

## CALL FOR UNDERGRADUATE MOBILITY 2025-2026

The Vice-Rectorate for Internationalization of Universidad CEU Pablo announces the **International Student Mobility Program 2025-26**, according to the following guidelines

### Terms and Conditions

#### 1. Purpose and basic information of the application

##### 1.1. Purpose of the call

This call establishes the selection criteria and exchange conditions for Universidad CEU Pablo students who wish to carry out a mobility stay in a foreign university during the academic year of this call.

##### 1.2. Applicants

Students who are citizens of the EU or other countries participating in the Erasmus+ program, or with a residence permit or refugee status in Spain; enrolled in undergraduate studies; who meet the academic requirements of this call (Annex I) and who have accredited the required language level (Annex II) may apply for this call.

##### 1.3. Mobility typology

Students can carry out this mobility within the Erasmus Program of the European Commission (ERASMUS +), through Bilateral Exchange Agreements or through Special Bilateral Programs signed between Universidad CEU Pablo and other foreign universities.

##### 1.4. Documentation to be provided

In order to participate in the International Student Mobility Program, students must consult the information available on the intranet (INTERNATIONAL section, OUTGOING section), where the information corresponding to the current call for applications will be updated. See [INTERNATIONAL EXCHANGE \(sharepoint.com\)](#).

Students must, in any case, provide the following documentation:

- ONLINE APPLICATION FORM. [International Mobility Application 24-25 \(office.com\)](#) (Deadline: **From October 7 to November 7, 2024**. Mobility applications will not be accepted after the deadline. Mobilities will also not be accepted from students who have not completed the formal application form.
- LANGUAGE ACCREDITATION: [CEU USP APPLICATION FOR LANGUAGE ACCREDITATION \(Page 1 of 9\) \(office.com\)](#). Students must provide an official language certificate. Deadline for submission of English, French and German

certificates: **From October 7 to November 7, 2024.** Applications after the deadline will not be accepted. Exceptionally, if the University chosen by the student requires the presentation of an alternative certificate to the one provided by the student, a short extraordinary period of correction will be enabled. Students who have chosen destinations in Italian or Portuguese will be able to provide the B1 level certificate on September 1, 2025 if the mobility is for the 1st semester and on February 1, 2026 if the mobility is for the 2nd semester. For further information, please refer to section 5 of the rules on languages and annex II.

## 2. Academic requirements for the mobility

### 2.1 Student's academic performance prior to mobility

Universidad CEU San Pablo establishes as indispensable requirements for a student to be able to carry out a mobility:

- 1) that the student has passed a minimum number of credits of the degree that he/she is studying before his/her mobility (see Annex I with the specific criteria of each Faculty). In the case of students who are studying at the same time, this calculation will be made with respect to the degree for which they are applying for mobility;
- 2) that the student has no subjects pending registration in the 5th or 6th call in the academic year of the mobility. In the case of having subjects pending in the 5th or 6th call, the Vice-rectorate, after consulting the Faculty, may authorize the mobility in an extraordinary manner, not being able to enroll in these subjects at the host university, which will always be taken at Universidad CEU San Pablo (either during the academic year of the mobility or afterwards). The faculties may establish specific criteria (see Annex I) with respect to these 5th and 6th extraordinary calls, in order to guarantee the academic performance of the students.

If a student simultaneously studies two degrees and does not meet the established requirements, it will be evaluated exceptionally if he/she meets them for a specific degree, in which case he/she will only be able to go on mobility for that degree.

If a student fails to comply with the above requirements, he/she may request an extraordinary review of the denial of mobility from the Vice-Rectorate for Internationalization. This request will be presented by means of an application submitted to the Vice-Rectorate, accompanied by the appropriate documentation for its evaluation. The student will abide by the decision of the Vice-rectorate, which will take into account his/her academic performance and any other circumstances that may arise in order to authorize or disallow, as the case may be, the mobility.

### 2.2. Academic planning of mobility: credits to be enrolled, study agreement, exams.

**Generally, the student will study the mobility for a single degree, even if he/she is enrolled in two degrees at the same time.** In the case of students of simultaneous degrees, the student may enroll in subjects of several years (for example 3rd and 4th, or 4th and 5th) of the degree chosen for mobility; and/or take distance years of the CEU degree that cannot be enrolled in the destination. Exceptionally, in some partner universities, students are allowed to enroll in subjects of different degrees or faculties, so that they can carry out the mobility for a simultaneous Dual Degree. This situation is residual and very specific.

**The student must respect the established minimum and maximum ECTS recognition limits** the minimum and maximum recognition of ECTS credits taken at the host university will be as follows:

SINGLE GRADE		DUAL DEGREES (*)	
University of destination		University of destination	
<b>Semiannual Stay</b>		<b>Semiannual Stay</b>	
Minimum	Maximum	Minimum	Maximum
12 ECTS	30 ECTS	12 ECTS	42 ECTS
<b>Annual stay</b>		<b>Annual stay</b>	
Minimum	Maximum	Minimum	Maximum
24 ECTS	60 ECTS	24 ECTS	90 ECTS

(\*) *Students pursuing a Dual Degree may take the same number of ECTS credits as established in their respective Study Plans. This possibility will always be conditioned to the host university allowing an enrollment of more than 30 ECTS per semester or 60 ECTS per academic year. Most of the host universities limit the ECTS to 30 semester ECTS, even if the student takes a SIMULTANEOUS DUAL DEGREE at USPCEU. However, in all cases, the number of credits subject to recognition at a foreign university may not exceed, in any case, 90 ECTS credits.*

The student will attend the information sessions organized by the Vice-Rectorate and/or the Faculty in order to plan his/her *Learning Agreement* (LA) at the host university, once he/she has chosen a place.

The planning of the courses to be recognized will consider the number of credits to be taken, as well as the competences and learning objectives of the course offerings at the destination. Students should carefully review the course offerings with their coordinator. The *Learning Agreement* may be modified exceptionally upon arrival at the destination, for unforeseen reasons such as a change in the number of courses offered or the best adaptation for the follow-up of the classes, with the approval of the international coordinator of the student's faculty.

**The student will enroll in the host university the number of courses necessary to satisfy the minimum and maximum ECTS required. In addition, the following circumstances may apply:**

- **Learning Agreement with a higher credit load enrolled at the destination:** For the purposes of credit recognition, sometimes the student will have to enroll in the

destination more credits than those taken at Universidad CEU San Pablo if the credit load of the subjects is not similar. It is not recommended to register for subjects worth more than 10 % of the credits registered at USPCEU, although Learning Agreements with higher credit loads may be approved.

