

Institutional Factsheet

1. CONTACTS

Name of the institution	Universitat Internacional de Catalunya
Erasmus Code	E BARCELO24
Institution website	www.uic.es
Contact details	relint@uic.es

Contact person	Isabel Pera Segarra
Responsibility	Director of the International Relations Department
Contact details	iper@uic.es

Contact person	Sharon Rauet
Responsibility	Administration
Contact details	srau@uic.es / relint@uic.es

Contact person	Celia Martínez
Responsibility	Global Partnerships and Staff Mobility Manager
Contact details	cmartinezma@uic.es

Contact person	Sílvia Loewe
Responsibility	Senior International Mobility Coordinator, Campus Barcelona
Contact details	sloewe@uic.es

Contact person	Reetta Heikkinen
Responsibility	Junior International Mobility Coordinator, Campus Barcelona
Faculties / Degrees	Law, Business Administration, Architecture, Humanities, Communication Science
Contact details	rvheikkinen@uic.es
Nominations & applications / main contact for students: exchange.bcn@uic.es	

Contact person	Mònica Luque
Responsibility	International Mobility Coordinator, Campus Sant Cugat
Contact details	mluque@uic.es

Contact person	Karin Kres
Responsibility	International Mobility Assistant Coordinator, Campus Sant Cugat
Faculties / Degrees	Education, Medicine, Nursery, Physiotherapy, Dentistry, Bioengineering, Biomedicine, Psychology
Contact details	exchange.scu@uic.es
Nominations & applications / main contact for students: exchange.scu@uic.es	

2. LANGUAGE INFORMATION

Language of instruction

Courses in Spanish and English, with some courses in Catalan. Please check the Fact Sheet / Faculty guide the students will receive upon nomination.
The sending institution, following the agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

Language requirements

Type of mobility	Subject area	Language(s) of instruction	Required language of instruction level*
Student Mobility for Studies	Any	Spanish	B2: official DELE B2 Spanish certificate, or a certificate issued by a language school, home university etc.
Student Mobility for Studies	Any	English	B2: English certificate B2 (TOEFL: paper based:550-computer based 213-internet based 6,5; IELTS: 6,5; Cambridge, etc.), or a certificate issued by a language school, home university etc.
Staff Mobility for Teaching	Any	Spanish	B2: official DELE B2 Spanish certificate
Staff Mobility for Teaching	Any	English	B2: English certificate B2 (TOEFL: paper based: 550-computer based 213-internet based 6,5; IELTS: 6,5; Cambridge, etc.)
<p>The student needs to provide a certificate for the language(s) (s)he is going to study in. Native speakers do not need to provide a certificate. *Level according to the Common European Framework of Reference for Languages (CEFR), see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</p>			

Language courses

Catalan courses	https://www.uic.es/en/ifm/courses-and-services/courses/catalan
Spanish courses	https://www.uic.es/en/ifm/courses-and-services/courses/spanish
English courses	https://www.uic.es/en/ifm/courses-and-services/courses/english
Contact details	multiling@uic.cat

3. APPLICATION AND ACADEMICS

Nomination requirements

Partner universities must select and officially nominate students for academic exchange **who have passed all first-year subjects** and who are able and willing to:

- Abide by UIC's academic calendar, rules, & regulations
- Comply with applicable visa/immigration policies & local laws
- Ensure complete medical coverage for their entire stay at UIC
- Have a sufficient level of Spanish/English/Catalan to take courses and exams in those languages (where specified)
- Health Sciences students should provide immunization records

Visiting students don't have to be nominated, but should fulfill the requirements mentioned above.

Nomination and application deadlines

September-January (semester 1) / whole academic year
15 June
January-June (semester 2)
15 November

Nomination and application procedures

The partner institution should send a **nomination email to exchange.bcn@uic.es or exchange.scu@uic.es according to the student's study field** (see 1. Contacts). We should receive the following information:

- Student's full name
- Student's email (that s/he actively uses)
- Period of studies (semester 1 or 2 / whole academic year)
- Faculty of UIC Barcelona where the student wishes to study

Students will receive detailed instructions by email. Students need to do the following:

- 1. Create an online profile / application in the Relint platform**
- 2. Send in the required documents by email**, depending on the exchange programme / study field

Please see our website: <http://www.uic.es/en/international/study-at-uic-barcelona/international-mobility/admission-process-for-international-exchange-students>

Learning Agreement

Students have to create their Learning Agreements in the Relint platform.

We will inform students about course timetables and academic calendar during May-June. Information on courses can be found in Fact Sheets of each faculty (sent to students by email).

Learning Agreement and changes have to be submitted according to the faculty's deadlines.

The main contact for Learning Agreement is the academic coordinator (contacts in faculty Fact Sheets).

Study regulations

Assistance to classes is obligatory. Students must present a justification in case of absence. Too many absences may result in failing the course.
Examination dates cannot be changed unless a justification is presented to the faculty in advance.
Students may extend their stay by making a formal request in advance to International Relations who will pass it on to the faculty in question for assesment. Please see “Visas“ for important note.

Acceptance Letter

Students will receive an Acceptance Letter once they have completed their Relint profile and sent in the required documents. The Letter will be sent by email, and **the original can be sent to the student’s university by post when requested.**

Transcript of Records

A Transcript of Records will be issued in February for semester 1 students and in late July for annual / semester 2 students. The exact dates may vary. We will send a signed PDF by email to the students, and the original by post to the home university when requested.

Grading

	A+	Matricula de Honor / First-Class Honours
9 – 10	A	Excelente / Excellent
7 – 8.9	B	Notable / Notable
5 – 6.9	C	Aprobado / Passed
0 – 4.9	F	Suspenso / Fail
NP	NP	No Presentado / Not Presented

4. GENERAL INFORMATION

Welcome Session and activities

Each semester we organise a **Welcome Session** to new exchange students. **Assistance is obligatory.** The fall session takes place in the beginnig of September, and the spring session in mid-January.
 In addition, we also offer other activities, e.g. City tour, workshop. Assistance in these activities is recommended.
 Students will receive more information and an invitation by email after acceptance.

Visas

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Please note: even if students may be allowed to extend their stay, students who need to extend their visa should be aware that there are regulations concerning passing the previous course, and that visa extension might be a complicated and slow process.

Contact person	Ida Quintian
Contact details	iqintian@uic.es
Website	http://www.uic.es/en/international-mobility/necesserary-applications/visa

Medical insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants. UIC Barcelona will inform mobile participants of cases in which insurance cover is not automatically provided.	
Contact person	International Relations Department
Contact details	exchange.bcn@uic.es exchange.scu@uic.es
Website	https://www.uic.es/en/international/study-at-uic-barcelona/required-procedures/medical-insurance-non-ue

Accommodation

The receiving institution will guide incoming mobility participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points:	
Contact person	Student Services
Contact details	estudiants@uic.es
Website	http://www.uic.es/en/accommodation-recommendations http://bcu.cat/en/