

The Vice-Rectorate for Internationalisation of Universidad CEU San Pablo calls for the **International Student Mobility Programme 2023-24**.

## Rules and Regulations

### 1. Purpose

This Call for Applications sets selection criteria and exchange conditions for Universidad CEU San Pablo students, who wish to study abroad in a foreign university during 2023-24.

Students may study abroad through the European Commission's Erasmus Programme (ERASMUS+), as well as through Bilateral Exchange Agreements and Special Bilateral Agreements signed between Universidad CEU San Pablo and other international universities.

To be able to participate in the International Student Mobility Programme 2023-24, students must fill in the **online application form** which will be available on the university's **intranet (international-outgoing sections)** from **September 29 to October 20, 2022**. Applications received after the deadline will not be accepted.

### 2. Academic requirements for mobility

General academic requirements to apply for a placement abroad are:

- Students of Universidad CEU San Pablo are required to have passed all courses corresponding to the first Academic Year (60 ECTS).
- Students who are not currently enrolled in the degree they wish to pursue while on exchange may apply to this Call for Applications. However, placements will depend on the student's acceptance and enrolment in the desired degree during 2023-24.
- Students who are studying two degrees simultaneously and do not meet the established requirements will not be able to study abroad, even if they withdraw from one of the degrees they were taking simultaneously when applying for this process.

- Students must adhere to the limits of minimum and maximum transfer of ECTS. These limitations are:

| DEGREE             |         | DUAL DEGREE (*)    |         |
|--------------------|---------|--------------------|---------|
| Host university    |         | Host university    |         |
| 1 semester         |         | 1 semester         |         |
| Minimum            | Maximum | Minimum            | Maximum |
| 12 ECTS            | 30 ECTS | 12 ECTS            | 42 ECTS |
| Full academic year |         | Full academic year |         |
| Minimum            | Maximum | Minimum            | Maximum |
| 24 ECTS            | 60 ECTS | 24 ECTS            | 90 ECTS |

(\*) Students pursuing a Dual Degree may enroll in the same number of ECTS credits established in their corresponding course syllabus (plan de estudios) as long as the host university allows participants to enroll in more than 60 ECTS per year. **(Most host universities limit the number of ECTS credits to 30 per semester stays, including for DUAL DEGREE students).** However, under no circumstances will the number of credits transferred from an international university exceed 90 ECTS.

- Students must also meet School-specific requirements to be able to study abroad. These are detailed in Appendix I of this Rules and Regulations.

### 3. Special situations

#### 3.1. Students applying for a second or third exchange

Universidad CEU San Pablo students, who already participated in an international mobility programme during university, and those who studied abroad during the previous academic year (2021-22), may apply for this Call.

Students applying for second and third mobility, will choose their exchange destination once students who have not previously enjoyed a placement abroad have done so. Students will study abroad for a maximum of 12 months per learning cycle under the Erasmus+ Programme. Students may apply for this type of mobility more than once, during other academic years. In addition, students may also apply for additional study abroad opportunities as part of the university's bilateral exchange programmes.

Students, at the time of the allocation of places, must take into account that in each School, a higher number of vacancies may be announced in some Agreements. This will be the case, for some placements where the university has the flexibility to exchange them between Schools. Furthermore, if a School does not allocate places in the first round, there will be no

commitment from the university to offer the same placements in the second round, as they may have been offered to students from other Schools.

### **3.2. Limit to the number of exchanges**

Universidad CEU San Pablo students may benefit from a maximum of three exchange periods in foreign universities during their undergraduate studies, although these may not be carried out in the same foreign university or in the same country. Only two stays to the same country can be made in the case of a combination of study and traineeship mobilities.

Students who are studying two degrees at the same time can enjoy a maximum of three stays in foreign universities. In the specific case of students who are part of one of the International Bilingual Programmes (Boston University, The University of Chicago, Fordham University, University of Columbia and UCLA University), the mobility carried out within the IBP programme will count as one stay.

### **3.4. Excellence Scholarships**

Recipients of the university's Excellence Scholarships, are not exempt from meeting the academic requirements during the year in which they apply for an international mobility.

If a recipient of the Excellence Scholarship, wishes to apply for a second international mobility experience, they will have to provide full proof of the fulfillment of the Scholarship requirements during the previous academic year. To maintain the Excellence Scholarship during the academic year 2023-24, the Vice-Chancellor of Students will previously verify that during the academic year 2022-23 the student fulfilled the academic requirements that the scholarship demanded.

