

CALL FOR APPLICATIONS FOR TRAINEESHIP MOBILITY GRANTS

ERASMUS+ TRAINEESHIPS PROGRAMME AND UAB EXCHANGE PROGRAMME TRAINEESHIPS, 2017-2018

1. PRESENTATION

The Universitat Autònoma de Barcelona is taking part in the European Commission's mobility programme Erasmus+ 2014-2020, and has applied for funding to co-finance traineeship stays for its students with participating organisations in the Programme countries. The Spanish Service for Internationalising Education (SEPIE) is responsible for coordinating, managing and distributing the above funds for all universities and other organisations in Spain.

Knowing how important international traineeship stays are for its students' future careers, the UAB also has its own mobility programme for traineeships in companies and institutions, outside the Erasmus+ Traineeships programme. The UAB's own programme allows it to send its students all over the world.

The main aims of both programmes are as follows.

- To help young people acquire additional professional skills and competences through training and practical experience abroad.
- To improve the quality of education in the EU and that of students' training.
- To modernise education and vocational training systems.
- To boost young people's participation in society.

The call for applications for both programmes is presented below: Erasmus+ Traineeships and UAB Exchange Programme Traineeships (formerly the "Programa Propi Pràctiques"), both of which are mobility programmes for bachelor's, master's, and PhD degree students at the Universitat Autònoma de Barcelona.

2. AIM, DURATION AND DESTINATIONS

Applications are invited from UAB students wishing to undertake traineeship stays between 16 June 2017 and 28 September 2018 in companies or institutions abroad.

a) Period

In the Erasmus+ Traineeships programme, stays must have a **minimum duration of 2 months (60 days) and a maximum duration of 12 months, taking into account the months from previous stays within the same cycle.**

In the UAB Exchange Programme Traineeships, stays must have a **minimum duration of 1 month (30 days) and a maximum duration of 12 months.**

b) Destinations

The Erasmus+ Traineeships programme **offers stays in any of the 28 member states of the European Union, plus Iceland, Liechtenstein, Norway, Turkey and the Republic of Macedonia.** Switzerland is outside the Erasmus+ Traineeships programme so students wishing to do a traineeship stay there should request funding through the [Swiss-European Mobility Programme](#).

The UAB Exchange Programme Traineeships **offers stays in any country in the world.** If these traineeships take place in countries included in the Erasmus+ Traineeships programme, their duration must be less than 2 months.

The traineeship stay must be subscribed to through a formal three-way agreement between the UAB, the interested party and the company or institution, regulating the main characteristics of the traineeship and each party's commitments.

3. APPLICANT REQUIREMENTS

Applicants for a place on this call must meet the following requirements.

- a) Erasmus+ Traineeships programme: applicants must be registered and have an ongoing academic record on an official bachelor's, master's or PhD degree programme in one of the UAB's own or affiliated centres at the time of application. UAB Exchange Programme Traineeships: applicants must be registered on an official teaching programme and their academic record must remain open throughout the traineeship stay. Students from affiliated centres, except those of the UAB Foundation (FUAB), are excluded from this programme.
- b) Applicants must be nationals, or have a residence permit or the status of refugee or expatriate, of one of the countries participating in the Erasmus+ Traineeships programme: the 28 member states of the European Union, the three countries of the European Economic Area (Iceland, Liechtenstein and Norway), Turkey and the Republic of Macedonia.
- c) Applicants must have been accepted for a traineeship by a receiving organisation, which could be private or public, and located in any of the participating countries. Each faculty or affiliated centre informs its students of possible receiving organisations if it has framework traineeship agreements in place, or else individual students can search for a receiving organisation willing to take them on as trainee students within the terms of this call. We recommend visiting the Servei d'Ocupabilitat (employment service) website, where you can find the [traineeship search portals](#) and the document [Recomanacions per cercar pràctiques o feina internacionals](#) (Recommendations on searching for work or traineeships abroad), in the traineeships abroad section.
- d) Bachelor's degree students must, at the time of application, have obtained at least 60 credits for the degree related to the traineeship. On making the application, they must attach the document of approval of the traineeship, signed by their traineeship tutor and/or by the exchanges coordinator.

