

DO YOU WANT TO BE AN INTERNATIONAL EXCHANGE STUDENT?

HOW?

Participating in the exchange programs offered by U-tad.

- **ERASMUS +:** is the European Union's action program, which allows students to spend an accredited academic semester in one of the countries of the EU.

- **BILATERAL AGREEMENTS:** are academic collaboration agreements for student exchange between U-tad and universities in countries outside the Erasmus+ regulatory framework.

WHO CAN PARTICIPATE?

1. Any enrolled U-tad student up to date with payments.
2. Anyone who is interested in learning about other university systems.
3. Recommended for students from their third year onwards.

WHEN?

In the first two months of the academic year (November-December), students are called and informed about exchange opportunities for the following year. The exchange can be carried out during the first or second semester at the host university.

The program will be presented to students in their 2nd year of studies, since ideally, students should participate in the exchange program during their 3rd year.

WHY PARTICIPATE?

- Strengthens adaptability to new environments.
- Offers the opportunity to participate in other academic projects.
- Opportunity to strengthen language skills and learn new languages.
- Provides added value to your resume. More and more companies are looking for graduates with diverse international experience.

WHAT SCHOLARSHIPS OR GRANTS ARE AVAILABLE?

The advantage of international agreements is that they allow students to benefit from the academic offerings of other countries without having to pay tuition fees at the host university. A list will be published with universities that, if applicable, require additional fees.

IMPORTANT: Two types of financial aid are available only for exchanges with universities in EUROPE within the Erasmus+ program:

ERASMUS + Grants

These are academic scholarships, i.e., they exempt students from paying any type of academic or administrative fees at the host universities, in addition to allocating a monthly sum to help with lodging, meals and travel. These are not financial scholarships to cover total expenses.

The basic monthly sum of the European scholarship is around 200-300 euros/month, depending on the cost of living in the destination country (see table in the "Country Bonus" section).

Ministry of Education

The Ministry of Education offers €100 in addition to the Erasmus fund. To apply for this scholarship, the student must have 60 ECTS credits and have passed a B2 level in the local language. Students can apply from April onwards. (Incompatible with the Erasmus Scholarship).

UNIVERSITIES WITH AGREEMENTS

(U-tad is constantly working on signing new agreements, so new universities are being added every year)

ERASMUS+ GRANT COUNTRY BONUS

Based on the cost of living in the destination country (3 groups).

Group 1	Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, United Kingdom, Sweden, and Switzerland	€300 / month
Group 2	Germany, Belgium, Cyprus, Croatia, Slovenia, Spain, Greece, Iceland, Luxembourg, Netherlands, Portugal, Czech Republic, and Turkey.	€250 / month
Group 3	Bulgaria, Slovakia, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania and the former Yugoslav Republic of Macedonia.	€200 / month

REGISTRATION DATE

The registration period for each call ends on January 31st. Students who wish to participate in the exchange programs must fill out the registration form available on Blackboard.

ERASMUS STUDENT SERVICES

At U-tad, we have an agreement with the Erasmus agency for students who participate in the Erasmus program. It offers a number of complimentary services that are highly recommended:

- Housing search
- Internship search
- Cultural and tourist visits
- Lead generation at the destination via social network

www.eurasmus.com

FREQUENTLY ASKED QUESTIONS

1. How long is the stay?

It lasts 5 months.

2. Is there any specification or limit on the number of credits a student must take at the host university?

Students' studies or internships will be full-time, equivalent to the teaching load of the stay (30 ECTS for one semester).

3. Do I have to pay any academic or administrative fees at the host university?

No, students are **exempt from paying** academic or administrative fees, or any fees related to exams or access to laboratories and libraries. Other expenses are the same as for local students.

4. Is any language level required?

Yes, it depends on the agreements with the different universities or the scholarship you apply for.

