How to manage my mobility at UIC Barcelona?

How to manage my mobility at UIC Barcelona?

Index:

What type of student am I?

- **Erasmus+:** Students nominated from European universities in the Erasmus+ programme. Tuition fees waived at UIC Barcelona.
- **Bilateral:** Students nominated from universities from outside of Europe + Switzerland + UK. Tuition fees waived at UIC Barcelona.
- **SICUE:** Students nominated from Spanish universities. Tuition fees waived at UIC Barcelona.
- **Visiting student ("free-mover"):** Students from universities around the world, with no official mobility agreement with UIC Barcelona. Required to pay tuition fees at UIC Barcelona.

How is the application process?

The process consists of the following steps that can be managed in parallel:

- application and required documents to receive the Acceptance Letter
- Learning / Training Agreement
- other required documents depending on the study area

Important
- **Read all the information that we have sent to you by email.**
- Take a look at the Factsheet for your degree programme and contact your faculty's academic coordinator with any academic questions you may have.
- Your application may be rejected by your home university or the faculty at UIC Barcelona. You will be informed should this happen.

Deadlines

	Application and required documents to receive the Acceptance Letter	**Learning Agreement**	**Other required documents depending on the study area**
Semester 1 and whole academic year	15 June	June/July	June/July
Semester 2	15 November	November/December	November/December

Application and required documents to receive the Acceptance Letter

Step 1: pre-application

1. Open your browser and enter the following link: http://www.uic.es/relint2
2. Choose your preferred language (flag icon).
3. Click on the first box, I want to study at UIC Barcelona, and you will be directed to another page.
4. In the top left corner, you will see the tab Ask for a stay. Clicking on the tab will open up the pre-application form.
5. Enter your personal details:
   - Use Latin alphabet only (inc. ñ)!
   - Your home university may not appear in the list of possible options: at the end of the list, choose the "empty space" as if it were your home university.
   - If you have a double nationality, mark the number of your ID that you'll use when entering Spain, and fill in your nationality according to that document.
6. Send the pre-application.
7. You will receive an electronic message to confirm your e-mail address.

Step 2: application in the Relint platform

1. Once UIC Barcelona has accepted your pre-application **(this may take several days)**, you will receive an electronic message from the Relint platform requesting that you log into the programme and complete the enrolment process.
2. Open your browser and enter the following link: http://www.uic.es/relint2
3. Click on the second box, I am not enrolled at UIC Barcelona, but I have completed the pre-application, and you will be directed to another page.
4. Enter your username and password. Remember that your username is your e-mail address and the password is the one you entered in the pre-application.
5. Click on the tab My period abroad.
6. Click on the icon Edit.
7. Fill in the **4 tabs** as follows:

Personal details and details of the period abroad

- Make sure your personal details are correct. This information will be used for the duration of your period abroad. The address must be permanent and accessible at least until September of the following academic year.
- Complete University of target data (information of your home university), years of study, including the current one.

- Field of study: Choose the one that most corresponds to your degree at your university.
- Indicate the period of time you will spend at our university, bearing in mind UIC Barcelona's academic calendar (semesters).

Interests

- Briefly describe your reasons for wanting to study abroad and your objectives
- Indicate whether you would like to share your e-mail address with other exchange students, or UIC Barcelona students who are going on exchange to your university.

Emergency contact number

- Indicate whether you have any medical conditions and list the person you would like to contact in an emergency.

Languages

- Indicate your mother tongue, as well as any other languages you speak and your level. Application tongue refers to the language/s you want to study in. Remember that you will have to provide a certificate of this/these language/s (except native speakers).

8. If you want to save and continue later, use the 💾 icon to close the application.
9. Once you no longer need to edit, send your application online by answering Yes to the option Send to UIC Barcelona, at the bottom of the first page of the application, and save it. 💾
10. Remember that you must fill in all the fields, otherwise the form will not be sent. Any empty fields will be marked in red.
11. To print and sign your application, click on the icon 🖨 once you have sent the form. Only visiting students need the signature from their home university.