- e) Master's degree students must, at the time of application, attach the document of approval of the traineeship, signed by the master's degree coordinator and by the exchanges coordinator of their faculty or affiliated centre.
- f) In the case of students of bachelor's and master's degrees applying for a place on the Erasmus+ Traineeships programme as "acabats de titular" (recent graduates), these students' academic records must still be open when they submit their application and they must carry out the traineeship in the 12 months after grades are made official (21 July 2017). The document of approval of the traineeship must bear the student's signature. The signatures of the traineeship tutor and the exchanges coordinator are not compulsory.
- g) PhD students must, at the time of application, have the document of approval of the traineeship, signed by the PhD programme coordinator and by the Academic Secretary of the School for Doctoral Studies. The stay must last 3 months and PhD students must attach their commitment document with the paperwork to opt for the International Doctoral Research Component.
- h) Applicants must have sufficient knowledge of the receiving organisation's working language.
- i) Applicants must show they included the complementary mobility insurance when registering on their study programme, or they modified their registration to include this insurance. For traineeship stays outside the EU, applicants must show they have taken out additional medical insurance cover. See [Section 8](#) of this call for more information.
- j) Applicants must not have any other UAB mobility grant at the same time. Other types of mobility grants may be received, provided they are awarded consecutively.

4. CHARACTERISTICS

- a) These traineeships are full-time (6-8 hours) and take place abroad.
- b) Receiving organisations may be any public or private organisation that is active in the labour market or in the fields of education, training and youth. The following are not considered to be eligible receiving organisations within the framework of the Erasmus+ Traineeships programme:
 - European institutions or other EU bodies, including specialist agencies (the list is available on this [link](#));
 - organisations in charge of managing EU programmes, such as national agencies (to avoid potential conflicts of interest and/or shared funding);
 - any diplomatic representation of the student's country of origin (embassy, consulate, etc.).
- c) There may be no interruptions during the traineeship period. Closure of the receiving organisation is not regarded as an interruption. In mobilities within the Erasmus+ Traineeships programme the right to receive the EU grant is maintained during the period of closure. The closure days do not count for the minimum duration of 2 months, but do count for the maximum duration of 12 months. In the UAB Exchange Programme Traineeships there may be no interruptions during the traineeship period.

- d) Students may do more than one traineeship in more than one receiving organisation within a single call, provided they submit an application for each traineeship. Priority is given to funding for the traineeship with the starting date nearest to the call's resolution date.
- e) To begin the traineeship, the corresponding official agreement must have been signed and all compulsory documents specified in this call (see the information [dossier](#) for details) must have been delivered within the set deadlines.

5. SELECTION CRITERIA

Applications are ranked in accordance with the following criteria.

- a) Grade point average. Scoring system number 27 is used (for more information, see [Annexe 1](#)).
- b) Knowledge of English or the languages of the country of destination. Between 0.5 and 2 points may be awarded, in accordance with the document [Valoració adicional d'idioma](#) (additional language assessment). Students following curricular study pathways in English, English Studies, Translation and Interpreting, or combined degrees in the language of the country of destination are exempted from providing proof of knowledge of this language and are awarded 1.5 points for languages, provided they have obtained at least 90 credits at the time of application. Students who have previously studied English or the language of the country of destination in schools or universities abroad, at upper-secondary, bachelor's or master's degree level, are awarded 1.5 points, provided they are not natives of the country of destination.
If the working language of the traineeship is one of the official languages of Catalonia, no additional points are awarded.
- c) Applications from students who obtained a place on a previous call and then withdrew without due cause or failed to comply with the requirements are placed last in the list of applications.
- d) Applications that do not meet the requirements of the call are automatically excluded.
- e) For the total number of places, 90% of the grants are reserved for bachelor's and master's degree students and 10% for PhD students.

Each faculty or affiliated centre may set other specific requirements for its students. Please refer to its website to see if this is the case. On this [link](#) you can find information on the UAB faculties and affiliated centres.

