

CALL FOR MOBILITY GRANTS FOR INTERNSHIPS.

ERASMUS+ INTERNSHIP PROGRAMME AND UAB EXCHANGE PROGRAMME TRAINEESHIPS FOR 2022-2023

1. INTRODUCTION

Through its Employability Service, the Universitat Autònoma de Barcelona (UAB) participates in the European Commission's Erasmus+ 2021-2027 European mobility programme and applies for economic funds to co-finance internships for its students in companies and institutions within the member countries in the programme. SEPIE (the Spanish Service for the Internationalisation of Education) is the state body responsible for the coordination, management, and distribution of these funds for all universities and educational institutions in Spain.

Conscious of the importance of international internships for the professional future of students, the UAB also has its own mobility programme for internships in companies and institutions, the UAB Exchange Programme Traineeships, which facilitates internships around the world and enables mobilities that do not fall within the framework of the Erasmus+ Internship programme.

Both programmes have the following main objectives:

- To encourage the mobility of students and graduates for internships in enterprises, training centres, research centres and other organisations.
- To help young people acquire additional professional skills and competences through training and practical experience abroad.
- To complement academic training with practical knowledge in order to facilitate the subsequent incorporation of young people into the labour market.
- To foster an understanding of the social, working and business reality of another country and of the EU.

In 2021, a new Erasmus+ programme framework was launched for the ensuing seven-year period. This new programme has three main objectives:

- To favour and enhance inclusion and diversity in mobility programmes.
- To contribute to environmental sustainability and green practices.
- To enhance digitisation in programme management and to support the acquisition of digital skills.

As an innovative aspect, this programme diversifies the type of mobility that can be carried out. The types are:

- Combined short-term mobilities (in-person and virtual) in the so-called "programme countries" (countries participating in the programme; see 2b, below) and with European partners.
- Long-term mobilities in programme countries and with European partners.

- Mobilities in partner countries worldwide, or international mobility.

The following is the call for grants for both programmes (Erasmus+ Internships and UAB Exchange Programme Traineeships), for the mobility of undergraduate, master's degree and doctoral students for the academic year 2022-2023 at the Universitat Autònoma de Barcelona, as approved by the International Relations and Language Policy Committee on 22 March 2022.

2. PURPOSE, DURATION AND DESTINATIONS

Mobility places are announced for students and graduates of the UAB to carry out work placements between 30 June 2022 and 29 September 2023 in companies or institutions in other countries.

a) Duration

Under the Erasmus+ Internship Programme, placements can be of three types:

- Short-term mobilities in Programme and European Partner Countries, in combination with a compulsory virtual component, which consists of **a minimum of 5 days and a maximum of 14 days of in-person mobility, combined with up to a maximum of 30 days of virtual mobility**, for students and newly qualified graduates with a recognised and qualified disability equal to or higher than 33%. For doctoral students, the virtual component is not compulsory.
- Long-term mobilities in Programme and Partner Countries of **a minimum of 2 months (60 days) up to a maximum of 12 months**, for students and newly qualified graduates.
- Long-term mobilities in partner countries worldwide, from **a minimum of 3 months (90 days) up to a maximum of 12 months**, for students and new grantees.

In all mobilities, the number of months of any previous Erasmus+ stays within the same cycle must be taken into account in order not to exceed the maximum of 12 months' mobility that are permitted per study cycle, except in those undergraduate studies giving direct access to doctoral studies (Medicine and Veterinary Medicine), for which mobilities can have a duration of up to a maximum of 24 months.

Under the UAB Exchange Programme Traineeships, mobilities must have **a minimum duration of 1 month (30 days) and a maximum of 12 months**; they are open to all students.

b) Destinations

The Erasmus+ Internship Programme allows internships in Programme Countries, in European Partner Countries and also in Partner Countries in the rest of the world.

Programme Countries are any of the 27 Member States of the European Union, including Iceland, Liechtenstein, Norway, the Republic of Serbia, the Republic of Turkey, and the Republic of North Macedonia.

