2027–2028 Call for applications for undergraduate study and work placements abroad

Department of International Relations
Updated September 2026

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1. Introduction

In this call, students enrolled in official UIC bachelor's degree programmes can request an exchange as part of the following programmes:

- **Erasmus+ studies:** Mobility programme promoted by the Spanish Service for the Internationalisation of Education (SEPIE), with funding from the European Union (EU), and adhering to the principles of the ECHE Charter. Students may undertake studies with

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academic recognition at European universities outside Spain that participate in the Erasmus+ programme and have a valid Erasmus+ mobility agreement with UIC.

- **Erasmus+ curricular traineeships:** Mobility programme promoted by the Spanish Service for the Internationalisation of Education (SEPIE), with funding from the European Union (EU), and adhering to the principles of the Erasmus Charter for Higher Education. Students can do work placements in the countries participating in the programme. The companies can be public or private[1]. Available to all bachelor's and master's degree students. They can be curricular or extracurricular traineeships, or work placements for recent graduates.[2]
- **Bilateral exchange studies:** Students may undertake studies with academic recognition at universities anywhere in the world, outside Spain, that have a valid bilateral mobility agreement with UIC.
- **Bilateral exchange curricular traineeships:** Students can undertake traineeships with academic recognition at universities or companies in any country in the world, outside of Spain. If the work placements are managed by a university, it must have a bilateral mobility agreement in force with UIC.
- **SICUE exchange studies:** Students can pursue studies with any university within Spain that has a SICUE mobility agreement in force with UIC.
- **Free mover exchange/visitor studies:** Students can do their exchange as free movers or visiting students. This means their exchange will take place with a university with which UIC has no agreement in the student's area of study. The student can complete the mobility stay in the institution or university, provided that they pay the necessary fees, both at the destination and the home school. The student will not be eligible for a grant in this category. This mobility category is subject to prior approval by the Department of International Relations and the relevant faculty. Students of this type of mobility must present the requested paperwork to UIC within the established deadlines and will be fully responsible for organising the stay with the chosen destination. In order to guarantee

[1] Excluding EU offices, diplomatic delegations of Spain in Europe and organisations responsible for managing EU programmes, such as national agencies (to avoid possible conflicts of interest or shared financing).

[2] Apart from being able to carry out different types of traineeships within the Erasmus+ programme, any Student can seek out a traineeship outside the EU and the Erasmus+ programme and apply for available grants. They are responsible for obtaining the necessary academic recognition with their faculty.

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credit recognition, the subjects taken must be validated in advance by the academic mobility coordinator of the faculty. For more information, contact the academic coordinator of the degree programme. Likewise, the Department of International Relations does not offer personalised support and follow-up as in the other categories. This type of mobility may not be accepted in all degree programmes. For more information, contact the academic coordinator of the specific degree programme.

2. Objective

In this call you can request mobility stays for the 2027–2028 academic year in each of the categories described in the previous section.

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 requirements and others

3.1 Requirements per degree course

The student must be enrolled at UIC during the academic year for which they are applying for mobility. They must also be enrolled at UIC during their mobility stay.

The student will be responsible for following and complying with the instructions and deadlines established by their degree programme, by the International Relations Service and by the receiving university at all times.

The student must comply with the academic regulations of their own degree programme. Consult the Moodle course “International Relations - Students” and on the page of your course, see the tab “International Mobility”:

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Bachelor's Degree in:

Business Administration and Management
Business Administration and Management in English
Architecture
Law
Audiovisual Communication
Humanities
Journalism
Advertising and Public Relations
Bioengineering
Biomedicine
Pre-Primary Education, Primary Education
Nursing
Physiotherapy
Medicine
Dentistry
Psychology

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.

3.2 Students enrolled on UIC and international double degrees

For students of an internal double degree at UIC (e.g. Business administration + Law at UIC), or an international double degree (e.g. Business Administration at UIC + Birkbeck in London), they must consult the specific conditions for their mobility in their degree course regulations.

