

# Call for Erasmus+ “free movement” traineeship mobility placements 2023-2024



International Relations Service  
Updated September 2022

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## 1. Introduction

In this call, students enrolled on official UIC Barcelona degree programmes can request an exchange as part of the following programmes:

**Erasmus+ “free movement” traineeship:** Mobility programme run by the Spanish Service for Internationalisation of Education ([SEPIE](#)), and funded by the European Union (EU), which adheres to the principles of [The ECHE Charter](#). Traineeships may be done in the programme countries indicated in the section entitled “Financial Aid”. The companies can be public or private<sup>1</sup>. Available to all bachelor’s and master’s degree students. They can be [curricular or extracurricular work placements, or work placements for recent graduates](#).<sup>2</sup>

## 2. Objective

As part of this call, students may request to undertake placements during the 2023/2024 academic year, with the exception of graduate placements, which can be carried out up to twelve months following the student’s graduation.

The main objective of international mobility through academic exchange is to offer students the chance to study in other countries and gain enhanced educational, linguistic and cultural skills. International experiences require students to develop capacities such as commitment, adaptation, flexibility and cultural immersion, which increase employability and provide them with a more comprehensive and inclusive outlook.

## 3. Academic requirements and others

Students must be enrolled at UIC Barcelona on the degree programme through which he or she is applying for mobility. They must also be enrolled at UIC Barcelona during their mobility placement (except in the case of recently graduated Erasmus+ participants).

Students will be responsible for following and complying with the conditions and deadlines established by their degree programme, by the International Relations Service and by the receiving institution/company throughout the process.

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<sup>1</sup> Except for [EU offices](#), Spanish diplomatic delegations in Europe and organisations in charge of managing EU programmes, such as national agencies (to avoid potential conflicts of interest or shared funding).

<sup>2</sup> Students can seek out a traineeship outside the EU and the Erasmus+ programme, and apply for available grants. They must manage academic recognition with their faculty, if necessary.

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Students must meet the work placement criteria and requirements set by their faculty when it comes to curricular work placements. For more information, contact the work placement coordinator for each degree programme.

## 4. Mobility placement duration

The maximum duration of an Erasmus+ work placement mobility programme is twelve months (Architecture, Medicine and Dentistry: twenty-four months).

## 5. Destinations

Students are responsible for finding the centre at which they will undertake their work placement. The following tools are available to help them with their search: [Online platforms](#), you can contact the Alumni & Career Service or speak to your work placement coordinator.

## 6. Financial Aid

All the grants described here are mutually compatible.

### 6.1 Erasmus+ Grants

#### 6.1. 1 Common indications

1. Click [here](#) to see the table of eligible countries and grant amounts.
2. The awarding of this grant is contingent upon UIC Barcelona receiving the Erasmus funds requested by the National Agency: this usually occurs during the summer.
3. The minimum length of a mobility period in another country is two months.
4. The total length of the mobility period, including any previous Erasmus mobility periods, may not exceed 12 months in one single educational cycle<sup>3</sup> (Architecture, Medicine and Dentistry: 24 months).
5. The maximum funding for studies is five months, and three months for traineeships, although the mobility period itself is longer.
  - 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.

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<sup>3</sup> Higher education is divided into three educational cycles: bachelor's degree, master's degree and doctoral degree.

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- b. Moreover, if there is, exceptionally, during the academic year, any leftover funds remaining in the mobility budget, in accordance with indications from the National Erasmus Agency, consideration may be given to funding a longer period.
6. UIC Barcelona will pay the grant in accordance with 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 a mobility stay while studying at UIC Barcelona.
  - c. Applications with a confirmed destination (for traineeships).
  - d. Applications from candidates with the best academic record.
8. If the students are of foreign nationality, they may undertake a mobility stay in their country of origin.
9. Erasmus grants are compatible with any possible remuneration from the host institution.

## 6.1.2 Studies or traineeships in programme countries

1. Students who are assigned an Erasmus+ mobility place in these countries (see [table](#)) will automatically be awarded this grant, provided that they:
  - Have a valid Spanish national ID/foreign ID document.
  - Submit their mobility application, along with the other documents and information requested by International Relations, before the established deadline.
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 requirements and obligations described in the terms and conditions of the call.
3. Students are 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).