European Partner Countries are the Faroe Islands, the United Kingdom, Switzerland, Andorra, Vatican City, Monaco, and San Marino.

Worldwide partner countries are all other partner countries not included in the programme countries and European partner countries.

The UAB Exchange Programme Traineeships **allow placements to be carried out in any country in the world**. If the traineeships take place in Erasmus+ Internship and European partner countries, they must have a duration of less than 2 months.

It is the applicants' responsibility to ascertain whether a visa is necessary for travel, and to carry out the formalities required to obtain this.

Post-Brexit, the United Kingdom is now considered a European partner country. In order to carry out internships in the UK, applicants must obtain a Tier 5 GAE (Government Authorized Exchange) visa. Visa application must be carried out at least 8 weeks before the planned start date of the internship. [This link](#) indicates the steps to follow and also provides links to the official UK websites.

Visa requirements for the rest of the world should be consulted through countries' embassies or consulates.

3. BENEFICIARY REQUIREMENTS

In order to be eligible for the places offered by this call, the following requirements must be met:

a) For the Erasmus+ Internship Programme, applicants must be registered on (and have an open transcript pertaining to) an official undergraduate degree, master's degree or doctoral programme at a centre belonging to or affiliated with the Universitat Autònoma de Barcelona at the time of applying.

For the UAB Exchange Programme Traineeships, applicants must be registered on (and have an open transcript pertaining to) an official undergraduate degree, master's degree or doctoral programme at a centre belonging to or affiliated with the Universitat Autònoma de Barcelona for the duration of the traineeship. Students from affiliated centres are excluded from this programme, except for FUAB (UAB Foundation) students.

b) Applicants must have a valid DNI (Spanish citizens' ID card), NIE (foreign citizens' ID card) for the duration of their stay or have the nationality, valid residence permit or status of refugee or statelessness of one of the states participating in the Erasmus+ programme.

c) At the time of application, applicants must have the acceptance of a host organisation to carry out an internship. This institution may be public or private and must be located in any of the participating countries.

Each faculty or affiliated centre informs its students of possible host entities, and whether it has framework agreements for internships. Students can also individually search for an institution that will host them as an internship student within the framework of this call. It is recommended that applicants consult the section on

[Internships abroad on the Employability Service website](#), which provides internship search portals, as well as [Recommendations for seeking international internships or work placements](#).

d) At the time of applying, **undergraduate students** must have passed a minimum of 60 credits in the degree related to the internship. For curricular placements, the corresponding internship -agreement document must be signed by both the internship tutor and by the exchange coordinator in the applicant's faculty or affiliated centre. For non-curricular placements, the internship-agreement document must be signed by the exchange coordinator and be attached to the application form.

e) For curricular placements, **master's degree students** must have a document of conformity with the stay signed by both the master's degree internship tutor and by the exchange coordinator in the applicant's faculty or affiliated centre. For non-curricular placements, applicants must have a document of conformity with the stay signed by the exchange coordinator and attach this document to the application form.

f) **Applicants who have just graduated from a bachelor's degree or a master's degree** and who apply for a place in the Erasmus+ Internship Programme must have an open transcript when they submit their application and must carry out the internship within 12 months of the grade roster being posted. The document accepting the internship must be signed by the applicant. The signature of the internship tutor and/or the exchange coordinator is not compulsory.

g) At the time of applying, **doctoral students** must have a document of conformity with the stay signed by both the coordinator of the doctoral programme and by the director of the Doctoral School. They must also have a document declaring their commitment to opt for the international doctoral research component. The stay must be indicated as a non-curricular placement.

h) Target groups of the inclusion and diversity strategy, i.e., applicants with fewer opportunities, are considered to be students who:

a. During the academic year immediately prior to that in which the mobility is carried out, have received a general study grant from the Ministry of Education, or a grant for university and other higher-education studies awarded by the Basque Country's Department of Education or a grant for the schooling of students at non-university levels awarded by the Basque Country's Department of Education.