Students of an internal double degree at UIC must choose one of the two degrees as their "main degree" and may apply for destinations available for this degree programme. The curriculum that may be followed will be determined by the host university and will primarily correspond to the chosen degree programme. The student must comply with the academic regulations of their own degree programme.

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4. Mobility placement duration

Each student will be able to enjoy a maximum mobility stay of 12 months in each degree programme[3]. With the exception of: Architecture, Medicine and Dentistry, which will be 24 months.

The destination university can also limit the length of the student mobility stay. This information is available in the agreement search finder.

In the places column:

- "annual" means it is possible to stay the entire academic year.
- "semester" means it is possible stay a semester.
- See also the observations column.

5. Destinations and places

5.1 for student mobility stays

The available destinations are published in the agreement search finder[4] on the UIC website. The student can only request destinations that appear for their degree programme in the available category. The search engine filters are a useful tool. The student will be responsible for searching for the destinations they want to request, making sure that the destination is available for their degree programme. Unavailable destinations that appear on the request will not be taken into account.

The student is responsible for researching and complying with the language requirements of the destination. The information in the "Language 1" and "Language 2" columns is provided for reference only, based on the latest information available to UIC. The most up-to-date

[3] La educación superior se divide en tres ciclos: grado, máster, doctorado.

[4] Existe la posibilidad de realizar intercambios en una institución sin convenio. Aquellos estudiantes que estén interesados en esta opción deberán comunicarlo al Departamento de Relaciones Internacionales. Ver definición de modalidad "*freemover*/visitante" en el apartado 1.

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information will be found on the destination university's website or can be provided by the university's contact person.

5.2 Curricular work placement stays

Visit the website for more information.

6. Financial aid

All the grants mentioned here are mutually compatible.

6.1 Erasmus+ grants

6.1.1. General information

1. See list of eligible countries (Annex III).
2. See details of the Erasmus+ grant amounts in the "International Relations - Students" Moodle and on the web
3. The awarding of this grant is subject to a favourable decision by the EU regarding the funds requested by UIC, which usually takes place during the summer.
4. The minimum duration of mobility placement in another country is two months (60 days).
5. The total length of the mobility period, including any previous Erasmus+ mobility periods, may not exceed 12 months in one single stage of education[5].
    a. With the exception of: Architecture, Medicine and Dentistry, which will be 24 months.
1. International Relations will confirm the maximum funding available for study and work placements.
    a. Contingent on the remaining funds, the periods financed may be:
        i. for studies: between a minimum of 2 months up to a maximum of 4 months, although the mobility stay may be longer.

[5] La educación superior se divide en tres ciclos: grado, máster, doctorado.

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ii. for traineeships: guaranteed funding for two months, although the mobility period may be longer.

b. Exceptional situations: if the funding received by the National Erasmus Agency is less than the amount requested by UIC, the student's grant may support fewer months than the maximum funding, as the funds must be divided equally among all students.

c. The mobility period may be longer than the maximum supported amount (see previous item). 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 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.
   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, as long as they have a Spanish NIE.
9. Erasmus+ grants are compatible with possible remuneration from the host institution, provided that this does not also come from E+ funds.

6.1.2 Studies or curricular traineeships in programme countries

1. After the assignment of a place to an Erasmus+ programme destination, the International Relations department will be able to confirm that the student is eligible for an Erasmus+ grant (depending on the remaining funds that the EU has allocated to the University), which will be subject in any case to:

   a. Hold a valid Spanish national identity card (DNI) or foreign identity card (NIE) throughout the mobility period.
      i. A passport is not a valid document in this case.

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b. Submit their mobility application and all other paperwork and information requested by the International Relations Service within the deadlines.
c. 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. Ask the International Relations team about travel funding support.