## **4. Infringement of requirements**

Students who do not meet established academic requirements listed on this Call for Applications, once offered a placement, will be ruled out of the process for the academic year 23-24. They may reapply for the next Call for Applications; however, they will be considered to be applying for a second exchange.

## **5. Language proficiency**

To be eligible, students must have an official certificate in the language used for teaching at the host university (Cambridge, TOEFL, IELTS, DELF, TCF, GOETHE o TEST DaF) – For more information, check Appendix II.

The Erasmus+ Programme establishes that students must certify, at least, a B1 level, according to the Common European Framework of Reference for languages, of the language to pursue during mobility.

Generally, the language proficiency levels and the dates by which these must be accredited are as follows:

|            |  |
|------------|--|
| German     | Language proficiency: Minimum of B2  |
| French     | Level to be accredited on 1-22 October 2021 (for both 1 <sup>st</sup> , 2nd semester and full year mobilities)               |
| English    |  |
| Italian    | B1 (to be credited before mobility: Mobility for 1st semester: 1 September 2022. Mobility for 2nd semester: 1 February 2023) |
| Portuguese | B1 (to be credited before mobility: Mobility for 1st semester: 1 September 2022. Mobility for 2nd semester: 1 February 2023) |

In addition, the following particular cases must be taken into account:

- **PLEASE NOTE:** only **official TOEFL and/or IELTS certificates** will be accepted by **universities in the United States, Canada, Australia and the United Kingdom (for annual stays)**, with TOEFL being the most demanded certificate in most of these universities. The required TOEFL or IELTS score is established at each university individually.
- Some European and US universities require a specific TOEFL/IELTS score that should be presented at the time the student applies to study abroad.
- Other foreign universities require a specific level of proficiency in English or German through other official language proficiency tests (IELTS, Proficiency, Advanced or First Certificates, GOETHE or TEST DaF) at the time the student applies to study abroad.
- Students should check specific language requirements on the Language Centre website or on the Intranet.

In the case of students in second or third mobility or students who had to cancel their mobility due to the situation generated by COVID 19, their marks on language proficiency tests for the mobility periods of 21-22 or 22-23, will be used as reference if they cannot submit an official certificate.

Please note that students must meet the language proficiency requirements established by the host university at all times.

## 6ª. Exchange placements

The Vice-Rectorate for Internationalisation, will offer available placements according to the courses that may be taken abroad, and the languages used for teaching at host universities.

The Vice-Rectorate will classify mobility places according to language. This provision shall be referred to as "*oferta de plazas*". The classification for languages will be English, French, German and "Latin" (for destinations which language is Spanish/Italian/Portuguese). Likewise, a preferential or compulsory mobility offer will be established, as detailed in the eighth point of these Rules and Regulations.

On the day of choosing a placement, students will be able to apply for several places, as many as the rankings in which they appear according to their classification depending on the application of the selection scale.

## 7. Selection criteria

The selection scale for the allocation of places combines the student's academic record and language proficiency, according to the following criteria:

### 1. Academic record

Average grade of the student's academic record at the end of 2021-22. If the student has more than one academic record, the one with higher grades will be used.

#### **Maximun of 70 points:**

- A maximum of 70 points will be reached in the case of 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 examinations the student has sat to obtain the grades, will not be taken into account.

### 2. Language proficiency

#### **Maximun of 30 points:**

The rating system according to language proficiency is as follows:

C2 – 30 points

C1 – 20 points

B2 – 10 points

#### **TOTAL: 100 POINTS**

Students applying for a placement at an institution where language is not a requirement will be assessed on a 70-point basis and not on a 100-point basis.

## 8. Selection of students

The provisional list of students 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 bring an action against the *Resolución de la Lista de Admitidos* (listing of admitted students) before the Vice-Rector for Internationalisation of Universidad San Pablo CEU, within seven calendar days from the date of publication. The Vice-Rector for Internationalisation will sort out the claims and the definitive list of admitted students will be published.

## 9. Allocation of placements

Students admitted after the selection process will be able to participate in the allocation of offered placements according to the results obtained during the selection period. These placements will be offered by degree and year.

There will be as many rankings as language proficiency tests have been taken, as well as specific rankings for placements at Italian, Portuguese and Latin American universities, in which all students who have passed the selection process will be included. Students may only keep one placement during the allocation process, although they may choose different universities in different lists.