b. Have the status of refugees or persons entitled to subsidiary protection, or have applied for international protection in Spain.

c. Have a recognised and qualified disability equal to or greater than 33% and are able to provide evidence to support this.

i) Applicants must have sufficient knowledge of the host institution's working language.

j) In addition, applicants must accredit complementary mobility-insurance coverage through registration (or modification of registration in order to include this Insurance) and be in possession of a European Health Insurance Card. In case of internships outside the EU, proof of additional health insurance coverage must also be made (see [Section 8](#) of this call for further information).

k) No other UAB mobility grant may be held simultaneously. Other mobility grants awarded may be used provided that the stays concerned are carried out consecutively.

l) Applicants must have an electronic signature (see also Section 9 of this call). Programme documents that require only the signature of the student and UAB personnel (tutors or exchange coordinators) must be digitally signed by all parties. Documents that require the signature of personnel from the host institution may be signed manually if such personnel do not have a digital signature. Under no circumstances may manual and digital signatures be combined within a single document.

4. MOBILITY REQUIREMENTS

a) Internships are awarded on a full-time basis (6-8 hours per working day) abroad.

b) Host institutions can be any public or private organisation active in the labour market or in the educational, training and youth-related ambits. Diplomatic representations of the student's country of origin are also included. The following are not considered to be eligible host entities under the Erasmus+ Internship Programme:

- European institutions or other EU bodies, including specialised agencies (access [this link](#) for the complete list).
- Organisations responsible for managing EU programmes, such as National Agencies (to avoid possible conflicts of interest or shared funding).

c) There can be no interruptions or closure periods due to host-institution vacations during the internship period.

d) Start and end dates must fall on working days. If necessary, in order to adapt to the needs of the host institution, these may be on non-working days for students of Veterinary Medicine, Medicine and Tourism.

e) It is possible to carry out more than one internship, in the same country or in different countries, provided that an application is made for each mobility. Priority will be given to the funding of the chronologically first mobility.

f) In order to start the internship, it is obligatory to have the corresponding agreement signed and to complete and submit all the compulsory documentation published in this call and detailed in the information dossier, within the established deadlines.

5. SELECTION CRITERIA

The applications received shall be prioritised according to the following award criteria:

(a) Average grade on the applicant's academic transcript: scale 27 shall be applied (for further information, please [consult this document](#)).

b) Knowledge of English or of the language(s) of the host country: between 0.5 and 2 points may be awarded in accordance with the stipulations of the document [Assessment of Language Proficiency](#). Students who are taking degrees with curricular itineraries in English, in English Studies and in Translation and Interpreting studies, or combined degrees in the language of the country of destination, are exempt from presenting accreditation in this language and are awarded 1.5 points for knowledge of languages, provided that they have successfully completed at least 90 credits of the degree at the time of application. Students who accredit upper-higher-education studies, bachelor's degree studies or master's degree studies at centres or universities in other countries in English or in the languages of the host country are awarded 1.5 points, provided that they are not native speakers of the host country. If the language of the internship is one of the official languages of Catalonia, no additional points are awarded. Recognised certificates for language accreditation can be consulted through [this link](#).

c) Applicants will be relegated to the last place in the list if, having obtained a place and funding in a previous call:

- They have renounced this place for unjustified reasons that are detrimental to other students or to the scholarship programme itself.
- They have not taken up the mobility and have not expressly renounced it.

Applications who do not meet the requirements of the call shall be automatically excluded.

Within the same call, if funding has not been obtained in a resolution and the placement has not yet started, it is possible to apply within a new period in order to obtain funding.

Of the total number of places, 90% of the grants shall be reserved for bachelor's degree and master's degree students, with the remaining 10% for doctoral students.

Each faculty or affiliated centre may determine other specific requirements for its students. Please consult the centre's website to ascertain any such conditions. For further information on UAB faculties and affiliated centres, please follow [this link](#).

