

CALL FOR UNDERGRADUATE MOBILITY 2024-2025

The Vice-Rectorate for Internationalization of Universidad CEU San Pablo announces the **International Student Mobility Program 2024-25**, as follows

Terms and Conditions

1. Purpose and basic information of the application

1.1. Purpose of the call

This call establishes the selection criteria and exchange conditions for Universidad CEU San Pablo students who wish to carry out a mobility stay in a foreign university during the academic year of this call.

1.2. Applicants

Students who are citizens of the EU or other countries participating in the Erasmus+ program, or with a residence permit or refugee status in Spain; enrolled in undergraduate studies; who meet the academic requirements of this call (Annex I) and who have accredited the required language level (Annex II) may apply for this call.

1.3. Mobility typology

Students can carry out this mobility within the Erasmus Program of the European Commission (ERASMUS +), through Bilateral Exchange Agreements or through Special Bilateral Programs signed between Universidad CEU San Pablo and other foreign universities.

1.4. Documentation to be provided

In order to participate in the International Student Mobility Program, students must consult the information available on the intranet (INTERNATIONAL section, OUTGOING section), where the information corresponding to the current call for applications will be updated. See [INTERNATIONAL MOBILITY/ INTERNATIONAL EXCHANGE \(sharepoint.com\)](#)

Documentation to be provided:

Students must, in any case, provide the following documentation:

- ONLINE APPLICATION FORM. [International Mobility Application 24-25 24-25 International Mobility Application \(office.com\)](#) Deadline: from **October 2 until October 31, 2023**.

Mobility applications will not be accepted after the deadline. Mobilities will also not be accepted from students who have not completed the formal application form.

- LANGUAGE ACCREDITATION: [CEU USP APPLICATION FOR LANGUAGE ACCREDITATION \(Page 1 of 9\) \(office.com\)](#). Students must provide an official language certificate. Deadline for submission of English, French and German certificates: **October 2 until October 31, 2023**. Applications after the deadline will not be accepted. Exceptionally, if the University chosen by the student requires the presentation of an alternative certificate to the one provided by the student, a short extraordinary period of correction will be enabled. Students who have chosen destinations in Italian or Portuguese will be able to provide the B1 level certificate will be able to provide the B1 level certificate on September 1, 2024 if the mobility is for the 1st semester and on February 1, 2025 if the mobility is for the 2nd semester. For further information, please refer to section 5 of the rules on languages and annex II.

2. Academic requirements for the mobility

2.1 Academic performance of the student prior to mobility

Universidad CEU San Pablo establishes as indispensable requirements for a student to be able to carry out a mobility:

- **1) that the student has passed a minimum number of credits of the degree that he/she is studying before his/her mobility (see Annex I with the specific criteria of each School). In the case of students who are studying at the same time, this calculation will be made with respect to the degree for which they are applying for mobility;**
- **2) that the student has no subjects pending registration in the 5th or 6th call in the academic year of the mobility. In the case of having subjects pending in the 5th or 6th call, the Vice-rectorate, after consulting the School, may authorize the mobility in an extraordinary manner, not being able to enroll in these subjects at the host university, which will always be taken at Universidad CEU San Pablo (either during the academic year of the mobility or afterwards). The Schools may establish specific criteria (see Annex I) with respect to these 5th and 6th extraordinary calls, in order to guarantee the academic performance of the students.**

If a student simultaneously studies two degrees and does not meet the established requirements, he/she will be evaluated exceptionally if he/she meets them for a specific degree, in which case he/she will only be able to go on mobility for that degree.

If a student fails to comply with the above requirements, he/she may request an extraordinary review of the denial of mobility from the Vice-Rectorate for Internationalization. This request will be presented by means of an application submitted to the Vice-Rectorate, accompanied by the appropriate documentation for its evaluation. The student will abide by the decision of the Vice-Rectorate, which will take into account his/her academic performance and any other circumstances that may arise in order to authorize or disallow, as the case may be, the mobility.

2.2. Academic planning of the mobility: credits to be enrolled, study agreement, exams.

As a general rule, the student will study the mobility for a single degree, even if he/she is enrolled in two degrees at the same time. In the case of students of simultaneous degrees, the student may enroll in subjects of several courses (for example 3rd and 4th, or 4th and 5th) of the degree chosen for mobility; and/or take distance courses of the CEU degree that cannot be enrolled in the destination. Exceptionally, in some partner universities, students are allowed to enroll in subjects of different degrees or faculties, so that they can carry out the mobility for a dual degree. This situation is residual and very specific.

The student must respect the established minimum and maximum ECTS recognition limits. The minimum and maximum recognition of ECTS credits taken at the host university will be as follows:

SINGLE DEGREE		DUAL DEGREES (*)	
University of destination		University of destination	
Semiannual Stay		Semiannual Stay	
Minimum	Maximum	Minimum	Maximum
12 ECTS	30 ECTS	12 ECTS	42 ECTS
Annual stay		Annual stay	
Minimum	Maximum	Minimum	Maximum
24 ECTS	60 ECTS	24 ECTS	90 ECTS

(*) Students pursuing a Dual Degree may take the same number of ECTS credits as established in their respective Syllabi. This possibility will always be conditioned to the host university allowing an enrollment of more than 30 ECTS per semester or 60 ECTS per academic year. **Most of the host universities limit the ECTS to 30 semester ECTS, even if the student takes a SIMULTANEOUS DUAL DEGREE at USPCEU.** However, in all cases, the number of credits subject to recognition at a foreign university may not exceed, in any case, 90 ECTS credits.

The student will attend the information sessions organized by the Vice-Rectorate and/or the School in order to plan his/her *Learning Agreement* (LA) at the host university, once he/she has chosen a place.

The planning of the courses to be recognized will take into account the number of credits to be taken, as well as the competencies and learning objectives of the course offerings at the destination. Students should carefully review the course offerings with their coordinator. The *Learning Agreement* may be modified exceptionally upon arrival at the destination, for unforeseen reasons such as a change in the number of courses offered or the best adaptation for the follow-up of the classes, with the approval of the international coordinator of the student's faculty.