### 6.1.2.1 Combined mobility and other cases

- Any student who undertakes studies and a traineeship simultaneously may only receive the study grant.
- If the student applies for two Erasmus mobility stays during the same academic year (study and/or traineeship), they may receive this grant for one of the stays, and for the second, provided that there is available funding.

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- If the student does part of their mobility online while physically in Spain, no funding shall be given for this period.

## 6.1.3 Grants for students with special needs or fewer opportunities

The aim of the Erasmus+ programme is to promote equity and inclusion by facilitating access for participants. A person with special needs is a potential candidate whose personal physical, mental, social or economic situation would prevent them from taking part in the project or the action of mobility without additional financial support. These participants may be entitled to an additional grant to cover the extra costs of their participation in mobility activities.

Students who

- have been awarded a grant from the Spanish Ministry of Education (MECD) or the Basque Country during the academic year prior to the mobility stay, or
- provide proof of having a disability of 33% or greater, or
- have refugee status, or the right to subsidiary protection, or have applied for international protection in Spain

shall 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 option must be selected on the grant agreement that is sent to prior to the mobility stay.
- Disability/refugee status: students must attach official proof to 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.

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.

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## 6.3 Mobint Grant

1. Funding from the [AGAUR](#) (Catalan Government) - MOBINT.
  2. In order to obtain this grant, students must have been allocated a mobility placement, or have another work placement destination confirmed, with academic recognition, anywhere in the world apart from Spain.
  3. The AGAUR determines students' eligibility for this grant.
  4. The AGAUR assigns the available grants to applicants and oversees the call for each academic year.
  5. Students must manage their application and all documentation directly with AGAUR.
  6. UIC Barcelona can provide any required supporting documentation at the student's request.
1. Compatible with the Erasmus+ grant, the Santander Erasmus grant and other grants financed by private funds.

## 7. Academic recognition of curricular work placements

The credits earned and activities carried out during a mobility placement may be validated as part of students' UIC Barcelona studies, provided that they have duly agreed with their faculty prior to their mobility placement, by means of their Training Agreement.

## 8. Enrolment and other fees

Students must be enrolled at UIC Barcelona at the time of applying for this mobility programme, even if they undertake the stay as a recent graduate

If the curricular work placement has academic recognition, students must also be enrolled during the time of the mobility placement. All students enrolled at UIC Barcelona during their mobility placements, who have received discounts or special funding (such as large family, disability, Excellence Grant or others) will receive them throughout the duration of their mobility placement.

Students will have to pay for accommodation, living and travel expenses, their visa, insurance and other personal expenses, as well as in some cases administrative fees or academic material or equipment at the receiving institution/company. Traineeship participants 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.

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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 into 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):

- 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 procedure

Students may apply for the “free movement” Erasmus+ traineeship grant at any time during the academic year by sending an e-mail to the International Relations Service. They may do so even if they do not have a confirmed destination.

To register their traineeship mobility, the student must submit an application through the Relint 3.0 program, following the instructions provided by the International Relations Service.

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, they must contact the International Relations Service.

## 11. Award of Erasmus+ grants

At the end of the academic year, the National Erasmus Agency (SEPIE) will inform us of the number of grants assigned to UIC Barcelona. From that point on, we will be able to confirm

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with all applicants whether or not they have been awarded an Erasmus+ traineeship grant, in a first-come-first-served order in terms of the confirmation of placements.

If there is a limited number of grants, priority shall be given to:

1. Applications from students with a confirmed host, who have not yet completed an Erasmus+ mobility placement during their studies at UIC Barcelona.
2. Applications with a confirmed host.

## 12. Acceptance/waiver of place

If at any time during the process, students decide they are not interested in obtaining the grant that they have applied for, they must inform the International Relations Service as soon as possible.

It is recommended not to book travel, pay for accommodation etc. before receiving a letter of acceptance from the receiving institution. If students want to prepare for their trip in advance, we recommended they take out cancellation insurance.

## 13. Contact

International Relations, Barcelona Campus: [exchange.bcn@uic.es](mailto:exchange.bcn@uic.es)

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