

**CALL FOR MOBILITY GRANTS FOR INTERNSHIPS.  
ERASMUS+ INTERNSHIP PROGRAMME AND UAB EXCHANGE  
PROGRAMME TRAINEESHIPS FOR 2024-25**

**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" 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 2024-2025 at the Universitat Autònoma de Barcelona, as approved by the International Relations and Language Policy Committee on 1st February 2024.

## 2. MOBILITY DESTINATIONS AND DURATION

Mobility places are announced for students and graduates of the UAB to carry out work placements between 29<sup>th</sup> April 2024 and 31<sup>st</sup> July 2025 in companies or institutions in other countries.

### a) Destinations

The Erasmus+ Internship Programme allows internships in:

**Programme Countries:** in other words, the EU Member States and other partner countries associated with the programme. Specifically, any of the 27 Member States of the European Union, and Iceland, Liechtenstein, Norway, the Republic of Serbia, the Republic of Turkey, and the Republic of North Macedonia, which are the partner countries associated with the programme.

**Partner countries** are all other partner countries not included in the programme.

**As an exception**, the following partner countries not associated with the programme (regions 13 and 14); United Kingdom, Switzerland, Faroe Islands, Andorra, Monaco, San Marino and Vatican City are financed with the same grant amounts as the programme countries.

\*Post-Brexit, the United Kingdom requires the Tier 5 GAE (Government Authorised Exchange) visa to carry out internships. This [link](#) indicates the steps to follow and also provides links to the official UK websites. It is the responsibility of interested applicants to inform themselves and to carry out the necessary procedures to obtain it. Visa application must be carried out at least 8 weeks before the planned start date of the internship.

Visa requirements for the rest of the world should be consulted through countries' embassies or consulates and the necessary formalities to apply for them should be followed.

The UAB is exonerated from any responsibility, should the required formalities not be followed.

The UAB Exchange Programme Traineeships **allow placements to be carried out in any country in the world.**

### b) Duration

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

- Short-term mobilities in Programme Countries: This requires **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**. These can be applied for by students with fewer opportunities as described in section 4. b) and c) of this call and by doctoral students. For doctoral students, the virtual component is not compulsory.
- Long-term mobilities in Programme and European Partner Countries (regions 13 and 14), of **a minimum of 2 months (60 days) up to a maximum of 12 months**, for students and newly qualified graduates.
- Long-term international mobilities to countries anywhere in the world (except regions 13 and 14), **of a minimum of 3 months (90 days) up to a maximum of 12 months**, for students and newly qualified graduates.

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.

### 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/TIE (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. Students from third countries that are not affiliated with the programme, who are registered for online studies, must present a valid passport covering the whole period of their stay.

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 in one (any) of the participating countries, as long as the country is different to the country the student is residing in during their studies.

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, bearing in mind that the mobilities must have concluded by 30 September 2024 at the latest. 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, and it cannot be carried out after the student has submitted their doctoral thesis.

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

i) In addition, applicants must accredit complementary mobility-insurance coverage through registration (or modification of registration 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).

j) 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.

k) 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.

l) Students of other nationalities who present academic transcripts of university studies carried out in foreign centres must present the transcripts issued by the university of origin and the “average grade equivalence statement” that can be obtained on the [Ministry of Education website](#).

#### **4. STUDENTS WITH FEWER OPPORTUNITIES**

The Erasmus+ Programme seeks to reinforce the priority of inclusion and diversity of students with fewer opportunities and its main aim is to increase participation in the programme by those student groups who encounter different obstacles that may hinder their ability to carry out a mobility.

For this reason, it has described the target groups of this inclusion and diversity strategy. They 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. In this latter case, additional financing can be allocated provided the mobility has not concluded.
- b) Have a recognised and qualified disability equal to or greater than 33% and are able to provide evidence to support this.
- c) Have other health problems that can be supported with documentation, including serious illnesses, chronic sickness or any other situation related to physical or mental health that hinders participation in the mobility.
- d) Have the status of refugee or person entitled to subsidiary protection or have applied for international protection in Spain.
- e) Be exempt from tax for one of the following reasons: large family, UAB Refugi study grants, grants from the Finestreta Programme, Salari-ítaca grants, victims of domestic violence and victims of terrorism during the academic year of the stay. In this case, additional financing can be allocated provided the mobility has not concluded.
- f) Provide supporting documentation for one of the following situations: recipient of the minimum living wage or minimum jobseeker’s allowance, recipient of an orphan’s allowance, have a social services report that confirms the family unit’s situation of risk of social exclusion, have a certificate confirming a situation of dependency or dependents in their charge, students with a full-time employment contract (not associated with their studies) and single-parent families.

Those applicants who have provided SIGMA with evidence of one of the conditions of the previous sections or prove it at the time of applying with the corresponding documentation, can

benefit from the additional allowances for students with fewer opportunities described in section **7. Financial endowment and payment**, of this call.

In addition to these allowances, the people described in sections b) and c), who have additional expenses that they cannot cover with the previous additional subvention, can apply for 100% of the real subsidizable costs to be covered (adapted accommodation, transport, expenses for assistant, preparatory visits, professional services, etc.). In this case, the student must apply for it through this [form](#) and it will be subject to approval by the Spanish National Agency, SEPIE.