- **Learning Agreement by groups of subjects:** Students may take groups of subjects at the destination to be recognized for a CEU subject or take a subject at the destination that is recognized for several CEU subjects, as long as the total number of credits taken at the destination is equal to or greater than that corresponding to the CEU subjects. In the same way, recognition may be made by blocks of subjects, as long as the total number of credits at the destination is equal to or greater than the total number of credits to be recognized at the CEU, not being necessary to correspond one to one of the subjects. However, it will be verified that the sum of the contents of the subjects at the destination covers the expected development of competences for the set of subjects at Universidad CEU San Pablo.
- **Learning Agreement with undergraduate and graduate courses at the destination:** The undergraduate student, sometimes, if the destination university allows it, may enroll in graduate courses, in which case he/she must be aware of the demands and rigor that such subjects may involve.
- **Learning Agreement (extraordinary) with less credit load in the subjects taken at the destination. In the case of subjects that coincide to a very high degree in content and competences, and provided that there are no other alternative subjects at the destination,** it will be allowed to enroll abroad in subjects that add up to a total number of ECTS<sup>1</sup> (or its equivalent credit unit at the destination) slightly lower than the total number of CEU subjects, not exceeding in any case a total difference of 10 % of ECTS credits enrolled between both universities. **The international academic coordinator of the Faculty will ultimately authorize if it is feasible to recognize subjects with a total credit load lower than that of the CEU subjects. This measure will be applied on an absolutely exceptional and justified basis, accrediting both the absence of alternative options in the offer of subjects, as well as the coincidence of contents and competences between the CEU course and the course to be taken at the destination. Registration for fewer credits will not be accepted as a general rule.**

**In any case, the academic coordinator of the Faculty will validate the credit load that he/she considers most appropriate for the student, and the student must respect the criteria of the Faculty.**

**In the event of not enrolling in all CEU courses at the host university, the student is responsible for contacting the professor of his/her faculty for synchronous or asynchronous follow-up of the CEU courses, as established by the professor.**

The student must follow the instructions of both the CEU University and the host university regarding the **mode of exams of the courses** in which he/she has enrolled, both in the

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<sup>1</sup> 1 ECTS is equivalent to 25-30 hours (whether lectures, seminars, workshops, hours of independent work by the student or others).



ordinary and extraordinary exams. If the exams are face-to-face (either at CEU or at the host university), the student must assume responsibility for the travel that this obligation may entail, in ordinary and/or extraordinary exams. The student must in any case be in contact with the Professor of his/her subjects and/or faculty, to obtain authorization to take exams at a distance or on dates different from the official ones (due to displacement, overlapping of dates/times or others).

### **3. Exceptional situations**

#### **3.1. Second and third mobility students**

Universidad CEU San Pablo students who have already enjoyed an international mobility during their university studies, or who are carrying out a stay abroad in the academic year prior to the one referred to in these Rules may apply for this Call. These students will be considered second or third mobility students.

Second and third mobility students will be able to choose an exchange place once students who have not previously enjoyed a stay abroad have selected a place.

#### **3.2. Modification of the number of vacancies and force majeure causes**

Students will take into account that at the time of the allocation of places in each Faculty, the availability of places in some Agreements may be altered, for reasons that respond to the application of the agreements signed with the partners, circumstances of force majeure or requirements of the partner university. In such cases, Universidad CEU San Pablo will offer students a similar alternative to other destinations and/or will give them the option of applying for a place the following year on a preferential basis.

Universidad CEU San Pablo reserves the right to offer mobility places with flexibility between Faculties and related areas of knowledge, so that if a Faculty does not select certain places in the first round, there will be no commitment on the part of the University to offer those same places in the second round since they may be offered to students from other Faculties or other Degrees of the same Faculty.

#### **3.3. Limit on stays abroad**

A student may enjoy a maximum of 12 months of mobility per study cycle, within the Erasmus+ program (being eligible for funding by Erasmus+ grant up to a maximum of 7 months). This mobility can be enjoyed in more than one academic year and in different destinations. Additionally, the student will be able to enjoy additional mobilities (semester or annual) in the bilateral places subscribed by the university, according to the type of degree he/she is studying.

Two mobilities to the same country may only be carried out in the case of a combination of study and internship mobilities, or in cases of exceptional and very justified circumstances.

### 3.3.1 Degrees 240 ECTS (4 years) or MECES level 2

Universidad CEU San Pablo students of 240 ECTS degrees (4 years<sup>2</sup>) can enjoy a maximum of three academic stays in foreign universities during their undergraduate studies, although they cannot be carried out in the case of mobilities of studies in the same foreign university or in the same country.

### 3.3.2 Degrees higher than 240 ECTS (5 or 6 years) or MECES level 3

In undergraduate degrees whose curricula have a credit load of more than 240 ECTS, three academic stays of longer duration, up to a maximum of 24 months, may be carried out.

### 3.3.3 Simultaneous degrees

Students who simultaneously study two degrees may enjoy a maximum number of stays in foreign universities, the sum of which shall in no case exceed 24 months. The stay will be for a maximum of 12 months for each simultaneous degree.

In the case of several stays for the same degree, the maximum will be 15 months (3 six-month stays; or one annual and one six-month stay).

In a Dual Degree with more than 240 ECTS, students can enjoy stays of up to 24 months, since in this case 12 months are considered for the 1st cycle degree and 12 months for the 2nd cycle degree.

### 3.3.4 Special Mobility Programs or International Bilingual Programs

In the specific case of students of the International Bilingual Programs (IBP), or students of other special international on-site programs (International Professional Programs, etc.), whose duration is one semester, the mobility will be considered as a completed stay.

## 3.4. Excellence Scholarships

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<sup>2</sup> The European Higher Education Area (EHEA) groups university degrees into three cycles. These degrees follow the ECTS (European Credit Transfer System) system, which guarantees the convergence of the different European higher education systems. The Spanish Qualification Framework for Higher Education (MECES) is structured in four levels. GRADUATE: Undergraduate studies last approximately 4 years with a total of 240 ECTS credits (60 credits per academic year) and are equivalent to level 2 of the MECES (EQF 6). However, there are some degrees that have a duration of 5 and 6 years and correspond to level 3 of the MECES (EQF 7), such as, for example, Medicine, Veterinary Medicine, Dentistry or Pharmacy. MASTER: This training corresponds to level 3 of the MECES (EQF 7). Successful completion of these courses will allow the student to access the doctorate. DOCTORATE: The doctorate degree constitutes level 4 of the MECES (EQF 8).

