

Call for applications for 2023-2024 academic year study/traineeship mobility programmes



International Relations Service
Updated September 2022

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1. Introduction

Students enrolled on UIC Barcelona degree programmes are now invited to apply to take part in an exchange within the following programmes:

Erasmus+ studies: Mobility programme run by the Spanish Service for Internationalisation ([SEPIE](#)) and funded by the European Union (EU), which adheres to the principles of the ECHE Charter. This is open to all bachelor's degree students. [Participants in the Erasmus+ programme](#) can study with academic recognition at European universities outside Spain who have a current Erasmus+ mobility agreement with UIC Barcelona.

Bilateral study exchange: This is open to all bachelor's degree students. Students of the bilateral programme can study with academic recognition at any university outside Spain which has a current bilateral mobility agreement with UIC Barcelona.

SICUE study exchange: This is open to all bachelor's degree students. Students can study with academic recognition at Spanish universities that have a current mobility agreement with UIC Barcelona.

Erasmus+ traineeship: This is open to bachelor's degree students from the Sant Cugat Campus. Mobility programme run by the Spanish Service for Internationalisation ([SEPIE](#)) and funded by the EU, which adheres to the principles of the [ECHE Charter](#). Participants shall receive academic recognition. They may be done at universities that have a current mobility agreement with UIC Barcelona or at other institutions (medical and research centres, hospitals, schools), without the need for an agreement¹.

Bilateral traineeship exchange: This is open to bachelor's degree students from the Sant Cugat Campus. Work experience in any country of the world, outside Spain, with academic recognition. They may be done at universities that have a current mobility agreement with UIC Barcelona or at other institutions (medical and research centres, hospitals, schools), without the need for an agreement¹.

SICUE traineeship exchange: This is open to bachelor's degree students from the Sant Cugat Campus. Students can study with academic recognition at Spanish universities that have a current SICUE mobility agreement with UIC Barcelona.

¹ Certain degree programmes may require some type of agreement in order to recognise the traineeship.

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2. Objective

Applications can now be made for mobility to be undertaken during the 2023-2024 academic year. The different options for mobility are: Erasmus+ study/traineeship, Bilateral study/traineeship, SICUE study exchange/ traineeship.

The main objective of international mobility in the form of academic exchange is to offer students the chance to study in another country and therefore develop their educational, linguistic and cultural skills. An international experience helps develop students' capabilities such as commitment, adaptation, flexibility and cultural immersion, which in turn increases their employability and provides them with a global and inclusive mind-set.

3. Academic and other requirements

3.1 Requirements by degree course

Students must be enrolled at UIC Barcelona for the academic year in which they apply for mobility. They must also be enrolled at UIC Barcelona during the mobility.

Students are responsible for following the instructions and meeting the deadlines established for their degree programme, by the International Relations Service and the destination university/institution, throughout the process.

Students must comply with the academic regulations for their degree programme. Please find them in the mobility section of the specific page, on the tab "International mobility", under "Study abroad temporarily":

Bachelor's degree in:

[Business Administration and Management](#)

[Business Administration and Management \(English programme\)](#)

[Architecture](#)

[Law](#)

[Audiovisual Communication](#)

[Humanities](#)

[Journalism](#)

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[Advertising and Public Relations](#)

[Bioengineering](#)

[Biomedicine](#)

[Early childhood education](#), [Primary education](#)

[Nursing](#)

[Physiotherapy](#)

[Medicine](#)

[Dentistry](#)

[Psychology](#)

3.2 UIC Barcelona and international double degree students

Students who are enrolled in an internal UIC Barcelona double degree (e.g. Education + Psychology at UIC Barcelona) or an international double degree (e.g. Business Administration and Management at UIC Barcelona + Birkbeck in London) must consult the specific conditions governing mobility in their programme's regulations.

