

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

1. Introduction.....	2
2. Objective.....	3
3. Academic and other requirements.....	3
3.1 Degree programme requirements.....	3
3.2 UIC Barcelona and international double degree students.....	3
4. Duration of the mobility period.....	4
5. Destinations and places.....	4
6. Financial Aid.....	4
6.1 Erasmus+ Grants.....	5
6.1. 1 Common indications.....	5
6.1.2 Studies or traineeships in programme countries.....	5
6.2 Santander Erasmus+ Grant.....	7
6.3 Mobint Grant.....	7
6.4 SEMP Grant (Switzerland).....	7
7. Academic recognition.....	7
8. Tuition and other fees.....	8
9. Insurance.....	9
10. Application process.....	9
11. Assignment, resolution and acceptance/rejection of the places.....	9
12. Extraordinary resolution.....	12
13. Definitive admission into the mobility programme.....	12
14. Other special requests.....	12
15. Call dates.....	13
16. Contact.....	13
Annex I: Credit conversion.....	14
Annex II: Validation of marks.....	15
Annex III: Countries eligible for mobility funded by an Erasmus+ Grant.....	16

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

1. Introduction

As part of this call for applications, students enrolled in an official course of study at UIC Barcelona may apply to take part in the following exchange programmes:

Erasmus+ study abroad: Mobility programme promoted by the Spanish Service for the Internalisation of Education ([SEPIE](#)), with funding from the European Union (EU), and adhered to the principles of the [Erasmus Charter for Higher Education](#). This form of mobility is available to bachelor's degree students, who may study and earn academic recognition at European universities outside Spain that are [part of the Erasmus+ programme](#) and have a valid Erasmus+ mobility agreement with UIC Barcelona.

Bilateral study abroad: This form of mobility is available to all bachelor's degree students, who may study and earn academic recognition at universities in any country in the world outside Spain that have a valid bilateral mobility agreement with UIC Barcelona.

SICUE study abroad: This form of mobility is available to all bachelor's degree students, who may study and earn academic recognition at universities within Spain that have a valid SICUE mobility agreement with UIC Barcelona.

Study abroad as freemovers: This form of mobility is available to all bachelor's degree students, who may study as freemovers, i.e. at a university with which UIC Barcelona does not have an agreement in their particular field of study. In this case, to take part in a mobility programme at the institution/university in question, students must pay the required fees at both the host and home institutions. With this type of mobility, students are not eligible for grants. To study abroad as a freemover, students must submit a formal request, which must be accepted by International Relations and the Faculty. Students wishing to do this type of mobility must submit the required documents to UIC Barcelona within the deadlines and will be fully responsible for managing their mobility period with the host institution. To ensure that their subjects are validated, their course list must be approved by the faculty's academic mobility coordinator. For more information, please contact your degree programme's academic coordinator. Furthermore, the International Relations Service does not guarantee that it will be able to provide the same individual support and supervision as with other types of mobility. Not all degree programmes may accept this type of mobility. For more details, see the mobility regulations of your degree programme.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

2. Objective

The purpose of this call is to apply to take part in a mobility programme during the 2024-2025 academic year. The types of mobility available are: Erasmus+ study abroad, bilateral study abroad, SICUE study abroad, study abroad as a freemover.

The main objective of international mobility through an academic exchange programme is to help students improve their educational, linguistic and cultural competences by learning in other countries. Time abroad requires them to develop skills related to commitment, adaptation, flexibility and cultural immersion, which increase their employability and offer students a global and comprehensive outlook.

3. Academic and other requirements

3.1 Degree programme requirements

Students must be enrolled at UIC Barcelona during the year in which they submit a mobility application. They must also be enrolled at UIC Barcelona during the mobility period.

Students are responsible for following and complying with the instructions and deadlines provided by their degree programme, the International Relations Service and the host university at all times throughout the process.

Students must comply with the academic regulations of their degree programme. See the “International mobility” section of the specific webpages:

Bachelor's Degree in:

[Business Administration](#)

[Business Administration in English](#)

[Architecture](#)

[Law](#)

[Audiovisual Communication](#)

[Humanities](#)

[Journalism](#)

[Advertising and Public Relations](#)

[Bioengineering](#)

[Biomedicine](#)

[Pre-Primary Education](#) and [Primary Education](#)

[Nursing](#)

[Physiotherapy](#)

[Medicine](#)

[Dentistry](#)

[Psychology](#)

3.2 UIC Barcelona and international double degree students

Students enrolled in a double degree at UIC Barcelona (e.g. Business Administration + Law at UIC Barcelona) or an international double degree (e.g. Business Administration at UIC

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

Barcelona + Birkbeck in London) must consult the specific conditions governing mobility in their programme's regulations.