6.1.2.1 Combined mobility and other cases

a. If the student applies for two Erasmus mobility periods in the same academic year (study and/or traineeship), they may receive a grant for one of the periods. They will only be able to access a second grant for the next mobility if funding is available.
b. 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 special needs or fewer opportunities

The aim of the Erasmus+ programme is to promote equity and inclusion by facilitating access for all participants. A participant with fewer opportunities is a potential participant whose individual physical and/or mental health, social, cultural and/or economic circumstances would prevent them from participating in the project or mobility activity without additional financial support. These participants may be entitled to an additional grant covering any additional costs of their participation in mobility activities.

Click here for information about situations resulting in fewer opportunities and to find out about the documents required. 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

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opportunities will be required to submit documentary proof of their situation to the institutions when established internally as part of their traineeship assignment processes.
The allocation of the supplementary grant for these profiles is subject to the availability of funds received from the EU and to the participant providing the required supporting documentation.

6.2 Santander Grants

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

6.3 Mobint Grant

The requirements for the application and awarding of these grants will be published on the website of the Government of Catalonia once the call for AGAUR-MOBINT has been opened.

6.4 SEMP Grant (Switzerland)

Swiss-European Mobility Programme:

1. 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

7.1 for student mobility stays

Credits and/or activities completed during the mobility period may be recognised as part of the student's studies at UIC, provided that the student has reached an agreement with their faculty

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in advance, through the Learning Agreement, in accordance with the requirements of the relevant mobility programme.

Any student wishing to validate subjects as part of an internal double degree (e.g. Business Administration + Law at UIC) 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, the conversion will be made 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**).

7.2 Curricular work placement stays

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

8. Enrolment and other fees

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

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

- Freemover/visiting students, who must pay tuition and any other applicable fees at both the host institution and UIC.
- Special cases: for more information, see exceptions in the “Comments” column in the agreement search engine.

In the case of UIC 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.

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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 Department of Foreign Action and Open Government of the Government of Catalonia has produced manuals containing very useful information regarding bureaucratic procedures, visas, documentation, healthcare, accommodation and many other topics. Click on this link and enter the relevant delegation to view all available documentation.

9. Insurance

Before undertaking a mobility placement, the student must provide proof of insurance for the duration of their stay.

It is **compulsory**[6] 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, which covers all of the minimum requirements stipulated by UIC.

- Accidents
- Travel assistance
- Medical assistance
- Civil liability

[6] Solo se aceptará la exención de contratar este seguro, por una causa de fuerza mayor.
Ej.: que la universidad/empresa de destino donde se realice la movilidad obligue al estudiante a contratar un seguro propio. En este caso se deberá rellenar y enviar una instancia juntamente con la póliza que se haya contratado, para que se pueda valorar el caso.

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10. Application procedure

Students wishing to apply for undergraduate study mobility and/or curricular traineeships must submit their mobility application via the online form corresponding to their degree programme available in the Moodle course "International Relations – Students".They must also follow the instructions provided by the International Relations Service and complete the application before the deadline indicated in the call calendar.

Students wishing to apply for a freemover/visiting study placement must indicate this as their first choice in the online form. If applicable, they may complete the remaining options with destinations that have an agreement. In addition, the student must inform the International Relations Service by email, who will advise them on how to proceed. The student will be responsible for finding a destination on their own.

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

11.1. For study mobility placements

After the application deadline, the academic mobility coordinator for each degree programme will review the applications submitted by students in their programme(s).

If the application and participation requirements are met, and the academic regulations are complied with, a mobility placement or destination will be assigned. If the requirements are not met, the application will be rejected. All **application and participation criteria**, as well as the academic regulations for each programme, will be available on Moodle ("International Relations – Students") and on the website.

- 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.

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- 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.

- Active participation in the Buddy Programme (you can sign up *here*) will be rewarded as follows:

    - +0.1 for active participation as a local buddy

    - +0.2 for active participation as a local buddy with a leadership role in the programme

This score will be added to the relevant criteria, and the final score will be used to determine placement allocation.

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 placements have been allocated by the faculties, the International Relations Service will publish the official decision.

