

2025-2026 Call for applications for undergraduate study and curricular Erasmus+ traineeships

Department of International Relations

Updated July 2024

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1. Introduction

In this call, students enrolled in official UIC Barcelona 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](#). They can pursue studies with academic recognition at European universities outside Spain who are [participants in the Erasmus+ programme](#) and who have an Erasmus+ mobility agreement in force with UIC Barcelona.
- **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 [ECHE Charter](#). Students can do traineeships in the [countries participating in the programme](#). The companies can be public or private¹. Available to all bachelor's and master's degree students. They can be [curricular or extracurricular traineeships, or traineeships for recent graduates](#)².
- **Bilateral exchange studies:** Students can pursue studies with academic recognition in any country in the world outside Spain who have a bilateral mobility agreement in force with UIC Barcelona.
- **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 traineeships are managed by a university, it must have a bilateral mobility agreement in force with UIC Barcelona.
- **SICUE exchange studies:** Students can pursue studies with any university within Spain that has a SICUE mobility agreement in force with UIC Barcelona.
- **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 Barcelona has no agreement with that specific 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 able eligible for a grant in this category. This type of mobility is subject to previous acceptance by both International Relations and the faculty. Students of this type of mobility must present the requested paperwork to UIC Barcelona within the established deadlines and will be fully responsible for organising the stay with the chosen destination. In order to guarantee credit recognition, the subjects taken must be

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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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 (RRII) 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 2025-2026 academic year in each of the categories described in the previous section.

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

3. Academic requirements and others

3.1 Requirements per degree course

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

The student will be responsible for following and complying with the instructions and deadlines established by their degree programme, by the Department of International Relations 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 traineeships criteria and requirements set by their faculty when it comes to curricular traineeships. For more information, contact the traineeships coordinator for each degree programme.

3.2 Students studying UIC Barcelona and international double degrees

For students of an internal double degree at UIC Barcelona (e.g. Business administration + Law at UIC Barcelona), or an international double degree (e.g. Business Administration at UIC Barcelona + 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 Barcelona must choose one of the two degrees as their “main degree” and may apply for destinations available for this degree programme. The curriculum that you can study will be determined by the university of destination, and will mainly be within of the chosen degree. The student must comply with the [academic regulations](#) of their own degree programme.

4. Mobility placement duration

Each student will be able to enjoy a maximum mobility stay of 12 months in each stage of education³, 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: the information is available in the [agreement search finder](#).

In the places column:

- “annual” means it is possible to stay the entire academic year.

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

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- “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 Barcelona 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 columns “Language 1 and Language 2” are from reference only, based on the latest information available to UIC Barcelona. The most up-to-date information will be found on the destination university’s website or can be provided by the university’s contact person.

5.2 Curricular traineeships 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 contingent upon UIC Barcelona receiving Erasmus+ funding 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).

⁴ There is also the possibility of doing an exchange with an institution that does not have an agreement with this University. Students who are interested in this option should notify the Department of International Relations. See the definition of the “free mover/visitor” category in section 1.

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5. The total length of the mobility period, including any previous Erasmus+ mobility periods, may not exceed 12 months in one single stage of education⁵.
 - 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 traineeships.
 - 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 5 months, although the mobility stay may last longer.
 - ii. 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. The mobility period may be longer than the maximum supported amount (see previous section). 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. 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 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 from candidates with the best academic record.
8. If the student is a foreign national, he or she may undertake their placement in his or her country of origin.
9. Erasmus+ grants are compatible with possible remuneration from the host institution.

6.1.2 Studies or curricular traineeships in programme countries

1. After the assignment of a place to an [Erasmus+ programme destination](#), the Department of International Relations 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:

⁵ Higher education is divided into three stages: bachelor's degree, master's degree, doctoral degree.

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- a. Have a valid Spanish national ID/foreign ID document throughout the mobility period.
 - i. A passport is not a valid document in this case.
 - b. Submit 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.

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 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 the action of mobility 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.

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6.2 Santander Grant

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

6.3 Mobint Grant

The requirements for the application and award of these scholarships will be described on the website of the Catalan government 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

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.

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](#)).

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7.2 Curricular traineeship stays

The credits and 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 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 Barcelona and will be exempt from paying such fees at the host university.

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

- Free movers/visiting students, 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 finder.

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 paperwork, visa or other matters like accommodation and transportation.

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.

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.

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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 Barcelona.

- Accident
- Travel assistance
- Medical assistance
- Civil liability

10. Application process

The student who wants to apply for an undergraduate study or traineeship mobility stay must make their mobility request through the **online form** of the corresponding degree located in the Moodle course "[International Relations - Students](#)". Likewise, they must follow the instructions established by the Department of International Relations and complete the application before the deadline indicated in the call schedule.

Any student wishing to apply to study abroad as a free mover /visiting student 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. Likewise, the student must inform International Relations by email, and they will inform them about 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 student mobility stays

After the deadline for submitting applications, the mobility academic coordinator of the corresponding bachelor's degree will review the applications of their students.

If the requirements and criteria for application and participation are met, as well as academic regulations, a mobility place or destination will be assigned. If they do not comply, the request will be refused. All **application and participation criteria**, as well as the academic rules of the bachelor's degree, will be available on Moodle ("[International Relations - Students](#)") and on the website.

⁶ 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.

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- 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.
- 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 will compensate the student with:
 - +0.1 for active participation in the programme as a local buddy.
 - +0.2 for active participation as a local buddy who has assumed a leadership role in the programme.