6. FINANCIAL ENDOWMENT AND PAYMENT

The financial support under this call is intended to cover part of the travel, subsistence, and accommodation costs of the beneficiary throughout the stay in the foreign company or institution. The grant is not intended to cover the full costs of the mobility, but instead to contribute to its financing.

a) Erasmus+ Internship Programme

Mobility funding varies in terms of short-term or long-term stays.

a.1) Short-term mobilities in Programme Countries and European Partner Countries

Duration	Individual funding	Additional support for students with fewer opportunities.*
Minimum 5 days and maximum 14 dies	€70/day	Additional €100 for the entire mobility

*For students with fewer opportunities, as described in section 3.h.

In addition, further **support for travel expenses may be granted**; up to a maximum of 4 additional days of individual support may also be added.

Virtual periods will not be funded.

Persons with special needs referred to in section 3.h.c who have additional expenses must send proof of such expenses to the UAB in order to be able to apply to SEPIE for funding to cover this. If SEPIE authorises funding, this will be included in the second payment.

a.2) Long-term mobilities in Programme Countries and European Partner Countries

Funding is for a minimum of 2 months (60 days) and a maximum of 3 months. Stays of durations longer than 3 months will not be funded beyond that limit.

Group 1. Countries with a higher cost of living	<u>Countries in the Programme:</u> Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden. <u>Associated European Countries:</u> Faroe Islands, Switzerland, and United Kingdom.	€460/month
Group 2. Countries with an intermediate cost of living	Countries in the Programme: Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal. <u>Associated European Countries:</u> Andorra, Monaco, San Marino, Vatican City.	€410/month

Group 3. Countries with a lower cost of living	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.	€360/month
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An additional amount of €250/month is granted to students with fewer opportunities, as described in section 3.h.

In addition, a further grant of **€50 may be awarded for green travel expenses¹** and up to a maximum of 4 additional days of individual support may be added.

a.3) Long-term mobilities in Partner Countries worldwide

A minimum of 3 months and a maximum of 4 months will be funded. Stays of durations longer than 4 months will not be funded beyond that limit.

Individual financing	Extra assistance for students with fewer opportunities
€700/month	€250/month

In addition, further travel assistance will be provided using the *distance calculator* indicated by the European Commission, based on mileage.

Distances	Standard travel	Green travel
Between 10 and 99 km	€23	-----
Between 100 and 499 km	€180	€210
Between 500 and 1,999 km	€275	€320
Between 2,000 and 2,999 km	€360	€410
Between 3,000 and 3,999 km	€530	€610
Between 4,000 and 7,999 km	€820	-----
8,000 km or more	€1,500	-----

a) UAB Exchange Programme Traineeships

¹ Green travel (i.e., ecological travel) is defined as travel using low-emission means of transport (bus or train) on the main outward and/or return leg of the journey, as evidenced by the relevant tickets and affidavit. For further information, please refer to section 10.e of this call for proposals.

A minimum of 1 month (30 days) and a maximum of 9 months is financed. A maximum of €250 per month is granted for stays outside Europe and €150 per month for stays in European countries. Persons with a recognised disability of 33% or more may receive double the amount of the grant awarded.

Zero Grants

When students do not obtain funding and are on the waiting list, they have the possibility to carry out internships within the zero-grant modality. This modality allows internships to be carried out within the framework of each of the programmes, but with no financial endowment. If students undertake the internship and completes the compulsory documentation required by the zero-grant programme, they are entitled to receive the corresponding support in the event that additional funds are obtained or if funds left over from the programmes. In the case of the Erasmus+ Internship Programme, this additional funding can be received as long as the mobility has not been finalised.

b) Method of payment

In both programmes, the student will receive the grant by bank transfer in two payments: the first, at the beginning of the stay, for an amount of 70% of the total amount awarded, and the second, at the end of the stay, to cover the remaining 30%.

The grant for ecological travel on short- or long-term mobilities in Programme Countries and European Partner Countries is issued in the second payment, at the end of the stay, and once the supporting documentation (train or bus tickets and sworn declaration) has been submitted.