Students enrolled in a double degree at UIC Barcelona 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 will be determined by the host university and will be based primarily on the degree programme they choose. The academic regulations of the main degree programme shall apply.

4. Duration of the mobility period

The maximum length of the mobility period is 12 months per educational cycle¹.

The host university may also limit the duration of the mobility period: this information is available in the destination search engine, in the column "places", which will indicate "annual" (option to do a year-long mobility period) or "biannual" (option to do a semester-long mobility period), or in Comments.

5. Destinations and places

All available destinations are published in the [agreement search engine](#)², on the UIC Barcelona website. Students may only submit applications to destinations that are available for their degree programme and which correspond to an accepted type of mobility, after filtering their search results. Students are responsible for finding destinations to which they want to apply and ensuring that the destination is available to students from their degree programme. Any unavailable destinations listed in the application will not be taken into account.

Students are responsible for inquiring about and complying with the language requirements of the host institution. This information appears in the column "Language 1 and 2" in the search engine and is based on the latest information available to UIC Barcelona. Up-to-date information may be found on the host university's website or may be provided by the contact person at the university.

6. Financial Aid

All the grants described here are mutually compatible.

¹ Higher education is divided into three educational cycles: bachelor's degree, master's degree and doctoral degree.

² It is possible to study at an institution that does not have an agreement. Students interested in this option should inform the International Relations Service. See definition of "freemover" in section 1.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

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 physical mobility period in another country is two months (60 days).
4. The total length of the mobility period, including any previous Erasmus+ mobility periods, may not exceed 12 months in one single educational cycle³.
 - a. Architecture, Medicine and Dentistry: 24 months.
5. The maximum funding for studies is five months, and three months for traineeships.
 - 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 support fewer months than the maximum funding, as the funds must be divided equally among all students.
 - b. The mobility period may be longer than the maximum supported amount (see previous section). Moreover, if, exceptionally, there are any leftover funds remaining in the mobility budget during the academic year, in accordance with indications from the National Erasmus+ Agency, consideration may be given to funding a longer period. The duration of the grant will depend on the funds received from the European Commission and the National Erasmus+ Agency.
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 will 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 from candidates with the best academic record.
8. Students of foreign nationality may take part in a mobility programme in their country of origin.
9. Erasmus+ grants are compatible with 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:

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

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

-
- Have a valid Spanish national ID/foreign ID document throughout the mobility period.
 - Submit their mobility application and all other documents and information requested by the International Relations Service within the deadlines.
 - Students are responsible for securing the required documents. Failure to comply with their obligations as participants may result in withdrawal of the student's grant and the return of the amount received.
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 for a top-up amount if they travel on sustainable transport (e.g. train), for the amounts established by the Erasmus+ programme. This 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). For more information, please contact International Relations.

6.1.2.1 Combined mobility and other cases

- Any student who combines a traineeship with a study period abroad may only receive the study grant.
- If the student applies for two Erasmus mobility periods in the same academic year (study and/or traineeship), they may receive this grant for one of the periods, and the second, provided that funding is available.
- If the student does part of their mobility online while physically in Spain, no funding will be given for this period.

6.1.3 Grants for students with fewer opportunities

The aim of the Erasmus+ programme is to promote equity and inclusion by facilitating access for participants. A person with fewer opportunities is a potential candidate who, for personal physical and/or mental, social and/or economic reasons, would be unable to take part in the project or the action of mobility without additional financial support. These participants may be entitled to an additional grant to support the extra costs of participating in mobility activities.

Click [here](#) for information about situations resulting in fewer opportunities and the required documents. The documentation required to certify a person as a participant with fewer opportunities must be issued by an entity within the state administration (at the corresponding level) or, where applicable, a qualified professional. Participants with fewer opportunities will be required to submit documentary proof of their situation to the institutions when established internally as part of their traineeship assignment processes.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

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 confirmed traineeship destination in Europe, with academic recognition.
3. The International Relations Service will assign the available grants to the applicants, who will be responsible for accepting or rejecting the grant via the Banco Santander webpage within the deadlines.

6.3 Mobint Grant

1. Funds from the Government of Catalonia, [AGAUR](#) - MOBINT.
2. To obtain this grant, students must have an assigned mobility place or confirmed traineeship destination, with academic recognition, in any country in the world except Spain.
3. AGAUR determines the requirements for assigning the grant.
4. AGAUR assigns available grants to the applicants and manages the call in each academic year.
5. Students must submit their application and all documents directly to AGAUR.
6. UIC Barcelona may provide the 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 be eligible for this grant, students must have an assigned mobility place with academic recognition at one of the Swiss universities that take part in this grant programme.
3. The university in question will inform students about this option and all necessary arrangements.

