

The ERASMUS+ logo features the word "ERASMUS" in a multi-colored font (E: green, R: yellow, A: red, S: blue, M: purple, U: teal, S: blue) followed by a black plus sign.

2014 - 2020 programme for Education,  
Training, Youth, and Sport

# Mobility 2017-18 for Master Students from EETAC

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UNIVERSITAT POLITÈCNICA DE CATALUNYA  
BARCELONATECH

Escola d'Enginyeria de Telecomunicació  
i Aeroespacial de Castelldefels



1. WHAT is a mobility program?
2. WHEN to go abroad?
3. Programs and destinations
4. Academic regulations
5. Steps to take part
6. Calendars
7. Informative links
8. Advises of interest





# 1. WHAT is a mobility program?

- Academic period spent **abroad** as part of your study plan
- Enrollment paid only at **home** University
- Opportunity for networking and getting in touch with different cultures and organizations
- Improve your foreign language skills
- Grants?





## 2. WHEN to go abroad?

- I. Last semester of your master degree program →  
Master Thesis (MT)
    - a) Second semester MASTTEAM
    - b) Third semester MAST
  - II. Dual Degrees
  - III. Internships at some company or research center
- **IMPORTANT:** Check calendars of partner universities!!



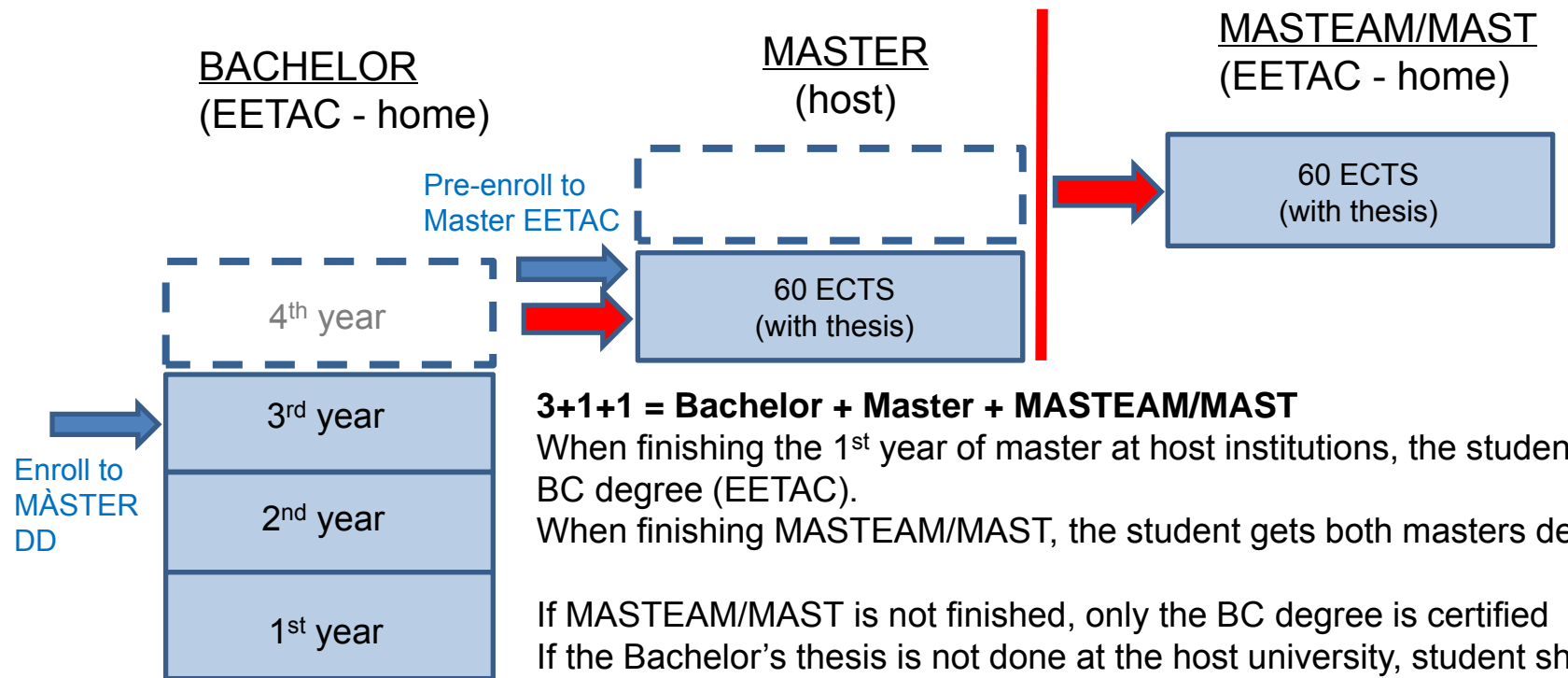


## 2. WHEN to go abroad?

### DUAL DEGREE (DD) MASTER: OPTION 1

BC is given

MSCs are given



#### 3+1+1 = Bachelor + Master + MASTEAM/MAST

When finishing the 1<sup>st</sup> year of master at host institutions, the student gets the BC degree (EETAC).

When finishing MASTEAM/MAST, the student gets both masters degrees.

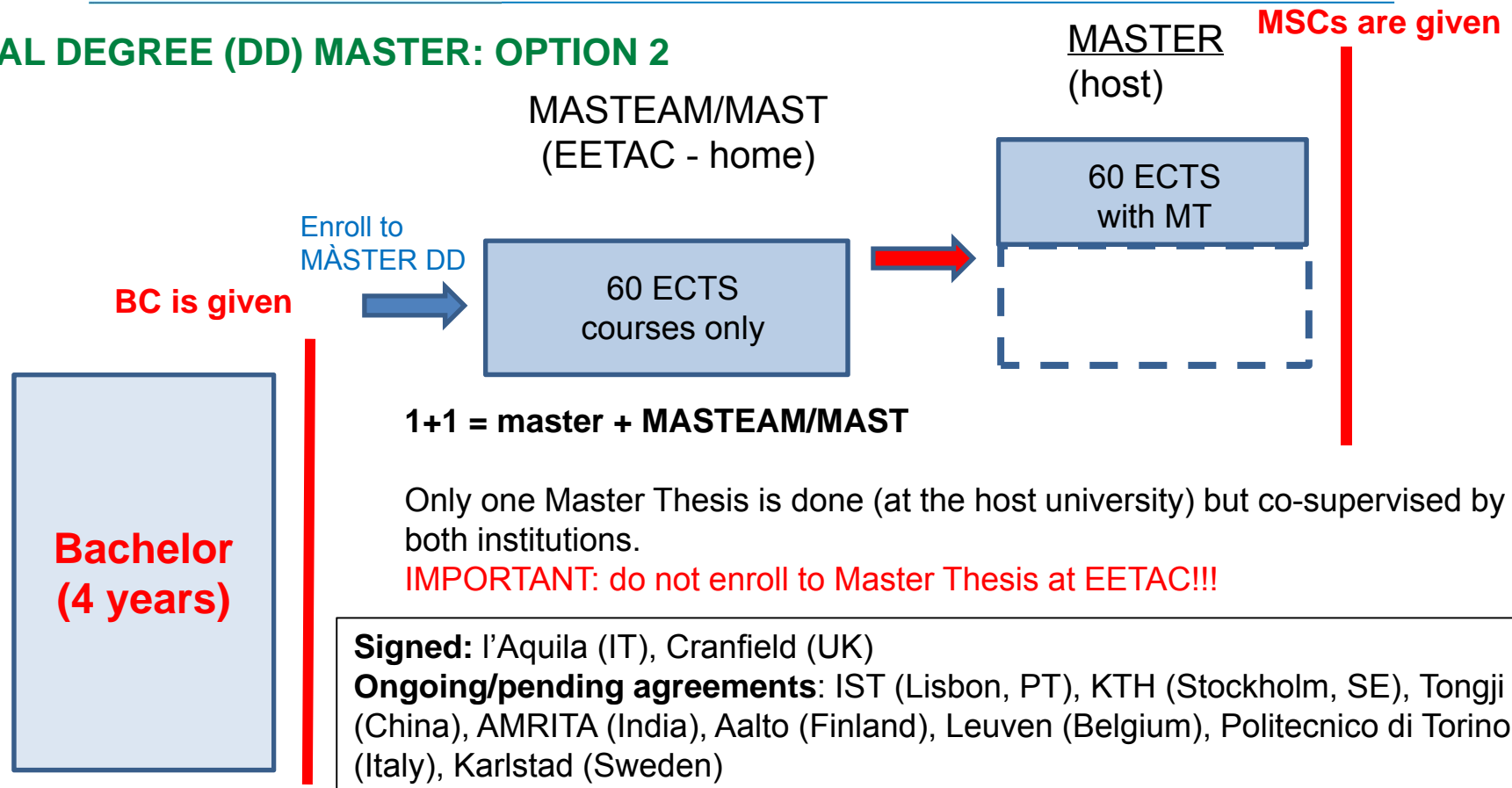
If MASTEAM/MAST is not finished, only the BC degree is certified