6. FINANCIAL ALLOCATION AND PAYMENT

This call's grants are intended to cover part of beneficiaries' costs for travel, maintenance and accommodation during the traineeship abroad. The grants are intended as a contribution to financing the mobility, not to cover all costs incurred.

a) Erasmus+ Traineeships programme

Grants cover **a minimum of 2 months (60 days) and a maximum of 3 months**, though this is subject to modification as the SEPIE has not yet made public the financial allocation for the 2017-2018 grants. The information below corresponds to the allocation approved for 2016-2017, in which grant amounts were in accordance with countries' positions in the following table, up to a maximum of €1,200.

Group 1. Countries with a higher cost of living	Ireland, Denmark, France, Italy, Austria, Finland, Sweden, United Kingdom, Liechtenstein, Norway	€400 per month
Group 2. Countries with a medium cost of living	Belgium, Czech Republic, Germany, Greece, Cyprus, Croatia, the Netherlands, Portugal, Slovenia, Iceland, Turkey	€350 per month
Group 3. Countries with a lower cost of living	Bulgaria, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Romania, Slovakia, Republic of Macedonia	€300 per month

b) UAB Exchange Programme Traineeships

Grants cover **a minimum of 1 month (30 days) and a maximum of 9 months**. A maximum of €120 per month is awarded for stays outside Europe and €100 per month for stays in Europe.

c) Zero Grant

Students who are not awarded funding and are on the waiting list may do the traineeship under the Zero Grant format. This format allows the student to do the traineeship within the Erasmus+ Traineeships programme or the UAB Exchange Programme Traineeships, but without receiving any funds. On completing the traineeship and submitting the documents required under the Zero Grant format, the student is entitled to receive the corresponding grant if additional funds are obtained or carried over on a programme. In the case of the Erasmus+ Traineeships programme this additional funding may be received provided the mobility is not yet over.

d) Payment method

Grants under the Erasmus+ Traineeships programme funded by the SEPIE are paid to each student by bank transfer in two instalments. The first of these, at the start of the traineeship, consists of 70% of the total awarded, and the second, at the end, consists of 30%.

Payments on the UAB Exchange Programme Traineeships are made in the same way as those of the Erasmus+ Traineeships.

The amount of the grants on both programmes is calculated using the SEPIE's formula: funding for complete months and the number of additional days.

To receive their grants, students must have submitted the correct paperwork as detailed in the information dossier, within the period set in this call.

If the traineeship period ends earlier than the date specified in the official programme agreement, the amount of the second payment is adjusted to reflect the actual duration of the traineeship and, where applicable, the student must return any overpayments made.

7. ACADEMIC RECOGNITION

Traineeships on these mobility programmes may be recognised as curricular traineeships or extracurricular traineeships.

Before their stay, students must arrange the recognition of their traineeship abroad with their traineeship tutor and the exchanges coordinator, and must make their enrolment in accordance with the format and calendar set by their faculty or affiliated centre.

Academic recognition may be obtained in two ways.

a) Recognition of the traineeship (curricular traineeships). The traineeship can be recognised in the form of credits or course subjects. Students must enquire at their faculty or school about the types of recognition available and make arrangements with their traineeship tutor. Once the enrolment fee has been paid, the traineeship completed and all required paperwork for the programme submitted (in the case of the Erasmus+ Traineeships programme), the credits will be added to the student's academic record. In the case of the UAB Exchange Programme Traineeships, the submission of required documents does not affect academic recognition.

b) Transfer to the academic record (extracurricular traineeships). Students do the traineeship and then ask for it to be transferred to their academic record, before requesting their degree certificate. This enables the traineeship to be added to the academic record without having to be recognised as a subject within the study programme. So that this transfer to the European Diploma Supplement (EDS) can be made, students must specifically ask the Servei d'Ocupabilitat to issue a certificate stating that the extracurricular traineeship has taken place, once all paperwork has been submitted. PhD students must enter their mobility into Sigma, for it to be validated by the PhD programme coordinator and added to their academic record.

Students who do the traineeship as "acabats de titular" (recent graduates) may have it added to their academic record through the EDS or, on request, on the Europass Mobility document.

