



**Information to organize the
2nd CALL FOR SCHOLARSHIPS
FOR INCOMING MOBILITY FROM ASSOCIATED COUNTRIES
TO THE UNIVERSITAT POLITÈCNICA DE CATALUNYA (UPC, SPAIN)
IN THE FRAMEWORK OF THE EUROPEAN PROGRAMME ERASMUS+ KA107**

A. PURPOSE

The *Erasmus+- Mobility for Studies* programme offers students the chance to spend a period of continuous study at the Universitat Politècnica de Catalunya (UPC).

Mobility students will receive a grant, can attend courses and use all the facilities available at the Universitat Politècnica de Catalunya (UPC) with no additional tuition fees (with the exception of any minor fees also applicable to local students). All learning activities approved in the Learning Agreement and completed successfully will be fully recognized at the home university. The Erasmus+ Programme offers students the chance to gain cultural experience abroad, become familiar with other higher education systems and meet young people from other countries, actively contributing to the process of international integration.

The sending Universities will announce this call through their own web pages and also will spread the news about this call in the local and regional media.

B. FUNDING

B.1- Number of grants

The total number of mobility scholarships is distributed as follows:

Number of scholarships offered to come as an exchange student to UPC, for the different levels of education			
Country	Bachelor	Master	Doctorate
Albania	8 students (5 months each)	8 students (5 months each)	6 students (5 months each)
China	2 students (5 months each)	--- (zero) ---	3 students (5 months each)
Malaysia	--- (zero) ---	2 students (5 months each)	3 students (5 months each)
Morocco	3 students (5 months each)	3 students (5 months each)	6 students (5 months each)

In the framework of the Erasmus+ programme and according to its regulations, all mobility activities are conditional upon the signature of an interinstitutional agreement between UPC and the partner university before the start of the mobility. This has been already done before the publication of this call.

Mobilities have to take place during the second semester of the academic year 2016-2017. From February until June 2017.

The grants offered to Erasmus+ Mobility for Studies students do not cover all the expenses, but are merely a contribution to bearing the additional costs of the stay abroad.

B.2- Details of the scholarships

The grant includes:

- **An European Union contribution.** An amount established according to the country of destination and the actual number of days spent abroad. In particular, the grants are split into groups of countries according to the cost of living. Spain is included in Group 2 and the mobility contribution is **800€ per month.**

- An additional amount to cover **travel expenses.** The amount is calculated according to the distance band appearing below:

- 100 - 499 km: 180 Euros
- 500 - 1999 km: 275 Euros (→ Travel expenses for students coming from Albania or Morocco.)
- 2000 - 2999 km: 360 Euros
- 3000 - 3999 km: 530 Euros
- 4000 - 7999 km: 820 Euros
- 8000 - 19999 km: 1100 Euros (→ Travel expenses for students coming from China or Malaysia.)

Distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The distance will be calculated as follows:

Distance between the city of the home University and Barcelona.

- UPC will provide a complementary **travel insurance** to all Erasmus+ KA107 incoming students that will obtain the grant.

C. APPLICATION REQUIREMENTS

C.1- General Admission Requirements

- ✓ Nationals of the countries of the partner institutions.
- ✓ The student has to be enrolled in the home University which must be a partner of the Universitat Politècnica de Catalunya (UPC) in the Erasmus+ frame. Please see list here below:

Country	UPC partners
Albania	○ Polytechnic University of Tirana
China	○ Beihang University ○ Beijing Institute of Technology (BIT) ○ Harbin University ○ Tongji University ○ Tsinghua University ○ Zhejiang University
Malaysia	○ University of Kuala Lumpur ○ International Islamic University Malaysia
Morocco	○ Université Euro-Méditerranéenne de Fès



- ✓ To commit to performing mobility during the first semester of the academic year 2016-2017, from September 2016 until January 2017 (both months included). These are the dates to take into account to apply for the Erasmus+ - Mobility for Studies programme for the spring semester of the academic year 2016/17:
 - **Arrival and registration period: 1st to 10th February 2017**
 - **Beginning of semester: 10-15th February 2017 (exact date depending on host UPC school and its academic calendar)**
 - **End of semester: 30th June 2017**
- ✓ To have a sufficient knowledge of any of the working languages at UPC; Catalan, Spanish or English, in order to attend the courses.
- ✓ To submit a Mobility Agreement proposal, validated at both ends by the relevant academic authorities at the home university.
- ✓ For Bachelor and Master Students, the mobility proposal will contain the list of courses that the student wants to make at UPC and the list of courses that would be recognised in his/her home university (if the subjects were passed at the host UPC school). This proposal has to be indicated in the Erasmus+ Learning Agreement proposal (see template in the Annex). For Doctorate students, the mobility proposal will be the working plan at UPC.

Please find the general description of programmes offered at UPC (and the courses in each programme) at:

- **Bachelor:** <https://www.upc.edu/learning/courses/Bachelors-degrees>
- **Master:** <https://www.upc.edu/learning/courses/masters-degrees>
- **Doctorate:** <http://doctorat.upc.edu/programmes/research-area-list>

Notes:

- The Bachelor/Master student has to select a list of courses for his/her stay, equivalent to a total work load between 20 and 30 ECTS credits, according to the regulations of the host UPC school.
- In some of the UPC schools, candidates can come to make their final project for the Bachelor or their Master thesis. (This can be 18-24 ECTS credits.) Nevertheless, they have to be conscient that it is tough work for a very short stay (5 months) ; and that these types of mobilities require the student to submit in UPC, at the end, a final report and an compulsory oral presentation.