Students who are beneficiaries of scholarships granted by the University linked to the maintenance of an excellent academic level (Merit Scholarships, International Merit, Merit Medicine, Scholarship Support for Athletes or others) are not exempt from fulfilling the academic requirements of the same during the year in which they carry out an international mobility.

#### 4. Non-compliance with the requirements

If a student does not comply with the academic requirements of this Call, at the end of the corresponding academic year (after the closing of the minutes of the extraordinary call) the student will be removed from the mobility process.

In any case, the student may request an extraordinary review of the denial of mobility to the Vice-Rectorate for Internationalization. This request will be presented by means of an application submitted to the Vice-Rectorate, accompanied by the appropriate documentation for its evaluation. The student will abide by the decision of the Vice-rectorate, which will consider the student's academic performance and any other circumstances that may arise in order to authorize or disallow, as the case may be, the mobility.

#### 5. Knowledge of languages

In order to be eligible for an exchange place, the student must present a valid official language certificate of the language in which he/she is going to carry out the international mobility (see Annex II).

As established in the Erasmus + program, students will have to accredit, at least, a minimum level of B1 according to the European Framework of Reference for Languages, of the language in which they are going to study during their international mobility.

**SPANISH.** The student must demonstrate a level B2 of the Common European Framework of Reference for Languages (or other higher level as required by the host university). This requirement is demonstrated if they are studying at Universidad CEU San Pablo for a degree in Spanish and/or if they have previously studied (Baccalaureate or other) in Spanish. If the Vice-Rectorate for Internationalization, through its Language Center, determines that the mobility applicant does not have the required language level, it may require the candidate to present a language certificate.

**NATIVE LANGUAGE: STUDENTS APPLYING FOR MOBILITY IN COUNTRIES WHOSE DEGREE WILL BE DELIVERED IN A LANGUAGE THAT IS THE OFFICIAL LANGUAGE OF THE STUDENT'S COUNTRY/NATIONALITY OF ORIGIN** (example: French/English student applying for mobility in a French/Anglophone country). The student must demonstrate a level B2 of the Common European Framework of Reference for Languages (or other higher level as required by the host university). This requirement is demonstrated if the student is studying or has studied (university level, baccalaureate or other) in that language. If the Vice-Rectorate for Internationalization, through its Language Center, determines that the student applying for mobility does not have the required language level, it may require the candidate to present a language certificate.

**ALL LANGUAGES: Holding a language certificate will be required for non-native speakers of the country where they are applying for mobility.** Exempt from this requirement are students who have studied in an educational system in that language during their entire education or at least during the last 2 years of high school. If the Vice-Rectorate for Internationalization, through its Language Center, determines that the student does not have the required language level, it may request the candidate to present a language certificate.

In general terms, the language level and the date by which it must be accredited is as follows:

LANGUAGE	RECOMMENDED OFFICIAL CERTIFICATES (see annex 2 for complete list)	CERTIFICATE FILING DATES
German	Goethe	Language level: Minimum B2
French	DELTA DALF (C1)	Date of accreditation of level:
English	Cambridge Certificate (First, Advanced, Proficiency)  TOEFL or IELTS (USA, Canada, UK)	October 7 to November 7 (for both 1st/2nd semester and yearly mobilities)
Italian	CILS AIL	B1 (to be accredited before the mobility): Mobility 1st semester: September 1, 2025 Mobility 2nd semester: February 1, 2026
Portuguese	PLF	B1 (to be accredited before the mobility): Mobility 1st semester: September 1, 2025 Mobility 2nd semester: February 1st 2026
Spanish		Language level: Minimum B2  To be credited before the mobility: Mobility 1st semester: September 1, 2025 Mobility 2nd semester: February 1, 2026

On the other hand, the following specific cases will be considered:

- **IMPORTANT:** Universities in the **United States, Canada, Australia or the United Kingdom generally only accept official TOEFL and/or IELTS certificates**, so it is recommended to submit a TOEFL or IELTS test in case you want to opt for those destinations. The TOEFL or IELTS score required is established by each university. It is the student's responsibility to check the prerequisite level at the time of choosing a place.



- In the event that the student has accredited his/her language level with an official certificate different from the one requested by the host university, a very short extraordinary period of time will be granted to correct the language level, which will be limited to the date on which the documentation is sent to the host university. The Vice-Rectorate for Internationalization will inform the students about this date. This period of correction will only be granted to students who have the required language level accredited, not in the case of students who need to improve their language level.
- If, once the student has chosen a place, he/she does not have the level required by the University, he/she will have to give up the destination and choose another place in the second round of mobility destination selection.

It is recommended to consult the specific language requirements on the Language Center website or on the Intranet.

Students must at all times comply with the language requirements established by the host universities.

## 6. Selection of exchange places

The Vice-Rectorate for Internationalization will offer places classified according to the courses that can be taken and the languages in which teaching is given at the host universities.

The Vice-Rectorate will arrange the mobility places classified according to languages. This provision will be called "offer of places". The languages of classification will be: English, French, German and "Latin" (for destinations whose language is Spanish/Italian/Portuguese).

Likewise, a preferential mobility offer may be established (groups of excellence and/or compulsory mobility groups), as detailed in point eight of the Rules.

On the day of choosing a place, students may apply for several places, as many as the rankings in which they appear according to their classification according to the application of the selection scale.

The University will provide the updated offer of places to the applicants, prior to choosing them. Students will take into account that, at the time of the allocation of places in each Faculty, the availability of places in some Agreements may be altered, for reasons that respond to the application of the agreements signed with the partners, circumstances of force majeure or requirements of the partner university. In such cases, Universidad CEU San Pablo will offer students a similar alternative to other destinations and/or will give them the option of applying for a place the following year on a preferential basis.

## 7. Selection Scale

The selection scale for the awarding of vacancies is applied according to the following criteria:

1. Academic Record: Average grade of the student's academic record at the end of the academic year prior to the year in which the mobility is requested. In the case of having several academic records, being a student of a simultaneous Dual Degree, the highest average of all the records will be taken into account.

**Maximum 70 points:**

- A maximum of 70 points will be reached in the case of having 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 exams the student has attended will not be taken into account in order to obtain the grades that are reflected in his or her grade point average.

