

## CALL FOR APPLICATIONS INTERNATIONAL EXCHANGE PROGRAMME (ACADEMIC YEAR 2024-2025)

IBEI students have the opportunity to spend a semester abroad. Participating in the exchange programme implies extending the full-time Master's programme to 18 months as students will need an additional semester to accommodate their stay abroad. Students participating in the part-time option of the Master's in International Relations will integrate the exchange programme in their 2-year study programme and will spend their fourth semester at the host university.

### I. AIM

The minimum period for an exchange semester is three months and the maximum period is six months within the timeframe of 1 August 2024 until 30 July 2025.

The exchange semester will be confirmed by signing an agreement between the receiving university, IBEI, and the student, which sets the rules of the participation in the exchange programme and the obligations of each party.

- a) **Erasmus+:** Erasmus+ is the EU programme for Education, Training, Youth and Sport. Erasmus+ aims to promote international student mobility by offering scholarships for study and traineeships. The Erasmus+ programme allows students to follow part of their study programme at a partner university within the European Union, or to do an internship at a foreign organisation/enterprise. The Erasmus+ programme includes all Member States, as well as Iceland, Liechtenstein, North Macedonia, Norway and Turkey. IBEI is offering a limited number of Erasmus+ scholarships for students staying at one of the partner universities under the Erasmus+ framework which is subject to the availability of funding allocated to IBEI.

Students can benefit from a stay abroad with Erasmus+ multiple times, either as a student or as a trainee, however, the total time abroad (study abroad periods included) may not exceed 12 months within one cycle of study (i.e. master's level study). This means that it is possible to undertake an Erasmus+ study exchange and an Erasmus+ traineeship at different, consecutive times during the master's programme, subject to the approval of the relevant IBEI coordinators.

- b) **Bilateral Agreements:** Students can also choose to apply for an exchange semester at one of the universities all over the world with which IBEI signed a bilateral exchange agreement.

All students benefit from the exemption of tuition fees at the host university and academic recognition of their stay abroad. The main difference between the two programme options is the availability of funding. See section V for more information.

## II. REQUIREMENTS

In order to qualify for a place in the exchange programme, students need to comply with the following requirements:

- a) Be enrolled as a student in one of the master's programmes at IBEI when applying for an exchange semester to be spent at one of IBEI's international partner universities.
- b) Have successfully completed the first semester at IBEI when applying and count with the approval of the Academic Exchange Coordinator to start the exchange programme. Students on any of the one-year full-time programmes must have completed 50 ECTS credits (except the final research project) before starting the exchange programme at the partner university.
- c) Demonstrate a good level (at least B2) of the host university's main teaching language, to be specified by the host university.
- d) For non-Spanish students: Have a valid student residence permit in Spain which must also be valid during the mobility period.
- e) Provide proof of medical and civil liability insurance covering the entirety of the planned mobility period. This must be valid for your country of destination.

## III. APPLICATION

### Selection criteria

Applicants will be nominated according to the following selection criteria:

- a) Average grade of the first semester according to the academic transcript at the time of the application
- b) In the case of a tie: average grade of the applicant's undergraduate degree
- c) Compliance with the language requirement of the host university

### Application process

- a) Students who wish to participate in the exchange programme will have to submit their application within the deadline stated in **section VI**.
- b) Every applicant may apply for up to three different universities, ranking them according to their preference from 1 (preferred option) to 3, although it is not mandatory to state three different options.
- c) **The participation in this programme entails the acceptance of these terms and conditions.**

## IV. Allocation of Places

### Nomination process

- a) Internal selection: The allocation of spots will be determined by the student's GPA of their first semester at IBEI. In case of a tie, the GPA of their undergraduate academic transcript.
- b) The student will be informed by email of the allocated place and the deadline to accept the nomination.

- c) The student must officially confirm the acceptance of the place. If the student does not formally confirm the place offered, it will be considered as a withdrawal.
- d) If a student wishes to withdraw from their placement, they have to notify the International Mobility Office by email.
- e) The partner university will be informed about the nomination.
- f) Places which were not allocated may be reassigned, subject to the internal deadlines of the partner universities.