## **5. 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.

## **6. 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](#). 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 50%

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

d) Applications that do not meet the requirements of the call shall be automatically excluded.

e) 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.

f) 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](#).

## 7. 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 (including regions 13 and 14):

| Duration                           | Individual funding | Additional support for students with fewer opportunities.* |
|------------------------------------|--------------------|--|
| Minimum 5 days and maximum 14 dies | €79/day            | Additional €100 for the entire mobility                    |

\*For students with fewer opportunities, as described in section 4 of this call, further support for **travel expenses** may be granted, and up to a maximum of 4 additional days of individual support may also be added. The students described in sections b) and c) can obtain funding to cover 100% of the expenses. Virtual periods will not be funded.

a.2) Long-term mobilities in Programme Countries (including regions 13 and 14):

**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.

|  |   |                   |
|--|---|-------------------|
| <p><b>Group 1. Countries with a higher cost of living</b></p>        | <p><u>Countries in the Programme:</u><br/><br/>Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden.<br/><br/>(Faroe Islands, Switzerland and United Kingdom)*</p> | <p>€500/month</p> |
| <p><b>Group 2. Countries with an intermediate cost of living</b></p> | <p><u>Countries in the Programme:</u><br/><br/>Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal (Andorra, Monaco, San Marino, Vatican City)*</p>      | <p>€450/month</p> |
| <p><b>Group 3. Countries with a lower cost of living</b></p>         | <p>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Republic of Northern Macedonia, Romania, Serbia, Slovakia, Slovenia, Turkey.</p>                         | <p>€400/month</p> |

\*Countries from regions 13 and 14.

An additional amount of €250/month is granted to students with fewer opportunities, as described in section 4 of this call. In addition, a further grant of **€50 may be awarded for green travel expenses<sup>1</sup>** and up to a maximum of 4 additional days of individual support may be added. In addition, the students described in section 4. b) and c) can obtain funding to cover 100% of the additional costs (adapted accommodation, transport, expenses for assistants, preparatory visits, etc.).

a.3) Long-term mobilities in Partner Countries (international mobility, except regions 13 and 14):

**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.

|                                    |  |
|------------------------------------|--|
| <p><b>Individual financing</b></p> | <p><b>Extra assistance for students with fewer opportunities</b></p> |
| <p>€700/month</p>                  | <p>€250/month</p>  |

<sup>1</sup> 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 11.e) of this call for proposals.



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          | -----        |

**b) UAB Exchange Programme Traineeships**

**A minimum of 1 month (30 days) and a maximum of 9 months** is financed. A maximum of €350 per month is granted for stays outside Europe and €200 per month for stays on the European continent. Persons with a recognised disability of 33% or more may receive double the amount of the grant awarded.

**c) 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 the student undertakes 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 are left over from the programmes. In the case of the Erasmus+ Internship Programme, this additional funding can be received provided the mobility has not been finalised.

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.

**d) 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.

To receive the financial aid, the student must have correctly submitted the required documentation within the deadlines established in this call.

If 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.

## 8. 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.

**c) Europass Mobility Certificate** (internships for recent graduates): In the case of people who are carrying out the internship as part of the Erasmus+ programme in the "recent graduates" mode, they are obliged to apply for the Europass Mobility, the official document of the European Union that certifies and recognises the knowledge and skills acquired during the mobility.

## 9. INSURANCE

Insurance must include the following coverage: medical, accident and civil liability. All participants must contract the complementary mobility insurance offered by Ómnibus through

the UAB. 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 [Ómnibus](#). 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 the case of traineeships outside the EU, additional insurance coverage must also be accredited, 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 the document [Certificate of Insurance Coverage](#) must be submitted to the Employability Service.

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.

## **10. 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 [town halls and citizen service offices throughout Catalonia](#).

## **11. 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/TIE (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 rejection of the place awarded and of responsibility in the case of pandemics, natural disasters or armed conflict](#).
- [Declaration of your commitment to green travel](#).
- [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 electronically by the three parties using Signaturit. This [link](#) to the dossier contains information about this kind of signature.

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 that 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 those students who are carrying out the "recent graduates" internship modality).

Within the framework of the UAB Exchange Programme Traineeships:

- [Arrival and Attendance Certificate](#).
- 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.

**12. 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, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish. Students whose mother tongue is the working language of the country of destination are exempt from these tests and courses.

**13. TIMETABLE AND RESOLUTION**

The application period (and the corresponding application form) for mobility places for both programmes remains permanently open, from 4 March 2024 until 4 February 2025. 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  | 04.04.2024                  | 19.04.2024                | 29.04.2024                 | 20%                           |
| Second resolution | 06.06.2024                  | 19.06.2024                | 28.06.2024                 | 40%                           |
| Third resolution  | 04.10.2024                  | 21.10.2024                | 29.10.2024                 | 20%                           |
| Fourth resolution | 04.02.2025                  | 19.02.2025                | 28.02.2025                 | 20%                           |

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.

#### **14. 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.

#### **15. 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.

## **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 can be found via [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.

### **Linguistic grants for students carrying out internships abroad.**

The UAB Language Service holds annual calls for these. Further information is provided via [this link](#).