

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

1. Objective.....	1
2. Presentation and requirements.....	2
3. Mobility placement duration.....	3
4. Destinations.....	3
5. Financial aid.....	3
5.1 Erasmus+ grants.....	4
5.1.1. General information.....	4
5.1.2 Studies or traineeships in programme countries.....	5
5.1.2.1 Combined mobility and other cases.....	5
5.1.3 Grants for students with special needs or fewer opportunities.....	6
5.2 Santander Grant.....	6
5.3 Mobint Grant.....	6
5.4 SEMP Grant (Switzerland).....	6
6. Enrolment and other fees.....	7
7. Insurance.....	7
8. Application process.....	8
9. Call dates.....	9
10. Acceptance/rejection of the places.....	9
11. Other special requests.....	9
12. Contact.....	9
Annex I: Countries eligible for mobility funded by an Erasmus+ Grant.....	10
Annex II: Incident management for outgoing students.....	11

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

1. Objective

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 the development of skills such as commitment, adaptation, flexibility and cultural immersion, which provide students with a more global, inclusive outlook and increase their chances of future employment.

2. Presentation and requirements

This mobility programme is 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](#). The companies can be public or private¹.

This call is intended for students enrolled in official studies of UIC Barcelona; bachelor's degree, official master or doctorate, who are applying to participate in the Erasmus+ traineeship programme and includes the following cases:

1. For undergraduate students:
 - a. Extracurricular traineeships
 - b. Newly graduated traineeships (RT)

2. For official master's and doctoral students, as long as the programme permits:
 - a. Curricular traineeships (if the programme allows)
 - b. Extracurricular traineeships
 - c. Newly graduated traineeships (RT)

Click [here](#) for more information.

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 (except in the case of Erasmus+ recent graduates).

¹ [EU offices](#), Spanish diplomatic delegations in Europe and organisations that manage EU programmes, such as national agencies are excluded (to avoid potential conflicts of interest or shared funding).

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

This call for applications is intended for applicants interested in taking part in a mobility programme during the 2024-2025 academic year, with the exception of recent graduates, who may do a traineeship within 12 months of graduation. Students interested in doing a traineeship as a recent graduate should inform the Department of International Relations before the submission of exam records.

Students will be responsible for following and complying with the instructions and deadlines provided by their degree programme, the Department of International Relations and the host institution/company at all times throughout the process.

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. Mobility placement duration

1. Each student will be able to enjoy a maximum mobility stay of 12 months in each stage of education². This maximum duration is subject to the criteria of each programme.
 - a. With the exception of: Architecture, Medicine and Dentistry, which will be 24 months.

4. Destinations

Students are responsible for finding the centre where the traineeship will take place. To do so, they may use the following tools: [agreement finder](#) (traineeship information only available for some degrees), [online platforms](#), Alumni & Career service at UIC Barcelona, or by consulting their degree traineeship coordinator.

5. Financial aid

All the grants mentioned here are mutually compatible.

² Higher education is divided into three stages: bachelor's degree, master's degree, doctoral degree.

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

5.1 Erasmus+ grants

5.1.1. General information

1. See list of eligible countries ([Annex I](#)).
2. See details of the Erasmus+ grant amounts on the [web](#).
3. The awarding of this grant is contingent upon UIC Barcelona receiving Erasmus from the National Research Agency: this usually occurs 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 education³.
 - a. With the exception of: Architecture, Medicine and Dentistry, which will be 24 months.
6. 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 traineeships: between a minimum of 2 months up to a maximum of 3 months, although the mobility stay may have a longer duration.
 - b. 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.
 - c. Moreover, if 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.
7. UIC Barcelona will pay the grant in accordance with the bank details provided in the grant agreement.
8. 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.

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

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

9. If the student is a foreign national, they may undertake their placement in their country of origin.
10. Erasmus+ grants are compatible with possible remuneration from the host institution.

5.1.2 Studies or traineeships in programme countries

1. After the assignment of a place to an [Erasmus+ programme destination](#), the People Management 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. Having a valid Spanish national ID/foreign ID document throughout the mobility period.
 - i. A passport is not a valid document in this case.
 - b. Submitting their mobility application and all other paperwork and information requested by the Department of International Relations 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.

5.1.2.1 Combined mobility and other cases

1. If the student applies for two Erasmus mobilities for the same academic year, they can receive the Erasmus+ grant only for one of the mobilities, whether it is for studies and/or for curricular, extracurricular or newly graduated traineeships. They will only be able to access a second grant for the next mobility if funding is available.
2. If the student does part of their mobility online while physically in Spain, no funding will be given for this period.

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

5.1.3 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 person with special needs 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 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 opportunities will be required to submit documentary proof of their situation to the institutions when established internally as part of their traineeship assignment processes.

5.2 Santander Grant

Only applies to master's degree curricular work placements.

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

5.3 Mobint Grant

Only applies to master's degree curricular work placements.

The requirements for the application and awarding of these grants will be published on the website of the Catalan government once the call for [AGAUR-MOBINT](#) has been opened.

5.4 SEMP Grant (Switzerland)

[Swiss-European Mobility Programme:](#)

1. Funds managed by universities in Switzerland.

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

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.