In some cases, students may request, at the time of allocation of their placement, an annual placement to be assigned as a semester one. However, the criteria of the host universities will always be taken into account.

Students must submit a letter accepting the placement to the Vice-Rectorate. If the student does not submit said letter within the deadline, it will be assumed that they are giving up the placement assigned to them.

The Vice-Rectorate for Internationalisation will carry out a second round in which all admitted students may participate, whether or not they have been allocated during the first round. In this second round, the process carried out in the first round will be repeated. As such, students may apply for the placements that have become vacant or for those that have been withdrawn by a student since the first allocation.

Once the letter of acceptance has been submitted, if a student resigns from the assigned placements without justified reasons, they will be able to reapply for the next Universidad CEU San Pablo Calls for Applications. However, they will be considered as a student applying for second mobility.

Students of dual degrees must choose only one of them to carry out their mobility.

Once the placement process, the two rounds of placements and the submission of the letter of acceptance have been fully completed, it will not be possible to change the international mobility destination except for force majeure reasons.

The final allocation of the student will be subject to the the host university, which will have to confirm the student's admission as an international exchange student.

## **10. Erasmus and International Credential**

Student's accreditation as an exchange student at CEU San Pablo University will not be definitive until they receive the ERASMUS CREDENTIAL (Erasmus Agreements) or the INTERNATIONAL CREDENTIAL (Bilateral Agreements). These Credentials will be sent at the end of the academic year 2022-23, once it has been verified that the student meets all the criteria required in this Call for Applications and has been accepted at the host university.

Universidad CEU San Pablo will not be responsible for any possible expenses incurred by a student prior to the issuing of the Erasmus or International Credential.

## **11. Accommodation**

Universidad CEU San Pablo will not take charge of any accommodation arrangements. All accommodation formalities must be arranged directly by the student with the host university.

## **12. Insurance**

In order to participate in an international mobility, students must have a fully comprehensive travel insurance valid in the country of destination. Please note that, in some universities, students must take out the insurance policy offered by the host university.

To be able to study abroad and to be awarded the scholarship, students must send a copy of the chosen insurance policy, within the deadline, to the International Mobility Office of the Vice-Rectorate.

Universidad CEU San does not assume the cost of the fully comprehensive travel insurance contracted by the student.

## **13. COVID19**

Students must follow the COVID-19 guidelines at the host universities.

Furthermore, by virtue of Article 1105 of the Spanish Civil Code (*artículo 105 del Código Civil*), which states that unless expressly mentioned in the law, and those cases in which it is stated an obligation, no one is liable for events which could not have been foreseen, or, if predicted, were unavoidable. Thus, Universidad CEU San Pablo is exempt from any responsibility for any consequence derived from COVID 19, which affects students studying abroad. The university is not liable for any damages or losses arising from events or circumstances that could not have been foreseen or avoided according to knowledge of science or technology existing at the time of their occurrence, without prejudice to the assistance or economic benefits that the law may establish for these cases.

#### 14. Duties of students benefiting from mobility programmes

Students who have been awarded an international mobility placement for the academic year 2023-24 must meet the following requirements:

##### To do before mobility:

| Erasmus + Mobility  | Internacional Mobility (not Erasmus)   |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Pay the reservation and enrolment fee at Universidad CEU San Pablo.</li> <li>▪ Take out a fully comprehensive travel insurance and send a copy to the International Mobility Office.</li> <li>▪ Take the first compulsory online linguistic support test, Online Linguistic Support OLS of the European Commission.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Pay the reservation and enrolment fee at Universidad CEU San Pablo.</li> <li>▪ Take out a fully comprehensive travel insurance and send a copy to the International Mobility Office.</li> </ul> |

##### To do when arriving at the host university:

| Erasmus + Mobility  | Internacional Mobility (not Erasmus)  |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Send the Certificate of Arrival at the host university to the International Mobility Office.<br/>Once received, the first payment of the Erasmus grant (70%) will be made.</li> <li>▪ Send the Learning Agreement to the Academic Coordinator of International Relations, once the enrolment at the host university has been confirmed.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Send the Certificate of Arrival at the host university to the International Mobility Office.</li> <li>▪ Send the Learning Agreement to the Academic Coordinator of International Relations, once the enrolment at the host university has been confirmed.</li> </ul> |



