



Universitat de les Illes Balears

ERASMUS Internship (incoming students)

WHAT IS THE ERASMUS INTERNSHIP PROGRAMME?

The ERASMUS Internship programme is an initiative that enables university students and students pursuing higher education to spend periods of professional practicum at companies and institutions in the different European countries.

The programme is open to the students of higher education institutions that have the *Extended ERASMUS University Charter*.

The aim of this programme is to meet the educational needs of all participants in higher education and professional training programmes, regardless of the length of their study track or achieved degree, facilitating exchange, cooperation and mobility among the education and training systems of participating European countries, and making them a worldwide benchmark for quality.

The organisations that offer student internships may be companies, training centres and research centres, among others.

Within the framework of this programme, it is understood that the **Universitat de les Illes Balears** acts as a company and can therefore receive students who are interested in doing an internship at the UIB. Throughout the 2013-14 academic year, the UIB received four students through this programme.

Below are the guidelines and requirements for students who choose to do an ERASMUS Internship at the UIB:

GUIDELINES:

1. It is usually the student who contacts the International Relations Service or a professor at the UIB to express his/her interest in doing an ERASMUS Internship. In such cases, the student must send a detailed proposal of the internship agreement, indicating his/her full name and academic degree, the length and period of the internship, a list of the activities to be carried out in the internship and an email address.
2. If it is the institution of origin that contacts the International Relations Service through an official nomination, the International Relations Service will forward the request to the study mobility coordinator, who in turn will decide on the feasibility of the internship at the UIB and propose a UIB professor to act as an internship director/mentor for the student. Nevertheless, the detailed proposal of the internship agreement will be requested.



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3. Unless the internship agreement is approved by the higher-education institution of origin, the receiving institution (UIB) and the beneficiary, the requested internship (according to the model, Annex 1) cannot be carried out.

4. The length of the internship period can range from 3 to 12 months.

5. Once the internship agreement has been accepted and signed, the International Relations Service will give the candidate access to the online application system.

Application documents required by the International Relations Service:

— Online UIB registration application, duly signed by the university of origin.

— Internship agreement (according to model, Annex 1).

— Photocopy of the candidate's passport or ID.

— Proof of insurance: the candidate must present an insurance policy covering healthcare, civil liability and travel.

Documents required by the UIB administrative services - enrolment:

— Photocopy of the candidate's passport or ID.

— Copy of the internship agreement with the approval of the International Relations Service.

— Students do not enrol for any classes. However, in order to create a student record, students must have access to UIBDigital and receive the student ID card, and they must pay the amount corresponding to the required insurance* and the student ID in the corresponding office.

— As regards the student's academic record, the administrative services must include in the "observations" section all the details pertaining to the internship: dates of the internship, a brief description of the work plan, the guiding mentor in charge and other information.

(* Approximately 2 euro for candidates under age 28; and 14 euro for those over age 28)



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Additional information:

— As regards the internship period, the International Relations Service recommends that the period preferably not begin during the months of July and August.

— The UIB will provide the students with information on housing.

— These students may take part in the Spanish and Catalan language classes that are offered to exchange students, by paying the corresponding enrolment fee.

— The International Relations Service will provide information on how to process and obtain the public transport discount card (“Targeta ciutadana”).