The travel grant for mobilities to partner countries worldwide is issued when the student has completed the documentation for the start of the mobility and has submitted the signed grant agreement, and proves that they have completed the procedures to obtain a visa, if applicable.

Beneficiaries of a financial support of €375 or less will receive the grant in a single payment at the end of the stay.

The calculation of the amount of the grant awarded for both programmes is made according to the formula used by SEPIE, i.e., financing the full months and number of additional days.

In order to receive the financial aid, the student must have correctly submitted the required documentation within the deadlines established in this call and described in the information dossier.

In the event that a shorter stay than initially agreed in the programme agreement has been carried out, the amount of the grant will be adjusted to the actual duration of the stay in the second payment and, if applicable, the student will have to return the excess amount received.

7. ACADEMIC RECOGNITION AND CERTIFICATION

Stays via these mobility programmes can be carried out as a curricular internship or as an extracurricular internship. Prior to the placement, the student must agree with the work placement tutor and the exchange coordinator as regards the recognition of all training that will be carried out abroad; additionally, they must formalise their enrolment in accordance with the modality and timetable established by each faculty or school.

Academic recognition can be carried out in two ways:

a) Recognition of internships (curricular internships). Students can recognise work placements for a series of credits or subjects. The centre must be informed about possible recognition and agreement with the centre, and a work-placement tutor must be confirmed. Once the enrolment fee has been paid, the work placement has been completed and the compulsory programme documentation has been submitted, in the case of the Erasmus+ Internship programme, credits will then be added to the student's transcript.

b) Transfer to the transcript (extracurricular work placements). The stay can be included within the transcript without the need to recognise this as a subject in the syllabus. To formalise the application, once the extracurricular work placement has been completed, the student must expressly request the UAB *Servei d'Ocupabilitat* (the Employability Service) to issue a certificate accrediting this mobility, after all the required documentation has been completed. Following this and at the student's request, the academic management of the faculty or centre will include this work placement in the European Diploma Supplement (ECTS). This procedure is applicable provided that the student has not applied for the corresponding qualification prior to the end of the internship. The procedure is free of charge. Doctoral students must submit their requested mobility to *Sigma* so that it can be validated by the coordinator of the doctoral programme and included within their transcript. Recent graduates must present a *Europass Mobility*, the official European Union document that records and certifies knowledge and skills acquired throughout mobility.

8. INSURANCE

Insurance must include the following coverage: medical, accident and civil liability. All participants must contract the complementary mobility insurance offered by Òmnibus through the UAB. In order to contract this insurance, the student's registration must be modified through the Academic Management Office of the faculty in question. Subsequently, the insurance contracted must be accredited by sending a copy of the enrolment form to the Employability Service, confirming insurance payment. Information on insurance can be found [at this link](#). In the case of affiliated centres, the office responsible for exchanges at the centre should be consulted regarding the procedure for contracting the necessary insurance.

The insurance contracted must be valid for the entire duration of the internship.

If the internship is carried out as a recent graduate, it is still necessary to take out the complementary mobility insurance for Spain and abroad, directly through Òmnibus. Confirmation that this insurance has been contracted must be made by sending a copy of the

document provided by the insurance company to the Employability Service.

If the stay takes place between two academic years (e.g., stays from 01 July to 30 September), complementary mobility insurance for BOTH academic years is required in order to be insured for the entire period of the internship. Each insurance covers one academic year, i.e., from September to September of the following year, depending on the official starting dates of each academic year. If the student does not enrol in the following academic year, they must contract an extension of the complementary mobility insurance. This extension will be valid until 31 December of the current year.

In case of traineeships outside the EU, additional insurance coverage must also be accredited, in order to increase the necessary insured capital up to a minimum of €300,000 for medical expenses. This can be done through Ómnibus or by means of a different insurance policy to the one offered by the UAB, provided that it can be demonstrated that such insurance offers at least the same coverage. In either case (Ómnibus or a distinct insurance) the [Certificate of Insurance Coverage](#) document must be submitted to the Employability Service, jointly with a copy of the policy or certificate issued by the insurer.