If the Bachelor's thesis is not done at the host university, student should do a thesis at EETAC before starting MASTEAM/MAST



## 2. WHEN to go abroad?

### DUAL DEGREE (DD) MASTER: OPTION 2





### A. Mobility to Foreign Universities

#### 1. Europe

- **Erasmus + KA 103**
  - SMS - Erasmus Student Mobility for Studies
  - SMT - Erasmus student mobility for traineeship
- UPC-Europe (non UE countries – Switzerland)





## 3. Programs and destinations (2/4)

### 2. World

- **Erasmus+ 2014/2020, KA107 action**

Objective: To encourage students' mobility among those countries that are not part of the Erasmus+ programme

Validity: 01/02/2017 to 30/04/2018

Countries: Australia, Canada, United States, Japan, Malaysia, Morocco, Korea, Tunisia and China.

- More info at <http://www.upc.edu/sga/ca/Mobilitat/KA107>







### A. Mobility to Foreign Universities

#### 3. America

- UPC- Latin America:
  - Programa **CINDA**
  - Tech de Monterrey (ITESM)
  - Valparaiso
- Canada

#### 4. Asia

- Bilateral agreements UPC-Xina (Tongji, Tsinghua, Lanzhou, Zheijiang, Beijing Institute of Technology, Beihang, Harbin, Beijing Jiatong)
- Taiwan University



Gabinet de Relacions Institucionals i Internacionalització



English • Español

Also check this website: <http://www.upc.edu/sri>



### 3. Programs and destinations (4/4)

- UPC: UE AREAS+ for bachelor, master, PhD and post doc (deadline around mid Dec.)
- UPC: ERANET - Erasmus Mundus with Russian Universities (deadline around mid Dec.)
- More info from other networks at UPC (in Catalan):  
<http://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/mobilitat-destudiantat-de-la-upc>
- List with all the present mobility possibilities (in Catalan):
  - Atenea 6.4 ▶ EETAC ▶ Tema 4 ▶ Mobilitat d'estudiantat
  - e-Secretaria (available when current application is finalized)

It is possible that specific informative talks will be held at Campus Nord.



## 4. Academic regulations

### Bachelor degree

<http://eetac.upc.edu/ca/lescola/legislacio-i-normatives>

### Master degree

<https://www.upc.edu/sga/ca/normatives/NormativesAcademiques/NAGRAMAiPROC>

#### Legislació i normatives

**Advertiment.** Algunes de les versions reproduïdes en aquesta pàgina web sobre normatives i legislació s'ofereixen únicament a efectes informatius, ja que es publiquen de forma oficial al BOE, DOGC, etc. Les publicacions oficials prevalen en cas de divergència amb les versions informàtiques aquí contingudes. Els membres de la comunitat universitària podran obtenir la versió actualitzada de les publicacions oficials a la web d'ARANZADI.