Step 3: sending the required documents

Please use **one** of the following emails to send the necessary documents, depending on our study area:

- **exchange.bcn@uic.es**: Architecture, Business Administration, Law, Humanities, Journalism, Audiovisual Communication or Advertising & Public Relations.
- **exchange.scu@uic.es**: Dentistry, Nursing, Physiotherapy, Medicine, Primary Education, Pre-Primary Education, Psychology, Bioengineering, Biomedicine.

Erasmus+ and bilateral students:

- ☐ Language certificate: See the required level in the Factsheet.
  Exception: students who will study in their native language do not have to provide a language certificate.
- ☐ Relint application with your signature
- ☐ Copy of your valid ID or passport
- ☐ Copy of your academic transcript from your home university
- ☐ Insurance form filled in and signed
- ☐ CV (only students of Master's programme in Cultural Management)

Visiting students:

- ☐ Language certificate: See the required level in the Factsheet.
  Exception: students who will study in their native language do not have to provide a language certificate.
- ☐ Relint application with your signature, and a signature from your home university
- ☐ Copy of your valid ID or passport
- ☐ Copy of your academic transcript from your home university
- ☐ Insurance form filled in and signed

SICUE students:

- ☐ Language certificate: See the required level in the Factsheet.
  Exception: students who will study in their native language do not have to provide a language certificate.
- ☐ Relint application with your signature
- ☐ Copy of your valid ID or passport
- ☐ Copy of your academic transcript from your home university

Step 4: Acceptance Letter

Once you have sent your application and the required documents, we will send you the Acceptance Letter.
Please note that the letter is not a confirmation of your study plan, but you can use it for any administrative purposes (student visa if needed, accommodation…).

Other required documents depending on the study area

All Erasmus+, bilateral and visiting students:

☐ Copy of your insurance policy

Documents depending on your study area:

- **Business Administration students:**
  ☐ "Letter of engagement", academic regulations

- **Traineeships in Medicine:**
  ☐ Confidentiality document for clinical simulation
  ☐ Document about vaccines
  ☐ Confidentiality commitment of the hospital
  ☐ Vaccination card:
      ☐ Triple viral (measles, mumps, rubella)
      ☐ DTP (diphtheria, tetanus, pertussis)
      ☐ poliomyelitis
      ☐ Hepatitis B
      ☐ Varicella (you need to be vaccinated or bring a medical certificate confirming that the disease has passed)
      ☐ Covid 19
  ☐ Negative criminal and sexual record certificate

- **Traineeships in Dentistry:**
  ☐ Vaccination card
  ☐ Confidentiality commitment
  ☐ Security UIC document
  ☐ Intellectual property UIC document
  ☐ Negative criminal and sexual record certificate
  ☐ Application and payment of the uniform and instrument box (email a part from the dentistry clinic "CUO")

- **Traineeships in Nursing:**
  ☐ Application/deposit of the uniform

Information about insurance

It is very important to have a very good insurance coverage when traveling and living abroad.

Mobile students will have to purchase an insurance for the whole duration of their stay in Spain (1-2 semesters), whatever their nationality, which covers at least the following:

- Accidents
- Travel assistance
- Medical assistance*
- Liability

From UIC Barcelona we recommend taking the insurance "OnCampus Estudia" from the company OnCampus (www.oncampus.es), ideal to cover temporary stays for international mobility students. It is ideal as well either for communitary international mobilities and extracommunitary, given the wide warranties and coverage limits.

* Medical assistance coverage has specific requirements for students with nationality outside the EU, to obtain a student visa. We recommend the following:

- take the insurance policy "OnCampus Healthcare". It is nowadays the most complete medical insurance policy in the market, as in one policy you have both, a private medical insurance and a travel assistance one.

Keep in mind that we do not consider only medical insurance to be sufficient, but it must be accompanied by other insurance(s) with the coverages mentioned above.

How do I manage my Learning Agreement?