6. Enrolment and other fees

The student must be enrolled in UIC Barcelona when requesting this mobility, even if they are undertaking the stay as a new graduate.

In the case of students enrolled at UIC Barcelona during the mobility period 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 or the cost of equipment or course materials at the host institution/company.

The student will be required to pay accommodation, living, travel, visa, insurance and other personal expenses, as well as, in certain cases, administrative charges or the cost of equipment or course materials at the host institution/company.

The Catalan government'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.

7. Insurance

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

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

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, which covers all of the minimum requirements stipulated by UIC Barcelona.

- Accident
- Travel assistance
- Medical assistance
- Civil liability

8. Application process

1. The person interested in participating in the programme described in this call must submit their application through the [online form](#).

2. Once International Relations receives the application form, they will review the available funds and contact the student by email with the resolution and the documents to be completed, if applicable.

Incomplete applications will be discarded and the availability of funds for such mobilities will not be guaranteed until the corresponding amendment and validation thereof.

Information to bear in mind

At the end of the academic year, the National Erasmus Agency (SEPIE) informs us of the number of grants allocated to UIC Barcelona. As of that moment, we will inform the applicants whether or not they have been awarded an Erasmus+ traineeship grant, by order of the traineeship confirmations.

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

1. Applications from students with a confirmed destination who have not yet done an Erasmus+ mobility stay while studying at UIC Barcelona.
2. Applications with a confirmed 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 from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

9. Call dates

- Deadline for requests for mobilities to be made in the first half of 2024-2025
Deadline for registration: 31/10/24 (11.59 p.m.)
- Deadline for applications for mobilities to be made in the second half of 2024-2025
Deadline for registration: 31 May 2025, 6.30 p.m.

10. Acceptance/rejection of the places

If, at any time during the process, the student is no longer interested in receiving the grant for which they applied, they must inform the Department of International Relations as soon as possible.

Students are advised not to book tickets, accommodation, etc. before receiving the acceptance letter from the host institution. If students want to prepare for their trip in advance, we recommended they take out cancellation insurance.

11. 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 annex on [incident management](#).

12. Contact

- Department of International Relations, Barcelona campus:
exchange.bcn@uic.es
- Department of International Relations, Sant Cugat campus:
exchange.scu@uic.es

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

Annex I: 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
Czech Republic
North Macedonia
Romania
Serbia
Sweden
Turkey

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

Annex II: Incident management for outgoing students

This annex presents the steps to be completed for any extraordinary request or application after the deadline by outgoing students of UIC Barcelona in relation to their mobility.

Students should bear in mind that it is not possible to guarantee a favourable resolution to their request, although each case will be studied carefully.

There are five types of incidents:

1. Request for mobility after the deadline
2. Cancelling the mobility placement after the deadline
3. Change of destination
4. Change of period
5. Exemption from contracting OnCampus insurance

Legend:

- RRII= Department of International Relations
- CAM = 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. These may include, for example: natural disasters, political or social instability in the country, official recommendation not to travel, cancellation of all exchanges by the host university, inability to validate subjects, medical condition etc. Cases of this type are handled in order of arrival, and the academic record of the student will not be taken into account when assigning a new destination or a new period.

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 in Moodle.](#)
3. The student must fill out the justification requesting an out-of-term mobility and send it by email to RRII.
4. RRII will send the justification to CAM.

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

5. The final decision will be made by the Faculty Board. The faculty will inform RRII of the decision.
6. RRII will inform the student of the decision.
 - i. For study and traineeship mobility stays with an agreement: in the case of a favourable resolution, the list of available destinations will be provided, and the student must choose one as soon as possible.
 - ii. For traineeship mobility stays (without agreement): in case of a favourable resolution and a final Erasmus+ destination, the funds will be reviewed to see if mobility can be financed.
7. RRII 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 call dates for applications).
- It will not be possible to apply for a destination where there are no more vacancies.
- It is important to keep in mind that each destination has its own deadlines and therefore it will not be possible to request a destination which has already closed its nomination/application call.

2. Cancelling the mobility stay after the deadline

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

1. **The student will inform RRII by email.**
2. RRII will make the necessary arrangements with the destination university.
3. RRII will inform the faculty.

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

The student is responsible for reviewing and complying with the cancellation policy indicated in the mobility regulations of their degree programme.

3. Change of destination (force majeure only)

1. The student must inform RRII by email as soon as they

2024-2025 Call for applications from Erasmus+ traineeships for master's degree and doctoral students, recent graduates and extracurricular traineeships for bachelor's degrees

Department of International Relations
Updated July 2024

4. Change of period (force majeure only)

1. **The student must inform RRII by email as soon as they know*.**

*It should be borne in mind that several degree programmes allow for mobility stays in only one specific semester. In these cases, a change of period will not be possible, not even due to *force majeure*.

5. Exemption from contracting OnCampus insurance

In exceptional cases, such as where the host university obliges students take out particular insurance, the student will not be obliged to take out OnCampus insurance.

1. **Students must use the official petition template.**
2. [Template available in Moodle.](#)
3. The student will fill out the request and deliver it to RRII.
4. RRII will assess the possibility of exemption from taking out OnCampus insurance and will inform the student of the decision.
5. The student must send the policy and the documents of the insurance taken out to RII by email.