

# BAES Mobility



---

## GUIDELINES FOR BAES STUDENTS APPLYING FOR A MOBILITY SEMESTER

### (OUTGOING STUDENTS)

---

### How do I apply for an outgoing mobility from UCM?

Firstly, to initiate the process for participating in the Erasmus programme, it is essential to thoroughly review the Erasmus Call for Applications for Programme Countries (EU and assimilated) for the academic year 2024/25. This call will be accessible on the official UCM website: <https://www.ucm.es/convocatoria-alumnos>. The application process is conducted online, and the relevant link will be provided within the call for applications.

### Deadlines

<b>SUBMISSION OF APPLICATIONS</b>	From 27 November to 19 December 2023
<b>PUBLICATION OF THE LIST OF ACCEPTED AND REJECTED APPLICATIONS</b>	Last day for publication : 17 January 2024
<b>DEADLINE FOR SUBSTANTIATION (10 working days)</b>	10 working days from the day after the publication in each centre of the list of admitted and excluded applications.
<b>PUBLICATION OF THE PROVISIONAL LIST OF ALLOCATED PLACES</b>	21st February 2024
<b>ONLINE ACCEPTANCE OF PLACEMENT</b>	From 22nd February to 6th March
<b>PUBLICATION OF THE FINAL LIST AWARDED PLACES</b>	19th March 2024



## Online Application procedure

All sections should be completed. The application can be modified, saved and finally completed in multiple sessions before final submission. The link will be provided at the same time as the publication of the call for proposals.

## Documents required

- **Photo** (.jpg, .jpeg, for example, as used in your passport or any ID card).
- **Language certificate.** BAES students are **exempt** from the language proficiency requirement. During the application period, the student must upload a blank document in the "language certificate" section in order to complete the application within the given deadline.
- **EUROPASS Curriculum Vitae** including all merits not included in the academic transcript, including photocopies of diplomas, courses or professional experience.
- **Photocopy of ID card or official identification document.**
- **Photocopy of NIE for students of non-Spanish national students** : this document must be valid also during the mobility period.

If any **modification to the application is needed** once it has been submitted please, contact us: [movunaeuropa@ucm.es](mailto:movunaeuropa@ucm.es)

## Acceptance

After checking applications, UCM will send :

### 1. **Administrative documents**

The student will receive a document called 'financial agreement.' Instructions for managing the agreement's signature on the electronic platform will be sent beforehand. This financial agreement must be signed through the electronic platform.

In addition, The student will receive from the UCM a compilation of documents, among which are :

- -Erasmus Student Checklist – steps to follow
- -Certificate of Arrival
- -Certificate of End of Stay
- -Erasmus Credential
- -Statement of Responsibility

**Remember that you must :**

- Send to [erasmus3@ucm.es](mailto:erasmus3@ucm.es) the certificate of arrival signed and stamped from the host university in order to receive the 80% erasmus grant.

- Send to [erasmus3@ucm.es](mailto:erasmus3@ucm.es) the certificate of end of- stay from the host university in order to receive the remaining 20% of the Erasmus grant.

All these documents must be completed, signed and sent before starting the mobility. In addition, the European Health Insurance Card valid during the mobility and the declaration of responsibility signed by the student must be sent to the BAES administrative coordinator.

## 2. Academic documents :

The student will receive a pre-filled preliminary model of the Learning Agreement. Additionally, they will need to complete the fields related to their personal information and sign it.

This document must be signed first by the student, secondly by the academic coordinator of BAES ([baes@ucm.es](mailto:baes@ucm.es)), and subsequently, by the academic authority responsible at the destination institution.

## About Outgoing students

Please bear in mind that exchange students are solely responsible for :

- a) Obtaining at their own cost passports, visas and other travel documents. (Acceptance by the host institution of an exchange student onto an exchange programme does not guarantee that the student will obtain a visa or necessary travel documents to enter the host country).
- b) Meeting all entry requirements of the host country.
- c) Finding and paying for their own accommodation and living expenses.

However, the Host Institution will make all reasonable efforts to provide incoming Exchange Students with assistance in finding residential accommodation for the exchange period, provided that host institution's application procedures are fulfilled. See [Private Housing Agencies | Complutense University of Madrid \(ucm.es\)](#).

- d) Travel expenses to and from the host country and within the host country.
- f) Obtaining any additional insurance policies (including health insurance) or vaccinations if required by the Host Institution. Check the European health Insurance Card : [European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission \(europa.eu\)](#).

## If you have any questions, please contact us :

- **Academic issues** (Learning Agreement, course selection, timetable, location of your courses)  
[baes@ucm.es](mailto:baes@ucm.es)

- **Mobility questions** (online application form, erasmus grant, economic issues, ...) [movunaeuropa@ucm.es](mailto:movunaeuropa@ucm.es)
- **Administrative documents** (certificate of arrival and departure certificate) : [erasmus3@ucm.es](mailto:erasmus3@ucm.es)
- **Other documents** (Health Insurance Card and Statement of responsibility) : [baes@ucm.es](mailto:baes@ucm.es)