5. What financial aid is available?

There are two types of aid, only available for exchanges within the Erasmus program:

- a) Aid from the **European Commission / SEPIE, which grants the following aid depending on the destination country.**
- b) **MECD Aid via a single call for applications, usually in April, which provides an extra 100€ per month.**

6. Is there any additional aid available?

Yes, you can receive additional or one-time study grants from other sources (national, regional, institutional, etc.) that will be honored and unaffected by the Erasmus+ Scholarships.

Any scholarships or loans granted to study at your home institution are retained.

7. Is there any special additional aid?

Yes, for economically disadvantaged students (MECD general scholarships): €100 per month.

And for students with disabilities: Procedures will be established for granting these subsidies, which may be higher than those generally available.

8. What are the requirements to qualify for the Erasmus+ scholarship?

- Students must be enrolled in accredited subjects and have passed 60 ECTS at the time of application.
- Before signing their learning agreement, all selected students (except native speakers of the target language) must take an **online placement test**. Results of this test will be communicated to the student and to the institution, allowing the institution to know the number of potential online course beneficiaries.
- By signing the Learning Agreement, students selected for the course commit to its completion.
- At the end of their exchange, all students must take a **second online placement test**.

9. [What are the selection criteria for U-tad students?](#)

The weighted average is calculated according to the number of credits of each course, which can be found in the transcript issued by the academic secretary's office. Also taken into account is the level of the language of instruction at the host university and the letter of intent of the potential exchange student.

10. [How do I participate?](#)

IMPORTANT: Students must confirm that the host university offers subjects that can be accredited. If the subjects taken are not accredited, the student must take them again at U-tad and pay for the corresponding credits.

- Submit **application** to SDP/International Office by **January 31st**.
- Students will be selected and notified within approximately 4 weeks.
- Selected students must submit a letter of recommendation from their Tutor.
- There will be a meeting with the selected students to inform them of the next steps and the necessary documentation to send to the host university.

11. [How is the SEPIE/European Commission Erasmus+ grant awarded?](#)

80% before leaving for the host university and 20% on your return

12. [How do I prove my language level?](#)

With an official certificate. If you do not have an official certificate, you will take a language test at Universidad Camilo José Cela.

13. [What subjects can be taken abroad?](#)

When establishing the list of subjects to be taken at the host university, the following aspects must be considered:

Students can take a maximum of 30 ECTS credits per semester.

Each degree has an Academic Coordinator, who is in charge of helping students design their academic schedule. To this end, both the student's application and the offer made by the host university, by semester, will be considered.

Once the list of subjects to be taken has been agreed upon, a learning agreement is signed between the home and host university and the student, so that there is no room for misunderstanding at the time of accreditation. It is essential to have this agreement signed BEFORE the exchange.

Should the host university not allow this agreement to be made beforehand, the student will have to review the courses to be taken and verify with the corresponding U-tad academic coordinator that their chosen host university courses can be accredited before enrolling at the host university.

14. [How do you validate courses taken abroad in Spain?](#)

As explained above, the student, together with the corresponding academic coordinator, will make a pre-selection of the courses to be taken among those offered by the host university. This document will be signed by the coordinators of both universities and by the student.

Once abroad, the student must notify their coordinator and exchange@u-tad.com by email of any changes that may arise and the definitive courses in which they have enrolled. Any modification made without U-tad's knowledge exonerates U-tad from any responsibility in accrediting the course. As long as the student passes the courses, they will be accredited.

At the end of your study abroad, the host university will issue a certificate - academic transcript - showing the credits and grades obtained.

QUESTIONS REGARDING AID FROM THE MINISTRY OF CULTURE - ERASMUS+ INTERNATIONAL EXCHANGE PROGRAM

1. Who can apply for assistance from the Ministry of Education?

Master's and doctoral students who, because they are pursuing postgraduate studies, do not have to register a number of credits, may be eligible for this aid. It is also possible to combine this aid with aid from the Erasmus+ program in the same academic year, as long as it is for different purposes, i.e. studies or internships. It is therefore possible to obtain an Erasmus.es grant for studies and an Erasmus+ grant for internships, or vice versa, for the same academic year.