2. Language level (only for destinations: English, French, German)

**Maximum 30 points:** Scoring based on language level will be as follows:

- C2 - 30 points
- C1 - 20 points
- B2 - 10 points

**TOTAL 70 POINTS (ranking of destinations without language requirement prior to the choice of the place: destinations in Spanish, Italian or Portuguese).** In the case of students who are applying for a place in which the language accreditation requirement is not mandatory prior to the choice of the place, the scale is based on 70 points.

**TOTAL: 100 POINTS (ranking of destinations with teaching in English, French, German).** In the case of students who apply for a place where teaching is given in these languages, the scale is based on 100 points.

## 8. Selection of students in mobility

The provisional list of those admitted in each Faculty 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 lodge an appeal against the Resolution of the Admitted Admission List before the Vice-Rectorate for Internationalization of Universidad San Pablo CEU, within seven calendar days from the date of publication of the same. The Vice-Rectorate for Internationalization will resolve the claims and the definitive list of admitted students will be published at a later date.

In some degrees (groups of excellence, international mentions or others), the faculties may agree with the Vice-Rectorate for Internationalization on an alternative procedure for the selection of places which, in any case, will take into account the merit and capacity of the students, in accordance with their academic results and language level.

## 9. Assignment of places

Students admitted after the selection process may participate in the allocation of the places offered, according to the scale obtained in the selection tests. These places will be offered by degree and course. Likewise, there may be specific selection processes in some special groups (groups of excellence and international mentions).

There will be as many rankings as language tests taken, as well as a specific ranking for places at Italian, Portuguese and Latin American universities, which will include all students who have passed the selection process.

Students may only keep one place selected during the process of choosing destinations, although they may apply for another place (in another language ranking), releasing the one they have previously chosen.

In some cases, and only with the prior approval of the corresponding academic coordinator, students may request, at the time of their placement, that an annual placement be assigned as a semester placement, always taking into account the criteria of the host universities.

Students may request an extension of their stay from a semester to an annual mobility at the host university, as long as there are places available and this extension meets the academic requirements established by their faculty.

The student must formally confirm acceptance of the place to the Vice-Rectorate by means of the procedure established by the Vice-Rectorate. If the student does not confirm the place within the established period, it will be understood that he/she renounces to the assigned place.

The Vice-Rectorate for Internationalization will carry out a second round in which all admitted students will be able to participate, whether or not they have been assigned a place during the first round. In this second round, the process carried out in the first round will be repeated, so that those students who so wish may apply for the places that have become vacant or for those that have been renounced by a student since the first round.

Once the confirmation of the acceptance of the place has been delivered, if a student resigns from the assigned place without justified reasons, he/she will be able to reapply to successive Universidad CEU San Pablo mobility calls, although he/she will be considered as a student in second mobility.

Students of Dual Degrees must choose the degree for which they will carry out their mobility. The host university may restrict the possibility of enrolling in subjects of several Faculties or Degrees, performing in this case the CEU subjects of the second simultaneous degree, if possible in their Faculty of origin.

Once the placement process has been completed, the two rounds of placement and the delivery of the letter of acceptance, it will not be possible to change the international mobility destination, except in the case of force majeure, by the student (duly documented), by the Universidad CEU San Pablo and/or the host university. In case of force majeure the Universidad CEU San Pablo will offer an alternative mobility to the student in the academic year of this call or in successive calls.

The assignment of the student's definitive place at the host university will be, in any case, subject to the fulfillment of the required academic/language conditions and to the final decision of the host university, which will have to confirm the student's admission as an international exchange student.

## 10. Erasmus and International Credential

The accreditation of Universidad CEU San Pablo students as exchange students will not be definitive until the student receives the ERASMUS CREDENTIAL (Erasmus Agreements) or the INTERNATIONAL CREDENTIAL (Bilateral Agreements or Special Programs). These Credentials will be sent at the end of the academic year prior to the mobility, once it is verified that the student meets all the criteria required in this Call for Mobility and has been definitively accepted at the host university.

Universidad CEU San Pablo will not be responsible for any possible expenses incurred by a student with respect to his/her mobility credential (accommodation, meals, travel, payment of additional fees at the destination, medical insurance or others).

## 11. Lodging and visas.

Universidad CEU San Pablo is not responsible for the accommodation of students at the host university. All arrangements related to accommodation must be made directly with the host university or at the student's own expense if the host university does not offer accommodation services. It is the student's responsibility to arrange accommodation on the start date of the mobility.

It is recommended that students inform the Spanish Embassy or Consulate of their period of stay in the country, through consular registration as a "non-resident".

<https://www.exteriores.gob.es/Embajadas/asuncion/es/Embajada/Paginas/Cita%20Previa%20Consular/RegistroMatricula.aspx>

Students should also check if their mobility requires any additional administrative procedures, such as applying for a student visa or temporary residence permit. It is the student's responsibility to take the necessary steps at the destination in order to be able to enjoy the mobility period.

## 12. Insurance



In order to participate in an international mobility, it is compulsory to have a multi-assistance travel insurance valid in the country of destination. Please note that, in some universities, the student is obliged to subscribe to the policy offered by the host university.

Students undertake to send a copy of the contracted insurance before starting their mobility, within the established period (approximately one month before their departure), to the International Mobility Office of the Vice-rectorate, as an essential condition to carry out the mobility and to be beneficiaries of the same. The documentation will be provided by uploading the copy of the contracted insurance to the following link: [Submission of Erasmus/ Bilateral documentation \(office.com\)](#)

Students have the possibility of taking out a multi-assistance travel insurance policy through Universidad CEU San Pablo, by requesting it at the following email address: [diego.cornejopoblete@ceu.es](mailto:diego.cornejopoblete@ceu.es).

Universidad CEU San Pablo does not assume the cost of the multi-assistance travel insurance contracted by the student.

### **13. Senior students**

Those final year students who choose an annual or second semester mobility, must follow the rules established by their Faculty regarding the Final Degree Project (TFG), not being able to recognize it for any subject at the host university. Likewise, they must comply with the requirements established by their Faculty regarding curricular internships.

The issuance of a diploma to a senior student will depend on the date on which the official transcript of records (ToR) is sent by the host university.

