

CALL FOR THE 2015/2016 ERASMUS+ STUDENT MOBILITY PLACEMENTS (SMP)

GENERAL INFORMATION

The new Erasmus+ programme

The European Parliament has approved the Erasmus+ programme for the 2014-2020 period, which entered into effect on 01 January 2014. The new Erasmus+ programme is framed within the Europe 2020 strategy, within the 2020 Education and Training strategy and within the Rethinking Education strategy. It englobes all the initiatives within education, training, youth and sport. In education-related issues, it covers all levels: obligatory schooling; professional training; higher education and adult education and training.

This new programmes centres on formal and informal learning beyond the borders of the European Union (EU), with a clearly internationalising vocation, opening up to other countries with the purpose of improving people's education and training abilities.

The following countries participate fully in the Erasmus+ programme: EU member states (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom), and states that are not members of the EU (the Former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway and Turkey. Switzerland is no longer a participating country within the programme, but funds SMPs for foreign students that are administered through Swiss universities. In this respect, any student wishing to undertake an SMP in that country will need to contact a Swiss university to determine the procedures that should be followed.

Erasmus+ Programme: Types of SMP

The Erasmus Practical-Training Programme allows for training during a specific period of time in a host organization within another participating country, and aims to help people adapt to the demands of the labour market at community level, to acquire specific skills and to improve their understanding of the economic and social environment of the country in question, at the same time as acquiring work experience.

The characteristics of the SMP are as follows:

- The higher-education institution of origin (hereafter, *home institution*) must grant its full recognition to the traineeship period abroad.
- Students must obtain a training agreement relating to the traineeship programme; this agreement must have the approval of both the home institution and the host organisation (hereafter, *host institution*).
- The traineeship period must be covered by a placement agreement approved by the home institution, the host institution and the beneficiary.

THE 2015/2016 CALL

General requirements of the Erasmus programme

- The programme contemplates three types of participant:
 - A) Students for whom the SMP forms part of their academic curriculum: These participants must be enrolled in the UAB or in one of its affiliated centres during the course that the SMP is applied for, and throughout the entire period of the course in which the SMP takes place. These SMPs are recognised via ECTS credits.
 - B) Students for whom the SMP does not form part of their academic curriculum:
 - B.1. Students whose placement is carried out as an extra-curricular traineeship: These participants must be enrolled in the UAB or in one of its affiliated centres during the course that the SMP is applied for, and throughout the entire period of the course in which the SMP takes place. These SMPs are recognised in the European Diploma Supplement (EDS).
 - B.2. Students who will take the SMP as a traineeship for recent graduates: The SMP must be applied for in the final year of degree study, with the purpose of carrying out the SMP once graduated, during the 12-month following the closure of the student's academic transcript. In such a case, students can only present their application whilst they are still students at the UAB, that is, whilst their transcript has not yet been finalised. When the transcript has been formally closed, it is then no longer possible to apply for this type of SMP. These SMPs are recognised in the European Diploma Supplement (EDS).
- Applicants must hold nationality or temporary or permanent residence of one of the states participating in the Erasmus programme (see the relevant point in "General information", above), or have the status of refugee or statelessness.
- Students must have the acceptance of a host institution in which the traineeship will be carried out. This institution may be a company, a training centre, a research centre or another type of organisation. Host institutions that are not deemed acceptable are European institutions; organisations responsible for administering EU programmes (to avoid potential conflicts of interest and/or shared funding); and students' national diplomatic representation (embassy, etc.) in the host country. The full list may be consulted via [this link](#).
- SMPs must be carried out in an organisation officially located one of the states participating in the Erasmus programme (see the countries indicated in "General information", above), except Spain.
- SMPs must have a minimum duration of 2 months (understanding by this a period of 60 days) and a maximum duration of 12 months. The traineeship periods may be carried out between 01 June 2015 and 30 September 2016.
- Applicants must not have exceeded the maximum period of 12 months per study cycle (except for degree studies that provide direct access to doctoral study (Medicine and Veterinary Medicine), which will have a maximum of 24 months) and, within this calculation of months, have at least 2 months (60 days) at their disposal, this being the

minimum period eligible for carrying out an Erasmus SMP (see the following point). This time assessment is also applicable to students who participate as recent graduates.

Possibilities for taking several Erasmus placements through the entire period of studentship

Every individual student has the opportunity of receiving several Erasmus grants, up to a maximum of 12 months for each one of the three phases of university study: the first degree or equivalent (including studies within advanced vocational education); the master's degree and the doctorate.