Students enrolled in an internal UIC Barcelona double degree must select one of the two programmes as their "main degree" and may choose from among the destinations available to students from that programme. The curriculum shall be determined by the host university, and shall be based primarily on the degree programme they choose. The academic regulations of the main degree programme shall apply.

4. Duration of the mobility

The mobility may be for a maximum of twelve months per course of studies².

The destination university can also limit the duration of the stay. You can find this information in the destination search engine. In the Places column it will state "annual" (possible to stay for the whole academic year) or "semester" (possible to stay for one semester), plus there

² Higher education is split into three educational cycles: bachelor's degree, master's degree and doctoral degree programmes.

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may be further specifications under the remarks column (for example, if the mobility can only be carried out in semester 1 or 2 or for a specific number of weeks, in the case of clinical rotations for Bachelor's Degree in Medicine students).

5. Destinations and places

The available destinations are published in the [mobility agreement search engine](#)³, on the UIC Barcelona website. Students can only apply for the destinations listed for their degree when using the search engine filters. Students are responsible for searching for the destinations for which they wish to apply, and ensuring that the destination is available for their degree programme. If the application includes destinations that are not available, they will be disregarded.

The information in the Language column of the search engine is only a point of reference and shows the latest information available to UIC Barcelona. The most up-to-date information will be on the website of the destination university or can be provided by the contact person from the university.

6. Financial aid

All the grants described here are mutually compatible.

6.1 Erasmus+ Grants

6.1.1 Common indications

1. See the table of eligible countries and grants available [here](#).
2. The receiving of this grant is subject to UIC Barcelona receiving the Erasmus funds requested by the National Agency: this is usually during the summer.
3. The minimum length of a mobility in another country is two months.
4. The total duration of the mobility, and any previous Erasmus mobility undertaken, may not exceed 12 months during a single educational cycle⁴ (Architecture, Medicine and Dentistry: 24 months).
5. The maximum funding for study is five months, and three months for traineeships, although the mobility itself can be longer.

³ It may be possible to undertake a traineeship in an institution that doesn't have an international mobility agreement. Students interested in this should contact the International Relations Service.

⁴ Higher education is split into three educational cycles: bachelor's degree, master's degree and doctoral degree programmes.

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- a. Exceptional situations: if the funding received by the National Erasmus Agency is less than the amount requested by UIC Barcelona, the student's grant may cover fewer months than the maximum funding, as the funds must be divided equally among all students.
 - b. Moreover, if there is exceptionally, during the period of the academic year, any leftover funds remaining in the budget for mobility, and, according to indications from the National Erasmus Agency, the funding of a longer period can be considered.
6. UIC Barcelona will make the payments of the grant following the bank details provided in the Grant Agreement.
7. If there is a limited number of grants, priority shall be given to:
 - a. Applications submitted before the deadline.
 - b. Applications from students who have not yet done an Erasmus+ mobility during their course of study at UIC Barcelona.
 - c. Applications with a confirmed destination (for traineeships).
 - d. Applications from candidates with the best academic record.
8. If students are of a foreign nationality, they may undertake the mobility in their country of origin.
9. The Erasmus grant is compatible with any possible remuneration from the destination institution.

6.1.2 Study or traineeship in countries within the programme

1. When the student is assigned an Erasmus+ place in these countries (see [table](#)), they will automatically obtain this grant providing:
 1. They have a current Spanish National Identity Document or Spanish Foreigner's Identity Number.
 2. They submit their mobility application, together with the other documents and information requested by International Relations, within the deadlines that are set.
2. "Zero grant": All Erasmus+ mobility students who, for budget reasons, do not receive funding will be considered zero grant Erasmus+ mobility students. Nonetheless, the participants will benefit from Erasmus student status and must comply with all the requirements and obligations described in the terms and conditions of the call.
3. The student is eligible to receive a top-up amount for travelling on sustainable transport (e.g. train), for the amounts established by the Erasmus+ programme. The amount is approximately €50 (lump sum) + up to 4 additional days under the Erasmus+ grant to cover extra travel days (when it takes more than 1 day to reach the destination).

