duration of the degree (240 ECTS credits for bachelor's degrees, 300 ECTS credits for the degree in Architecture and 60, 90 or 120 ECTS credits for master's degrees), for as long as the student concerned lacks financial resources.

When a student enrolls for credits for the third time, the amount of the grant will be equivalent to the fee for credits enrolled for the second time, and the student will have to pay the difference. Grants will not cover fees for credits that students enrol for more than three times or the issue of certificates requested by students. In these cases, the fees that apply must be paid by the student concerned. In any case, each situation will be reviewed to consider whether there are particular circumstances that require greater flexibility.

In the case of doctoral degrees, grants will cover the cost of thesis tutorials, annual academic record management, learning support and compulsory insurance for three academic years.

4. A **tutor** will be assigned at the receiving school.
5. Where possible, access to **learning grants** will be facilitated for selected students, taking into account their particular circumstances. To ensure their academic progress, students will be recommended not to work on grant-supported activities for more than 10–15 hours a week.
6. For the 2022–2023 academic year (and as long as budgeted funds are available), this programme will be financed with funds provided by the **Fundació Politècnica de Catalunya (FPC)**, generated through the application of the 0.7% programme to its annual profits. Financial monitoring will be carried out by the **Academic Management Area**, which will charge the total amount of enrolment grants to the FPC each year.

5. ELIGIBILITY CRITERIA FOR THE PROGRAMME

The eligibility criteria for the reception programme are as follows:



1. Beneficiaries must be refugees or people in a similar situation who lack financial resources and have started university studies in their country of origin.
2. Beneficiaries must meet one of the following conditions.
 - They must have passed content (subjects, ECTS credits, subject areas) on the bachelor's degree of origin that entitle them to recognition of at least 30 credits on the bachelor's degree to which they are seeking admission.
 - They must have passed content (subjects, ECTS credits, subject areas) on the bachelor's degree of origin that entitle them to recognition of between one and 29 credits on the bachelor's degree to which they are seeking admission. In this case, applicants will be considered for admission in the general call for applications with a mark of 5.0 points.
 - They must have completed a university degree similar or equivalent to one of the bachelor's degrees required for admission to the master's degree they wish to enrol in.
 - They must have completed a university degree similar or equivalent to one of the master's degrees required for admission to the doctoral degree they wish to enrol in.
3. Whenever possible, the applicant's degree certificate must be duly legalised by the Spanish consular office with jurisdiction in the country where it was issued or apostilled by the competent authority in the issuing country in accordance with the Hague Convention of 5 October 1961. When certification by the Spanish embassy in the country where the document was issued is not possible due to the instability generated by war or other emergency situations, students may be admitted to a degree but will be required to submit the legalised document before completing their degree and as a condition for obtaining their degree certificate.
4. Applicants who have sufficient knowledge of the language of study (Catalan, Spanish or English) will be given priority.
5. The Committee may define other ad hoc conditions depending on the nature and characteristics of the emergency.