Ómnibus is the insurance company that has been awarded the public insurance tender that the UAB held in accordance with the Law on Public Sector Contracts.

9. DIGITAL CERTIFICATE FOR PAPERWORK PROCEDURES WITH THE UAB

To carry out paperwork procedures with the UAB and within this call, it is necessary to have a digital certificate to be able to sign the documents via an electronic signature (for example, an electronic National ID, idCAT or a certificate from the Spanish *Fábrica Nacional de Moneda y Timbre*). If you do not have a digital certificate, you can obtain the idCAT certificate free of charge by accessing the [idCAT website](#) and requesting its issuance at the Registry Assistance Office in the UAB Central Administration and Executive Offices (*Rectorate*), or at any of the [townhalls and citizen service offices throughout Catalonia](#).

10. DOCUMENTATION REQUIRED

The documents required at each point in the process are detailed below.

a) At time of application

The application is formalised by means of an on-line form, through which it is necessary to complete the information requested and to attach the following compulsory documentation:

- [Document of Conformity](#) from the faculty or affiliated centre, with the corresponding signatures.
- Document of Acceptance by the host institution, signed and stamped by the host institution, or an e-mail from the said institution explicitly stating the acceptance of the internship, the name and surname of the student, the dates of the internship and the details of the company or institution where the internship will take place.
- Photocopy of the applicant's DNI (Spanish) or NIE (Foreign) ID card. The photocopy must be of both sides of the said ID card.

- Weighted academic transcript from previous degrees (only for master's degree and doctoral students who have not taken previous studies at the UAB).
- Declaration of commitment to opt for the international doctoral research component (only for doctoral students).

In addition, in order to obtain a higher grade in the selection process, the following may also be provided:

- Accreditation of knowledge of the working language at the host institution and/or in the country where the stay will take place.
- Accreditation of level of English (valid for all countries).

For further information, please consult the document [Assessment of Language Proficiency](#).

b) From date of resolution and up to 15 days prior to the start of the stay

Whether they have obtained funding or not (zero grant), in order to be able to stay within the framework of the programme for which they have opted, participants of each programme must obligatorily present the duly completed documentation detailed below:

- [Declaration of acceptance or renunciation of the place awarded](#).
- Declaration of commitment to green travel.
- Affidavit in the context of global pandemics, emergency situations or natural disasters.
- [Document providing bank details](#), duly completed, signed by the applicant and signed and stamped by the bank. A bank-details document may also be submitted that is signed only by the applicant, jointly with an account-holder certificate.
- Proof of insurance documents (please consult section 8).
- [Learning Agreement for Traineeships](#), section "Before the Mobility", with the corresponding UAB signatures (at least) in the case of the Erasmus+ Internship Programme.
- [Document of recognition of internship](#) and the corresponding [training project](#), in the case of the UAB Exchange Programme Traineeships. The dates indicated in the document of recognition are understood as being the definitive dates of the mobility.

Once this documentation has been submitted, the Employability Service will prepare the agreement for each beneficiary and send it by e-mail. The student must return the agreement, signed electronically, at least three days before the start of the stay. In the case of the UAB Exchange Programme Traineeships, this agreement must be signed by the student and by the dean of the corresponding faculty or centre, and must be returned by e-mail as a scanned document. In the case of PhD students, the agreement must be signed by the director of the Doctoral School.

c) At the start of the internship and 15 days (at the latest) after its start

In the framework of the Erasmus+ Internship Programme:

- [Learning Agreement for Traineeships](#), section "Before the Mobility", signed and stamped by the three parties.
- [Arrival and Attendance Certificate](#), with information on joining the institution where the internship will take place.

Within the framework of the UAB Exchange Programme Traineeships:

- [Arrival and Attendance Certificate](#), with information on joining the institution where the internship will take place.
- Original internship agreement signed by the three parties.