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6.1.2.1 Combined mobility and other cases

1. If the student undertakes study and traineeship simultaneously, they can only receive the study grant.
2. If the student applies for two Erasmus stays for the same academic year (study and/or traineeship), they may receive this grant for one of the stays, and for the second, providing there is available funding.
3. If the student does part of their mobility online while physically in Spain, no funding can be given for this period.

6.1.3 Grants for students with special needs or with fewer opportunities

The Erasmus+ programme aims to promote equity and inclusion by facilitating access for participants. A person with fewer opportunities is a potential participant whose personal, physical, mental or health-related conditions is such that his/her participation in the project / mobility action would not be possible without extra financial support. These participants may be entitled to an additional grant to cover the additional costs of their participation in mobility activities.

Students who

- obtained a grant from the Spanish Ministry of Education (MECD) or the Basque Country in the academic year prior to mobility, or - prove a disability of 33% or more, or
- have a refugee status, or the right to subsidiary protection, or have applied for international protection in Spain

will receive a top-up grant of €250 per month.

Students wishing to apply for this top-up grant must take the following steps:

- MECD/Basque Country grant: this must be noted on the Grant Agreement that is sent to prior to the mobility.
- Disability/refugee status: the student must submit official proof of disability with their mobility application.

6.2 Santander Erasmus grant

The eligibility requirements for these grants will be published on the Banco Santander webpage once the call has begun.

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1. Funds from [Banco Santander](#).
2. To obtain this grant, students must have an assigned Erasmus+ mobility place, or a confirmed traineeship destination, with academic recognition.
3. The International Relations Service shall assign the available grants to the applicants, who shall be responsible for accepting or rejecting the grant on the Banco Santander webpage before the established deadline.

6.3 Mobint Grant

1. Funding from the [AGAUR](#) (Catalan Government) – MOBINT.
2. To obtain this grant, students must have an assigned Erasmus+ mobility place, or another confirmed traineeship destination, with academic recognition, in any country of the world outside Spain.
3. AGAUR determines eligibility for award of the grant.
4. AGAUR assigns the available grants to applicants, and is responsible for the call for applications each academic year.
5. Students must deal directly with AGAUR regarding their application and the documentation.
6. UIC Barcelona may provide required supporting documentation at the student's request.

6.4 SEMP Grant (Switzerland)

1. [Swiss-European Mobility Programme](#): Funds managed by universities in Switzerland.
2. To obtain this grant, students must have an assigned mobility place with academic recognition, at a Swiss university taking part in the grant scheme.
3. The university in question will inform students about the programme, and the application process.

7. Academic recognition

Credits and/or activities carried out during mobility may be recognised as part of the student's UIC Barcelona study programme, provided that students have reached an agreement with their faculty prior to the mobility, through the Learning Agreement or Training Agreement, depending on the requirements of the particular exchange programme.

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Any student wishing to recognise subjects as part of an internal double degree (e.g. Business Administration and Management + Law at UIC Barcelona) must have their Learning Agreement confirmed by both faculties prior to departure.

- If the destination university works with a different credit system to UIC Barcelona, the conversion must be made using the table in **Appendix I**.
- On completion of the mobility, the faculty will recognise the marks obtained in the destination university according to the Spanish Ministry of Education in **Appendix II**.

8. Registration fees and other expenses

During their mobility, students must pay their tuition fees at UIC Barcelona, but will be exempt from paying the fees at the destination university (see exceptions under the column “Remarks” of the mobility agreement search engine).

All UIC Barcelona students who benefit from special discounts or grants (for a large family, functional diversity, scholarship excellence or other) will also keep these throughout the mobility period.

Students must cover expenses such as accommodation, support, travel, visa, insurance and other personal expenses, as well as, in some cases, administrative fees or the cost of academic equipment/material at the destination university/institution. Depending on the country, they may also have to pay a certain amount to benefit from student discounts, on transportation, for example.

