



**Universitat de les
Illes Balears**

Servei de Relacions Internacionals

**EXCHANGE PROGRAMMES
PROCEDURE FOR ON-LINE APPLICATION
AND OTHER INFORMATION**

ACADEMIC YEAR 2011-2012

- STUDENT SELECTION:

I) The home university will officially select students who would like to take part in an exchange at the UIB (indicating the exchange programme, name and surname of the student, contact e-mail address, exchange period and field of study) and will send the candidates selected to the UIB:

- ERASMUS: erasmus.incoming@uib.es or fax: +34 971 172 649.
- Exchange Agreements: convenis.intercanvi@uib.es or fax: +34 971 172 763.
- SICUE-Séneca Programme: sicue.seneca@uib.es or fax: +34 971 172 763.

The UIB will only process the applications of officially selected students.

We would be grateful for students not to contact the UIB until they have been officially selected by their home university.

II) Once the UIB has received the selection from the home university, students will receive an e-mail from the International Relations Service confirming their selection to participate in an exchange programme at the UIB.

This message will contain: a) a link to the website containing the procedure for the on-line application and other information, b) a link to the on-line application form, c) a personal password to access the on-line application page.

- APPLICATION:

I) Deadlines for on-line application:

a) 15 June 2011: for exchanges during the first semester (from October to February) and whole year exchanges (from October to June).

b) 15 October 2011: for exchanges during the second semester (from February to June).

- Outside these deadlines, the UIB cannot guarantee acceptance of the students selected.

II) Once the on-line application has been presented and confirmed, students must send the following documentation by ordinary mail:

a) A duly signed copy of the student on-line application form.

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- b) A duly signed copy of the academic agreement proposed by the student.
- c) 2 photographs (passport size).
- d) A photocopy of their passport or national ID.
- e) Letter of intent (only for students on Exchange Agreements).

- Deadlines for sending the documentation to the UIB are the following:

a) 30 July, 2011: for exchanges during the first semester (from October to February) and whole year exchanges (from October to June).

b) 30 November, 2011: for exchanges during the second semester (from February to June).

- The address for sending the documentation to is the following:

Universitat de les Illes Balears
Servicio de Relaciones Internacionales
Son Lledó (Campus universitario)
Cra. de Valldemossa, km 7,5
07122 - Palma (Illes Balears) – España

For further information:

- ERASMUS: erasmus.incoming@uib.es
- Exchange Agreements: convenis.intercanvi@uib.es
- SICUE-Séneca: sicue.seneca@uib.es

- ACADEMIC CALENDAR

FIRST SEMESTER	
Class period:	From 26 September, 2011 to 27 January, 2012
Exam period:	From 30 January to 17 February, 2012
SECOND SEMESTER	
Class period:	From 20 February to 15 June, 2012
Exam period:	From 11 June to 29 June, 2012

University holidays:

28 November, 2011: UIB official day.

Christmas holidays: from 23 December, 2011 to 8 January, 2012.

Easter holidays: from 5 April, 2012 to 15 April, 2012.

- LANGUAGE COURSES





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In the Balearic Islands there are two official languages: Catalan and Spanish. They are both used normally in all areas of public and private life. Spanish is one of the most widely used languages in the world and is a Romance language, just like Catalan, which means it is not difficult for a person who already speaks Spanish to learn Catalan.

This indiscriminate use of Catalan and Spanish reaches the area of the UIB. Lecturers are allowed to give their lectures in the language they feel most comfortable in and, likewise, students may write up their assignments or exams in either of the two languages.

In order to help people to adapt to the two languages, the International Relations service organizes Catalan and Spanish courses for mobility students. During the welcome activities organized by the International Relations service, in September-October and in February, placement tests will be made to place students in different groups, depending on their knowledge of the language. The charges and enrolment fees for the language courses may be consulted at the International Relations Service.

If you are interested in attending these courses during your exchange, tick the corresponding box in your on-line application.

For intensive summer courses, you may consult:

<http://www.uib.es/depart/dfe/curso/index1.htm>

- WELCOME ACTIVITIES FOR ACADEMIC YEAR 2011-2012:

Through the International Relations Service (*SRI*), the UIB organizes a programme of welcome and orientation activities for exchange students during the week prior to the commencement of classes, with the aim of helping students to become familiar with the University, the city of Palma and the local culture in general. The programme is made up of a series of informative meetings, complemented by cultural activities, so that international students have the opportunity to meet other students, their tutors, their academic mobility coordinators and the staff at the International Relations Service.

If you are interested in taking part in these activities, tick the corresponding box in your on-line application.

ACTIVITIES

19 September, 2011 and 13 February, 2012	Welcome meeting.
20 September, 2011 and 14 February, 2012	Information session and a visit to the campus facilities.



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21 September, 2011 and 15 February, 2012	Two-hour guided visit of Palma.
22 September, 2011 and 16 February, 2012	Day trip to Soller (10-12 €).
23 September, 2011 and 17 February, 2012	Dinner (15-17 €).

- ACCOMMODATION:

The UIB cannot guarantee accommodation for exchange students.

Some options are:

- **Student's hall of residence:** <http://www.residenciauib.es/>. Only for your first week in Palma, at a very special price.

On booking, indicate clearly that you are an exchange student at the UIB.

Availability of places in the student's hall of residence is limited, so we recommend you make the booking as early as possible.

- **Shared flats with other students:** you can consult availability on the UIB accommodation list. It is updated on a regular basis.

<http://www.uib.es/es/borsa/habitatge/>

- **«Live and Live with Programme»:** this programme attempts to satisfy both the need for company of elderly people and the needs for accommodation of university students (under 30).

<http://www.fueib.org/ca/informacio/104/allotjament-gratuit-programa-viure-i-conviure.htm>

Should you be interested in this option, let us know and we will send you more information. But you cannot put your name down for this option until your arrival in Mallorca.

- **Shared accommodation with academic and non-academic UIB staff.** If you would like to experience life in a «Mallorcan environment», you could think about this option. Fill in the application form (for students) you will find at

http://www.uib.es/servei/sri/pdf/0708/08/f2_ang.rtf and send it to ricardo.sagrera@uib.es

- **Other options:**

http://www.uib.es/es/MONbilitat/Alumnes_entrants/Que_ofereix_la_UIB/?contentId=160446

- YOUR CONTACTS AT THE INTERNATIONAL RELATIONS SERVICE:



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