The student will enroll in the host university the number of courses necessary to meet the minimum and maximum ECTS requirements. In addition, the following circumstances may apply:

- **Learning Agreement with a higher credit load enrolled at the destination:** For the purposes of credit recognition, sometimes the student will have to enroll in the destination more credits than those taken at Universidad CEU San Pablo if the credit load of the subjects is not similar. It is not recommended to register for subjects worth more than 10% of the credits registered at USPCEU, although Learning Agreements with higher credit loads may be approved.
- **Learning Agreement by groups of subjects:** Students may take groups of subjects at the destination to be recognized for a CEU subject or take a subject at the destination that is recognized for several CEU subjects, as long as the total number of credits taken at the destination is equal to or greater than that corresponding to the CEU subjects. In the same way, a recognition by blocks of subjects may be made, provided that the total number of credits at the destination is equal to or greater than the total number of credits to be recognized at the CEU, not being necessary the correspondence one by one of the subjects. However, it will be verified that the sum of the contents of the subjects at the destination covers the expected development of competencies for the set of subjects at Universidad CEU San Pablo.
- **Learning Agreement with undergraduate and graduate courses at the destination:** The undergraduate student, sometimes, if the destination university allows it, may enroll in graduate courses, in which case he/she must be aware of the demands and rigor that such subjects may involve.
- **Learning Agreement (extraordinary) with less credit load in the subjects taken at the destination. In the case of subjects that coincide to a very high degree in content and competences, and provided that there are no other alternative subjects at the destination,** it will be allowed to enroll abroad in subjects that add up to a total number of ECTS¹ (or its equivalent credit unit at the destination) slightly lower than the total number of CEU subjects, not exceeding in any case a total difference of 10% of ECTS credits enrolled between both universities. **The international academic coordinator of the School will ultimately authorize if it is feasible.**

¹ 1 ECTS is equivalent to 25-30 hours (whether lectures, seminars, workshops, hours of independent work by the student or others).

the recognition of subjects with a total credit load lower than that of the CEU subjects. This measure will be applied on an absolutely exceptional and justified basis, accrediting both the absence of alternative options in the offer of subjects, as well as the coincidence of contents and competencies between the CEU subject and the subject to be taken at the destination. Enrollment for fewer credits will not be accepted as a general rule.

In any case, the academic coordinator of the School will validate the credit load that he/she considers most appropriate for the student, and the student must respect the criteria of the School.

In the event of not enrolling in all CEU courses at the host university, the student is responsible for contacting the professor of his/her School for synchronous or asynchronous follow-up of the CEU courses, as established by the professor.

The student must follow the instructions of both Universidad CEU and the host university regarding the **modality of the exams of the subjects** in which he/she has enrolled, both in the ordinary and extraordinary exams. If the exams are face-to-face (either at CEU or at the host university), the student must assume responsibility for the travel that this obligation may entail, in ordinary and/or extraordinary exams. The student must in any case be in contact with the Professor of his/her subjects and/or faculty, to obtain authorization to take exams at a distance or on dates different from the official ones (due to displacement, overlapping of dates/times or others).

3. Exceptional situations

3.1. Second and third-year mobility students

Universidad CEU San Pablo students who have already enjoyed an international mobility during their university studies, or who are carrying out a stay abroad in the academic year prior to the one referred to in these Rules may apply for this Call. These students will be considered second or third mobility students.

Second and third mobility students will be able to choose an exchange place once students who have not previously enjoyed a stay abroad have selected a place.

3.2. Modification of vacancies and force majeure events

Students should note that at the time of the allocation of places in each School, the availability of places in some Agreements may be altered, for reasons that respond to the application of the agreements signed with the partners, circumstances of force majeure or requirements of the partner university. In such cases, Universidad CEU San

Pablo will offer students a similar alternative to other destinations and/or give them the option to apply for a place the following year on a preferential basis.

Universidad CEU San Pablo reserves the right to offer mobility places with flexibility between Schools and related areas of knowledge, so that if a School does not select certain places in the first round, there will be no commitment on the part of the University to offer those same places in the second round since they may be offered to students from other Schools or other Degrees of the same School.

3.3. Limit on stays abroad

A student may enjoy a maximum of 12 months of mobility per study cycle, within the Erasmus+ program (being eligible for funding by Erasmus+ grant up to a maximum of 7 months). This mobility can be enjoyed in more than one academic year and in different destinations. Additionally, the student will be able to enjoy additional mobilities (semester or annual) in the bilateral places subscribed by the university, according to the type of degree he/she is studying.

Two mobilities to the same country may only be carried out in the case of a combination of study and internship mobilities, or in cases of exceptional and very justified circumstances.

3.3.1 Bachelor's degrees - 240 ECTS (4 years) or MECES level 2

Universidad CEU San Pablo students of 240 ECTS degrees (4 years²) can enjoy a maximum of three academic stays in foreign universities during their undergraduate studies, although they cannot be carried out in the same foreign university or in the same country.

3.3.2 Bachelor's degrees - higher than 240 ECTS (5 or 6 years) or MECES level 3

For undergraduate degrees with a credit load of more than 240 ECTS, longer stays of up to a maximum of 24 months are possible.

² The European Higher Education Area (EHEA) groups university degrees into three cycles. These degrees follow the ECTS (European Credit Transfer System) system, which guarantees the convergence of the different European higher education systems. The Spanish Qualification Framework for Higher Education (MECES) is structured in four levels. UNDERGRADUATE: Undergraduate studies last approximately 4 years with a total of 240 ECTS credits (60 credits per academic year) and are equivalent to level 2 of the MECES (EQF 6). However, there are some undergraduate degrees that have a duration of 5 and 6 years and correspond to level 3 of the MECES (EQF 7), such as, for example, Medicine, Veterinary Medicine, Dentistry or Pharmacy. MASTER: This training corresponds to level 3 of the MECES (EQF 7). Successful completion of these courses will allow the student to access the doctorate. DOCTORATE: The doctorate degree is level 4 of the MECES (EQF 8).

3.3.3 Simultaneous degrees

Students who simultaneously study two degrees may enjoy a maximum number of stays in foreign universities, the sum of which shall in no case exceed 24 months. The stay will be a maximum of 12 months for each simultaneous degree.

In the case of several stays for the same degree, the maximum will be 15 months (3 six-month stays; or one annual and one six-month stay).