8. INSURANCE

The insurance cover must include all of the following: medical, accident and liability. All participants must take out the complementary mobility insurance offered by Ómnibus through the UAB, at a cost of €9.72 (2016-2017). To take out this insurance a modification must be made to the enrolment, at the faculty's Gestió Acadèmica (Academic Management). The student then sends a copy of the enrolment document to the Servei d'Ocupabilitat as proof of payment. All information on insurance can be found on this [link](#). Students from affiliated centres should contact the centre's exchanges office to find out the procedure for taking out insurance.

Students who do the traineeship as "acabats de titular" (recent graduates) must also take out the complementary mobility insurance for Spain and abroad directly through [Ómnibus](#) (€9.81 in 2016-2017). The student then sends a copy of the document issued by the insurer to the Servei d'Ocupabilitat.

In the case of traineeships outside the EU, an additional insurance must be taken out, to raise the amount of capital insured. This can be done through [Ómnibus](#) or through a different provider, as long as it offers at least the same level of cover. The document [Certificat d'existència de cobertura de l'assegurança](#) (proof of insurance cover) and a copy of the policy must be submitted to the Servei d'Ocupabilitat.

If the traineeship overlaps between two academic years (for example, between 1 July and 30 September), complementary mobility insurance is required for both years in order to be covered throughout the traineeship period. Each insurance policy covers an academic year: from mid-September one year to mid-September the next, in accordance with the official start dates of each academic year.

Ómnibus is the insurance provider chosen in the public tender issued by the UAB in accordance with the law on public administration procurement.

9. REQUIRED DOCUMENTS

All documents in the call must be submitted electronically. The only original hard copies that need to be kept during the traineeship and then submitted to the Servei d'Ocupabilitat (in person or by post to the address UAB, Servei d'Ocupabilitat, Edifici N, baixos, 08290 Cerdanyola del Vallès) are the two documents with the specific application.

The documents required at each stage of the process are as follows.

a) On making the application

Applications are made by completing an online form and attaching the following documents.

- [Document of approval](#) from the faculty or affiliated centre, duly signed.
- [Document of acceptance](#) from the receiving organisation, with the corresponding signature, or an email from this organisation explicitly accepting the trainee, and containing the latter's full name, the dates of the traineeship and the details of the receiving organisation itself.
- Copy of national identity card or Foreigner's Identity Number (NIE).

- Weighted academic record for previous degrees (only in the case of master's and PhD degree students who are not UAB graduates).
- [Commitment document to opt for the International Doctoral Research Component](#) (only for PhD students).

The following may also be supplied to score higher in the selection process.

- Proof of knowledge of the working language of the receiving organisation and/or the receiving country.
- Proof of knowledge of English (valid for all countries). For more information, please refer to [Annexe 2](#).

b) From the date of the resolution and up to 15 days before initiating the traineeship

Participants on each programme, whether they have received funding or not (Zero Grant), must submit the following documents, duly completed.

- [Document of acceptance or relinquishment of the place granted](#).
- [Bank details](#) (the duly completed original document must be supplied).
- Documents confirming insurance cover (please refer to [Section 8](#)).
- [Learning Agreement for Traineeships](#), Before the Mobility, in the case of the Erasmus+ Traineeships programme, with at least the signatures corresponding to the UAB.
- [Traineeship recognition document](#) and [training project](#) for the stay, in the case of the UAB Exchange Programme Traineeships.

Once these documents have been submitted, the Servei d'Ocupabilitat draws up the official agreement for each beneficiary and sends it by email. The student must return this agreement at least three days before beginning the traineeship, by email. In the case of the Erasmus+ Programme Traineeships it must be signed by the student. In the case of the UAB Exchange Programme Traineeships it must be signed by the student and by the dean of the faculty or school. In the case of PhD students, it must be signed by the Academic Secretary of the School for Doctoral Studies.