Degree studies that provide direct access to doctoral studies (Medicine and Veterinary Medicine) offer a maximum of 24 months.

This means that, over the entire period of studentship, a student is able to accumulate up to 36 months' grant.

This calculation of available months also includes mobility placements for students who:

- Make their application in the final year of their degree studies and take up their placements during the 12 months subsequent to finalising their degree
- Have obtained an Erasmus grant during the *Lifelong Learning Programme* (the programme previous to Erasmus+).

It is possible to take an Erasmus study and Erasmus traineeship placement in the same academic year provided that these are carried out in distinct periods. That is, it is not possible to take both types of mobility placement simultaneously, nor can these placements even partially coincide in time.

There is also the possibility to take placements termed "**zero grant**" in which the student can take a traineeship placement administered by the home institution, but without receiving a financial grant.

Specific requirements of the UAB call

- Students must have the acceptance of an organisation in order to carry out the trainee placement. In the event of there being traineeship agreements available, each Faculty or School will inform their students of this; alternatively, students may search on an individual basis for an organisation to host them as an SMP student within the framework of this programme. We recommend that you consult the *Pràctiques a l'estranger* section on the *Trellball Campus* website (6. [Portals de cerca de pràctiques](#)) as well as the document "[Recomanacions per cercar pràctiques o feina internacionals](#)" within the same section.
- Students wishing to participate in the programme, and who have been accepted by an organisation within which the traineeship can take place, must have a placements tutor who will be assigned by the organisation, as well as the authorisation of the said tutor and the corresponding Exchange-Programme Coordinator. This authorisation is given via the

signature of both the tutor and coordinator, on the application form, and authorises the student to participate in the programme.

- The application form will also require a document (letter of e-mail attached to the form) from the host institution confirming acceptance. However, in the case of degrees with regulated placements and which are administered wholly by a teaching centre, students are not required to present the letter of admission from the host institution; instead, they are required to present a document signed by the Exchange-Programme Coordinator indicating that the placement has been authorised within the framework agreement signed by the home faculty and the host organisation.
- Master's degree students who wish to apply for this call will need to present a copy of their first degree transcript in order to calculate their grade-point average (but only in the event of not having studied a first degree in the UAB). Doctoral students need to present a copy of their first degree and master's degree transcripts in order to establish the weighted grade-point average for both phases of study (but only in the event of not having studied these degrees in the UAB).
- At the time of leaving, students must have successfully completed a number of credits equivalent to the first year of degree study (60 credits).
- Students must have sufficient command of the host organisation's working language.
- Students must complete and submit, within the deadlines established, all the obligatory documentation available in the information pack on <http://www.uab.cat/treball-campus>.
- Students must provide proof of medical and liability insurance by taking out complementary mobility insurance through enrolment in UAB centres, or in corresponding affiliated centres. This insurance is also required by anyone wishing to begin their period abroad before the resolution of their application.

Each centre will determine the specific requirements for their own students. For further information, please consult your faculty's website.

Selection criteria for awarding grants

Applications received are prioritised in accordance with the following criteria of adjudication:

- Average grade. Scale 27 will be applied. (See annex 1.)
- Foreign-language competence may be awarded between 0.5 and 2 points, in accordance with the stipulations established in the document titled *Additional Evaluation of a Foreign Language* (See annex 2). Students currently taking curricular courses given in English are exempt from presenting foreign-language accreditation, and will be awarded 1.5 for foreign-language ability, on the condition that they have successfully completed a minimum of 90 degree-course credits.

Selection will be carried out centrally by an Erasmus SMP selection committee composed of 6 members: 5 exchange coordinators from the university centres and 1 member of *Trellball Campus* who will act as secretary.

Course equivalences

Before leaving, students are required to establish, with their exchange and degree coordinators, the equivalences or recognition for the traineeships that they will carry out abroad, as well as completing enrolment in the manner and time-frames established by each centre, always indicating that they are students on an Erasmus programme.

Students on an SMP in the 12 months subsequent to finishing their studies will have to agree on a training plan before the start of their SMP, but are not required to establish traineeship equivalences or recognition, as their transcripts will now be closed (since they now have their degree).

GRANT ALLOCATIONS

Awards are made in accordance with the number of places stipulated in the grant agreement (funding allocation) between SEPIE (The Spanish National Erasmus+ Agency) and the UAB. Grant awarding will be prioritised depending on the participation grade (average grade plus additional evaluation of a foreign language, if relevant). Grants will be awarded up to a maximum of 3 months, independently of whether the duration of the traineeship may be in excess of this 3-month period.