2. What are the requirements and criteria to apply for the Ministry of Education scholarship?

To apply for this scholarship, the student must:

- Accredited **60 ECTS**
- Accredited a **B2 level or equivalent in the course language** of the host institution or of the host country, as stated in the Interinstitutional Agreement or in a certificate issued by the host institution.

In the event of a tie, the following criteria will be evaluated in this order: firstly, the accreditation of a language level higher than B2, and secondly, the number of credits obtained by each applicant, giving priority to those who have completed the greatest number of credits.

3. How is the language level accredited to the Ministry?

Proficiency in the language will be accredited with a Certificate of Advanced Level, a Certificate of Proficiency from Official Language Schools in the corresponding foreign language, or with the certificates recognized by the CRUE Language Boards (<http://www.acreditacion.crue.org/Paginas/Mesas/Mesas-Linguisticas.aspx>) and the list recognized by the Association of Language Centres in Higher Education (ACLES) (<http://www.acles.es/acreditacion/>), which accredits the competencies corresponding to level B2 or higher of the Common European Framework of Reference for Languages.

For those languages of instruction not included in the Language Tables or ACLES, official certificates that meet the same quality criteria will be accepted.

If the language of instruction in the home degree program coincides with that of the host degree program, students do not have to accredit a B2 level of language proficiency.

4. Where are the Ministry's calls for applications published?

At the following link (normally the call is published in April and there is a period of 30 days to submit the application)

<http://www.mecd.gob.es/servicios-al-ciudadano-mecd/catalogo/educacion/becas-ayudas-subvenciones/movilidad/de-students/university.html>

5. How do I apply for aid from the Ministry of Culture?

Applicants who have been selected for the Erasmus+ Program by their home institution must fill out the application form, available online through the department's website at

<https://sede.educacion.gob.es/>, in the "Procedures and Services" section, or at the email address www.mecd.gob.es.

Applicants may include a cell phone number, which will be essential for the receiving notifications, in accordance with the provisions of Article 28.2 of Law 11/2007, of June 22, 2007, on citizens' electronic access to public services.

6. What is the duration and amount of aid from the Ministry of Culture?

1. Grants will be awarded for a maximum of 5 months for study abroad programs and for a maximum of 3 months for internship exchanges. The periods of the stays will be adjusted to the academic calendar of the host institution or as agreed in the Interinstitutional Agreement.

2. The amount of the grants will be as follows, based on the groups of countries determined by the "Erasmus+" Program:

- a) 300 euros/month for a Group 3 destination country.
- b) 350 euros/month for a Group 2 destination country.
- c) 400 euros/month for a Group 1 destination country.

7. Is the aid from the Ministry of Culture incompatible with any other aid?

These grants will be incompatible with the Erasmus+ Program grants for the same academic year, for the same purpose (studies or internships), managed by the Spanish Service for the Internationalization of Education. Consequently, those who have been selected to receive one of the Ministry of Culture grants for the same purpose (study abroad or internship), must choose between receiving this grant or one of the Erasmus+ Program grants.

8. When is the Ministry of Culture grant paid?

The payment will be a one-time payment, once the period of stay has begun and upon presentation of a certificate of incorporation at the host institution, without requiring the presentation of collateral on the part of the beneficiary. The certificate of incorporation shall be provided electronically at the headquarters of the Ministry of Education, Culture and Sport within fifteen calendar days of its effective date.

9. What are the obligations of students who receive scholarship from the Ministry of Culture?

a) **To join the host higher education institution** or enterprise of the exchange for which the grant is awarded within less than fifteen calendar days from the planned starting date. In the 15 days following the effective start date, you must send the certificate of incorporation to your home institution through the electronic headquarters.

Non-incorporation will be understood as a waiver of the grant, unless there is a duly justified reason that is immediately notified to the Directorate General for University Policy by the home institution.