- Signed traineeship agreement in the case of Erasmus+ Traineeships.

c) During the stay, at most 15 days after beginning the stay

Within the framework of the Erasmus+ Traineeships programme:

- [Learning Agreement for Traineeships](#), Before the Mobility, signed by the three parties.
- [Arrival and Attendance Certificate](#), stating when the trainee has joined the receiving organisation
- [Learning Agreement for Traineeships](#), During the Mobility, only if there has been a change with respect to the indications in the same document, Section: Before the Mobility.

Within the framework of the UAB Exchange Programme Traineeships:

- [Arrival and Attendance Certificate](#), stating when the trainee has joined the receiving organisation.
- Traineeship agreement signed by the three parties.

Submission of these documents is a requirement for receiving the first payment, which corresponds to 70% of the grant.

d) At the end of the stay and, at most, three weeks after the final date of the stay

Within the framework of the Erasmus+ Traineeships programme:

- [Learning Agreement for Traineeships](#), After the Mobility (Traineeship Certificate).
- [Arrival and Attendance Certificate](#) (the duly completed original document must be supplied).
- Assessment report on the stay, made using the Mobility Tool.

Within the framework of the UAB Exchange Programme Traineeships:

- [Arrival and Attendance Certificate](#) (the duly completed original document must be supplied).
- Traineeship agreement (the duly completed original document must be supplied).

Any delay in supplying the documents relating to the mobility will delay payment of the corresponding grant. Failure to supply the documents relating to the mobility will entail the total refund of the grant received by the student. Failure to supply any of the documents means that the mobility will not be recognised.

10. ONLINE LINGUISTIC SUPPORT (OLS) FOR BENEFICIARIES OF THE ERASMUS+ TRAINEESHIPS PROGRAMME

All students with a place on the Erasmus+ Traineeships programme must take the language level tests of the European Commission's Online Linguistic Support (OLS) service. Two tests must be taken: one before the stay and one after it. Both tests are compulsory. Depending on the results of the first test, and on the licences available, the student may opt to do an online language course. The level tests and the courses are free of charge. Students will receive an email with instructions for registering and taking the test. At the time of making this call for applications, tests can be taken in the following languages: English, French, Italian, German, Dutch, Danish, Portuguese, Swedish, Polish, Czech and Greek. Students who are native speakers of the language used for teaching in the country of destination are exempt from taking these tests and courses.

11. CALENDAR AND RESOLUTION

The application form for places on both mobility programmes will remain permanently available from the date of publication of the call, 24 April 2017, to 1 February 2018.

See the following table for details of the calendar of the selection process and the distribution of places.

	<i>Deadline for applications</i>	<i>Resolution date</i>	<i>Distribution of places</i>
<i>First resolution</i>	1.6.2017	15.6.2017	50%
<i>Second resolution</i>	1.9.2017	15.9.2017	20%
<i>Third resolution</i>	1.11.2017	15.11.2017	20%
<i>Fourth resolution</i>	1.2.2018	15.2.2018	10%

The Office of the Vice-Rector for International Relations publishes the proposal for allocating places and the waiting list. In the UAB Exchange Programme Traineeships, applicants who are on the waiting list in the resolution, with a Zero Grant, may apply again using the form for obtaining funding in subsequent resolutions. In the Erasmus+ Traineeships programme they must also apply again and they may obtain funding if the stay has not ended.

Traineeship stays may begin as from the day following the resolution date: not before. Students wishing to begin their stay immediately after the resolution must send the required documents specified in Section 9b to the Servei d'Ocupabilitat at least 15 days before beginning the stay.

12. WITHDRAWAL

Students who withdraw after accepting a mobility place must inform the Servei d'Ocupabilitat of this, giving reasons. If the stay has already begun there are two types of withdrawal, as follows.

a) Withdrawal due to force majeure: serious illness of the beneficiary or a first-degree relative. A medical document must be supplied and the beneficiary retains the right to receive funds for the stay up to the date of withdrawal.

b) The traineeship period is ended in advance, this interruption is not reported to the Servei d'Ocupabilitat, or withdrawal is not due to force majeure or is not clearly and reasonably justified by the beneficiary. The Servei d'Ocupabilitat will study the case together with the faculty or affiliated centre where necessary. The beneficiary must refund the amount received and is excluded from future selection processes in any call of the Erasmus+ Traineeships programme and the UAB Exchange Programme Traineeships.