These points will be added to the corresponding criteria and the overall score is the one that will be considered when assigning places. See Local Buddy Guide.

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 Department of International Relations will publish the official resolution.

11.2. For traineeship mobility stays

After the deadline for submitting applications, the work placement academic coordinator of the corresponding bachelor's degree will review the applications of the students.

If the requirements and criteria for application and participation are met, as well as academic regulations, a mobility place or destination will be assigned. If they do not comply, the request will be refused. All **application and participation criteria**, as well as the academic rules of the bachelor's degree, 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

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- 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 resolution will be published in Moodle ([“International Relations - Students”](#)).
 - Following publication of the resolution, the students must inform International Relations of their decision within the deadlines (see below).
- **1st period of acceptance/rejection of places:** Students must complete the form available on Moodle ([“International Relations - Students”](#)) within the deadline established in the call schedule and indicate the desired option among the following:
 - Acceptance of the assigned place
 - Rejection of the assigned place and cancellation of the mobility application process⁸
 - Rejection of the place assigned in the 1st resolution, in order 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 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.

⁷ 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.

⁸ The Department of International Relations will inform the host universities/institutions of any possible cancellations.

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- **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 Department of International Relations within the indicated deadlines will be deemed to have definitively cancelled their place.⁹

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

In the case of assigned places that have an agreement with the destination university, the Department of International Relations is responsible for nominating students awarded a mobility place from UIC Barcelona to their assigned destination.

Once the destination university has received the nomination, the student can begin the steps to complete the application, following the instructions of both UIC Barcelona and the destination.

In the case of students who undertake a mobility stay in a hospital, health centre or laboratory, the Department of International Relations will inform the student how to proceed with contacting the centre.

Each student **is responsible** for being aware of 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.

⁹ If the student finally communicates their interest in continuing with the exchange after the indicated deadline but before the end of the final assignment process:

1. their first assigned place will not be available.
2. they must complete and send written justification for responding after the deadline to RRII.
3. RRII will send the justification to the faculty to assess whether the student can proceed with the process or not.
4. if the resolution is favourable, once the 2nd round is over, the student will be able to choose a destination from those remaining, subject to faculty approval.

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Students will be considered as 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.

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 to check that they still comply with requirements and criteria specified in the regulations of their degree programme.

13. Final admission

13.1. Study and traineeship mobility stays with an agreement

As described in the previous section, the Department of International Relations 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 even if 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. However, UIC Barcelona 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 recommended they take out cancellation insurance.

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13.2. Traineeship mobility stays without an agreement

In the event that the student chooses to seek a traineeship centre individually and there is no agreement between the centre and UIC Barcelona, the student must inform both the academic coordinator and the Department of International Relations that they have been accepted.

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 Department of International Relations. 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 [issue management](#).

15. Call dates

- 1st round: application period: **18/12/2024 - 11/01/2025 (11:59 p.m.)**
- 1st resolution: **14/02/2025**
- 1st period of acceptance/rejection of places: **14/02/2025 - 20/02/2025 (11:59 p.m.)**
- 2nd round:
 - publication of available destinations: **21/02/2025**
 - application period: **21/02/2025 - 27/02/2025 (11:59 p.m.)**
- 2nd resolution: **04/03/2025**
- 1st period of acceptance/rejection of places: **04/03/2025 - 09/03/2025 (11:59 p.m.)**
- Extraordinary resolution: to be determined as required by each degree programme.

16. Contact

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

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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

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Annex II: Recognition 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
Czech Republic
North Macedonia
Romania
Serbia
Sweden
Turkey

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Annex IV: 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 (force majeure only)
4. Change of period (force majeure only)
5. Applying for a new agreement
6. 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.
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.

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- 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 cancelation 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 know, justifying the reason for the change request.**
2. RRII will offer the list of available destinations to the student.
3. The student will choose a new destination.
4. RRII will inform the student of the new decision.
5. RRII will nominate the student to the host university.

4. Change of period (force majeure only)

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1. **The student must inform RRII by email as soon as they know*.**
2. RRII will offer the list of available destinations to the student.
3. The student will choose a new destination.
4. RRII will inform the student of the new decision.
5. RRII will nominate the student to the host university.

*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. Applying for a new agreement

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

- Suitability/compatibility of the curriculum.
- mutual interest in establishing a collaboration on the part of both universities.

It is important that the student has a justified reason to submit their petition and if the agreement is feasible, 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. [Template available in 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 will fill out the request and deliver it to RRII.
5. RRII will contact the faculty.
6. The faculty will review the proposal.
7. RRII will inform the student of the decision. If positive, RRII will contact the university.
8. RRII will inform the student of the final result of the process (whether the agreement has been signed or not).

The following cases may arise:

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- **Case 1:** the student is only interested in having the mobility stay in the destination of the proposed new agreement. They must make the request via the online form and select the free mover/visiting student option. They must also confirm by email that they are not interested in being assigned to any destination.
- **Case 2:** the student is interested in having the mobility stay in the destination of the proposed new agreement, but does not rule out going to a destination that already has an agreement with their degree programme. They must make the request via the online form and they will be assigned a place in one of the destinations with an agreement. The student must choose between one of the two options according to the deadlines indicated by RRII: if they decide to continue with the management of the new agreement, they must reject the assigned place.

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 mobility regulations of their degree programme that may affect this particular situation.

6. 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.