### To do when returning to Universidad CEU San Pablo:

| Erasmus + Mobility  | Internacional Mobility (not Erasmus)  |
|---|---|
| <p>Send the final Certificate of Stay and the final Learning Agreement signed by the host university to the International Mobility Office.</p> <ul style="list-style-type: none"> <li>▪ Send the transcript of records from the host university to the International Mobility Office</li> <li>▪ Take the second compulsory Online Linguistic Support (OLS) test of the European Commission.</li> </ul> <p>Complete the Erasmus+ Participant Report from the European Commission.</p> <p>Once these documents have been received, the second payment of the Erasmus+ grant (30%) will be made.</p> | <p>Send the final Certificate of Stay and the final Learning Agreement signed by the host university to the International Mobility Office.</p> <ul style="list-style-type: none"> <li>▪ Send the transcript of records from the host university to the International Mobility Office</li> </ul> |

## 15. Data protection

Students participating in this process, grant their consent to the transfer to Fundación Universitaria San Pablo-CEU, the entity that owns Universidad San Pablo-CEU, of image rights inherent to the photographs and/or video recordings in which they appear, taken and/or filmed during the awarding of international mobility placements and other events related to international mobility, including the transfer of the right to their total or partial reproduction, for as long as the use made thereof respects the students' dignity, honour, and right to self-image, in accordance with Spanish Law (*Ley Orgánica 1/1982, de 5 de mayo, de protección civil del derecho al honor, a la intimidad personal y familiar y a la propia imagen*).

This authorisation and subsequent transfer of rights will be free of charge, without any geographical or time limitation, and will be carried out 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 networks - of the awarding of the Scholarships for the 2021-2022 academic year.

The processing of personal data of the interested parties included in the corresponding application will be carried out 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 natural persons with regard to the processing of personal data and on the free movement of such data, as well as the Spanish current legislation with regard to the processing of personal data and on the free movement of such data (*Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales*).

More specifically, the selection of placements may be carried out through publicly through the media, websites and social networks of Fundación Universitaria San Pablo-CEU/Universidad San Pablo-CEU.

In accordance to the provisions of the 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, and repealing Directive 95/46/EC (General Data Protection Regulation), as well as Spanish current legislation with regard to the processing of personal data and on the free movement of such data (*Ley Orgánica 3/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales*), we notify you that data obtained during enrolment processes for the 2021-2022 academic year at Universidad San Pablo-CEU will be processed under the responsibility of "Fundación Universitaria San Pablo-CEU", the university's governing body, for the purpose of processing and managing your application. We inform you that profiling is not planned.

"Fundación Universitaria San Pablo-CEU" declares that the aforementioned processes are legitimised by the consent of the interested parties, granted by the submitted application.

Likewise, "Fundación Universitaria San Pablo-CEU" hereby notifies you that the personal data contained in the application will be kept during the legal relationship between the parties.

We also notify you that there international data transfers to be carried out.

You can find additional and detailed information on Data Protection on our website: <http://www.ceu.es/protecciondatosinscripcionactividades> .

We also inform you that you may contact the Data Protection Representative of "Fundación Universitaria San Pablo-CEU", by sending your written request to the postal address C/ Tutor nº 35 - 28008 Madrid or to the e-mail address [dpd@ceu.es](mailto:dpd@ceu.es).

**Madrid, September 29, 2022**

## **Appendix I: School's Academic Requirements**

### **Institute of Technology**

*Note: Procedural modifications are incorporated in this appendix in order to adjust the review process of the requirements to be fulfilled by the candidate to the new academic calendar.*

### **ENGINEERING**

#### **1. ACADEMIC REQUIREMENTS**

In addition to those set out in section 2 of these Rules and Regulations, the student must meet the following requirements:

1.1 Conditions to be fulfilled by the student in order to be accepted on the list of candidates.

1.1.1 Students must have earned at least the 80% of first-year credits (as per section 2 of these Rules and Regulations).

1.1.2 Students must have earned at least 70% of the credits of the second year (for students from the third year onwards).

1.2 Conditions for final admission, once the results of S1 Examinations and Resit Examinations have been published and before the final confirmation of the mobility place.

Candidates who fail to comply with any of these requirements at the publication of the results will lose the right to a mobility placement.

1.2.1 Students must not have failed any first-year course.

#### **PLEASE NOTE:**

Second-year students who have failed (at most) two courses during the second semester of their first year (provided that they also fulfil the other points in section 1.2 of these regulations), may choose a placement. This will make their definitive allocation and mobility conditional upon passing these courses in the current academic year. Under no circumstances will mobility be possible if the student does not pass the pending courses. Therefore, it is strongly recommended to these students to choose second semester mobilities in order to have enough time to plan their mobility (travel, stay, etc.).