C.2- Specific requirements

- ✓ The home universities can add specific requirements to apply to this call, according to their internal rules. (I.e. minimum number of credits already completed, etc.)
- ✓ **All the selection process at the home University will need to meet the criteria of transparency and equal opportunities for all applicants submitting their applications. The specific selection criteria will be clearly established and published in the webpage and by any other means used to spread and announce the call.** The fulfilment of these requirements will be verified by the applicants' home universities.

D- APPLICATION DOCUMENTS

Applicants are required to submit a full application at the International Relations Office of their home university, including the following documents:

- Application form
- Transcript of Records
- CV
- Learning Agreement proposal: Mobility Agreement proposal with the list of courses that the Student wants to take at UPC, duly validated by the home academic authorities. (For Doctorate students, this document will not include a list of courses but the working plan at UPC.) Please refer to the templates in the Annex.
- Language certificates (whatever English and/or Spanish certificate they have**)
- Motivation letter

These documents have to be sent to your home University (International Office). Applications sent directly to UPC, either by email or post, will not be eligible.

E- APPLICATION PROCEDURE AND SELECTION CRITERIA

E.1- Brief description of the application procedure

- ✓ The partner institution will internally perform a pre-selection of candidates.
- ✓ The applications of pre-selected candidates will be sent to UPC.
- ✓ UPC will perform the selection of candidates.

E.2- Pre-selection criteria at the home university

The home university will provide a pre-selection of candidates according to the following general criteria:

❖ For Bachelor and Master Students:

- Average grade;
- The consistency of the proposed activities with the student's university degree;
- Language skills;
- Any other information indicated by the student in the application (other learning experiences, specific academic interests, etc.).

❖ For Doctorate students:

- Average grade.
- The consistency of the proposed research activities.
- Language skills.
- Any other elements indicated by the student in the application (other learning experiences, specific academic interests, etc.).

E.3- Selection criteria at UPC

UPC will make the selection of candidates in two steps:

- a- Checking if the candidates could be admitted for the corresponding host UPC school/faculty.
- b- Globally, and in order of priority, by outstanding academic records, etc.



F- CALENDAR OF THE CALL

Submission of applications	Specific dates according to the partner internal calendar. (The specific dates will be clearly established and published in the webpage and by any other means used to spread and announce the call.)
Steps of the selection procedure	
1. Pre-selection at the home university.	
2. The home university publishes the list of pre-selected candidates, waiting list and not selected candidates.	28th November 2016
3. The home university sends the applications of pre-selected candidates to UPC.	
4. UPC performs the selection of candidates. (Admission in each school/faculty and global UPC ranking.)	Before 20th December 2016
5. UPC publishes and informs home universities (partners), and all candidates about the selection: selected, waiting list and not selected candidates.	

G- UPC COMMITMENTS

- The Universitat Politècnica de Catalunya (UPC) will send an acceptance letter and information package to the student once all the applications have been received and checked in detail (around mid-December).
- After the arrival the student will receive an information package, student card, internet username and other useful information in a registration meeting with members of the International Office.
- UPC will provide the student with an academic coordinator at the Faculty where he/she will be enrolled, and who will sign the mobility/learning agreement and will support the student in all the academic matters.
- The Universitat Politècnica de Catalunya (UPC) will pay the grant after the arrival of the student on the following bases:
 - Monthly amount of the grant :
 - The first month, with a cheque in the first week after the arrival;
 - After, by monthly bank transfer to the “Banco Santander” bank account that the student will open at his/her arrival;
 - And the travel expenses (calculated as mentioned above).
- At the end of the mobility the Secretary’s office of every Faculty will provide the student with a Transcript of Records or a report of the research results.

H- RIGHTS AND DUTIES OF THE BENEFICIARIES

Rights:

- To perform the entire mobility period awarded, without extensions.
- To receive the scholarship according to the amounts set in the Erasmus+ Programme guidelines and the real arrival and departure dates. The expenses not covered by the scholarship will be borne by the beneficiary.



- To benefit from tuition fee waiver as undergraduate or PhD student, notwithstanding other taxes for the use of certain services or activities that might be applicable.
- To receive information and advice on the application procedure, as well as on pre-departure and on-site orientation.
- To have the study or teaching period abroad recognized by their home university.

Duties:

- To be in possession of adequate insurance coverage during the mobility period, according to Erasmus+ Programme rules.
- To have a valid visa, (if required), for the mobility period at UPC.
- To carry out the mobility according to the proposal and dates committed, during the second semester of the academic year 2016-2017, from February until June 2017 (both months included).
- To complete all procedures and fill in the required documentation as requested by the Erasmus+ Programme, before, during and after the mobility period, meeting the deadlines established by UPC:
 - **Before mobility:** Signature of the Grant Agreement and the Learning/Mobility Agreement, and online language assessment.
 - **After mobility:** Submission of the Mobility Certificate, online mobility final assessment survey, and online language assessment.
- Any other duty related to the UPC and home university policies, as well as the Erasmus+ Programme rules.

Noncompliance with such duties results in revocation of the award.

I- FURTHER INFORMATION AND COORDINATION OF THE CALL AT UPC

All the information regarding this call will be available on the UPC International Relations Website.

The International Relations Office at Universitat Politècnica de Catalunya (UPC) will be in charge of the general coordination and management of this call, being the first contact point for applicants and beneficiaries.

Enquiries during the application process can be addressed to:

Ms. Geny SAAVEDRA
International Projects
geny.saavedra@upc.edu

Information and advice in general on the Erasmus+ Programme_ KA107

Ms. Berenice MARTIN

Students Mobility Office.

E-mail: oficina.mobilitat.internacional@upc.edu

(please indicate the reference "KA107" in the title of your e-mail)

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