Traineeship students must be aware that, in some destinations, they will be considered workers, not students, and that this may affect their administrative formalities, visa or other matters such as accommodation and transportation.

The Government of Catalonia's Ministry for Foreign Action and Open Government has created a series of guidebooks with highly useful information about official procedures, visas, documentation, healthcare, accommodation and many other issues. Click on this [link](#) and enter the relevant delegation to view all available documentation.

9. Insurance

Prior to the mobility stay, students are required to take out OnCampus Estudia travel insurance with the company OnCampus, which includes the following cover (among others):

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- Accidents
- Travel assistance
- Medical assistance
- Civil liability

In exceptional cases, such as where the host university requires students to take out a particular insurance policy, the students may lodge a request with UIC Barcelona to take out the host university's insurance only.

10. Application process

Students must make their mobility application for the Relint 3.0 programme following [the instructions](#) established by the International Relations Service, before the deadline set out in the call for applications calendar.

If students would like to apply for two different destinations for the same academic year (e.g. destination X for semester 1 and destination Y for semester 2), they must submit two separate applications. In this case, please contact the International Relations Service.

11. Award of places and decisions

After the application deadline, the academic mobility coordinator for the degree programme will assign the available places to students on the programme and turn down applications that do not meet the criteria to be assigned a place. The core requirements are the academic record and the number of places available at each destination. The requirements/criteria are available in the international mobility sections for each of the faculties or degree programmes.

The places belonging to each degree programme (that are not shared among several degrees), will be assigned according to the specific criteria of that programme. The places shared by several different degrees will be assigned purely based on the average mark in the academic record.

For students on a double degree programme (for example, Business Administration and Management and Law), their average mark of the two will be taken, providing the student has completed at least 30 ECTS of that degree programme.

In the event of a draw in the academic record, aspects such as language level, suitability of the destination, student characteristics, motivation, etc. may also be taken into account.

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Subsequently, the International Relations Service will publish the decision relating to the call for applications.

First award: places are assigned according to the order of preference of each application. The order cannot be altered after the deadline for applications.

First period of acceptance/rejection of places: students then have the following options:

- Accept the place.
- Turn down the place and cancel the mobility.
- Turn down the place in order to enter the second round (not recommended)

Second round: application for cancelled/empty places: the following student groups may apply for the cancelled/empty places, and the places will be assigned to them in this order:

1. Student who meet the mobility requirements, but due to lack of places, they did not obtain any places in the 1st award.
2. Students who had an assigned place, but have turned it down in order to choose another place (it is not possible to guarantee the obtaining of a specific place upfront).

This option is not recommended since a student who already has a place that they were assigned according to their preferences, risks ending up without any place at all.

Second award: award of places assigned in the second round.

Second period of acceptance/rejection of places: students in this round must accept or turn down the places.

The places that are cancelled during or after the second period of acceptance/rejection of places will not be assigned during that academic year.

Changes of destination after the acceptance/ rejection deadlines will not be accepted, with the exception of force majeure situations.

Both awards will include any students who have been assigned a place but who still do not meet all the pre-requisites be able to carry out their mobility (please refer here to the academic regulations of the degree programme).

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12. Acceptance/rejection of places

After the date the award decision is published, students have seven calendar days to accept or turn down their place.

The International Relations Service will be responsible for informing the universities/destination institutions of any cancellations of students.

If the student does not inform the International Relations Services within the established deadlines, it will be considered that they have decided to cancel their place.

If the student is looking for a traineeship site with which UIC Barcelona does not have an agreement, they must accept the place awarded in this call and complete the two processes simultaneously until a decision may be made. In the event of simultaneous exchange and double international degree applications, see your degree programme's mobility regulations.