3.3.4 Special Mobility Programs or International Bilingual Programs

In the specific case of students of the International Bilingual Programs (IBP), or students of other special international on-site programs (International Professional Programs, etc.), whose duration is one semester, the mobility will be considered as a completed stay.

3.4. Excellence Scholarships

Students who are beneficiaries of scholarships granted by the University linked to the maintenance of an excellent academic level (Merit Scholarships, International Merit, Merit Medicine, Scholarship Support for Athletes, or others) are not exempt from fulfilling the academic requirements of the same during the year in which they carry out an international mobility.

4. Non-compliance of requirements

If a student does not comply with the academic requirements of this Call, at the end of the corresponding academic year (after the closing of the minutes of the extraordinary call) the student will be removed from the mobility process.

In any case, the student may request an extraordinary review of the denial of mobility to the Vice-Rectorate for Internationalization. This request will be presented by means of an application submitted to the Vice-Rectorate, accompanied by the appropriate documentation for its evaluation. The student will abide by the decision of the Vice-Rectorate, which will take into account the student's academic performance and any other circumstances that may arise in order to authorize or disallow, as the case may be, the mobility.

5. Knowledge of languages

In order to be eligible for an exchange place, the student must present a valid official language certificate of the language in which he/she is going to carry out the international mobility (see Annex II).

As established in the Erasmus+ program, students will have to accredit, at least, a minimum level of B1 according to the European Framework of Reference for Languages, of the language in which they are going to study during their international mobility.

In general terms, the language level and the date by which it must be accredited is as follows:

LANGUAGE	RECOMMENDED OFFICIAL CERTIFICATES (see annex 2 for complete list)	CERTIFICATE SUBMISSION DATES
German	Goethe	Language level: Minimum B2 Date of accreditation of the level: 1-31 from October 2023 (for both for 1st/2nd semester and annual mobilities)
French	DELTA DALF (C1)	
English	Cambridge Certificate (First, Advanced, Proficiency) TOEFL or IELTS (USA, Canada, UK)	
Italian	CILS AIL	B1 (to be accredited before the mobility): Mobility 1st semester: September 1, 2024 Mobility 2nd semester: February 1, 2025
Portuguese	PLF	B1 (to be accredited before the mobility): Mobility 1st semester: September 1, 2024 Mobility 2nd semester: February 1, 2025

On the other hand, the following specific cases will be taken into account:

- **IMPORTANT:** Universities in the **United States, Canada, Australia, or the United Kingdom generally only accept official TOEFL and/or IELTS certificates**, so it is recommended to present a TOEFL or IELTS test in case you wish to opt for those destinations. The TOEFL or IELTS score required is established by each university. It is the student's responsibility to check the prerequisite level at the time of choosing a place.
- In the event that the student has accredited his/her language level with an official certificate different from the one requested by the host university, a very short, extraordinary period of time will be granted to correct the language level, which will be limited to the date on which the documentation is sent to the host university. The Vice-Rectorate for Internationalization will inform students of this date. This period of

Correction will only be granted to students who have the required language level accredited, not in the case of students who need to improve their language level.

- If, once the student has chosen a place, he/she does not have the level required by the University, he/she will have to give up the destination and choose another place in the second round of mobility destination selection.

It is recommended to consult the specific language requirements on the Language Center website or on the Intranet.

Students must at all times comply with the language requirements established by the host universities.

6. Selection of exchange places

The Vice-Rectorate for Internationalization will offer places classified according to the courses that can be taken and the languages in which teaching is given at the host universities.

The Vice-Rectorate will arrange the mobility places classified according to languages. This provision will be called "offer of places". The languages of classification will be English, French, German and "Latin" (for destinations whose language is Spanish/Italian/Portuguese).

Likewise, a preferential mobility offer may be established (groups of excellence and/or groups of compulsory mobility), as detailed in point eight of the Terms and Conditions.

On the day of choosing a place, students may apply for several places, as many as the rankings in which they appear according to their classification according to the application of the selection scale.

The University will provide the updated offer of places to the applicants, prior to choosing them. Students will take into account that at the time of the allocation of places in each School, the availability of places in some Agreements may be altered, for reasons that respond to the application of the agreements signed with the partners, circumstances of force majeure or requirements of the partner university. In such cases, Universidad CEU San Pablo will offer students a similar alternative to other destinations and/or will give them the option of applying for a place the following year on a preferential terms and conditions.

7. Selection Scale

The selection scale for the awarding of vacancies is applied according to the following criteria:

1. Academic Record: Average grade of the student's academic record at the end of the academic year prior to the year in which the mobility is requested. In the case of having several academic records, being a student of a simultaneous dual degree, the highest average of all the records will be taken into account.

Maximum 70 points:

- A maximum of 70 points will be reached in the case of having an average grade of 10 out of 10.

- The minimum score to be included in the scale is 35 points, which corresponds to an average grade of 5 out of 10.
- The number of exams the student has attended will not be taken into account in order to obtain the grades that are reflected in his or her grade point average.

2. Language level (only at destinations: English, French, German)

Maximum 30 points: Scoring based on language level will be as follows:

C2 - 30 points

C1 - 20 points

B2 - 10 points

TOTAL 70 POINTS (ranking of destinations without language requirement prior to the choice of the place: destinations in Spanish, Italian or Portuguese). In the case of students who are applying for a place where the language accreditation requirement is not mandatory prior to the choice of the place, the scale is based on 70 points.

TOTAL: 100 POINTS (ranking of destinations with teaching in English, French, German). In the case of students who apply for a place where teaching is given in these languages, the scale is based on 100 points.

8. Selection of students in mobility

The provisional list of those admitted in each School will be published, for each language, in order of score from highest to lowest, according to the results obtained by the students in the selection process.

Students may lodge an appeal against the Resolution of the Admitted Admission List before the Vice-Rectorate for Internationalization of Universidad San Pablo CEU, within seven calendar days from the date of publication of the same. The Vice-Rectorate for Internationalization will resolve the claims and the final list of admitted students will be published at a later date.

In some degrees (groups of excellence, international mentions, or others), the Schools may agree with the Vice-Rectorate for Internationalization on an alternative procedure for the selection of places which, in any case, will take into account the merit and capacity of the students, in accordance with their academic results and language level.