### **Application at the partner university**

- a) After being nominated at the partner institution, the student must then complete the application procedures at the respective host university.
- b) For universities where a knowledge of Spanish, French or Portuguese is required:  
Some institutions may request specific official language tests and scores. The student must obtain the relevant language test before applying at the partner university. **It is the student's responsibility to meet the partner university's application requirements within the corresponding deadlines.**
- c) The partner institution will decide on the admission of the student after their application period.

The exchange is not confirmed until the partner university has explicitly agreed and accepted the application.

### **Rights and duties of the student**

The student selected for the exchange programme will have the following rights:

- a) To study for a maximum of one semester at the host university.
- b) To be exempt from the tuition fees at the host university. Some universities may require the payment of administrative fees.
- c) To receive orientation regarding practical aspects of the stay abroad.
- d) To obtain academic recognition of the stay abroad according to the IBEI Exchange Programme Guidelines and, in the case of Erasmus+, the signed Learning Agreement.

The student will have the following duties:

- a) To have completed 50 ECTS (full-time students) or 30 ECTS (part-time students) before starting the exchange programme.
- b) To be enrolled as a student at IBEI during their stay abroad (academic year 2023-2024).
- c) To study for a minimum of three and a maximum of six months (according to the semester dates) at the host university during the academic year 2024-2025. Online teaching at the host institution does not imply that the student can enroll courses at IBEI at the same time.
- d) To comply with the admissions requirement of the host university which will ultimately decide about the admission of the student. These requirements may include a certain result of the standardised language tests such as TOEFL, IELTS, Cambridge English qualifications, DELF, DELE, SIELE, etc.
- e) To enroll and pass successfully between 10 and 20 ECTS (with a numerical grade) of relevant coursework at the host university which will be included in the

academic transcript of the student at IBEI after the approval of the Academic Exchange Coordinator, as stated in the IBEI Exchange Programme Guidelines. **Students who do not pass the minimum of 10 ECTS will have to return the Erasmus+ grant received for their stay at the host university.**

- f) To prove that they have valid insurance that will cover their stay abroad and send a copy of its coverage, which has to include: (i) death or accidental permanent disability, (ii) transportation or repatriation in case of death, injury or illness, (iii) medical and surgical coverage, hospitalization due to illness or accident, (iv) private civil responsibility.
- g) To comply with the laws and immigration requirements of Spain and the country of the host university.
- h) To submit the required documentation (such as the academic transcript issued by the host university and the confirmation of their stay) to the IBEI International Mobility Office. More information on the necessary documents will be provided before the beginning of the mobility period.
- i) To act as IBEI ambassadors at their host university as well as mentors to future IBEI students at their host university.

## V. FUNDING

### Erasmus +

Students who comply with the conditions outlined under section II (REQUIREMENTS) and who have been selected for a place at one of IBEI's partner universities within the EU and Turkey may receive an Erasmus+ grant as a contribution to their travel and subsistence costs. The exchange stay has to take place at a partner university in any EU member country, Iceland, Norway and Turkey, except Spain. **Erasmus+ scholarships can be granted for a maximum period of one semester.**

The monthly amount of the Erasmus + grant varies according to differences in the living costs of the host countries. The amount is set by the SEPIE, the national agency in Spain for the management of the Erasmus+ programme:

<b>Group 1</b> (Programme countries with high living costs)	Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, and Sweden	<b>€350/month</b>
<b>Group 2</b> (Programme countries with medium living costs)	Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, and Slovenia	<b>€300/month</b>
<b>Group 3</b> (Programme countries with low living costs)	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, and Turkey	<b>€250/month</b>

The following students with fewer opportunities will receive an additional monthly grant payment of €250/month:

- Students who have been awarded a general MECD grant during the academic year 2023-2024, (or)
- Those with an accredited disability of 33% or above, (or)
- Students with a valid Spanish large family card (familia numerosa), (or)
- Victims of gender violence or terrorism

Students who travel to the partner institution by bus, train or shared car (green travel) will be granted a 50€ top-up, and up to 4 additional days of funding to cover the days of sustainable travel, if applicable.