Delays in incorporation or temporary absences that prevent the fulfilment of the obligations included in paragraphs a) and c) will require prior authorization from the legal representative of the home institution, who must communicate this circumstance to the Directorate General for University Policy within ten days of the planned start date.

b) Communicate in writing, both to the home institution and to the managing body of the call, **the renunciation of the grant**.

c) Residence in the area of the host institution or in the immediate vicinity for the entire period of the stay. However, this requirement shall be suspended during non-teaching periods.

d) **To carry out their work at the host institution in the exchange for which the grant is awarded** and to complete the different stages of training with the required dedication and respect for the rules of the host institution. In particular in the case of study abroad, to attend all the classes and to take the tests and exams of the study abroad program.

e) Send the corresponding Erasmus+ Program participant report and a certificate of stay to the home institution, stating the start date and end date of the exchange program. This certificate must be submitted after the end of the stay, within three months and before the deadline of March 31, 2017.

QUESTIONS RELATING TO THE ONLINE LANGUAGE TESTS - ERASMUS+ PROGRAM

1. What happens if an exchange participant does not complete the Erasmus+ OLS language assessment? The Erasmus+ OLS language assessment test (an initial test before the exchange and a final test at the end) is compulsory for all Erasmus+ exchange participants, whether participating in [study abroad](#), [internships](#) exchange programs, or volunteering in another member country whose main language of learning, working or volunteering is one of the following: German, English, Spanish, French, Italian and Dutch (except for native speakers).

In the case of higher education students, this is also a prerequisite for exchange. The home institution/organization can decide whether to make the last payment of financial aid depending on whether or not the student has taken the final Erasmus+ OLS language assessment at the end of the exchange. This is specified in article 6.3 of the scholarship contract.

2. What happens to the results of my Erasmus+ OLS language assessment?

In the case of higher education students, the results will not be communicated to the host institution or organization. For SVE volunteers and EFP students, the results will not be automatically communicated to the rest of the project organizations. Only you and the institution that is in charge of selecting you or coordinating your EVS project will receive the results of your placement test.

In no case will the results of the Erasmus+ OLS language assessment preclude participation in an Erasmus+ exchange program. The home institution or coordinating organization can use these results to identify participants with a greater need for language support.

For higher education students, and in cases where the language level recommended by the host organization is not reached, the student and the higher education institution should agree on the support required by the student.

If your language level does not improve during your stay abroad, there will be no direct negative consequences for your participation in the Erasmus+ program, although to get the most out of your stay abroad, you should make an effort to learn the language in which you study, work or volunteer.

The European Commission could use the overall data from the placement test for statistical purposes to assess the impact of the programme.

3. Will I get an official certificate when I take the Erasmus+ OLS language assessment?

After taking the Erasmus+ OLS test, you will be able to consult, save, and print the results of your placement test according to the [Common European Framework of Reference for Languages \(CEFR\)](#).

The Erasmus+ OLS language courses cover all the skills that are assessed in examinations such as the FCE, TOEIC, TOEFL, CNaVT, Goethe-Zertifikat or DALF. You will not receive any official certificate or diploma for participating in Erasmus+ OLS language courses. However, you will be able to download a *certificate of participation* for having completed a language course with OLS.

For higher education students: your home institution will decide whether or not to award you ECTS credits for participating in Erasmus+ OLS.

4. If my mother tongue is the language of the exchange, can I take the OLS placement test in another language?

It is compulsory for participants to take the OLS language assessment in the main language of learning, working or volunteering foreseen for their exchange (provided it is one of the languages included in OLS). However, if the mother tongue of the participant coincides with the main language of the exchange, or the student has a knowledge of the language equivalent to a C2 level, the home institution may offer them the opportunity to follow an OLS language course in the language of the country.

OTHER QUESTIONS

1. Is it possible to select several destination universities in case we are not accepted to our first-choice university?

You can select up to three destination universities