9. Assignment of places

Students admitted after the selection process may participate in the allocation of the places offered, according to the scale obtained in the selection tests. These places will be offered by degree and course. Likewise, there may be processes of

specific selection in some special groups (groups of excellence and international mentions).

There will be as many rankings as language tests taken, as well as a specific ranking for places at Italian, Portuguese, and Latin American universities, which will include all students who have passed the selection process.

Students may only keep one place selected during the process of choosing destinations, although they may apply for another place (in another language ranking), releasing the one they have previously chosen.

In some cases, and only with the prior approval of the corresponding academic coordinator, students may request, at the time of their placement, that an annual placement be assigned as a semester placement, always taking into account the criteria of the host universities.

Students may request an extension of their stay from a semester to an annual mobility at the host university, as long as there are places available and this extension meets the academic requirements established by their School.

The student must formally confirm acceptance of the place to the Vice-Rectorate by means of the procedure established by the Vice-Rectorate. If the student does not confirm the place within the established period, it will be understood that he/she renounces to the assigned place.

The Vice-Rectorate for Internationalization will carry out a second round in which all admitted students will be able to participate, whether or not they have been assigned a place during the first round. In this second round, the process carried out in the first round will be repeated, so that those students who so wish may apply for the places that have become vacant or for those that have been renounced by a student since the first round.

Once the confirmation of the acceptance of the place has been delivered, if a student resigns from the assigned place without justified reasons, he/she will be able to reapply to successive mobility calls of Universidad CEU San Pablo, although he/she will be considered as a student in second mobility.

Students of dual degrees must choose the degree for which they will carry out their mobility. The host university may restrict the possibility of enrolling in subjects from several Schools, in which case the CEU subjects of the second simultaneous degree may be taken by distance learning.

Once the placement process has been completed, the two rounds of placement and the delivery of the letter of acceptance, it will not be possible to change the international mobility destination, except in the case of force majeure, by the student (duly documented), by Universidad CEU San Pablo and/or the host university. In case of force majeure Universidad CEU San Pablo will offer an alternative mobility to the student in the academic year of this call or in successive calls.

The assignment of the student's final place at the host university will be, in any case, subject to the fulfillment of the required academic/language conditions and to the final decision of the host university, which will have to confirm the student's admission as an international exchange student.

10. Erasmus and International Credentials

The accreditation of Universidad CEU San Pablo students as exchange students will not be final until the student receives the ERASMUS CREDENTIAL (Erasmus Agreements) or the INTERNATIONAL CREDENTIAL (Bilateral Agreements). These Credentials will be sent at the end of the academic year prior to the mobility, once it is verified that the student meets all the criteria required in this Call for Mobility and has been definitively accepted at the host university.

Universidad CEU San Pablo will not be responsible for any possible expenses incurred by a student with respect to his/her mobility credential (accommodation, meals, travel, payment of additional fees at the destination, medical insurance, or others).

11. Lodging and visas.

Universidad CEU San Pablo is not responsible for the accommodation of students at the host university. All arrangements related to accommodation must be made directly with the host university or at the student's own expense if the host university does not offer accommodation services. It is the student's responsibility to arrange accommodation on the start date of the mobility.

It is recommended that students inform the Spanish Embassy or Consulate of their period of stay in the country, through consular registration as a "non-resident".

<https://www.exteriores.gob.es/Embajadas/asuncion/es/Embajada/Paginas/Cita%20Previa%20Consular/RegistroMatricula.aspx>

Likewise, students must verify if their mobility requires any additional administrative procedures, such as applying for a student visa or temporary residence permit. It is the student's responsibility to take the necessary steps at the destination in order to be able to enjoy the mobility period.

12. Insurance

In order to participate in an international mobility, it is mandatory to have a multi-assistance travel insurance valid in the country of destination. Please note that, in some universities, the student is obliged to subscribe to the policy offered by the host university.

Students undertake to send a copy of the contracted insurance before starting their mobility, within the established period (approximately one month before their departure), to the International Mobility Office of the Vice-Rectorate, as an essential condition to carry out the mobility and to be beneficiaries of the same. The documentation will be provided by uploading the copy of the contracted insurance to the following link: [Submission of Erasmus/ Bilateral documentation \(office.com\)](#)

Students have the possibility of taking out a multi-assistance travel insurance policy through Universidad CEU San Pablo, by requesting it at the following email address: diego.cornejopoblete@ceu.es.

Universidad CEU San Pablo is not responsible for the cost of the multi-assistance travel insurance contracted by the student.

13. Senior students

Those final year students who choose an annual or second semester mobility, must follow the rules established by their School regarding the Final Bachelor's degree Project (TFG), not being able to recognize it for any course at the host university. Likewise, they must comply with the requirements established by their School regarding curricular internships.

The issuance of a diploma to a senior student will depend on the date on which the official transcript of grades (ToR) is sent by the host university.

14. Obligations of the students benefiting from the mobility

Students who have been awarded an international mobility place within the framework of this call must comply with the following obligations:

Before performing the mobility:

Erasmus+ Mobility	International Mobility (not Erasmus)
<ul style="list-style-type: none"> ▪ CEU ENROLLMENT: To reserve a place and enroll at Universidad CEU San Pablo. ▪ INSURANCE: Take out a multi-assistance travel insurance and upload a copy of it to the link Submit Erasmus/ Bilateral documentation (office.com). 	<ul style="list-style-type: none"> ▪ CEU ENROLLMENT: To reserve a place and enroll at Universidad CEU San Pablo. ▪ INSURANCE: Take out a multi-assistance travel insurance and upload a copy of it to the link Submit Erasmus/ Bilateral documentation (office.com).

On arrival at the host university: [Handing over of Erasmus/ Bilateral documents \(office.com\)](#)

Erasmus+ Mobility	International Mobility (not Erasmus)
<ul style="list-style-type: none"> ▪ CERTIFICATE OF ARRIVAL: Upload the certificate of arrival signed and stamped by the host university to the link Erasmus/ Bilateral documentation submission (office.com) ▪ ERASMUS+ GRANT AGREEMENT: Send the Erasmus+ grant agreement signed by the student to the International Mobility Office of USPCEU to the email: uspceu.internacional4@ceu.es. ▪ DESTINATION SUBJECTS: The <i>Learning Agreement will be</i> sent to the Academic Coordinator of International Relations once the enrollment at the host university has been confirmed. Upload the <i>final Learning Agreement</i> to the link Delivery of Erasmus/ Bilateral documentation (office.com). <p>Once these three documents have been received, the first payment of the Erasmus grant (70%) will be made.</p>	<ul style="list-style-type: none"> ▪ CERTIFICATE OF ARRIVAL: Send the certificate of arrival at the host university to the International Mobility Office. ▪ DESTINATION SUBJECTS: The <i>Learning Agreement must</i> be sent to the Academic Coordinator of International Relations, once the enrollment at the host university has been confirmed.