### **14. Obligations of the students benefiting from the mobility**

Students who have been awarded an international mobility place within the framework of this call must comply with the following obligations:



**Before performing the mobility:**

Erasmus + Mobility	International Mobility (not Erasmus)
<ul style="list-style-type: none"> <li>▪ <b>CEU REGISTRATION:</b> To reserve a place and register at the Universidad CEU San Pablo.</li> <li>▪ <b>INSURANCE:</b> Take out a multi-assistance travel insurance and upload a copy of it to the link <a href="#">Submit Erasmus/ Bilateral documentation (office.com)</a>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>CEU REGISTRATION:</b> To reserve a place and register at the Universidad CEU San Pablo.</li> <li>▪ <b>INSURANCE:</b> Take out a multi-assistance travel insurance and upload a copy of it to the link <a href="#">Submit Erasmus/ Bilateral documentation (office.com)</a>.</li> </ul>

**On arrival at the host university:** [Handing over of Erasmus/ Bilateral documents \(office.com\)](#)

Erasmus + Mobility	International Mobility (not Erasmus)
<ul style="list-style-type: none"> <li>▪ <b>CERTIFICATE OF ARRIVAL:</b> Upload the certificate of arrival signed and stamped by the host university to the link <a href="#">Erasmus/ Bilateral Documentation Submission (office.com)</a>.</li> <li>▪ <b>ERASMUS + GRANT AGREEMENT</b> Send the Erasmus + grant agreement signed by the student to the International Mobility Office of the USPCEU to the email: <a href="mailto:uspceu.internacional4@ceu.es">uspceu.internacional4@ceu.es</a>.</li> <li>▪ <b>DESTINATION COURSES:</b> Send the <i>Learning Agreement</i> to the Academic Coordinator of International Relations once the enrollment at the University of destination has been confirmed.</li> <li>▪ Upload the <i>final Learning Agreement</i> to the link <a href="#">Delivery of Erasmus/ Bilateral documentation (office.com)</a>.  Once these three documents have been received, the first payment of the Erasmus grant (70%) will be made.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>CERTIFICATE OF ARRIVAL:</b> Upload the certificate of arrival signed and stamped by the host university to the link <a href="#">Erasmus/ Bilateral Documentation Submission (office.com)</a>.</li> <li>▪ <b>DESTINATION COURSES:</b> Send the <i>Learning Agreement</i> to the Academic Coordinator of International Relations once the enrollment at the University of destination has been confirmed.</li> <li>▪ Upload to the link <a href="#">Erasmus/ Bilateral Documentation Submission (office.com)</a></li> </ul>

**Upon returning to Universidad CEU San Pablo:**

<b>Erasmus + Mobility</b>	<b>International Mobility (not Erasmus)</b>
<ul style="list-style-type: none"> <li>▪ <b>CERTIFICATE OF STAY:</b> Upload the final certificate of stay and the final <i>Learning Agreement</i>, signed by the host university, to the link <a href="#">Erasmus/ Bilateral documentation submission (office.com)</a>.</li> <li>▪ <b>GRADES:</b> Upload the transcript of records from the host university to the link <a href="#">Erasmus/ Bilateral documentation submission (office.com)</a>.</li> <li>▪ <b>EU REPORT:</b> Complete the Erasmus+ Participant Report from the European Commission</li> </ul> <p>Once these documents have been received, the second payment of the Erasmus + Scholarship (30%) will be made.</p>	<ul style="list-style-type: none"> <li>▪ <b>CERTIFICATE OF STAY:</b> Upload the final certificate of stay and the final <i>Learning Agreement</i>, signed by the host university, to the link <a href="#">Erasmus/ Bilateral documentation submission (office.com)</a>.</li> <li>▪ <b>GRADES:</b> Upload the transcript of records from the host university to the link <a href="#">Erasmus/ Bilateral documentation submission (office.com)</a>.</li> </ul>

**15. Data protection**

Students participating in this process will expressly grant their consent for the transfer to the Fundación Universitaria San Pablo CEU, the entity that owns Universidad San Pablo-CEU, of the image rights inherent to the photographs and/or video recordings in which they appear, taken and/or filmed during the awarding of international mobility places and other events related to international mobility, including the cession of the right to their total or partial reproduction, respecting at all times their dignity, honor and self-image in the terms of the Organic Law 1/1982, of May 5, on the civil protection of the right to honor, personal and family privacy and self-image.

This authorization and subsequent transfer of rights will be free of charge, without any geographical or temporal limitation, and will be made 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 media - of the awarding of the Scholarships for the 2025-2026 academic year.

The processing of personal data of data subjects included in the corresponding application will be carried out in compliance 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 by Organic Law 3/2018 of 5 December on the Protection of Personal Data and guarantee of digital rights.

In particular, the public dissemination of the various actions related to this call for mobility may be carried out in order to promote them through the media or communication media, websites and social media of Universidad San Pablo-CEU/Fundación Universitaria San Pablo CEU.

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 individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, as well as Organic Law 3/2018 of 5 December, on the Protection of Personal Data and guarantee of digital rights, we inform you that your data obtained in the registration process in the present call of Universidad San Pablo-CEU will be processed under the responsibility of Fundación Universitaria San Pablo-CEU, the entity that owns the University, in order to process and manage your application. We inform you that profiling is not foreseen.

Fundación Universitaria San Pablo-CEU informs that the indicated treatments are legitimized in the consent of the interested parties, granted with the application submitted. The personal data contained in the application will be retained for the duration of the legal relationship between the parties.

International data transfers may be made to the destination university chosen by the student. Likewise, the acceptance of the bases by applying for international mobility implies the acceptance of sharing your personal data with the various groups involved in the mobility process, both from the home university (PDI, PAS, students participating in the process) and the host university.

Additional and detailed information on Data Protection can be found on our website: <http://www.ceu.es/protecciondatosinscripcionactividades> .

Likewise, students are informed that they can contact the Data Protection Delegate of Fundación Universitaria San Pablo-CEU, by sending their request in writing to the postal address C/ Tutor nº 35 - 28008 Madrid or to the e-mail address [dpd@ceu.es](mailto:dpd@ceu.es).

In Madrid, on Monday, October 7, 2024.



## **Annex I: Academic Requirements by Faculty**

### **Institute of Technology**

#### **ENGINEERING AND DIGITAL ART**

ACADEMIC REQUIREMENTS: In general, in order to enjoy a mobility place, it is necessary to fulfill the following conditions;

1. To have passed all of the first year and at least 18 ECTS of the second year.
2. Not having any pending course whose next enrollment involves a fifth or sixth exam.
3. Only students who have passed at least 42 ECTS of first year at the time of the choice of the place (February 2025) will be able to confirm the assigned place. The right to enjoy the assigned mobility place will depend on the student fulfilling requirements 1 and 2 of this list at the end of the academic year prior to mobility.
4. Exceptionally, the international coordinators, together with the corresponding grade directors, may evaluate extraordinary personal situations, duly justified.