7. Academic recognition

The credits and/or activities undertaken during the mobility period may be validated as part of the degree programme at UIC Barcelona, provided that the student duly completes the Learning Agreement or Training Agreement with their faculty prior to the mobility period, in accordance with the requirements of the particular mobility programme.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

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

- If the host university uses a credit system other than that applied at UIC Barcelona, the conversion will be done using the table in **Annex I**.
- At the end of the mobility period, the faculty will validate the marks earned at the host university, in accordance with the tables provided by the Spanish Ministry of Education (see **Annex II**).

8. Tuition and other fees

During their mobility stay, students will be required to pay the tuition fee at UIC Barcelona and will be exempt from paying such fees at the host university.

This applies in the case of all types of mobility, except:

- Freemovers, who will be required to pay the tuition fees and any other possible fees at both the host institution and UIC Barcelona.
- Special cases: for more information, see exceptions in the “Comments” column in the agreement search engine.

In the case of UIC Barcelona students with discounts or special financial aid (e.g. large family discounts, discounts for functional diversity, Excellence Grants or others), these will continue to apply for the entire duration of their mobility period.

The student will be required to pay accommodation, living, travel, visa, insurance and other personal expenses, as well as, in certain cases, administrative charges and the cost of equipment/academic materials at the host university. Depending on the country, they may also have to pay a certain amount to benefit from student discounts, e.g. on transportation.

Trainees 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.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

9. Insurance

Prior to the start of the mobility period, the student must provide proof of having insurance that covers the duration of their stay.

It is **compulsory**⁴ to take out insurance with OnCampus, leader in travel assistance insurance for students studying abroad, with some of the most competitive rates on the markets, and which covers all of the minimum requirements stipulated by UIC Barcelona.

- Accident
- Travel assistance
- Medical assistance
- Civil liability

10. Application process

To apply to take part in a mobility programme, students must complete the **online form** corresponding to their degree programme and follow the instructions provided by the International Relations Service, within the deadlines indicated in the call for applications.

Any student wishing to apply to study abroad as a freemover must indicate this as their first choice destination in the online form, although they may, where applicable, list host institutions with agreements as the other options. The student must also inform International Relations by e-mail and submit a formal request indicating the host institution and the reasons for studying abroad as a freemover. The student will be responsible for finding a destination on their own.

11. Assignment, resolution and acceptance/rejection of the places

After the application deadline, the academic mobility coordinator for the degree programme will assign the available places to students from their degree programme(s) and reject any applications which fail to comply with the **application and participation criteria** and the degree programme's academic regulations. The requirements and criteria are available in the section on international mobility on the faculty and/or degree websites.

- Places shared between several degree programmes will be assigned based solely on common criteria, i.e. academic record and number of places available in each destination.

⁴ The requirement to take out this insurance will only be waived for reasons of force majeure, e.g. the university/company that hosts the mobility programme requires students to take out a specific insurance policy. In this case, to adequately assess the situation, students must complete and send a formal request along with a copy of their policy.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

- Places that are exclusive to each degree programme (which are not shared between several programmes) will be assigned based on the degree programme's specific criteria, set out in each programme's academic regulations.

In the case of students enrolled in a double degree (e.g. Business Administration + Law), their average mark will be the highest of the two degree programmes, provided that the student has completed at least 30 ECTS in each programme.

Where specified in the degree programme's academic regulations or in the event of a draw, other factors will be taken into account, such as: language level, suitability of the destination and the student's motivation and profile.

Once the faculties have assigned the places, the International Relations Service will publish the official resolution.

Where applicable, the following groups will appear in both resolutions:

- Places assigned in the 1st round
- Places assigned subject to conditions (according to the regulations)⁵
- Unassigned places
- Rejected places

1st resolution: places assigned in the order of preference indicated in the application.

Following publication of the resolution, the students must inform International Relations of their decision within the deadlines:

1st period of acceptance/rejection of places: the students' options will be as follows:

- acceptance of the assigned place
- rejection of the assigned place and cancellation of the mobility application process⁶
- rejection of the place assigned in the 1st resolution, to apply for a place in the 2nd round (not recommended).

2nd round: application for cancelled/vacant places: the following groups of students may apply for a cancelled/vacant place, and the places will be assigned in this order of priority:

1. Students who comply with the mobility requirements, but whose status is "unassigned", i.e. they were not awarded a place in the 1st resolution.
2. Students with an assigned place who rejected it to be eligible for a different place in the 2nd round. There is, however, no guarantee that the students will be awarded a

⁵ This refers to students who have been assigned a place, yet fail to comply with all eligibility requirements for mobility (see the degree programme's academic regulations). In these cases, the degree programme will issue an extraordinary resolution.

⁶ The International Relations Service will inform the host universities/institutions of any possible cancellations.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

specific place. This option is therefore not recommended, as the student, who was already assigned a place based on their preferences, runs the risk of not being awarded a place.