Upon returning to Universidad CEU San Pablo:

Erasmus+ Mobility	International Mobility (not Erasmus)
<ul style="list-style-type: none"> ▪ CERTIFICATE OF ESTABLISHMENT: Upload the final certificate of stay and the final <i>Learning Agreement</i>, signed by the host university at the link Erasmus/ Bilateral documentation submission (office.com). ▪ NOTES: Upload the transcript of records from the host university to the link Erasmus/ Bilateral documentation submission (office.com). ▪ EU REPORT: Complete the Erasmus+ Participant Report from the European Commission. Once these documents have been received, the second payment of the Erasmus+ Scholarship (30%) will be made. 	<ul style="list-style-type: none"> ▪ CERTIFICATE OF ESTABLISHMENT: Upload the final certificate of stay and the final <i>Learning Agreement</i>, signed by the host university at the link Erasmus/ Bilateral documentation submission (office.com). ▪ NOTES: Upload the transcript of records from the host university to the link Erasmus/ Bilateral documentation submission (office.com).

15. Data protection

Students participating in this process will expressly grant their consent for the transfer to Fundación Universitaria San Pablo-CEU, the entity that owns Universidad San Pablo-CEU, of the image rights inherent to the photographs and/or video recordings in which they appear, taken and/or filmed during the awarding of international mobility places and other events related to international mobility, including the cession of the right to their total or partial reproduction, respecting at all times their dignity, honor and self-image in the terms of the Organic Law 1/1982, of May 5, on the civil protection of the right to honor, personal and family privacy and self-image.

This authorization and subsequent transfer of rights will be free of charge, without any geographical or temporal limitation, and will be made for the sole purpose of dissemination and/or promotion - by Fundación Universitaria San Pablo-CEU, the entity that owns Universidad San Pablo-CEU, through its own media or communication media, websites, and social media - of the awarding of the Scholarships for the 2023-2024 academic year.

The processing of personal data of data subjects included in the corresponding application will be carried out in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as well as by Organic Law 3/2018 of 5 December on the Protection of Personal Data and guarantee of digital rights.

In particular, the public dissemination of the various actions related to this call for mobility may be carried out in order to promote them through the media or communication media, websites and social media of Fundación Universitaria San Pablo-CEU/Universidad San Pablo-CEU.

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, as well as Organic Law 3/2018 of 5 December, on the Protection of Personal Data and guarantee of digital rights, we inform you that your data obtained in the registration process in the present call of Universidad San Pablo-CEU will be processed under the responsibility of Fundación Universitaria San Pablo-CEU, the entity that owns the University, in order to process and manage your application. We inform you that profiling is not foreseen.

Fundación Universitaria San Pablo-CEU informs that the indicated processing is legitimized in the consent of the interested parties, granted with the application submitted. The personal data contained in the application will be retained for the duration of the legal relationship between the parties.

International data transfers may be made to the destination university chosen by the student. Likewise, the acceptance of the bases by applying for international mobility implies the acceptance of sharing your personal data with the various groups involved in the mobility process, both the home university (PDI, PAS, students participating in the process) and the host university.

Additional and detailed information on Data Protection can be found on our website: <http://www.ceu.es/protecciondatosinscripcionactividades> .

Likewise, students are informed that they may contact the Data Protection Delegate of Fundación Universitaria San Pablo-CEU, by sending their request in writing to the postal address C/ Tutor nº 35 - 28008 Madrid or to the e-mail address dpd@ceu.es.

In Madrid, on Monday, October 23, 2023

Annex I: Academic Requirements by School

Institute of Technology

ENGINEERING AND DIGITAL ART

ACADEMIC REQUIREMENTS: In general, in order to enjoy a mobility place, it is necessary to fulfill the following conditions;

1. To have passed all of the first year and at least 18 ECTS of the second year.
2. Not having any pending course whose next enrollment involves a fifth or sixth exam.
3. Only students who have passed at least 42 ECTS of the first year at the time of choosing the place (January-February 2024) will be able to confirm the assigned place. The right to enjoy the assigned mobility place will depend on the student fulfilling requirements 1 and 2 of this list at the end of the academic year prior to the mobility.
4. Exceptionally, the international coordinators, together with the corresponding grade directors, may evaluate extraordinary personal situations, duly justified.

ADDITIONAL REQUIREMENTS

Bachelor's degree in Telecommunication Systems Engineering, Dual Bachelor's degree in Biomedical Engineering and Telecommunication Systems Engineering and Dual Bachelor's degree in Telecommunication Systems Engineering and Information Systems Engineering:

- The subjects Fields and Waves and Radiocommunications will not be recognized in the same stay without the express approval of the degree coordinator, who will do so only when he/she considers the solvency of the host university appropriate.
- The subjects Electronics II and Radio Frequency Technologies will not be recognized in the same stay without the express approval of the degree coordinator, who will do so only when he/she considers the solvency of the host university to be appropriate.

ARCHITECTURE

ACADEMIC REQUIREMENTS: In general, to enjoy a mobility place, it is necessary:

1. Have passed all of first year and 80% of second year enrolled.
2. Not having any pending course whose next enrollment involves enrolling in a course in the fifth or sixth convocation.
3. Only students who have passed 80% of the first-year studies at the time of choosing the place (January-February 2024) will be able to confirm the assigned place.
4. Exceptionally, the international coordinators may consider extraordinary personal situations, duly justified.

MOBILITY PERIOD

- The total stay abroad is limited to two semesters that can be carried out in two different academic years.
- The mobilities in 5th year can only have a semester duration.

