

CUNEF UNIVERSIDAD

CALL FOR ERASMUS+ GRANTS FOR STUDIES ABROAD 2024-2025

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The International Department of CUNEF Universidad announces 187 Erasmus grants for study periods in educational institutions of EU member states or third countries partnered with the programme with an Erasmus+ agreement with CUNEF.

1. Objective

The Erasmus+ programme aims to support the educational, professional and personal development of participating students.

It also seeks to promote equal opportunities and access, as well as inclusion, diversity and equity in all its actions. Finally, it contributes to the achievement of EU objectives in terms of digital transformation, sustainable development and active citizenship.

2. Requirements

- Having applied for an Erasmus+ place in the International Academic Mobility call for academic year 2024-2025 issued by CUNEF Universidad.
- Nationality: being a Spanish national, or a national of an EU country or of any other Erasmus+ partner country.
- Having refugee or stateless status.
- Being a national of a third county (with no partnership agreement with the programme) with a valid residence permit allowing them to live in Spain for the duration of the mobility period. In this case, applicants are responsible for requesting the visas or permits that will allow them to travel to the host institution; it is advisable to start this process at least 3 months before the scheduled departure date. Before the start of the mobility period, these students must provide proof to CUNEF Universidad that they have the necessary permits.
- Accrediting knowledge of the language used for academic purposes at the host institution.

3. Application deadline and calendar

The application period is **from November 15th to December 8th**.

- The preliminary place allocation will be published on January 24th, 2024.
- The period for appeal and error correction will be from January 25th to 31st, 2024.
- The final place allocation will be published on February 1st, 2024.
- Students will have until February 7th, 2023, to confirm that they accept the place they have been assigned in the first round of the call.
- Students who reject the place they have been assigned or have not obtained a place in the first round of the call will be excluded from the process without being able to reallocate places.

4. Application procedure and required documents

Students must complete the Erasmus+ application form during the application period using the following link: [FORM](#)

They must attach the following documents:

- National ID or other official identification document
- Students who are not Spanish nationals: photocopy of their NIE, which must be valid for the duration of the mobility period.
- EUROPASS CV stating any merits that are not specified in their academic record; they must include photocopies accrediting certificates, courses or professional experience (see [Europass CV template](#)).
- An official language certificate accrediting their English level, obtained no more than two years before the time of application.
- An official language certificate accrediting their level in a second language, obtained no more than two years before the time of application (not mandatory).

Places will be allocated based on the criteria and standards described in the International Academic Mobility CANVAS course, for academic year 2024-2025 – [Criteria and procedures](#) - .

5. Erasmus Student Charter: student rights and obligations

The Erasmus Student Charter reflects the values and priorities of the Erasmus+ Programme, and its purpose is to provide participants with detailed information regarding their rights and obligations, aimed at ensuring the success of the mobility period.

You can read the Erasmus Student Charter by visiting the following link: [Erasmus Student Charter](#).

6. Erasmus grants

The amount and conditions of the grants awarded will be subject to the funding received from the European Commission, through the Spanish Service for the Internationalisation of Education (SEPIE) and the Ministry of Education. The general amounts are listed in the table below.

The amount awarded will depend on the standard of living of the host country; the countries are divided into three groups, as follows:

	Host country	Monthly amount in EUR
Group 1	Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom*	350
Group 2	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal	300
Group 3	Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey	250

(*) United Kingdom (Third countries not associated with the program; Region 14) – Only in the case of universities with which there is an Erasmus+ agreement.

Those students with fewer opportunities, who are in any of the following circumstances, will be provided with additional aid of 250 EUR per month:

- Be a member of a large or single-parent family.
 - Have been a beneficiary of a general study scholarship from the General State Administration to pursue university studies.
 - Have a disability equal to or greater than 33 percent legally recognized and qualified.
- a. The maximum number of eligible months will depend on the funds allocated by the European Commission.
 - b. Grants will be paid in two instalments into the bank account provided by the candidate in the Erasmus grant agreement. The first instalment will be 80% of the total sum and will be paid once the funds are received from the SEPIE, provided that the student's arrival at the host institution has been confirmed, via a Certificate of Arrival, duly signed and stamped by the host institution, sent to the Administration and Control Department at CUNEF Universidad. The second instalment will be paid at the end of the mobility period, provided that the student has submitted the documents required within the established deadlines. In this second and final instalment, the necessary adjustments will be made reflect the actual duration of the mobility period.
 - c. There is an option of Erasmus+ mobility with no funding, called "zero-grant". In this case, students must meet all the requirements specified in the call and will benefit from all the academic and administrative advantages of the Erasmus+ programme. If it were necessary to assign zero-grant mobility places, it will be done based on the student's academic record, weighted by fields of study.

- d. Erasmus Santander Scholarship: For students with a good academic record who have been accepted to participate in the Erasmus+ programme for a period of study in Europe and/or internship abroad (see [Erasmus Scholarships - Banco Santander](#)).

7. Requirements following the allocation of the Erasmus+ place

Recipients undertake to:

Before mobility:

1. Prepare the Learning Agreement together with the academic coordinator.
2. Sign the grant agreement and send it to the International Department of CUNEF Universidad.
3. Take the EU online language level test on OLS before the start (and after the end) of the period abroad.
4. Send a copy of their European Health Insurance Card or private health insurance card, with international coverage valid throughout your stay at the host institution, to the International Department of CUNEF Universidad.
5. It is advisable to take out civil liability, accident and repatriation insurance.

During mobility:

1. Send the Certificate of Arrival (within ten days after their arrival), stamped by the host university, to the International Department at CUNEF Universidad.
2. Submit any changes to the Learning Agreement for approval by both the home institution and the host institution (academic coordinator). The final Learning Agreement must be signed by the student, the home institution and the host institution.

After mobility:

1. After the end of their stay, students must complete a questionnaire on their Erasmus mobility period.
2. Take the EU online language level test on OLS again.

8. Credit recognition and grade equivalency

- Learning Agreement: Prior to the start of mobility, the student, together with their academic coordinator, will prepare a Learning Agreement proposal including the courses they will take at the host university and their equivalence with their courses at CUNEF Universidad. This proposal must be approved by CUNEF Universidad and the host university. Any changes to the Learning Agreement must be approved by the academic coordinator and ratified by CUNEF Universidad and the host university.
- [Credit Recognition](#): After the end of the student's international mobility programme, credits will be recognised according to the following rules:
 - The courses included in the Learning Agreement that are accredited as passed by the Transcript of Records (official report card) will be recognised.
 - The Director of International Relations of CUNEF Universidad will issue a Certificate of Recognition listing the grades obtained. This certificate will be countersigned by

the competent academic authority of CUNEF Universidad.

- The Certificate of Recognition will be included in the student's record, along with the Transcript of Records. The Academic Office must explicitly state in the record that the credits of the CUNEF Universidad curriculum are considered recognised under the corresponding international academic mobility programme.
- [International grading tables](#): Grades will be converted to their Spanish equivalent by the coordinators of the International Department of CUNEF Universidad, based on the official tables of the Ministry of Education and those of the host university.

Should the recipient fail to comply with any of the conditions described above, he or she may be required to repay the grant.

Signed in Madrid, 15th. of November, 2023, by

Patricia Enriquez Nistal



Director of International Relations, Careers and Institutional Accreditation