#### **ADDITIONAL REQUIREMENTS**

Bachelor's degree in Telecommunication Systems Engineering, Dual degree in Biomedical Engineering and Telecommunication Systems Engineering and Dual degree in Telecommunication Systems Engineering and Information Systems Engineering:

- The course Fields and Waves and Radiocommunications will not be recognized in the same stay without the express approval of the degree coordinator, who will do so only when he/she considers the solvency of the host university to be appropriate.
- The subjects Electronics II and Radio Frequency Technologies will not be recognized in the same stay without the express approval of the degree coordinator, who will do so only when he/she considers the solvency of the host university to be appropriate.

## ARCHITECTURE

**ACADEMIC REQUIREMENTS:** In general, to enjoy a mobility place, it is necessary:

1. To have passed all of first year and 80 % of second year enrolled.
2. To not have any pending course whose next enrollment involves enrolling in a course in the fifth or sixth convocation.
3. Only students who have passed 80 % of the first-year courses at the time of choosing the place (January-February 2025) will be able to confirm the assigned place.
4. Exceptionally, the international coordinators may consider extraordinary personal situations duly justified.

## MOBILITY PERIOD

- The total stay abroad is limited to two semesters that can be carried out in two different academic years.
- The mobilities in 5th year can only have a semester duration.
- The following courses will not be recognized in the mobility:

2nd year: DA2 Architectural Drawing 2

3rd year: AE1 Analysis of Structures 1

SC1 Building Systems 1

4th year: DE1 Dimensioning of Structures 1\*.

DE2 Dimensioning of Structures 2

PL1 Planning 1

PL2 Planning 2

ACO Constructive Analysis

OFA Architect's Office

5th year: PR7 Architectural Projects VII

PCP Construction Project Prototypes

PR8 Architectural Projects VIII

PIN Facilities Project

LEG Legal Architecture

PFG Final Degree Project

**\* Only for European destinations:** *in exceptional cases, and always with the approval of the Academic Coordinator, these marked courses may be validated, provided that the technical code of the destination country is similar.* The enrollment of all students taking second-year courses will be reviewed, especially those who, upon returning from the mobility, have second and fourth-year courses, which may cause overlapping schedules. Special permission will be required from the Degree Direction. In addition, if this situation leads to overlapping schedules upon return from the mobility, students will always take the course of the lower academic year.

### **Bachelor's degree in Architecture + Master's degree in Interior Design:**

As an exceptional case, students who are taking the Bachelor's degree in Architecture + Master's degree in Interior Design may take 4.5 extra credits per semester. Thus, the total number of credits that can be taken in a semester will be 34.5 ECTS, and 69 ECTS if an annual mobility is done.

### **Bachelor's degree in Interior Design:**

ACADEMIC REQUIREMENTS: In general, to enjoy a mobility place, it is necessary:

1. Have passed all of first year and 80 % of second year enrolled.
  2. Not having any pending course whose next enrollment involves enrolling in a course in the fifth or sixth convocation.
  3. Only students who have passed 80 % of the first-year courses at the time of choosing the place (January-February 2025) will be able to confirm the assigned place.
  4. Exceptionally, the international coordinators may consider extraordinary personal situations duly justified.
- MOBILITY PERIOD: The total stay abroad is limited to two semesters that can be carried out in two different academic years.
  - The mobilities in the 4th year can only have a semester duration.
  - ADDITIONAL REQUIREMENTS: The following subjects will not be recognized in the mobility:

4th year: Legislation Applied to Interior Design

Final Degree Project (TFG)

- The student will necessarily take during the mobility the credits of elective subjects that he/she has not yet taken (in case of semester mobility at least 6 ECTS).

### **ADDITIONAL ACADEMIC CONDITIONS (SPECIAL PROGRAMS)\*:**

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

**BOSTON UNIVERSITY PROGRAM FOR CITY PLANNING & URBAN AFFAIRS:** This is a specific program in Urban Planning that exceptionally allows students to take several workshops in this area in one semester. In addition to meeting the general academic criteria established by the EPS (Institute of Technology), students must complete the mobility in the 3rd year and must have a TOEFL 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 established by the EPS (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 of at least 79 IBT before the month of September prior to mobility. The level of English could also be justified by taking a placement test at the EPS (Institute of Technology), which would be organized by UC Riverside itself.

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

\*Participation in the Special Programs is subject to specific financial conditions in addition to the fees payable to USPCEU.

## **School of Pharmacy**

### **General Requirements:**

1. In order to be able to carry out a mobility it will be necessary to meet one of the following requirements:
  - a) having passed all 1st-year courses at the end of the current academic year in which he/she is applying for a mobility place; or
  - b) have only one failed 1st-year courses (regardless of the number of credits of the subject) and have passed a minimum of 100 ECTS in the degree in which he/she is doing his/her mobility at the end of the current academic year. Students who have one or more subjects in the fifth or sixth call during the year of mobility will have to take them

at Universidad CEU San Pablo when they return from their mobility. As the only exception to this rule, students who finish their degree in the academic year in which they carry out their mobility may be allowed to take a subject in the fifth or sixth year by distance learning.

### **Study mobility:**

As a general rule, these mobilities are intended to take all the subjects of the study plan at the destination, but not the curricular internships. Exceptionally, as long as there is a place available at the destination, curricular internships could be included a posteriori, to be carried out in the semester following the study mobility.

The courses in which the mobility can be carried out are the following:

- Bachelor's degree in Pharmacy: 3rd, 4th year and 5th year (as long as the availability of courses in the 1st semester of 5th year at the University of destination has been verified before choosing a place).
- Bachelor's degrees in Biotechnology, Optics and Optometry or Human Nutrition and Dietetics: 3rd or 4th year.
- Students who are pursuing Dual Degrees must choose one of them to carry out their mobility, taking into account that:
  - If the mobility is for the Bachelor's degree in Pharmacy, they must carry out the mobility in 3rd, 4th or 5th year.
  - If the mobility is for the Bachelor's degree in Biotechnology, Optics and Optometry or Human Nutrition and Dietetics, the mobility must be done in the 6th year.

The mobility must be annual in all courses, except in the last years of each degree (4th year of Biotechnology, Optics and Optometry or Human Nutrition and Dietetics, 5th year of Pharmacy or 6th year of Dual Degrees).