ADDITIONAL REQUIREMENTS

- The following subjects will not be recognized for mobility:
 - 2nd-year: DA2 Architectural Drawing 2
 - 3rd year: AE2 Structural Analysis
 - 4th year: DE1 Dimensioning of Structures 1
DE2 Dimensioning of Structures 2
PL1 Planning 1
PL2 Planning 2
ACO Constructive Analysis
OFA Architect's Office
 - 5th year: PR7 Architectural Projects VII
PCP Construction Project Prototypes
PR8 Architectural Projects VIII
PIN Installation Project
LEG Legal Architecture Legal
DEO Deontology
PFG Final Bachelor's degree Project
- The student will necessarily take during the mobility the credits of elective subjects that he/she has not yet taken (in case of semester mobility at least 6 ECTS).
- Students may not take more than one course in the same area of knowledge per semester.

ADDITIONAL ACADEMIC CONDITIONS (SPECIAL PROGRAMS)

AALTO UNIVERSITY (Helsinki): In addition to meeting the general academic criteria established by the Institute of Technology (EPS), this university requires the submission of a portfolio which is subject to final approval.

BOSTON UNIVERSITY PROGRAM FOR CITY PLANNING & URBAN AFFAIRS: It is a specific program in Urban Planning, which exceptionally allows several workshops in this area to be taken in one semester. In addition to meeting the general academic criteria established by the EPS, students must complete the mobility in the 3rd year and must have a TOEFL result of 560 ITP or 84 IBT before the month of September prior to the mobility.

UNIVERSITY OF CALIFORNIA SAN DIEGO: In addition to meeting the general academic criteria established by the EPS, the host university requires participants to achieve an academic standard above 90% of their class.

UC RIVERSIDE: Students must have a TOEFL of at least 79 IBT before the month of September prior to mobility. The level of English could also be justified by taking a placement test at the EPS, which would be organized by UC Riverside itself.

QUEENSLAND: Students must have a TOEFL of at least 87 IBT or an IELTS of at least 6.5 by September prior to mobility.

*Participation in the Special Programs is subject to specific financial conditions in addition to the fees payable to the USPCEU.

School of Pharmacy

General Requirements:

1. In order to be able to carry out a mobility it will be necessary to fulfill one of the following requirements:
 - a) have passed all 1st-year studies at the end of the current academic year in which you are applying for a mobility place; or
 - b) have failed only one 1st-year course (regardless of the number of credits of the course) and to have passed:
 - a total of 102 ECTS at the time of your mobility, if your mobility takes place in the 3rd year; or
 - a total of 162 ECTS if the mobility takes place in the 4th year; or
 - a total of 228 ECTS if the mobility is done in the 5th year.
2. Students who have one or more subjects in the fifth or sixth year will have to take them at Universidad CEU San Pablo upon returning from their mobility.

As the only exception to this rule, students who complete their degree in the academic year in which they carry out their mobility may be allowed to take a subject in the fifth or sixth year at a distance.

Study mobility:

As a general rule, these mobilities are intended to take all the subjects of the study plan at the destination, but not the curricular internships. Exceptionally, as long as there is a place available at the destination, curricular internships could be included a posteriori, to be carried out in the semester following the study mobility.

The years in which the mobility can be carried out are the following:

- Bachelor's degree in Pharmacy: 3rd, 4th and 5th year (as long as the availability of subjects in the 1st semester of 5th year at the University of destination has been verified before choosing a place).
- Bachelor's degrees in Biotechnology, Optics and Optometry or Human Nutrition and Dietetics: 3rd or 4th year.
- Students who are pursuing double degrees must choose one of them to carry out their mobility, taking into account that:
 - If the mobility is for the Bachelor's degree in Pharmacy, they must carry out the mobility in 3rd, 4th or 5th year.
 - If the mobility is for the Bachelor's degree in Biotechnology, Optics and Optometry or Human Nutrition and Dietetics, the mobility must be done in the 6th year.

Mobility programs must be annual in all courses, except in the last years of each degree (4th year of Biotechnology, Optics and Optometry or Human Nutrition and Dietetics, 5th year of Pharmacy or 6th year of double degrees).

Internships or Traineeships:

There will be a special and independent call for Traineeships. Traineeships will be used to carry out the following activities:

1. Curricular internships abroad and may be recognized for any of the following subjects:
 - Supervised Internships (Bachelor's degree in Pharmacy)
 - External Internships (Bachelor's degree in Biotechnology)
 - Practicum I and II (Bachelor's degree in Human Nutrition and Dietetics)

- Practicum (Bachelor's degree in Optics and Optometry).

2. Extracurricular internships for recent graduates.

For more information, please refer to the terms and conditions of the corresponding specific call for proposals, which will be launched in March or April 2024.

School of Medicine

Undergraduate Mobility:

Mobility may be carried out in the following academic years:

- Medicine: 5th, 4th and 3rd year and 6th year clinical rotations (for 5th-6th year summer: 5th-year students can apply).
- Nursing: 4th year (one semester)
- Physiotherapy: 3rd and 4th year (one semester)
- Genetics 3rd year
- Psychology: 3rd and 4th year
- Dentistry: 3rd, 4th, 5th year

Academic requirements:

- ✓ Undergraduate students may only have one subject pending. These subjects may not be of 1st year. This requirement will be required at the end of the academic year in which the application is submitted.

Administrative requirements for the recognition of clinical rotations for PHYSIOTHERAPY AND NURSING degrees:

1. In the case of students of the physiotherapy degree, only practical hours of the subjects CLINICAL STAYS III and IV can be recognized.
2. In the case of students of the NURSING degree, only practical hours of the PRACTICUM VI subjects may be recognized.

Administrative requirements for the PSYCHOLOGY degree:

For Canadian and American universities, the student must have the TOEFL by the time he/she chooses a place.

Additional academic requirements for the Bachelor's degree in MEDICINE:

In the case of the **Bachelor's degree in MEDICINE** positions offered for rotations, the conditions to apply for them are as follows:

- ✓ Student applicants must be in 5th year.
- ✓ Students interested in this program must have taken and passed all 5th-year courses. This means that during the application and selection process they can be taking these subjects; but in order to be able to carry out the mobility they must have passed them.

Erasmus scholarship and clinical rotations cannot be combined.