11.2. For traineeship mobility placements

After the application deadline, the academic traineeship coordinator for each degree programme will review the applications submitted by students in their programme(s).

If the application and participation requirements are met, and the academic regulations are complied with, a mobility placement or destination will be assigned. If the requirements are not met, the application will be rejected. All **application and participation criteria**, as well as

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the academic regulations for each programme, will be available on Moodle ("International Relations – Students") and on the website.

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)[7]
- Unassigned places
- Rejected places

11.3 Phases of the call:

- **1st resolution (1st round):** places assigned in the order of preference indicated in the application.
    - The decision will be published on Moodle ("International Relations – Students").
    - Following publication of the resolution, the students must inform International Relations of their decision within the deadlines:

- **1st period acceptance/rejection of places:** students must complete the form available on Moodle ("International Relations – Students") within the deadline indicated in the call calendar and select one of the following options:

    - Acceptance of the assigned place
    - Rejection of the assigned place and cancellation of the mobility application process[8]
    - Rejection of the place assigned in the 1st resolution, to apply for a place in the 2nd round (not recommended).

[7] Se refiere a estudiantes a quienes se les ha asignado una plaza, pero que aún no cumplen con todos los requisitos para poder realizar su movilidad (ver la normativa académica de la titulación). En estos casos, se realizará una resolución extraordinaria por parte de la titulación.

[8] Relaciones Internacionales se encargará de informar a las universidades/instituciones de destino sobre las posibles cancelaciones de los estudiantes.

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- **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 in the 1st round.

    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 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.

If the student **fails** to inform International Relations of their decision within the indicated deadlines, in other words, if they do not explicitly accept the placement via the provided form within the specified timeframe, the placement will be considered cancelled[9].

[9] If the student later expresses interest in continuing with the exchange after the deadline but before the final allocation process is completed, the student:
1. will no longer have access to the originally allocated placement.
2. must complete and submit a formal application to the IR justifying the late response.
3. IR will forward the application to the faculty for evaluation

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

For placements assigned through an agreement with the host university, the International Relations Service is responsible for nominating students accepted by UIC for mobility to their assigned destination.

Once the host university/institution has received the nomination, the student may begin the application process, following the instructions provided by UIC and the host institution.

In the case of students undertaking mobility at a hospital, healthcare centre, laboratory, etc., the International Relations Department will inform the student of the procedure for contacting the centre.

Each student **is responsible** for knowing and complying with the deadlines and requirements established by all parties involved: International Relations (UIC), the faculty/academic coordinator (UIC) 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.

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.

4. If the decision is favourable, and once the second round has concluded, the student may choose from the remaining destinations, subject to faculty approval.

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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. Final admission

13.1. Study and traineeship mobility with agreement

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 may propose new destinations available at that time. UIC, 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 students want to prepare for their trip in advance, we recommend they take out cancellation insurance.

13.2. Traineeship mobility without agreement

If the student chooses to find their own placement and there is no existing agreement between the host centre and UIC, they must inform both the academic coordinator and the International Relations Department that they have been accepted.

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14. Other special requests

Students should bear in mind that any request made outside the established deadlines, or due to special circumstances not covered by the regulations, must be submitted by contacting the International Relations Service. International Relations will inform the student how to submit their request, either via formal application or email notification, depending on the case. The protocol for formal requests and special cases is available in the section on incident management.

15. Call dates

- 1st round: application period: **14/12/2026** – **11/01/2027 (23.59)**
- 1st resolution: **22 February 2027**
- 1st period of acceptance/rejection of places: **22/02/2027 – 26/02/2027 (23.59)**
- 2nd round:
    - publication of available destinations: **01 March 2027**
    - application period: **02/02/2027 – 08/03/2027 (23.59)**
- 2nd resolution: **11 March 2027**
- 2nd period of acceptance/rejection of places: **11/03/2027 – 15/03/2027 (23.59)**
- 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

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- International Relations Service **Buddy Programme:** **buddyprogramme@uic.es**

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Annex 1: 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 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

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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.