### **Internships or Traineeships:**

There will be a special and independent call for Traineeships. Traineeships will be used to carry out the following activities:

1. Curricular internships abroad and may be recognized for any of the following subjects:
  - Supervised Internships (Bachelor's degree in Pharmacy)
  - External Internships (Bachelor's degree in Biotechnology)
  - Practicum I and II (Bachelor's degree in Human Nutrition and Dietetics)

- Practicum (Bachelor's degree in Optics and Optometry).

2. Extracurricular internships for recent graduates.

For more information, please refer to the terms and conditions of the corresponding specific call for proposals, which will be launched in March or April 2025.

### School of Medicine

#### **Undergraduate Mobility:**

Mobilization may be carried out in the following years:

- Medicine: 5th, 4th and 3rd year and 6th year clinical rotations (for 5th-6th year summer: students in 5th year apply).
- Nursing: 4th year (internship)
- Physiotherapy: 3rd and 4th year (one semester)
- Genetics 3rd (semester/year)
- Psychology: 3rd and 4th year (semester / annual)
- Dentistry: 3rd, 4th, 5th years

#### **Academic requirements:**

- ✓ Undergraduate students may only have one subject pending. These subjects may not be of 1st year. This requirement will be required at the end of the academic year in which the application is submitted.
- ✓ Students who have one or more subjects in the fifth or sixth exam during the year of mobility will have to take them at Universidad CEU San Pablo upon returning from their mobility.

#### **Administrative requirements for the recognition of undergraduate clinical rotations in PHYSIOTHERAPY AND NURSING:**

1. In the case of students of the physiotherapy degree, only practical hours of the subjects CLINICAL STAYS III and IV can be recognized.
2. In the case of NURSING students, only PRACTICUM VI and PRACTICUM VII practical hours can be recognized.

#### **Additional academic requirements for the Bachelor's degree in MEDICINE:**

In the case of the **Bachelor's degree in MEDICINE** positions offered for rotations, the conditions to apply for them are the following:



- ✓ Student applicants must be in 5th year.
- ✓ Students interested in this program must have taken and passed all 5th year courses. This means that during the application and selection process they can be taking these subjects; but in order to be able to carry out the mobility they must have passed them.

Erasmus scholarship and clinical rotations cannot be combined.

**Administrative requirements for the recognition of clinical rotations for the Bachelor's degree in MEDICINE:**

There is the possibility of recognition of supervised internships, clinical stays or practicum for medical degrees, with other hospitals, university hospitals or clinics that do not appear in the offer. For this purpose,

1. It is the student's responsibility to contact the centers in which he/she wishes to carry out the clinical internship.
2. Upon acceptance by the center, the student will contact professional careers at the Montepíncipe campus who will assist him/her in the formalization of a Framework Agreement with a specific Annex for the completion and recognition of these internships. NOTE: Recognition will be given for the internship hours completed after the signing of the Framework Agreement and specific Annex by both parties.
3. Once the agreement has been established (which is specific only to the student), an appointment will be made with the international relations coordinators to draw up the learning agreement. This "learning agreement" must be presented again with the signature of the host center after the end of the clinical rotations.
4. In the case of medical students, only practical hours of the courses PRACTICAS TUTELADAS I and PRACTICAS TUTELADAS II (SUPERVISED INTERNSHIPS I and II) can be recognized. Seminars and exams of these courses are mandatory at CEU to pass the course.

**School of Economics and Business**

**ACADEMIC REQUIREMENTS**

The following requirements must be met in order to be able to carry out a mobility:

- To have passed the totality of 1st-year courses; and
- (for 2nd-year students) at the end of the current academic year, to have passed 70% of the courses of the year in which they are enrolled at the time of the application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility); and
- (for 3rd or 4th-year students) at the end of the current academic year, to have passed 70% of the courses of the year in which they are enrolled at the time of application (in the case



of students who are studying simultaneously, this calculation will be made for the degree for which they are applying for mobility).

Exceptionally, the international coordinators may assess extraordinary personal situations, duly justified. In no case will mobility be allowed to students with more than 12 ECTS failed in first year.

### **Mobility Period:**

Students who pass the academic requirements will be able to enjoy an international mobility in one of the following periods:

- 3rd year undergraduate students: First semester, second semester or complete course - depending on offer
- 4th year undergraduate students: First semester or complete course (\*) - according to offer
- 5th year undergraduate students: (ADE + MKT, ECO+ADE, ECO+RRII, INT+ADE, INT+ECO, DER+ADE, PUB+MKT, FAR+ADE, ISI+ADE) First semester or full year (\*) - depending on offer

(\*) Consult the School for conditions of curricular internships.

## ACADEMIC REQUIREMENTS

In order to be able to carry out a mobility it will be necessary to fulfill one of the following requirements:

- To have passed almost all of 1st year (minus 12 ECTS maximum); or
- (for 2nd-year students) at the end of the current academic year, to have passed 70 % of the courses of the year in which they are enrolled at the time of the application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility); and
- (for 3rd or 4th-year students) at the end of the current academic year, have passed 70 % of the subjects of the course in which they are enrolled at the time of application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility).

## School of Humanities and Communication Sciences

## ACADEMIC REQUIREMENTS

In order to carry out a mobility, the following requirements must be met:





- To have passed almost all of first year (minus 6 or 9 ECTS at most, equivalent to a single subject); and
- (for 2nd-year students) at the end of the current academic year, have passed 80 % of courses of the year in which they are enrolled at the time of application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility); and
- (for 3rd or 4th-year students) at the end of the current academic year, have passed 80 % of courses of the year in which they are enrolled at the time of application (in the case of students who are studying simultaneously, this calculation will be made with respect to the degree for which they are applying for mobility).

**Annex II: Language Certificates admitted**

**IMPORTANT:** Universities in the **United States, Canada, Australia or the United Kingdom** will **only accept official TOEFL and/or IELTS certificates**, being the TOEFL the most demanded certificate at most of these universities. The TOEFL or IELTS score required is set by each university individually.