There are two sources of funding:

- Through EU funding (via SEPIE); the grants are paid through the students' university.
- Through the Spanish Education Ministry (MECD), which administers in its entirety the *Erasmus.es* call for grants. Corresponding payments are also administered directly by the ministry (for further information on MECD grants, please consult their website: <https://sede.educacion.gob.es/catalogo-tramites/becas-ayudas-subservenciones/movilidad/de-estudiantes/erasmus-es.html>)

Grant quantities

Quantities for the 2015/16 academic year for SEPIE and MECD funding.

Group 1: Countries with high living costs	Ireland, Denmark, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	400 €/month
Group 2: Countries with medium living costs	Belgium, Czech Republic, Germany, Greece, Spain, Cyprus, Croatia, Luxembourg, Netherlands, Portugal, Slovenia, Iceland, Turkey	350 €/month
Group 3: Countries with low living costs	Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, the former Yugoslav Republic of Macedonia	300 €/month

Students on traineeships will not be adjudicated the supplement for financially disadvantaged students; this can be applied to students taking an Erasmus study programme.

Compatibility of Erasmus grants with other awards

Erasmus grants are incompatible only with the UAB's study-grants programme that involve work collaboration. In the event of receiving unemployment benefits or some other sort of grant to undertake a foreign-exchange programme, please contact the organisation awarding the grant in order to ascertain whether this is compatible with an Erasmus grant. In the event of incompatibility, participation within the Erasmus programme would be undertaken without financial support.

Complementary Awards are mutually incompatible.

The Erasmus grant awarded by SEPIE is incompatible with the *Erasmus.es* grant awarded by the MECD.

Forms of payment to beneficiaries of Erasmus+ grants (Traineeships)

Once the UAB has been sent the funding from SEPIE, each student will receive their grant via bank transference in two instalments: the first, corresponding to the start of their placement period, for an amount approximately 70% of the total sum awarded; the second, of 30%, corresponding to the end of the placement period, except for students who receive their funding from the MECD. In this latter case, such students will receive their grant directly by the ministry, in the terms and conditions duly established by the MECD.

In order for students to receive their payment, all requisite document must previously have been submitted, as indicated in the information pack.

In the event of a student undertaking a period of placement of a lesser duration than that initially agreed on in the funding contract, the second payment will adjust the total grant sum to the student's actual duration of placement. In the event of the first instalment being greater than the final total of the grant required (if the foreseen duration of placement is shortened), the student will then be obliged to reimburse the outstanding balance.

WORKING CALENDAR FOR THE ERASMUS+ CALL

This call has three periods of application. The first period will allocate 40% of the total available grants; the second will allocate 30%; the third will allocate the remaining grants.

For each one of these three periods, it is guaranteed that 90% of the grants will be assigned to undergraduates and master's degree students.

Application periods

- Period one: 12-28 May 2015.
- Period two: 5-30 October 2015.
- Period 3: 1 December 2015-24 January 2016.

Resolutions

Application resolutions and the corresponding grant awarded will be published on the website of the *Àrea de Relacions Internacionals* (uab.cat/mobilitat) on the following dates:

- Application period one: 16 June 2015.
- Application period two: 17 November 2015.
- Application period three: 16 February 2016.

Exceptionally, grants may be allocated outside these deadlines in those cases for which the selection committee consider justified, and on condition that such allocation does not represent an undue disadvantage for the other applicants.

This working calendar may be modified by the fact that no grants can be awarded until such time as SEPIE and the MECD inform the UAB of the available funding.

Procedure for submitting applications

Applications are made by presenting the following obligatory documentation, within the established deadlines for submission, to Treball Campus or to the Exchange-Programme Office in the student's own centre:

- Completed application form, with the acceptance of the UAB tutor and coordinator (available at uab.cat/treball-campus).
- A letter of acceptance from the host organisation (this can be in the form of a printed e-mail) or in the event of regulated traineeships administered wholly by the teaching centre, a document signed by the exchange-programme coordinator (see the section on specific requirements).
- Weighted transcript of previously taken studies (students of master's degree and doctorates only).

Additionally, to obtain a higher score, students may submit:

- Accreditation of competence in the host organisation's working language and/or that of the country in which the placement will take be undertaken.
- Accreditation of competence in English (required for all countries).

Further information:

Treball Campus

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erasmus.practiques.tc@uab.cat
Telèfon: 93- 581 4890

Also:

The exchange-programme offices located in each centre