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

Link to the official website of the European Commission for more information.

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

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The Republic of North Macedonia
Romania
Serbia
Sweden
Turkey

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Annex IV: Incident management for outgoing students

This annex outlines the procedures to be followed for any late or exceptional requests made by outgoing UIC students in relation to their mobility placement.

Students should be aware that a favourable outcome cannot always be guaranteed, although all requests will be carefully reviewed. The amount of the Erasmus+ grant cannot be determined or guaranteed until the exact amount of funding awarded to UIC is known. Likewise, the deadlines indicated may be subject to change depending on the availability and management of those funds.

There are seven types of incidents:

1. Request for mobility after the deadline
2. Cancelling the mobility placement after the deadline
3. Change of destination (only in cases of force majeure)
4. Change of period (only in cases of force majeure)
5. Applying for a new agreement
6. Exemption from contracting OnCampus insurance

7. Cancellation of a mobility placement due to circumstances beyond UIC's control

Legend:

- IR = International Relations Service
- AMC = Academic Mobility Coordinator
- *Force majeure* = cases where the student will not be able to stay at the assigned destination and/or during the assigned period for *force majeure* reasons. Examples include: natural disasters, political or social instability in the host country, official travel advisories, cancellation of all exchanges by the host university, inability to validate subjects, medical conditions, etc.
  Cases of this nature are handled in order of receipt, and the student's academic record will not be taken into account when assigning a new destination or period.

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1. Request for mobility after the deadline

Applications may be admitted past the established deadline for duly justified reasons. Each case will be assessed individually.

1. **Students must use the official petition template.**
2. Template available on Moodle
3. The student must complete the application requesting a late mobility placement and send it by email to IR.
4. IR will forward the application to the AMC.
5. The application will be reviewed by the Faculty Board. The faculty will inform IR of the decision.
6. IR will communicate the decision to the student.
    i. For study and work placement mobilities with an agreement: if the response is favourable, IR will provide a list of available destinations, and the student must choose one as soon as possible.
    ii. For work placement mobilities (without an agreement): if the response is favourable and the Erasmus+ destination is confirmed, available funding will be reviewed to determine whether the mobility can be financed.
7. IR will nominate the student to the host university.

Only eligible destinations may be requested in the call, more specifically:

- It will not be possible to apply for a place in an agreement signed after the application deadline (see the calendar in the call for applications).
- It will not be possible to apply for a destination where there are no more vacancies.
- It is important to bear in mind that each destination has its own deadlines; therefore, it will not be possible to apply for a destination whose nomination or application period has already closed.

2. Cancelling the mobility placement after the deadline

Applicable in cases where students cancel after the acceptance/rejection period.

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1. **The student must inform IR by email.**
2. IR will carry out the necessary procedures with the host university.
3. IR will inform the faculty.

Students are asked to be responsible when making their decision, as it will directly affect their peers.

It is the student's responsibility to review and comply with the cancellation policy outlined in the mobility regulations for their degree programme.

3. Change of destination (only in cases of force majeure)

1. **The student must notify IR by email as soon as they are aware, stating the justified reason for the change.**
2. IR will provide the student with a list of available destinations.
3. The student will choose a new destination.
4. IR will then communicate the new placement to the student.
5. IR will nominate the student to the host university.

4. Change of period (only in cases of force majeure)

1. **The student must inform IR by email as soon as they become aware of the situation*.**
2. IR will provide the student with a list of available destinations.
3. The student will choose a new destination.
4. IR will then communicate the new placement to the student.
5. IR will nominate the student to the host university.

*Please note that some degree programmes only allow mobility during a specific semester. In these cases, a change of period will not be possible, even in cases of force majeure.

5. Applying for a new agreement

In order to open a new agreement, the following considerations must be taken into account:

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- Suitability/compatibility of the curriculum.
- Mutual interest in establishing cooperation between the two universities.

It is important that the student has a justified reason to submit their petition and that, if in the end it is feasible to open the agreement, that they are consistent, to the greatest degree possible, with their request to undertake the mobility placement at that destination.