CERTIFICATES ACCEPTED FOR LINGUISTIC ACCREDITATION : ENGLISH

DIPLOMAS	LEVELS		
	B2 MECR	C1 MECR	C2 MECR
CAMBRIDGE ESOL General	B2 First	C1 Advanced	C2 Proficiency
CAMBRIDGE ESOL IELTS	5.5 - 6.5	7 - 8	8.5 - 9
CAMBRIDGE Linguaskill	✓	✓	
TOEFL - iBT	72 - 94	95 - 120	
TOEFL ITP	543 - 626	627 - 677	
TOEIC	L=400-485 S=385-450 R=160-170 W=150-170	L=490-495 S=455-495 R=180-200 W=180-200	
OFFICIAL LANGUAGE SCHOOL (L.O.8/2013)	Level B2	Level C1	
OFFICIAL LANGUAGE SCHOOL (RD1041/2017)	Intermediate B2	Advanced C1	Advanced C2
ACLES	CertAcles B2	CertAcles C1	CertAcles C2

CERTIFICATES ACCEPTED FOR LANGUAGE ACCREDITATION: ENGLISH			
DIPLOMAS	LEVELS		
	B2 MECR	C1 MECR	C2 MECR
APTIS	✓	✓	
Secondary Education (Age 14-16)	✓		
Further Education (Age 16-18) International Baccalaureate		✓	
ENGLISH PHILOLOGY		✓	
Oxford Test of English	Level B2		
London Test of English (LTE)	Level 3	Level 4	Level 5
Pearson English International Certificate	✓	✓	✓
Anglia Ascentis ESOL Examinations	- General: Advanced - Business: Advanced	General: Proficiency/ AcCEPT	- General: Masters - Business: Proficiency

### ITALIAN AND PORTUGUESE:

For mobility to Italian or Portuguese-speaking countries, the corresponding official certificate must be submitted. In exceptional cases, a certificate from an accredited language school verifying that the required B1 level has been reached may be provided. Certificates from private teachers or other entities will not be accepted.

**Annex III:**  
**ERASMUS + SCHOLARSHIPS**

The duration of the study mobility will be from 3 to 12 months.

**Erasmus+ scholarship application:**

**Students do not have to submit a specific application to be beneficiaries of the Erasmus grant. The Erasmus+ scholarship is managed directly from the International Mobility Office of the Vice-Rectorate for Internationalization.**

However, students must submit specific documentation to qualify for scholarship payments, as follows:

**PAYMENT 1:**

- Upload a copy of the **multi assistance travel insurance** to the link [Erasmus/ Bilateral documents submission \(office.com\)](#)
- Upload the "**certificate of arrival**" to the host university to the following link: [Delivery of Erasmus/ Bilateral documentation \(office.com\)](#).
  - ✓ Send the **Erasmus+ grant agreement** signed by the student to the International Mobility Office of USPCEU to the email: [uspceu.internacional4@ceu.es](mailto:uspceu.internacional4@ceu.es).
  - Upload the **Learning Agreement** to the Academic Coordinator of International Relations once the enrollment at the host university has been confirmed through the [link Erasmus/ Bilateral Documentation Submission \(office.com\)](#).

The first payment of the Erasmus+ grant (70 %) will be made upon receipt of these documents.

**PAYMENT 2:** At the end of their mobility, students must complete the following steps to receive the second payment of the Erasmus+ Grant (30 %):

- Attach the following documentation in the link: [Erasmus/ Bilateral documentation submission \(office.com\)](#)
  - **END OF STAY CERTIFICATE** signed by the host university.
  - **LEARNING AGREEMENT FINAL** signed by the host university.
  - **GRADES** signed by the host university.
- ✓ **EU REPORT:** Complete the Erasmus+ Participant Report from the European Commission (sent by *EU corporate notification system*) that the student will receive by email (to USPCEU email).

### Amount (approximate):

The **amount of the Erasmus + grant** awarded by the EU during the academic year 2024-25 is an average of **250 € per month**. These grants are expected to be very similar for the 2025-26 academic year. Within the Erasmus + Program, the amount of this **monthly grant will depend on the destination country** chosen.

- **Group 1:** Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway and Sweden. **Scholarship: 350 € / month**
- **Group 2:** Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain and Austria. **Scholarship: 300 € / month**
- **Group 3:** Bulgaria, Czech Republic, Croatia, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia and Turkey. **Scholarship: 250 € / month**

In addition, Erasmus scholarships may be granted to the following non-European Union countries, subject to budgetary availability:

**Region 10: Latin America. Scholarship: 700 € / month**

**Region 12: Canada. Scholarship: 700 € / month**

**Region 14: United Kingdom. Scholarship: 350 € / month**

**Large families:** Students who can prove their status as a large family may apply for an additional amount of funding. This amount is not guaranteed, as it will depend on the final budget that the European Commission allocates to Universidad CEU San Pablo for the academic year of the mobility of this call.

**Ecological travel (sustainable mobilities):** Students who have a lower environmental impact on the transfer/return to/from their destination, may enjoy an additional amount of funding (4 additional grant days), having to documentally prove in any case the ecological impact of their trip (means of transport with low emissions on the main leg of the journey, e.g. bus, rail or carpooling in a low-emission vehicle).

### Duration of financing:

The new Erasmus + Program allows students to enjoy a maximum of 12 months of mobility as Erasmus students (of which **only a maximum of 7 months are funded, even if the mobility is longer or annual**). This allows the student to enjoy **two Erasmus stays in two different courses**, as long as they are semesters.

**Important:** The financial endowment of the Erasmus+ grant **is not guaranteed**, as it will depend on the final budget that the European Commission allocates to Universidad CEU San Pablo for the academic year of the mobility of this call.



**Annex IV: MOBILITY SCHEDULE (indicative)**

CALL FOR MOBILITY 2025-26 - TIMETABLE

<b>October 2024</b>	<b>Launching of the international mobility call</b>
02/10/2024	Virtual Information Session International Mobility Office and Language Center for Moncloa and Montepríncipe
7/10 a 7/11/2024	Language Justification
24/09/2024	Montepríncipe International Fair - Academic Information Sessions by Faculty
03/10/2024	Moncloa International Fair - Academic information sessions by Faculty
<b>7/11/2024</b>	<b>Deadline for language certification End of mobility application</b>
December 2024	Publication of provisional rankings by Faculty
December 2024	Publication of additional linguistic and academic requirements of host universities
January 2025	Publication of international mobility vacancies 2025-26
January 2025	Publication of final rankings by Faculty
First fortnight February 2025	1st round of selection of mobilities
Second fortnight February 2025	2nd round of selection of mobilities
March 2025	Informative sessions on administrative issues - International Mobility Office
March/April 2025	Information sessions on academic topics International Relations Academic Coordinators
March/April-June 2025	Application form sent to partner universities (advice International Mobility Office)
March/April - July 2025	Sending Learning Agreement to partner universities (advising International Relations Academic Coordinators)
<b>End of July</b>	<b>Sending Erasmus and International Credential (information on Erasmus + scholarship procedures)</b>