Administrative requirements for the recognition of clinical rotations for the Bachelor's degree in MEDICINE:

There is the possibility of recognition of supervised internships, clinical stays, or practicum for Bachelor's degree in Medicine, with other hospitals, university hospitals or clinics that do not appear in the offer. For this purpose,

1. It is the student's responsibility to contact the centers in which he/she wishes to carry out the clinical internship.
2. Upon acceptance by the center, the student will contact professional careers at the Montepíncipe campus who will assist him/her in the formalization of a Framework Agreement with a specific Annex for the completion and recognition of these internships. NOTE: The internship hours that are completed after the signing of the Framework Agreement and specific Annex by both parties will be recognized.
3. Once the agreement has been established (which is specific only to the student), an appointment will be made with the international relations coordinators to draw up the learning agreement. This "learning agreement" must be presented again with the signature of the host center after the end of the clinical rotations.
4. In the case of medical students, only practical hours of the subjects PRACTICAS TUTELADAS I and PRACTICAS TUTELADAS II [TUTORED INTERNSHIPS I and II] can be recognized. Seminars and exams of these subjects are mandatory at CEU to pass the course.

School of Economics and Business

ACADEMIC REQUIREMENTS

In order to be able to carry out a mobility it will be necessary to fulfill the following requirements:

- To have passed the totality of 1st-year courses; and
- (in 2nd year students) at the end of the current academic year, have passed 70% of the degrees of the year in which they are enrolled at the time of the application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility); and

- (in 3rd or 4th year students) at the end of the current academic year, have passed 70% of the courses of the year in which they are enrolled at the time of application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility).

Exceptionally, the international coordinators may assess extraordinary personal situations, duly justified. In no case will mobility be allowed to students with more than 12 ECTS failed in the first year.

Mobility Period:

Students who pass the academic requirements will be able to enjoy an international mobility in one of the following periods:

- 3rd YEAR GRADUATE STUDENTS: First semester, second semester or full year - depending on offer
- 4th YEAR GRADUATE STUDENTS: First semester or full year (*) - according to offer
- 5th YEAR GRADUATE STUDENTS: (ADE + MKT, ECO+ADE, ECO+RRII, INT+ADE, INT+ECO, DER+ADE, PUB+MKT, FAR+ADE, ISI+ADE) First semester or full year (*) - depending on offer

(*) Consult the School for conditions of curricular internships.

Law School

ACADEMIC REQUIREMENTS

In order to be able to carry out a mobility it will be necessary to fulfill the following requirements:

- To have passed almost all of 1st-year courses (minus 12 ECTS maximum); and
- (for 2nd year students) by the end of the current academic year, to have passed 70% of the courses of the year in which they are enrolled at the time of the application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility); and
- (for 3rd or 4th year students) at the end of the current academic year, have passed 70% of the courses of the year in which they are enrolled at the time of application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility).

School of Humanities and Communication Sciences

ACADEMIC REQUIREMENTS

In order to be able to carry out a mobility it will be necessary to meet the following requirements:

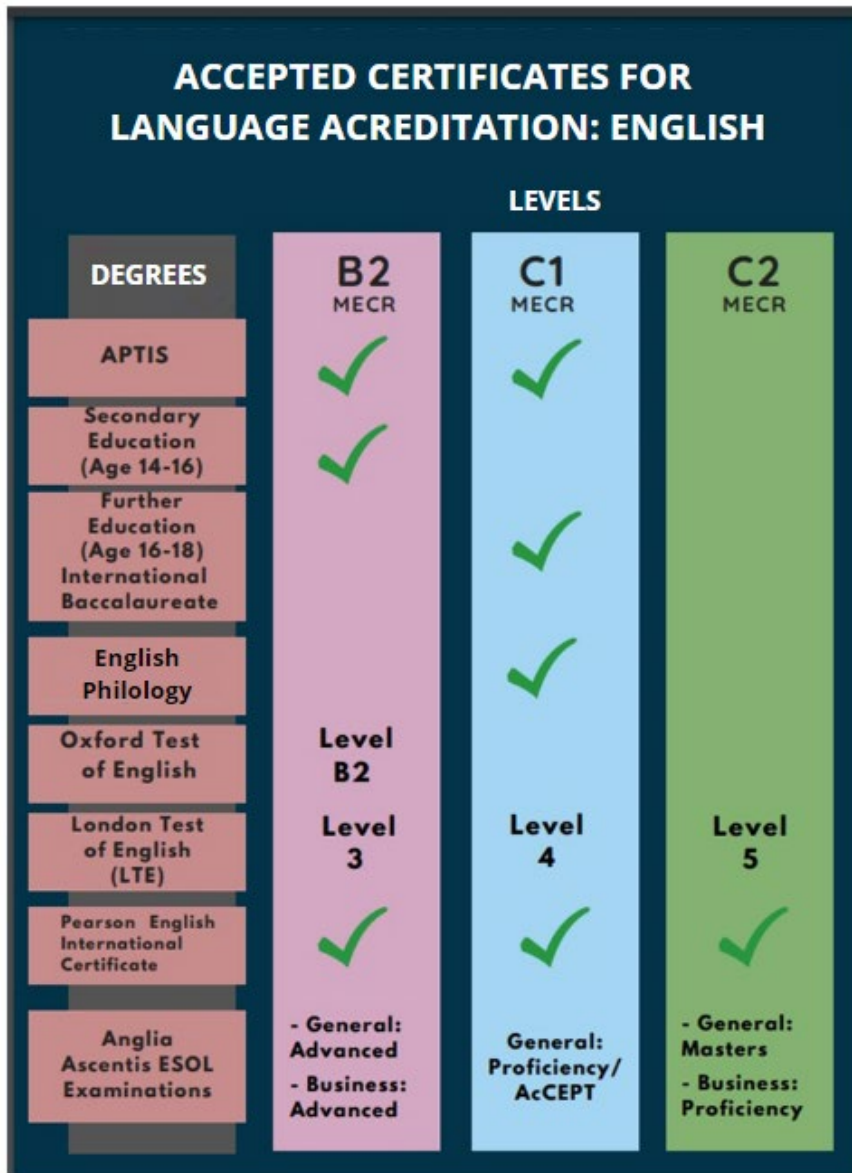
- ✓ To have passed almost all of 1st-year courses (**at least a maximum** of 12 ECTS credits); and
- ✓ (for 2nd-year students) by the end of the current academic year, to have passed 70% of the courses of the year in which they are enrolled at the time of the application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility); and
- ✓ (for 3rd or 4th-year students) at the end of the current academic year, have passed 70% of the courses of the year in which they are enrolled at the time of application (in the case of students who are studying simultaneously, this calculation will be made for the degree for which they are applying for mobility).