A student may submit one petition of this type per academic year, applying for up to a maximum of two universities in which they are interested.

The deadline for submitting this petition will be the same as the deadline for submitting a mobility placement request.

1. **Students must use the official petition template.**
2. The template is available on Moodle.
3. In the petition, the student will need to state:
    a. The name of the university, and its location.
    b. A contact from the university in question.
    c. A link to the curriculum/academic programme of interest.
4. The student must complete the application and submit it to IR.
5. IR will contact the faculty.
6. The faculty will review the proposal.
7. IR will communicate the decision to the student. If the response is positive, IR will contact the host university.
8. IR will inform the student of the final outcome of the process (whether the agreement has been signed or not).

The following cases may arise:

- **Case 1:** the student is only interested in undertaking a mobility placement with the host institution they are proposing to sign a new agreement with. They must submit their application via the online form and select the freemover/visiting student option. They must also inform the International Relations by email and indicate that they do not wish to be assigned any other destination.

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- **Case 2:** the student is interested in studying abroad at the destination for which they have requested a new agreement but does not rule out going to a destination on the list of agreements for their degree programme. They must submit their application using the online form and will be assigned a place at one of the destinations covered by an agreement. The student must choose between one of the two options according to the deadlines indicated by IR. If they decide to proceed with the new agreement, they must reject the place assigned.

Students are asked to be responsible when making their decision, as it will directly affect their peers.

The student is responsible for reviewing and complying with the points in the mobility regulations for their degree programme that may affect this special situation.

6. Exemption from contracting OnCampus insurance

In exceptional cases, for example, if the host university requires students to purchase a specific insurance policy, the student will not be required to purchase the OnCampus insurance.

1. **Students must use the official petition template.**
2. Template available on Moodle
3. The student must complete the application and submit it to IR
4. IR will assess the possibility of granting an exemption from the OnCampus insurance requirement and will inform the student of the decision.
5. The student must then send the policy and the documentation for the contracted insurance to IR by email.

7. Cancellation of a mobility placement due to circumstances beyond UIC's control

If the mobility placement is cancelled by the host institution for reasons beyond UIC's control, the complete reassignment of all affected students cannot be guaranteed. In such cases, the

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Department of International Relations and the student will jointly explore possible alternatives based on the places available at that time.

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Annex V: Common mistakes to avoid

1. Not reading or reading the call too late

Error: Not reading the full document or only doing so when problems arise.
Consequence: Poor choice of destination, incomplete applications, loss of placement.
Recommendation: Read the **entire document at the beginning of the process**, paying close attention to requirements, deadlines, and mobility types.

2. Ignoring deadlines (application, acceptance, documentation)

Error: Missing important dates due to oversight or poor planning.
Consequence: Automatic loss of placement.
Recommendation: Note all deadlines in your personal calendar and set reminders (Google Calendar, etc.).

3. Assuming “everything can be changed later”

Error: Choosing destinations or dates carelessly, assuming they can be changed later.
Consequence: Loss of placement or having to accept an undesired destination.
Recommendation: Make a **realistic and well-considered** choice from the outset. Changes are only accepted in cases of **force majeure**.

4. Not checking specific requirements of the destination before applying

Error: Choosing a destination without meeting the language level or without knowing the country or university requirements.
Consequence: Rejection by the host institution.
Recommendation: Check **language requirements, deadlines, and academic criteria** directly on the destination’s website before applying.

5. Not following instructions from the IR or the host university

Error: Not reading emails or ignoring instructions provided.
Consequence: Rejection by the host institution, loss of placement.

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Recommendation: Read and save all emails. Ask questions if in doubt, but do not assume “someone will let me know”.

6. Not taking personal responsibility

Error: Assuming the university will handle everything or that “they’ll let me know if something’s missing”.
Consequence: Administrative errors, unfounded complaints.
Recommendation: Be **proactive and independent**: read, ask, confirm, plan.