13. Extraordinary award

Once the 2nd sitting exam records for the current academic year have been signed off and submitted, all students with an assigned place must verify that they continue to comply with their degree programme's academic or work placement regulations and remain eligible for mobility (more specifically, that they have no failed subjects at the time the 2nd sitting exam records are signed off or the criterion established for this purpose by each faculty). In the event they fail to comply with the regulations, they must contact the academic mobility coordinator to determine whether or not they may take part in the mobility programme during the following academic year. Although it is the student's responsibility, the faculty/degree programme may also contact the student if they see that the student does not comply with the regulations.

14. Final acceptance of mobility place

The International Relations Service shall be responsible for nominating students who have been assigned a study/traineeship mobility place at a university or affiliated centre. If the mobility place is at a company, research centre or hospital that is not affiliated with a university with which UIC Barcelona has a current agreement, the students shall be responsible for contacting the centre directly and requesting a place.

Each student is responsible for liaising with the destination university and following all the procedures in order to obtain the acceptance letter.

The student may contact the destination university once they have been assigned the place, even if the institution has not contacted them previously. The destination university will

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inform them of the steps to follow and the documentation to prepare, in order to enrol as an exchange student.

If, for any reason, students are not admitted to the destination university/institution, if they so wish, UIC Barcelona may offer them any new destination available at that time. However, UIC Barcelona is not obliged to guarantee students a new destination.

It is recommended not to book any travel, pay for accommodation etc. before receiving a letter of acceptance from the destination university/institution. If students wish to organise their trip in advance, they are recommended to take out cancellation insurance.

15. Other special requests

Students must be aware that any request made outside the specific application timeframes, and for any special circumstances outside the regulations, must be made by contacting the International Relations Service. They will inform students how to make their request via email or another channel, as pertinent. Please refer to the procedure for special requests and cases by visiting the [frequently asked questions](#) page.

16. Calendar and contact

- Application period: **16 January 2023 – 2 February 2023 (11.59 p.m.)**
- First award: **week of 20 February 2023**
- First period of acceptance/rejection of places: **7 calendar days from receipt of the decision**
- Second round: application for cancelled/empty places: **once the 1st period of acceptance/rejection of places has been completed**
- Second award: **March 2023 (exact date to be specified in the 2nd round announcement)**
- Second period of acceptance/rejection of places: **March 2023 (exact date to be specified in the 2nd round announcement)**
- Extraordinary award: to be established according to the requirements of each degree programme.

International Relations, Barcelona Campus: exchange.bcn@uic.es

International Relations, Sant Cugat Campus: exchange.scu@uic.es

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Appendix I: Conversion of credits

As a general rule, the conversion of credits is made using the ratios mentioned below. It may vary slightly in each case in order to adjust the credit hours to the duration of the stay. There may also be differences between host universities.

Europe:

Credit system applied at UIC Barcelona, and at the majority of the European universities:
ECTS

Exception: UK: 2 credits = 1 ECTS

Other countries:

Australia: 1 credit = 2.5 ECTS

Canada: 0.5 credits = 6 ECTS; 2.5 credits = 30 ECTS

South Korea: 1 credit = 2 ECTS; 3 credits = 5 ECTS

US: 1 credit = 2 ECTS

Taiwan: 1 credit = 2 ECTS

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Appendix II: Recognition of marks

At the end of the mobility and after receiving the official academic certificate (academic transcript) from the destination university, the student's faculty will validate the marks obtained, as a general rule, according to the [tables of the Ministry of Education, Culture and Sport](#). The student can learn more about this process from their faculty.

Each degree programme determines whether students may earn distinctions during their mobility stay. See your programme's mobility regulations for further information.

In the event a student fails a subject, they may:

- Resit the subject at the destination university, following their rules (the student will be responsible for informing themselves there).
- Resit the subject by taking the UIC Barcelona exam for the subject that would have been recognised.

It is important to bear in mind that failing subjects during a mobility placement undertaken in the final academic year of a degree programme can entail lengthening the student's period of study.