13. RIGHTS AND DUTIES OF BENEFICIARIES

Acceptance of the grant entails acceptance of the rules of the call.

Rights of beneficiaries.

- To receive suitable training to perform the learning tasks required of them.
- To widen their knowledge and clarify their interests in bachelor's, master's and PhD degree studies.
- To receive the corresponding financial provisions as set out in the call for applications.
- To be given a credential as grant holders on the programme.
- To receive support on managing the grant before, during and after the stay.
- Any other rights established in higher-ranked regulations.

Duties of beneficiaries

- To complete the paperwork required in the programme punctually and correctly.
- To perform the tasks assigned in accordance with the *Learning Agreement, Before the Mobility*, or the traineeship contract, as instructed by the person in charge at the receiving organisation.
- To attend training sessions and use the knowledge acquired on the degree course when performing the tasks set.
- To respond to messages from the Servei d'Ocupabilitat or the faculty or affiliated centre, dealing with management of the grant and subsequent academic recognition.
- To read carefully the information dossier for the programme concerned, which sets out the details of the paperwork required for the programme.
- Duties specified in the Erasmus+ Traineeships regulations (click [here](#)).
- Duties specified in higher-ranked regulations.

Failure to comply with the above duties may lead to the grant being revoked (except in the case of force majeure). If the grant is revoked, the beneficiary must return the amount of the grant already received.

14. BENEFICIARIES WITH SPECIAL NEEDS

The Erasmus+ programme establishes additional financial support for persons with special needs in higher education who are legally disabled to a degree of 33% or above.

Beneficiaries with special needs who have been selected to receive a grant may apply to the SEPIE for additional funding to cover special costs deriving from their mobility.

These students do not need to make the request directly to the SEPIE – this is done by their university: the UAB in this case.

Click [here](#) for the information regarding 2016-2017. At the end of July the SEPIE is expected to publish the awarding criteria for 2017-2018.

Participants with special needs should tick the corresponding box on the application form, provided they have the official certificate. The Servei d'Ocupabilitat then requests the relevant information and documents in order to apply to the SEPIE for additional funding.

The UAB cannot make the extra funds available to the beneficiary until it receives the official resolution from the SEPIE.

15. MANAGEMENT OF PERSONAL DATA

Personal details provided in this call are added to the student management file of the Universitat Autònoma de Barcelona and the Servei d'Ocupabilitat. In accordance with Article 5 of Constitutional Law 15/1999 of 13 December, concerning the protection of personal data, participants may exercise their rights of access, correction and cancellation by notifying the Servei d'Ocupabilitat.

16. COMPLEMENTARY GRANTS FOR BOTH PROGRAMMES

MOBINT GRANTS FROM THE AGAUR

Each year, the Catalan Agency for Management of University and Research Grants (AGAUR) issues a call for international mobility grants (international mobility grants for students with academic recognition of the Catalan universities, 2017-2018: MOBINT). In previous calls the amount was €200 per month, for a maximum of six months. For more information, click [here](#).

Those interested should apply directly to the AGAUR within the period set by this agency.

International mobility grants within the Pyrenees-Mediterranean Euro-Region

The AGAUR issues grant calls for students in the Catalan university system who are taking official bachelor's and master's degrees and are participating in institutional mobility programmes that allow part of these studies, or traineeship stays with academic recognition, to be undertaken at foreign higher-education centres within the Pyrenees-Mediterranean Euro-Region during the academic year. A fixed amount of €600 is proposed.

This grant call will be announced shortly. Meanwhile the regulations can be consulted on this [link](#).

Language-learning grants for students doing curricular placements abroad

The UAB has made a call for language-learning grants for students doing traineeships abroad. Bachelor's, master's and PhD degree students who are registered at any UAB centre, who are doing curricular traineeships abroad and who can certify that they have taken a language course, can apply for a grant towards their language studies. More information on the [website of the Language Service](#).