The Learning Agreement (LA) contains the courses you will take at UIC Barcelona, as well as th equivalent courses at your home university for credit transfer. **Make sure that both UIC Barcelona and your home university accept the course selection and the possible changes in it.** It's necessary to manage the selection and changes via the **online platform.**

You will manage your LA at the same time with your application, and the **academic coordinator** of the faculty will validate it separately. **All questions regarding the courses, timetables etc. should be communicated to the academic coordinator.**

You will have to formalize your LA the latest in June-July (for semester 1 or annual stays), or in November-December (for semester 2). Please note that each coordinator may establish a deadline for the LA, and that you should abide by this deadline.

It is possible that once you arrive, you will have to make changes in your LA.

You can add language courses in your LA, but take into account that the official enrolment for these courses is done directly with the Department of Applied Linguistics, after the semester has started. These courses have an additional fee.

Where do I manage my Learning Agreement?

Erasmus+ studies

You have to manage your LA in one of the following platforms (click on the link to see the instructions):

1. Online Learning Agreement (OLA) platform, **only** if your home university is connected and can sign digitally. **Before using this option, please confirm with your home university.**
2. The Relint platform, in your application, in the "Learning Agreement" tab.

Erasmus+ traineeships

1. The Relint platform, in your application, in the "Learning Agreement" tab.

* It's possible that your home university asks you also to manage a Training Agreement (TA). In this case, contact the academic coordinator at UIC Barcelona (see the contact list) to get his/her signature in your TA.

Bilateral, visiting and SICUE studies or traineeships

1. The Relint platform, in your application, in the "Learning Agreement" tab.

Changes in your Learning Agreement

It's possible that after arriving, you will need or want to make changes in your LA. You will have to make sure that your home university accepts the changes, and that the academic coordinator at UIC Barcelona validates them.

It's necessary to formalize the changes in the online platform where you managed the first version of your LA, within the period we will indicate at the start of the semester:

- [LA changes in OLA](#)
- [LA changes in Relint](#)

Appendix 1: instructions for Learning Agreement in OLA

1. **Confirm with your home university that they are connected to the OLA platform and can sign an OLA digitally. If they can't, you should use the Relint platform to manage your Learning Agreement.**

2. If your home university uses OLA, open your browser and enter the following link: https://learning-agreement.eu/

3. Log in with MyAcademicID, or through Google.

4. If your home university has already created a pre-filled OLA for you, please use it and don't create another one.

Student Information

5. Fill in your personal details if needed, and the information about your studies at your home university.

Sending institution

6. Fill in the "sending institution" contact details. Your home university should advise you on which contacts to put here.
7. Sending responsible person: the person responsible for signing your OLA
8. Sending administrative contact person: normally the responsible person at International Relations

Receiving institution

9. Details for "receiving institution":

   ● Country: Spain
   ● Name: Universitat Internacional de Catalunya
   ● Faculty/department: please choose the faculty you were nominated in (you can check this in the information package you received from us).
   ● Receiving administrative contact person: You can leave this blank.

   ● **Receiving responsible person:**

      i. **This is your academic coordinator at UIC. You can find the contact in the Factsheet / contact list that was sent to you.**
      ii. **It is very important that this email is the correct one, otherwise the correct person will not receive your OLA, and this will delay the process.**

Proposed mobility programme

10. Academic year: the acadèmic year when you come to UIC Barcelona.

11. Planned start and end dates (these are just approximates):
Our academic calendar goes from September to January (semester 1), and from January to June (semester 2). If you come for a traineeship, the dates may vary.

12. Fill in the "Table A" with the UIC courses you wish to take:

- Make sure to **use the numeric codes indicated for each course. See the Factsheet of your faculty. Errors will cause delays in your enrollment.**

- Write the name of the course according to its teaching language (e.g. if you take a course in Spanish, write down the name in Spanish).

- Indicate the number of credits. At UIC, we use the ECTS system.

- Indicate the semester according to your period of stay, and when the courses are offered.

- If your university requires the course contents, you can find the corresponding curricula links here: https://www.uic.es/en/studies/studies?classification=173

13. Language of stay: choose either English or Spanish, depending on the language of your courses. If you study in both languages, choose the one you will be using more.