1.2.2 Students must have passed at least 70% of the credits of the first semester of the current year (if the student is enrolled in courses of several years, lowest year courses will be taken into account, starting from second year courses in which students are enrolled).

1.2.3 At the time of reviewing the criteria, the student must not have any pending courses for which the next enrolment involves a fifth or sixth call.

## 2 ADDITIONAL REQUIREMENTS

Regarding the Degrees in Telecommunication Systems Engineering, Dual Degree in Biomedical Engineering and Telecommunication Systems Engineering and Dual Degree in Telecommunication Systems Engineering and Information Systems Engineering:

- Credits earned on the following courses will not be transferred without the express consent of the Program Coordinator (consent will be based on the prestige of the host university): Field and Waves and Radiocommunications.
- Credits earned on the following courses will not be transferred without the express consent of the Program Coordinator (consent will be based on the prestige of the host university): Electronics II and Radiofrequency Technologies.

## ARCHITECTURE

### 1. ACADEMIC REQUIREMENTS

1.1 Conditions to be fulfilled in order to be accepted on the list of candidates at the end of the application period.

1.1.1 Students must have earned at least 80% of the first year credits (48 ECTS) see section 2 of this Call for Applications.

1.2 Conditions for final admission.

Candidates who fail to comply with any of these requirements by the time of publication of the results, **will lose the right to the placement that may have been assigned to them.**

1.2.1 Students must not have, at the end of Resit Examination Sessions of the first semester, more than one pending course on fifth or sixth call\*.

1.2.2 Students must not have, at the end of the academic year, any course in fifth or sixth call\*.

1.2.3 Students must have passed ALL first year courses at the end of the academic year.

(\* subject in fifth or sixth call: pending subject whose next enrolment involves a fifth or sixth sitting.)

## 2. MOBILITY PERIOD

- The total period of time to stay abroad is limited to two semesters that can take place in two different academic years.
- Mobilities during the 5th year can only last for one semester.

## 3. ADDITIONAL REQUIREMENTS

- The following courses will not be eligible for transfer abroad:

|                       |  |
|-----------------------|--|
| 2 <sup>nd</sup> year: | DA2 Architectural Drawing 2                        |
| 3 <sup>rd</sup> year: | AE2 Structural Analysis                            |
| 4 <sup>th</sup> year: | DE1 Dimensioning of Structures I                   |
|                       | DE2 Dimensioning of Structures II                  |
|                       | PL1 Urban Planning I                               |
|                       | PL2 Urban Planning II                              |
|                       | ACO Building Construction Analysis                 |
|                       | OFA Professional Practice                          |
| 5 <sup>th</sup> year: | LEG Legal Architecture                             |
|                       | DEO Deontology                                     |
|                       | PIN Design of Environmental and Mechanical Systems |
|                       | PCP Building Construction Design: Prototypes       |
|                       | PR7 Architectural Design VII                       |
|                       | PR8 Architectural Design VIII                      |
|                       | PFG Final Thesis Project                           |

- Students must enroll for all credits for optional courses that they have not yet taken (in case of one semester at least 6 ECTS).
- Students may not take more than one subject from the same field per semester.

## ADDITIONAL ACADEMIC REQUIREMENTS (SPECIAL PROGRAMMES)\*

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

**BOSTON UNIVERSITY PROGRAMME FOR CITY PLANNING & URBAN AFFAIRS:** This is a specific programme in Urban Planning that exceptionally allows several workshops in this field to be taken in one semester. In addition to the fulfilment of the general academic criteria established by the Institute of Technology, students must carry out the mobility in the 3rd year and must have a TOEFL score 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 set by the Institute of Technology, the host university requires participants to achieve an academic standard above 90% of their class.

**UC RIVERSIDE:** Students must have a TOEFL score of at least 79 IBT by September, prior to mobility. The level of English could also be justified by taking a language proficiency test at the EPS which would be organised by the University of Riverside.

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

\*Participation in Special Programs is subject to specific financial terms with additional fees to the fees of USPCEU.

