

4. Assignment, Reassignment, and Change of Groups

The academic regulations, in article 19, establish that centers must define the criteria for the assignment, reassignment, and change of groups.

The criteria for assignment, reassignment, and change of group are approved under the following terms:

1. Criteria for Group Assignment and Reassignment.
 - a. Students, once their registration turn is enabled, will enroll in the large groups of the subjects and subsequently select the medium, and if applicable, small groups.
 - b. In all cases, the capacities set by the dean's team will be respected.
 - c. Enrolling in the large/medium/small group of a subject implies that the interested person accepts the responsibility of having checked for any possible schedule incompatibilities among the groups of the subjects they enroll in.
 - d. Enrollment in medium and small groups may be officially modified by the dean's team if necessary to balance enrollment across different groups. Administrative services will notify affected individuals of any reassignments. For this reason, it is recommended that enrolled individuals check the groups to which they have been assigned before the start of academic activities.
2. Criteria for Group Change.
 - a. Students may request a group change within the deadlines established by the UIB.
 - b. Group change requests will be resolved on a first-come, first-served basis.
 - c. Group change requests must clearly indicate the incompatibility that motivates the change, clearly specifying the subject and the group in which they are enrolled and the group they intend to access.
 - d. Requests must be accompanied by all supporting documentation.
 - e. Only requests for group changes that do not exceed the group capacities set by the dean's team, nor significantly unbalance the groups of a subject, will be attended to.
 - f. Provided that the group capacity, classroom capacity, and current regulations allow, requests for group changes for the following reasons will be attended to:
 - i. Unavoidable scheduling conflicts.
 - ii. Being employed with an average commitment at least equivalent to half of the maximum duration of a standard workday, during the same schedule as the group in which they are enrolled. Documentation to be provided:
 1. Current employment contract, administrative appointment for public officials, or other documents proving current activity, such as: registration in the self-employed social security scheme, registration in the census of businessmen/professionals, withholding certificate issued by the Tax Agency.
 2. Certificate issued by the company or organization stating the work schedule.
 - iii. Being affected by a physical, sensory, or psychological disability greater than 33%. Documentation to be provided: certificate issued by the competent body for its recognition or a medical certificate.

iv. Being in a situation of family protection or having to care for dependent persons. Documentation to be provided: certificate issued by the competent body for its recognition.

v. Being in other extraordinary situations not covered in the previous points to be assessed by the competent body. All corresponding justificative documentation must be attached. If the request is made to share transportation, a certificate of registration and a sworn statement from all those sharing it must be provided.

g. The dean's team is empowered to assess granting certain group changes, even if they exceed the capacities of the groups set by the heads of studies, for extraordinary or supervening situations duly accredited.