#### Reglaments i estatus

- Reglament d'organització i funcionament de l'Escola d'Enginyeria de Telecomunicació i Aeroespacial de Castelldefels (Doc. CG 207 2013)
- Estatuts de la Universitat Politècnica de Catalunya (DOGC 6140 16 2012, correccions DOGC 6257 2011 2012)

#### Normatives acadèmiques

- Normativa Acadèmica dels Estudis de Grau (NAEG) a la UPC
- Normativa Acadèmica de Màster Universitari (NAMU) a la UPC
- Normativa del Treball de Fi de Grau (TFG) a l'EETAC
- Normativa de Mobilitat i Taules de Convalidacions i Reconeixements per Mobilitat dels estudis de Grau
- Annex Normativa mobilitat dels graus (taules)
- Reial decret 592/2014, d'11 de juliol, pel qual es regulen les pràctiques acadèmiques externes dels estudiants universitaris
- Normativa de pràctiques acadèmiques externes de l'EETAC



#### Servei de Gestió Acadèmica

The screenshot shows the 'Servei de Gestió Acadèmica' website. At the top, there are navigation tabs: NORMATIVES, ACCÉS, MATRICULA, BEQUES, MOBILITAT, EXPEDIENT, TÍTOLS I SET, and Qui som?. Below the tabs, there is a sidebar menu with 'Normatives acadèmiques' selected. The main content area is titled 'Normatives Acadèmiques' and contains a list of regulations, including 'Estudi de Grau i de Màster', 'Normativa Acadèmica dels estudis de Grau (NAGRAMA)', 'Procediments administratius i de prebè acadèmica vinculats a la normativa acadèmica dels estudis de grau i màster', 'Estudi de Grau (Des de curs 2015-2016)', 'Normativa Acadèmica dels Estudis de Grau (NAEG)', 'Estudi de Grau (Des de curs 2015-2016)', 'Normativa Acadèmica de Màster Universitari (NAMU)', and 'Normativa Acadèmica de Màster Universitari (NAMU)'.



## 5. Steps for applying (1/3)

1. Informative meeting

2. Applying for a destination by e-secretaria into the calendar (1)

Mobilitat d'Estudiants (OUTGOING): Informació general

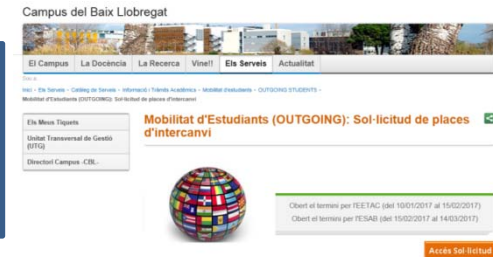


L'Oficina de Relacions Externes de la UFG facilita tota la informació, gestiona els Tràmits de mobilitat i documentació necessària i dona suport a la signatura de d'acords bilaterals amb universitats d'arreu del món.

En termes generals cal tenir present que el procés d'intercanvi en general presenta diverses fases:



Erasmus+



3. At the same time, you must to upload these documents to cbl portal (<https://cbl.upc.edu/ca/els-serveis/cataleg-de-serveis/informacio-i-tramits-academics/mobilitat-destudiants/outgoing-students/places-de-mobilitat-a-lestranger>) :

- CV
- cover letter
- academic transcript of records
- English version
- Language certification

Please, use your identification (name and surname) to name your documents.



## 5. Steps for applying (2/3)

4. Ranking of all the applicants based on marks and language knowledge

5. First resolution – Provisional list (by e-secretaria)

6. Accept or refuse the assigned position

7. Final resolution (by e-secretaria)





## 5. Steps for applying (3/3)

Once you have accepted your assigned position, we are going to inform our partners about your nomination

1. We inform our partners universities about students selected and nominated. They will inform about their procedures in order to apply in their institutions

2. Students have to look for information about “incoming” students in that websites

3. You will prepare your application forms and other documents in order for the host university to receive all the information and prepare your acceptance letter.





## 5. Procedures prior to the assignation

- **FILL IN THE DOCUMENTS** required by the receiving university, such as the **application form, motivation letter,...**
  - Currently, you can do most of these tasks on-line.
- **CONFIRMATION** by the receiving institution (**Letter of acceptance**) and delivery to the external relations area.
- **ENROLMENT and PRECOMPROMISE** (according to the academic normative published in the school's webpage).
- Generation of the **FINANCIAL AGREEMENT** by UPC (once the **exams have been approved** and if there is the acceptance letter).
  - It is used to accredit the mobility at the host university.
- **TAKE OUT travel insurance** (civil responsibility) at the same time that you ask for your **health card** (diseases).