If a student is selected for an Erasmus+ study placement, they will automatically be eligible for an Erasmus+ grant, without having to submit a separate application. Funding will be granted on a rolling basis and according to the available budget.

If the number of applications is higher than the available grants, students will still have the chance to complete an Erasmus+ mobility without funding. In this case, grants will be awarded on the basis of the average grade of the first semester academic transcript at IBEI.

This grant will be directly transferred to the student's bank account. The first 70% of the total amount will be calculated considering the planned length of stay abroad, and will be transferred once the student has arrived at the host university and all required documentation has been received. The remaining 30% will be recalculated considering the actual days spent abroad, and will be paid once the student has returned to IBEI, after submitting the participant survey, the confirmation of departure, and their transcript of grades obtained at the partner university. This means the student may have to repay part of the funding already received, based on the exchange duration.

If the exchange is shorter than the minimum duration (3 months for study placements), students will lose their eligibility for Erasmus+ funding and they might be required to repay the totality of the grant they have already received.

## **VI. CONDITIONS OF THE PLACE OFFERED (INCL. FINANCIAL AID)**

- a) Once the student has been assigned a place, they have to formally accept the place according to the conditions of this call. If the student does not accept the assigned place within the stipulated deadline (communicated to them together with their nomination results), this will be understood as a withdrawal from the programme.
- b) The allocation of a place is subject to the continued enrolment of the student in the master's programme of their choice during their stay abroad in the academic year 2024-2025 and the completion of the rights and duties stated in this document (see section III).
- c) Once a place on the exchange programme has been awarded and accepted by the student, they can only withdraw by sending a formal request to both the International Mobility Office and the Academic Exchange Coordinator for their approval.
- d) The exchange is subject to the compliance with the deadlines and requirements of the host university and to the conditions and requirements which may be imposed due to sanitary and security alerts, both in the home and the host country. The final admission of a candidate nominated by IBEI and the teaching conditions lie within the competence of the host university.

- e) Once the exchange has started, students can only withdraw due to force majeure<sup>1</sup> (duly accredited). The replacement of face-to-face teaching by an online or hybrid teaching model at the host university will not be considered force majeure.
- f) Completing an exchange programme at a partner institution will not lead to the student being granted a diploma from that institution.
- g) If the host university decides to cancel the stay or travel restrictions prevent the student from reaching the host university (due to pandemics, natural disasters, mobility restrictions between countries), this does not imply that the exchange stay can be delayed to the following semester.
- h) If the exchange programme is cancelled, IBEI will not assume the responsibility of covering the fees already incurred (e.g. visa application fees).

## VII. TIMETABLE

IBEI students may apply for a place in the exchange programme before **20 February 2024**.

The confirmation of the nomination by the partner university may take until late June 2024 (full-time students) or even until autumn 2024 (in the case of students in the part-time programme who plan to go abroad during the second semester 2024-2025), depending on the internal deadlines of the host university.

Nominated students who do not confirm their place by email within the deadline communicated to them with their formal nomination will automatically be withdrawn from the programme and their place will be assigned to another student.

In the exceptional case of students withdrawing from the exchange programme, these free places could be offered to those students who had not been allocated a place before.

## VIII. OUTCOME

The Selection Committee, consisting of the Academic Coordinator of International Mobility and the Head of the International Mobility Office at IBEI, will decide about the applications and nominations of the students on a rolling basis.

Students will be informed about the outcome of the decision taken by the Selection Committee and their nomination by email.

In case any of the information or documents submitted are false or fraudulent, IBEI reserves the right to cancel the student's participation in the exchange programme.

## IX. FURTHER INFORMATION

Once students have been nominated for a place at a host university, IBEI will provide them with more information about the required steps they will have to comply with before they start their mobility at the partner university as well as the necessary documents they will have to complete and submit to the International Mobility Office.

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<sup>1</sup> According to the European Commission, “*force majeure* applies to mobilities which could not be started or completed due to an unforeseeable exceptional situation or event beyond the individual participant's control. It is not attributed to error nor negligence on the participant's part. Such situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes”.

## X. COORDINATION AND INFORMATION

The International Mobility Office ([international@ibei.org](mailto:international@ibei.org)) is in charge of the general coordination of the exchange programme.



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