### **School of Business and Economics**

1. In order to be eligible to participate in the study abroad program, students must meet the following requirements by July 7, 2023:

- To have successfully completed 100% of the credits enrolled in previous years of their undergraduate program.
- To have passed 70% of the credits enrolled in the current 22/23 academic year.
- Not have any subject pending in a fifth or sixth sitting (resit)

#### **Study abroad periods:**

Eligible students may apply for the study abroad program in one of the following periods:

- ✓ Year 3: First semester, second semester, or full academic year – according to offer
- ✓ Year 4: First semester, second semester, or full academic year (\*)– according to offer
- ✓ Year 5: (all joint degrees). First semester or full academic year (\*)– according to offer

(\*) Students enrolled in year 4 or 5 of their undergraduate program who choose to spend an entire academic year abroad should first familiarize themselves with the special Final Thesis and work placement requirements found in the document “Academic Exchange Rules 2022-2023. School of Business and Economics”.

Students in the last year of their undergraduate program should note that graduation diplomas will be conditional upon the host university submitting their official Transcript of Records (ToR). Therefore, there is no guarantee that credit transfer will be processed by the end of the academic year.

## **Law School**

### **1. Requirements**

In addition to the general requirements set out in section 2, applicants must meet the “International Mobility and Erasmus regulation of the Law School” as well as the following requirements in order to be eligible for a mobility placement.

At the end of the extraordinary call of the academic year 2022-23, students:

- ✓ Must have passed all credits of the 1st year.
- ✓ Should not have failed more than 9 ECTS credits in the present course.
- ✓ Must not have any subjects for 5th or 6th call.

The mobility period will be mainly semester-based, with the student being able to choose between 1st semester or 2nd semester.

Exceptionally, students may request an extension of their stay for a full academic year. The granting or not of such extension will be conditioned to the availability of vacancies at the host university. This extension will not be considered a second exchange and will not include any financial support. The decision will be taken by mutual agreement between the Law School and the Vice-Rectorate for Internationalisation.

Likewise, and exceptionally, in some host universities the mobility period will be annual in order to comply with the academic requirements of the host university and thus be able to guarantee the transfer of courses taken there.

## School of Humanities and Communication Sciences

In addition to the general requirements described in Section 2, candidates must meet the following requirements:

1. Students may only have one pending course (even if they are studying two degrees simultaneously). This subject must not be from the first year. This will be compulsory at the end of the 2022-23 academic year.

## School of Pharmacy

### General requirements:

In addition to the general requirements described in section 2 of this Call, the following shall apply:

The student who has one or more subjects in their fifth or sixth attempt will have to take them compulsorily at CEU San Pablo University after returning from the mobility.

### 1. **Mobilities for Studies:**

These mobilities will not serve to carry out abroad the curricular internships that are performed at the end of the degree. To carry out these internships, they must apply for them through the Mobility for Traineeships (see section b).

The years in which mobility for studies can be carried out are as follows:

1. Degree in Pharmacy: 3<sup>rd</sup> or 4<sup>th</sup> year
2. Degrees in Biotechnology, Optics or Nutrition: 3<sup>rd</sup> or 4<sup>th</sup> year.

Students who are studying **double degrees** must choose one of them to carry out their mobility, considering that:

1. If the mobility is for the Degree in Pharmacy, they must perform the mobility in the 3<sup>rd</sup> or 4<sup>th</sup> year.
2. If the mobility is for the Degree in Biotechnology, Optics or Nutrition, they must perform the mobility in the 6<sup>th</sup> year.



It will not be possible to change the duration of the mobility that appears in the offer of places, except for reasons of force majeure, duly justified. Therefore, preference will be given to students who can carry out the mobility in the offered duration (annual or semester).

## **2. Mobilities for Traineeships:**

There will be a specific and separated call for mobilities for Traineeships. Traineeships will be used to carry out curricular internships abroad and may be recognized for any of the following subjects:

1. Prácticas Tuteladas (Degree in Pharmacy)
2. Prácticas Externas (Degree in Biotechnology)
3. Practicum I and II (Degree in Human Nutrition and Dietetics)
4. Practicum (Degree in Optics and Optometry)

Look for more information in the corresponding specific call that will be launched in March 2022.

## **School of Medicine**

### **Study abroad opportunities for undergraduate students:**

Students in the following years may participate in the study abroad program:

- Medicine: Third, Fourth and Fifth years and clinical rotations for the sixth year (during the summer between fifth and sixth year. Rotations are exclusively for those students who have completed their Fifth Year in the undergraduate program).
- Nursing: Fourth Year (one 6-month period)
- Physical Therapy: Third and Fourth Years (one 6-month period)
- Genetics: Third Year
- Psychology: Third Year and Fourth Years
- Odontology: Third, Fourth and Fifth Years

### **Academic requirements:**

- ✓ Undergraduate students may only have one outstanding subject, which must not be a first year subject. This requirement must be met by the closing of the academic year in which their application was submitted.
- ✓ Students may not be in their fifth or sixth attempt to pass a subject.