This documentation is necessary in order to receive the first payment, corresponding to 70% of the grant.

d) During the stay, in the event of modifications (dates, tutors, etc.)

Within the framework of the Erasmus+ Internship Programme:

- [Learning Agreement for Traineeships](#), section "During the Mobility", only in case of changes to the one indicated in the same document in the section "Before the Mobility".

Within the framework of the UAB Exchange Programme Traineeships:

- In the event of any modifications, it is necessary to inform the Employability Service and the exchange office at the centre. If necessary, the Employability Service will draw up an addendum to the corresponding agreement.

e) On finalising the stay and three weeks (at the latest) after the end date of the stay.

Within the framework of the Erasmus+ Internship Programme:

- [Learning Agreement for Traineeships](#), section "After the Mobility" (Traineeship Certificate).
- [Arrival and Attendance Certificate](#).
- Evaluation report on the stay, through the application made available by the EU.
- For the payment corresponding to green travel, if applicable, it is necessary to complete [this form](#), attach all tickets for the transport used, and attach [this sworn declaration](#), duly completed.
- The *Europass* Mobility application form (obligatory for the stay modality in the case of recent graduates).

With the framework of the UAB Exchange Programme Traineeships:

- [Arrival and Attendance Certificate](#).
- *Traineeship Agreement* (original document, duly completed).
- Evaluation report on the stay, through [this online form](#).

Late submission of supporting documentation will result in a delay in payment of the corresponding financial support. If the supporting documentation for the mobility is not submitted, the totality of the grant received must be refunded and the mobility will therefore not be recognised.

11. ONLINE LINGUISTIC SUPPORT (OLS) FOR BENEFICIARIES OF THE ERASMUS+ INTERNSHIP PROGRAMME

Before starting their stay, all students who obtain a place in the Erasmus+ Internship Programme must take a language level test provided by the online linguistic support service (OLS) launched by the European Commission. Depending on the results of the test and on the availability of licences, the student will have the option to take an online language course. Both the placement test and the courses are completely free of charge. To take the placement test, the student receives an e-mail with instructions on how to register and take the test. At the time of publication, the tests can be taken in the following languages: Bulgarian, Croatian, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish and Czech. Students whose mother tongue is the working language of the country of destination are exempt from these tests and courses.

12. TIMETABLE AND RESOLUTION

The application period (and the corresponding application form) for mobility places for both programmes remains permanently open, from 25 April 2022 until 02 February 2023.

The following table details and summarises the information on the timetable of the call and the distribution of the places.

	<i>Application deadline</i>	<i>Date of resolution</i>	<i>Mobility start date</i>	<i>Distribution of places</i>
First resolution	2.6.2022	17.6.2022	30.6.2022	50%
Second resolution	2.9.2022	14.9.2022	21.9.2022	15%
Third resolution	2.11.2022	16.11.2022	23.11.2022	15%

Fourth resolution	2.2.2023	15.2.2023	22.2.2023	20%
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The Office of the Vice-Rector for International Relations publishes the proposal for the allocation of places and the waiting list. Participants who are on the waiting list with a zero grant can reapply using the application form to obtain funding in subsequent resolutions, in the case of the UAB Exchange Programme Traineeships. In the case of the Erasmus+ Internship Programme, applicants must also reapply and can obtain funding if the stay has not ended, and their academic transcript has not yet been formally closed.

The stay cannot be initiated until the date indicated in the calendar as the starting date of mobilities for each resolution. In the event of wishing to initiate the stay on this same date, students must send the Employability Service all the necessary documents listed in section 10.b at least fifteen days before this starting date.

13. WAIVERS

In the event of waiving a place after having accepted the mobility placement, this decision must be communicated to the Employability Service, providing a full justification for the said waiver.