Annex II: Language Certificates admitted

IMPORTANT: Universities in the **United States, Canada, Australia, or the United Kingdom will only accept official TOEFL and/or IELTS certificates**, being the TOEFL the most demanded certificate in most of these universities. The TOEFL or IELTS score required is set by each university individually.

CERTIFICATES ACCEPTED FOR LANGUAGE ACCREDITATION: ENGLISH

DEGREES	LEVELS		
	B2 MECR	C1 MECR	C2 MECR
CAMBRIDGE ESOL General	B2 First	C1 Advanced	C2 Proficiency
CAMBRIDGE ESOL IELTS	5.5 - 6.5	7 - 8	8.5 - 9
CAMBRIDGE Linguaskill	✓	✓	
TOEFL - iBT	72 - 94	95 - 120	
TOEFL ITP	543 - 626	627 - 677	
TOEIC	L=400-485 S=385-450 R=160-170 W=150-170	L=490-495 S=455-495 R=180-200 W=180-200	
Official Language School (L.O.8/2013)	Level B2	Level C1	
Official Language School (RD1041/2017)	Intermediate B2	Advanced C1	Advanced C2
ACLES	CertAcles B2	CertAcles C1	CertAcles C2



ITALIAN AND PORTUGUESE:

For mobility to Italian or Portuguese-speaking countries, the corresponding official certificate must be submitted. In exceptional cases, a certificate from an accredited language school verifying that the required B1 level has been reached may be provided. Certificates from private teachers or other entities will not be accepted.

Annex III: ERASMUS+ SCHOLARSHIPS

The duration of the study mobility will be from 3 to 12 months.

Erasmus+ grant application:

Students do not have to submit a specific application to be beneficiaries of the Erasmus grant. The Erasmus+ scholarship is managed directly from the International Mobility Office of the Vice-Rectorate for Internationalization.

However, students must submit specific documentation to qualify for scholarship payments, as follows:

PAYMENT 1:

- ✓ Upload a copy of the **multi-assistance travel insurance** to the link [Erasmus/ Bilateral documents submission \(office.com\)](#)
- ✓ Upload the **certificate of arrival** to the host university at the following link: [Delivery of Erasmus/ Bilateral documentation \(office.com\)](#).
- ✓ Send the **Erasmus+ grant agreement** signed by the student to the International Mobility Office of the USPCEU to the email: uspceu.internacional4@ceu.es.
- ✓ Upload the **Learning Agreement** to the Academic Coordinator of International Relations once the enrollment at the host university has been confirmed through the [link Erasmus/ Bilateral Documentation Submission \(office.com\)](#).

Once this documentation has been received, the first payment of the Erasmus+ grant (70%) will be made.

PAYMENT 2: At the end of their mobility, students must complete the following steps to receive the second payment of the Erasmus+ Grant (30%):

- ✓ Attach the following documentation in the link: [Erasmus/ Bilateral documentation submission \(office.com\)](#)
 - **END OF STAY CERTIFICATE** signed by the host university.
 - **LEARNING AGREEMENT FINAL** signed by the host university.
 - **NOTES** signed by the host university.
- ✓ **EU REPORT:** Complete the Erasmus+ Participant Report from the European Commission (sent by *EU corporate notification system*) that the student will receive by email (to USPCEU email).

Amount (approximate):

The **amount of the Erasmus+ grant** awarded by the EU during the academic year 2023-24 is an average of **250 € per month**. These grants are expected to be very similar for the 2024-25 academic year. Within the Erasmus + Program, the amount of this **monthly grant will depend on the destination country** chosen.

- **Group 1:** Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, and Sweden. **Scholarship: 310 € / month**
- **Group 2:** Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain, and Austria. **Scholarship: 260€ / month**
- **Group 3:** Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, and Turkey. **Scholarship: 210€ / month**

Large families: Students who can prove their status as a large family may benefit from an additional amount of financing.

Ecological travel (sustainable mobilities): Students who have a lower environmental impact on the transfer/return to/from their destination, may enjoy an additional amount of funding (4 additional grant days), having to prove with documents in any case the ecological impact of their trip (means of transport with low emissions on the main leg of the journey, e.g. bus, rail or carpooling in a low-emission vehicle).

Duration of financing:

The new Erasmus+ Program allows students to enjoy a maximum of 12 months of mobility as Erasmus students (of which **only a maximum of 7 months are funded, even if the mobility is longer or annual**). This allows the student to enjoy **two Erasmus stays in two different courses**, as long as they are semesters.

Important: The financial endowment of the Erasmus+ grant **is not guaranteed**, as it will depend on the final budget that the European Commission allocates to Universidad CEU San Pablo for the academic year of the mobility of this call.

Annex IV: MOBILITY SCHEDULE (indicative)

CALL FOR MOBILITY 2024-25 - TIMETABLE

October 2023	Launching of mobility call
04/10/2023	Virtual Information Session - International Mobility Office and Language Center for Moncloa and Montepríncipe
2/10 a 31/10/23	Language accreditation
04/10/2023	Montepríncipe International Fair - Academic Information Sessions by School
26/10/2023	Moncloa International Fair - Academic Information Sessions by School
31/10/2023	Deadline for language certification End of mobility application
November 2023	Publication of provisional rankings by School
December 2023	Publication of international mobility vacancies 2024-25
December 2023	Publication of final rankings by Schools
First fortnight February 2024	1st round of selection of mobilities
Second fortnight February 2024	2nd round of selection of mobilities
March 2024	Informative sessions on administrative issues - International Mobility Office
01/04 - 30/06/2024	Information sessions on academic topics Academic Coordinators of International Relations
01/04 - 30/06/2024	Sending application form to partner universities (advice International Mobility Office)
01/04 - 30/06/2024	Sending Learning Agreement to partner universities (advising International Relations Academic Coordinators)
End of July	Sending Erasmus and International Credentials