14. Fill in the "Table B" with information about the courses at your home university that you will ask credit recognition for.

15. Sign the OLA and send it for revision. If you need to modify after signing, you will have to wait until the university declines the OLA.

Please note: only create one OLA and sign it. If you accidentally create various OLAs, please delete the ones that are not correct.

Changes in your OLA

Important: If you decide to stop attending class for one of the courses you are enrolled in, you must remove it through Relint. If not, this subject will appear as failed on the transcript. If you want to eliminate language courses organized by the Dept. of Applied Linguistics, remember to also cancel your enrollment directly with them.

1. Once your OLA has been signed by all three parties, you may need to make changes in it once you arrive.

2. Open your browser and enter the following link: https://learning-agreement.eu/

3. Log in with MyAcademicID, or if your university isn't part of the system, log in through Google.

4. Go to "my learning agreements"

5. **Make sure the academic coordinator's contact email is correct. If not, change it.**

6. Enter the table you wish to edit (A or B, or both, one after the other).
7. Click on "Add component Final Table...", the red button, not the grey one.
   - It doesn't matter if you want to delete or add courses, you still need to click on Add component. You will be able to choose if you are adding or deleting courses later on.

Delete one or more courses:

1. Copy and paste all data from the course you want to delete from "Table A - Study programme at the Receiving institution" to "Final LA Table 2".
2. Choose "Deleted" from the dropdown menu.
3. Choose a reason for deletion.
4. Once you are done, you can either click on "Add Component Final Table A2" to delete (or add) another course or you can simply click on "Next" if you are done.

> **⬥ Error**
> A common error appears as follows:
>
> > Deleted course with code: 'TEST-125' and tile: 'Wrong title' is not listed at Table 'Preliminary Table A'
>
> In this case, please check that the name, code and semester of the course you are deleting are **the same between Table A and Table A2**. Make sure that white spaces match as well. If you originally wrote in the course as "Class 1 ", you will need to delete it as "Class 1 ", rather than "Class 1" (note the **extra space at the end**).

Add one or more courses:

1. Write in name, code and number of ECTSs of the course you want to add.
2. Choose the semester.
3. Choose "Added" from the dropdown menu.
4. Pick a reason for addition.
5. Once you are done, you can either click on "Add Component Final Table A2" to add (or delete) another course or you can simply click on "Next" if you are done.

Finally, send the changes for revision. You can both add and delete courses in the same session, if you need to do so, without having to apply changes multiple times.

Appendix 2: Instructions for Learning Agreement in Relint

1. Open your browser and enter the following link: http://www.uic.es/relint2
2. Click on the second box, I am not enrolled at UIC Barcelona, but I have completed the pre-application, and you will be directed to another page.
3. Enter your username and password. Remember that your username is your e-mail address and the password is the one you entered in the pre-application.
4. Click on the tab My period abroad.
5. Click on the icon Edit
6. Access the section Learning Agreement.
7. Click on Create Learning Agreement.
   - Open the Factsheet. It will be sent to you by e-mail and contains all relevant academic information (course selection, language etc.)
8. Click on the add icon ✚ to add a subject. To search for subjects you must use the subject code, which you will find in the Factsheet or by entering the name of the subject in www.uic.es.
9. To add more subjects, click on the ✚ icon and choose the subjects.
10. **Once you have completed the LA, click on Send to coordinator, change the option to yes and save by clicking on the icon 💾.**
11. You will automatically be assigned an academic coordinator, who will revise your LA normally in June-July (semester 1) or in November-December (semester 2):
12. You will receive an automatic message confirming whether or not your LA has been accepted.
13. If the coordinator rejects you LA, you will receive a message requesting you make the necessary modifications.
14. **You can find the coordinators' contact information in the Factsheet.**
15. Note that each time you modify your Learning Agreement, you need to click on Send to coordinator, change the option to yes and save by clicking on the icon 💾.
16. If you wish to print your LA, you can do it by clicking the print icon

Changes in your Learning Agreement in Relint

Important: If you decide to stop attending class for one of the courses you are enrolled in, you must remove it through Relint. If not, this subject will appear as failed on the transcript. If you want to eliminate language courses organized by the Dept. of Applied Linguistics, remember to also cancel your enrollment directly with them.