3. Where applicable, students who submitted a formal request or application after the deadline and have obtained clearance from the Faculty Board to apply.

2nd resolution: assignment of places, in which 2nd round places are assigned.

2nd period of acceptance/rejection of places: following publication of the 2nd resolution, those students who have been assigned a place in the 2nd round must inform International Relations of their decision to accept or reject the place within the deadlines.

Places cancelled during or after the 2nd period of acceptance/rejection of places will remain unassigned for that particular academic year.

Students who do **not** communicate their decision to the International Relations Service within the indicated deadlines will be deemed to have definitively cancelled their place.

Changes will **not** be accepted following submission of the form. In cases of force majeure, a formal request must be submitted.

The International Relations Service is responsible for nominating students awarded a mobility place from UIC Barcelona to their assigned destination.

Once the host university/institution has received the nomination, students may begin to take the appropriate steps to complete their application, in accordance with the instructions provided by UIC Barcelona and the host institution.

Each student **is responsible** for being familiar and complying with the deadlines and requirements established by the parties involved: International Relations (UIC Barcelona), the faculty/academic coordinator (UIC Barcelona) and the host university/institution.

Students are strongly urged to be proactive when it comes to looking for information on dates, academic calendars and required documents.

Students will be considered officially accepted once they receive the acceptance letter from the host institution.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

12. Extraordinary resolution

Once the 2nd sitting exam records for the current academic year have been signed off and submitted, the faculty will verify that all students with an assigned place comply with the academic regulations of their degree programme.

If they fail to comply with the regulations, the faculty will contact the student to determine whether or not they may take part in the mobility programme the following academic year. The student will also be responsible for verifying that they comply with the requirements and criteria specified in the regulations of their degree programme.

13. Definitive admission into the mobility programme

As described in the previous section, the International Relations Service will be responsible for nominating students with an assigned place to the study abroad programme.

Each student is responsible for coordinating all necessary procedures with the host university prior to receiving the acceptance letter.

Students may contact the host university once they have been nominated, although they have not been previously contacted by the institution. The host university will inform them of the steps they need to take and the documents that must be submitted to enrol in the host university as an exchange student.

If, for any reason, a student is not accepted by the host university/institution and remains interested in studying abroad, UIC Barcelona may propose new destinations available at that time. UIC Barcelona, however, is under no obligation to provide students a new destination.

Students are strongly advised **not** to book tickets, accommodation, etc. before receiving the acceptance letter from the host university/institution. If they wish to prepare their trip ahead of time, they are advised to take out travel insurance.

14. Other special requests

Students should note that any request made after the deadline or for reasons not covered in the regulations must be placed with the International Relations Service. International Relations will inform the student whether they need to make the request via e-mail or file a formal request, as appropriate. The protocol for formal requests and special cases is available in the section on issue management.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

15. Call dates

- 1st round: application period: **18/12/2023 - 11/01/2024 (11:59 p.m.)**
- 1st resolution: **15/02/2024**
- 1st period of acceptance/rejection of places: **20/02/2024**
- 2nd round:
 - publication of available destinations: **22/02/2023**
 - application period: **22/02/2023 - 27/02/2024 (11:59 p.m.)**
- 2nd resolution: **29/02/2024**
- 2nd period of acceptance/rejection of places: **to be determined in the publication of the 2nd resolution.**
- Extraordinary resolution: to be determined as required by each degree programme.

16. Contact

- International Relations Service, **Barcelona Campus**: exchange.bcn@uic.es
- International Relations Service, **Sant Cugat Campus**: exchange.scu@uic.es

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

Annex I: Credit conversion

As a rule, the credits will be converted as shown below. This may vary slightly on a case by case basis, to adjust the credit load to the duration of the mobility period. There may also be differences between host universities.

Europe

Credit system used at UIC Barcelona and most European universities: ECTS

Exception: United Kingdom: 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
- United States: 1 credit = 2 ECTS
- Taiwan: 1 credit = 2 ECTS

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

Annex II: Validation of marks

At the end of the mobility period, and after receiving the official transcript of records from the host university, the student's faculty will validate the marks earned in accordance, as a general rule, with the [tables provided by the Spanish Ministry of Education, Culture and Sport](#). For more information about this process, please contact your faculty.

Distinctions may **not** be earned during the mobility period.

The mobility regulations will set out the procedure that should be followed in the event a student fails a subject while studying abroad.

It is important to note that students who fail subjects while studying abroad in their final year may need more time to complete their degree programme.

2024/2025 Call for applications to study and train abroad



Department of International Relations
updated July 2023

Annex III: Countries eligible for mobility funded by an Erasmus+ Grant

Link to the official [website](#) of the European Commission for more information.

Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
North Macedonia
Norway
Netherlands
Poland
Portugal
Romania
Serbia
Slovakia
Slovenia
Sweden
Turkey