### **Administrative requirements for PHYSICAL THERAPY and NURSERY:**

1. Students enrolled in the Physical Therapy degree may only apply to do the following practicums abroad: CLINICAL TRAINING III AND IV.

2. Students enrolled in the NURSING degree may only apply to do the following practicum abroad: PRACTICUM VI.

**Administrative requirements for PSYCHOLOGY:**

Students applying for Canadian and American Universities must be able to present their TOEFL certification in the session when they choose their host university (end of January, early February)

**For rotations within MEDICINE, the following requirements must be met:**

- Applicants must be in their fifth year of the undergraduate program.
- Applicants must have successfully completed all fifth year subjects. This means applicants may be pursuing fifth subjects during the application and selection process. However, they must have passed all their fifth year subjects to participate in the exchange program.
- Students must have the corresponding language certificate and meet the minimum proficiency level required by the host university of their choice.
- Students will be able to choose a place according to their ranking in the selection process.
- The International Academic Coordinators will select those students who may participate in the program according to selection process scores. Selected students will then be responsible for doing all the required paperwork once the period for submitting applications to the host university of their choice is open. Applications will be submitted online on the host university webpage.
- Selected students must sign a letter of commitment agreeing to take up the exchange place. They must also sign a learning agreement with the international coordinators for the purposes of transferring credits earned during the guided training. Under this document, the student agrees to continue processing his/her application with the host university and, once accepted by the host university, to pursue the modules. This commitment may solely be cancelled in serious circumstances.

Students may not do both an Erasmus exchange and a clinical rotation at the same time.

**Administrative requirements for transferring credits earned on clinical Rotations in MEDICINE:**

Credits earned during guided training at hospitals, university hospitals and clinics not included in our study abroad schemes may be transferred for MEDICINE.

To do so, please take note of the following:

1. Students are responsible for contacting the institution where they wish to carry out their clinical practice.

2. Following acceptance from the host university, students must contact the Professional Career coordinators at the Montepíncipe campus, who will help them prepare a Framework Agreement containing a specific Annex for the performance and transfer of the credits earned during their practical training.

NOTE: Credits earned during their practical training and completed after the signing of the Framework Agreement and the specific Annex will be transferred.

3. Once the agreement has been prepared (please note that agreements are specific to each individual student), an appointment will be scheduled with the International Academic Coordinator for Medicine to prepare the learning agreement. Following completion of the clinical rotation, the learning agreement must be signed by the host institution and re-submitted to the coordinator.

4. Students enrolled in the Degree of Medicine may only apply to do the following clinical practices abroad: GUIDED TRAINING I and GUIDED TRAINING II. CEU seminars and exams in these subjects are mandatory to pass these subjects.

### Appendix II: Accepted Language Certificates

**PLEASE NOTE:** only **official TOEFL and/or IELTS certificates** will be accepted by **universities in the United States, Canada, Australia and the United Kingdom**, with TOEFL being the most demanded certificate in most of these universities. The required TOEFL or IELTS score is established at each university individually

#### CERTIFICATES ACCEPTED FOR LINGUISTIC PROFICIENCY ACCREDITATION : ENGLISH

|  | <b>B2<br/>CEFR</b>                                       | <b>C1<br/>CEFR</b>   | <b>C2<br/>CEFR</b> |
|--|--|--|--------------------|
| <b>Cambridge ESOL General</b>                  | B2 First   | C1 Advanced  | C2 Proficiency     |
| <b>Cambridge ESOL IELTS</b>                    | 5.5-6.5  | 7-8  | 8.5-9              |
| <b>Cambridge Linguaskill</b>                   | B2   | C1   |                    |
| <b>TOEFL-iBT</b>                               | 72-94  | 95-120   |                    |
| <b>TOEFL ITP</b>                               | 543-626  | 627-677  |                    |
| <b>TOEIC</b>                                   | L = 400-485<br>R = 385-450<br>S = 160-170<br>W = 150-170 | L = 490-495<br>R = 455-495<br>S = 180-200<br>W = 180 - 200 |                    |
| <b>Escuela Oficial de Idiomas (L.O.8/2013)</b> | Level B2   | Level C1   |                    |