1. Log in to your personal profile through: http://www.uic.es/relint2

2. Click on the third box, I am enrolled at UIC Barcelona.
3. Fill in your username and password. Remember, that now you must use your UIC Barcelona credentials.
4. Go to My Exchange and open your Learning Agreement.
5. Select Changes.

6. Select Add change.

7. Use the ✚ to add changes.

8. Choose Add or Delete a course.
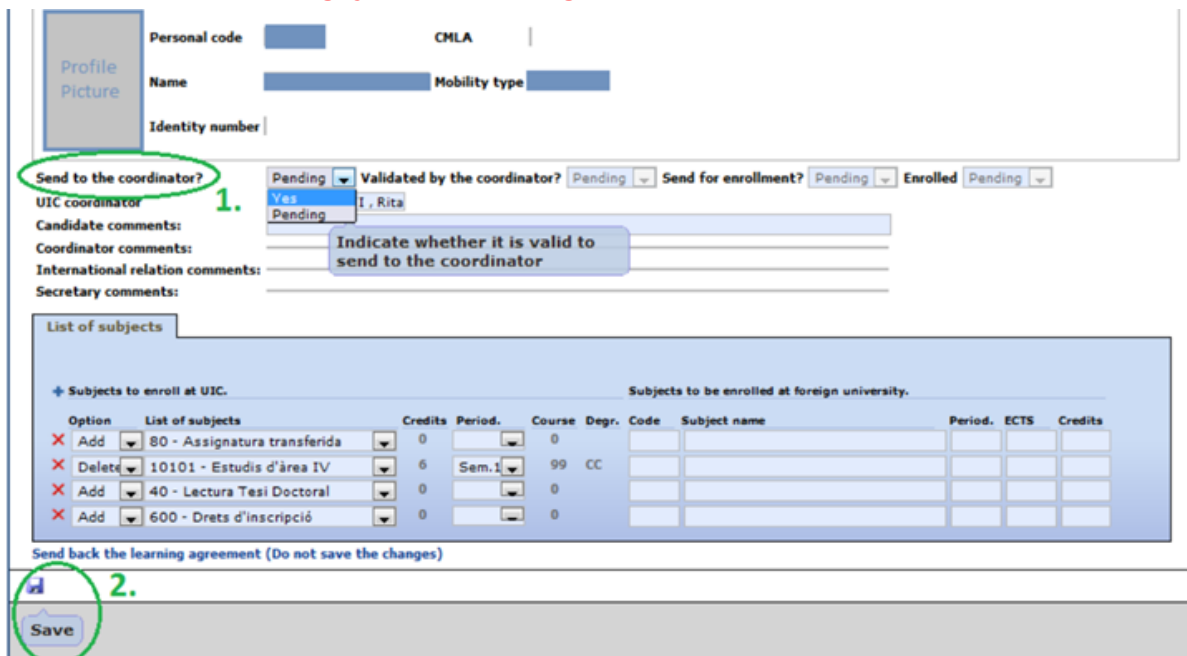
9. Choose the **code of the course** you want to add or delete.

10. Use the ✚ symbol to make as many changes as you need.

11. If you wish to save and continue later, use the 💾 icon.

12. Make sure to delete all the courses you don't wish to take, otherwise they will appear in your final transcript!

13. **To Send to the coordinator choose Yes and save using the 💾 icon. After saving, you can no longer edit.**

14. Your academic coordinator will revise the changes:
   ● You will receive an automatic message confirming whether or not your changes have been accepted.
   ● If the coordinator rejects the changes, you will receive a message requesting you make the necessary modifications

15. If you wish to print the changes, you can do so by clicking the print icon 🖨 once the changes have been validated.