## 5. Procedures. Clarifications

- The website of the receiving institution has the latest update on the information about deadlines and requirements.
- The position granted by the school is never definitive until the host university accepts you.
- It is mandatory to fulfil the academic requirements before your stage. If there are any changes they should be notified.
- The economic aid for Erasmus+ (SMS or SMT) may not cover the whole period of your exchange. You have to apply for it besides your application for the mobility exchange position. Grant application period starts at the beginning of the academic year.
- Other grants should be requested parallel to the academic aspects and according to specific criteria of each organism.
- The deadlines are self-made so they will differ from different organisms and universities.





## 6. Warnings for the students

- Search information about the mobility programs and follow both our indications (external relations area of the “UTG”) and the ones from the receiving institution.
- Check periodically the institutional email.
- **Be proactive** before, during and after your exchange.
- Inform the external relations area of any problem as soon as possible.
- Fulfil the admission requirements of the receiving institution.
- The language skills are requires especially when submitting the application to the receiving university.



### ERASMUS + SMS, UPC-EUROPA:

- Apply online through e-secretaria from **January 10th 2017 until February 15th of 2017**
- 1st resolution: **21st of February 2017**
- Deadline for accepting the assignment: **28/02/17**
- Final resolution: **7/3/17**

Application for **Erasmus+ grants** will be in September 2017



## 7. Applications Calendar (2 / 3)

### Erasmus + SMT (companies):

"SGA/beques" publishes information in its website.

If you are interested in such a program, please send us by email: your CV, a cover letter and your transcript of records, to **[eetac.mobilitat.estudiants@upc.edu](mailto:eetac.mobilitat.estudiants@upc.edu)**

**Suggestion: first, take a look by yourself, as you know better than us your interests in applying; then, please contact us.**

Other programs (China, Latin America,...), the GRIE website will publish information on them. It is a global offer and the announcement will be available for all UPC schools.

Servei de Gestió Acadèmica



Està en: INICIO » BECAS

NORMATIVAS BECAS EXPEDIENTE

Català



## 7. Applications Calendar (3 / 3)

SELECCIÓ	ESTADA	CERTIFICACIÓ	TANCAMENT
Convocatòria	Inici de l'estada	Lliurament documentació	Comprovació correcció de les dades
Sol·licitud	Test obligatori de llengües a la MT	Registre de les modificacions	Pagament de la resta de l'estada
Revisió criteris	Estada	Qualificacions a l'expedient	Devolució imports indeguts
Resolució	Fi de l'estada	Comprovació resta de documentació	Entrada i modificació de dades a (MT)
Signatura conveni i certificat incorporació	Test obligatori de llengües a la MT	Complementar dades per a MT	Pagament de la resta de la subvenció
Full SEPA	Enquesta obligatòria a MT		Auditoria
Pagament parcial (quan arriba subvenció)			
Entrada a la mobility tool (MT)			

### Procedure for ERASMUS+ SMS grants



## 8. Links with more info

- Web Gabinet de Relacions Institucionals i Internacionals: *Informació general programes i ajuts*  
<http://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants>
- Web CBL: administrative procedures for applying.  
<https://cbl.upc.edu/ca/els-serveis/cataleg-de-serveis/informacio-i-tramits-academics/mobilitat-destudiants/outgoing-students>

### Internacionals i Empresa



mobilitat d'estudiants de la UPC

### Mobilitat d'estudiants de la UPC

Curs 2016-2017

► Vols marxar d'intercanvi?

"Mou-te!" curs 2016-2017. Convocatòria de Programes de Mobilitat d'Estudiants de la UPC

► Marxes d'intercanvi properament?

Recomendaciones generales para estudiantes Erasmus en el exterior - Guia del Ministerio de Asuntos Exteriores y Cooperación



## 8. Links with more info

- Intranet ATENEA (general information):  
<http://Atenea 6.4> ▶ [EETAC](#) ▶ [Tema 4](#) ▶ Mobilitat d'estudiantat
- International Relations phone number: 93 552 35 70
- Personal attention through the “Oficina Oberta”:
  - Monday to Friday 11h-13h
  - Monday afternoon 16h-17h (only with appointment - please, send an email to [eetac.mobilitat.estudiants@upc.edu](mailto:eetac.mobilitat.estudiants@upc.edu))



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