In the event that the stay has already started, there are two possible circumstances:

- a) If the waiver is due to force majeure, such as serious illness of the beneficiary or of a first-degree relative, this must be justified with a medical document; the right to receive funding for the stay is maintained until the date of interruption. Situations of health emergency, natural catastrophes or warlike conflicts recognised by the competent international or state administrations are also considered to be force majeure.
- b) If the internship period is terminated early and the Employability Service is not notified of this interruption, or if the waiver is not due to force majeure or does not have a clear and reasoned justification from the beneficiary, the Employability Service will analyse the situation together with the faculty or affiliated centre, if applicable. The beneficiary will have to return the amounts paid and will be excluded from future selection processes in any call of the Erasmus+ Internship programme and the UAB Exchange Programme Traineeships within the same academic cycle.

14. RIGHTS AND OBLIGATIONS OF THE BENEFICIARIES

Acceptance of the grant implies acceptance of the rules established in the call for applications.

Rights of the beneficiaries:

- To receive the appropriate training required to carry out the learning tasks entrusted to them.
- To broaden their knowledge and to specify their interests, for bachelor's degree studies, master's degree studies and doctoral studies.

- To receive the corresponding financial endowments established in the grant announcement.
- To have a document accrediting their status as grant holders in the programme.
- To receive attention before, during and after the stay in matters relating to the management of the grant.
- Others that may be established by higher-ranking regulations.

Duties of the beneficiaries:

- To complete the documentation required by the programme within the established deadlines and in the correct form.
- To carry out the tasks assigned to them, in accordance with the Learning Agreement, (section "Before the Mobility"), or in accordance with the work placement contract, in keeping with the indications provided by the responsible member at the host institution.
- To attend the training sessions and to apply the knowledge acquired in the corresponding studies to the development of their tasks.
- To follow in detail the communications from the Employability Service or from their faculty or affiliated centre regarding the management of the grant and subsequent academic recognition.
- To carefully read the information dossier of the corresponding programme, which specifies and includes the required programme documentation.
- Those set out in the Erasmus+ Internship Programme regulations (further information [at this link](#)).
- Those set out in higher-ranking regulations.

Failure to comply with the obligations set out in the previous sections may lead to the termination of the grant (except for reasons of force majeure). In the event of termination of the grant, the beneficiary must reimburse the funds received as support.

15. BENEFICIARIES WITH SPECIAL NEEDS

The Erasmus+ Programme has additional financial support for people with special needs in the field of higher education who have a legally recognised and qualified disability equal to or higher than 33%.

If the beneficiary with special needs has been selected in the call for grants, they can receive additional funding from SEPIE to cover the extra costs arising from their participation in the mobility. This support should not be requested from SEPIE, but directly from the higher education institution itself, i.e. (in this instance), the UAB.

Participants with special needs must mark the corresponding box on the application form, provided that they have an official certificate. The Employability Service will then ask them for

the corresponding information and documentation in order to apply for the additional funding from SEPIE.

Payment of this additional funding cannot be made until the UAB has received the official resolution from SEPIE.

In the case of UAB Exchange Programme Traineeships, students who accredit and have a recognised and legally qualified disability equal to or greater than 33% can obtain double the amount corresponding to the destination and duration of the stay in question.

16. MANAGEMENT AND PROTECTION OF PERSONAL INFORMATION

The personal data provided in this call for applications will be included in the student-management file pertaining to the UAB and to the Employability Service. Rights of data access, rectification, cancellation, and opposition may be exercised by contacting the Employability Service, in accordance with Spanish Organic Law 3/2018, of 05 December 2018, on the protection of personal data and guarantee of digital rights.

17. COMPLEMENTARY GRANTS FOR BOTH PROGRAMMES

The AGAUR *MOBINT* Grants

The Catalan Agency for the Administration of University and Research Grants (AGAUR) annually announces its MOBINT grants, for the international mobility of students from Catalan universities. In previous calls, the amount awarded was €200/month, for a maximum of 6 months. Further information [at this link](#).

Those interested should apply directly to AGAUR within the established deadlines.

When the resolution corresponding to each programme has been published, the Employability Service will issue the programme-participant credential to all beneficiaries so that, if applicable, this can be presented to AGAUR.