|  |                    |                             |                       |
|--|--------------------|-----------------------------|-----------------------|
| <i>Escuela Oficial de Idiomas (RD 1041/2017)</i>                             | Intermediate B2    | Advanced C1                 | Advanced C2           |
| <i>ACLES</i>   | CertAcles B2       | CertAcles C1                | CertAcles C2          |
| <i>APTIS</i>   | B2                 | C1                          |                       |
| <i>Secondary Education (Age 14 – 16)</i>                                     | B2                 |                             |                       |
| <i>Further Education (Age 16 – 18)</i><br><i>International Baccalaureate</i> |                    | C1                          |                       |
| <i>Degree in English philology</i>   |                    | C1                          |                       |
| <i>Oxford Test of English</i>  | Level B2           |                             |                       |
| <i>London Test of English (LTE)</i>  | Level 3            | Level 4                     | Level 5               |
| <i>Pearson Test English (PTE)</i>  | General: Level 3   | General: Level 4            | General: Level 5      |
|  | 59-75              | 76-84                       | 85 or more            |
| <i>Anglia Ascentis ESOL Examinations</i>                                     | General: Advanced  | General: Proficiency/AcCEPT | General: Masters      |
|  | Business: Advanced |                             | Business: Proficiency |

**CERTIFICATES ACCEPTED FOR LINGUISTIC PROFICIENCY ACCREDITATION :  
GERMAN**

|   | <b>B2<br/>CEFR</b> | <b>C1<br/>CEFR</b> | <b>C2<br/>CEFR</b> |
|---|--------------------|--------------------|--------------------|
| Goethe-Zertifikat                           | B2                 |                    |                    |
| Test-DaF-Niveaustufe 3                      | B2                 |                    |                    |
| (ZDfB) Goethe-Zertifikat C1                 |                    | C1                 |                    |
| Test-DaF-Niveaustufe 4                      |                    | C1                 |                    |
| Secondary Education<br>(Age 14 – 16)        | B2                 |                    |                    |
| Higher Secondary Education<br>(Age 16 – 18) |                    | C1                 |                    |

**CERTIFICATES ACCEPTED FOR LINGUISTIC PROFICIENCY ACCREDITATION :  
FRENCH**

|  | <b>B2<br/>CEFR</b> | <b>C1<br/>CEFR</b> | <b>C2<br/>CEFR</b> |
|--|--------------------|--------------------|--------------------|
| DEL F  | B2                 |                    |                    |
| DAL F  |                    | C1                 |                    |
| Secondary Education<br>(Ages 14 – 16)        | B2                 |                    |                    |
| Higher Secondary Education<br>(Ages 16 – 18) |                    | C1                 |                    |

**ITALIAN AND PORTUGUESE:**

Regarding placements in Italian or Portuguese-speaking countries, it will be sufficient to provide a certificate from an academy verifying that the required level B1 has been reached. Certificates from private teachers will not be accepted.



### **Appendix III: ERASMUS + Duration of exchange periods and EU financing**

Exchange periods will range from 3 to 12 months. The **maximum number of months financed** under Erasmus+ scholarships is **7 months**, including annual exchange periods.

Students may apply for an extension of their mobility from a 6-month to a full year stay at the host university. However, there must be Erasmus+ placements available and the extension meets the academic requirements established by their School.

The **worth of the Erasmus+ bursary** awarded by the EU during 2022-23 is on average €250 per month. These grants are expected to be very similar for the academic year 2022-23. Within the Erasmus + Programme, the amount of this **monthly grant will depend on the chosen country** of destination.

#### **Group 1**

Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway and Sweden.

**€310/month**

#### **Group 2**

Germany, Austria, Belgium, Cyprus, Spain, France, Greece, Italy, Malta, the Netherlands, Portugal.

**€260/month**

#### **Group 3**

Former Yugoslav Republic of Macedonia, Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, Poland, Czech Republic, Romania and Turkey.

**€210/month**

The new Erasmus Programme+, allows students to be on exchange as Erasmus students for a **maximum of 12 months** (of which only 7 months are financed). This allows students to go on **an Erasmus exchange twice in two different academic years**, provided these are 6-month exchanges.

**Please note:** the amount of the Erasmus+ bursary **is not guaranteed**, since it relies on the European Commission's budget assigned to Universidad CEU San Pablo.