

ERASMUS+ PROGRAMME

APPLICATION PERIODS:

1st term (September to January) or Full academic year (September to June):
from the 1st of March to the 15th of May

2nd term (February to June):
from the 1st of October to the 15th of November *

* Students wishing to come to the **Faculty of Medicine** (either for the first or the second term) **MUST ALWAYS** apply within the first period.

The application for the Erasmus+ programme will be **open within the application periods ONLY**. If you access the system out of these periods, the Erasmus+ programme will not appear; your application will not be register in our system and will not be considered.

PROCEDURE:

Go to <http://sia.uab.es/>, section **Mobility and Exchange** “INcoming students - Signing up and application form”

The screenshot shows the UAB website's 'Online services and formalities' page. The navigation bar includes 'Students', 'PDI', and 'PAS'. The main content area is organized into columns. The 'Mobility and Exchange' section is highlighted in yellow and lists the following services:

- UAB students - Outgoing Exchange Application form and Checking
- INcoming students - Signing up and application form**
- INcoming students - Check your Application form

Mobility and Exchange

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The first thing is to register in our system. It is **VERY IMPORTANT** to enter the number of your national identity document or your passport number in case you hold a non-EU nationality. Please note that you will not be able to change this number after the registration process.

The screenshot shows the 'Student registration' form. At the top, there is a progress bar with four steps: 'Student registration form' (highlighted in red), 'New student data validation', 'Entering the Password', and 'Summary of the registration form'. Below the progress bar, there is a message: 'If you have a UAB user, you don't need registration. You can access to the service directly once you've checked with your password and NIU'. There are input fields for 'NIU' and 'Password', and a 'Continue' button. The 'STUDENT BASIC DATA' section includes instructions for entering DNI or passport numbers based on nationality. It has a 'Nationality' dropdown menu set to 'Spain', a 'Do you have any personal identification document?' checkbox set to 'Yes', and a 'Document number' input field. The 'Type of Document' dropdown menu is open, showing options like 'Identify document in other countries', 'Card Numbers', 'Foreign Identification Number', 'People / third historical', 'Passport', 'Residence and Work Permits', and 'Community Resident Cards'.

To avoid system errors it is also important to enter an **email address other than Hotmail**.

In order to continue, you must accept the personal data processing.

The screenshot shows the 'LEGAL AND PRIVACY INFORMATION' section. It starts with a 'Legal warning' and a paragraph explaining that personal data will be processed for mobility selection. It states that the legal basis is the consent of the person concerned. The person responsible for the treatment is the International Relations Area, Bellaterra University Campus, N Building, Plaça Cívica, 08193 Bellaterra (Cerdanyola del Vallès, Barcelona), internacional@uab.cat. It notes that the person in charge of the treatment can communicate personal data to various entities. A paragraph explains that data will be kept indefinitely and that users can revoke consent or exercise rights of access, rectification, deletion, opposition, treatment limitation, and portability. It provides contact information for the data controller and the Data Protection Delegate. At the bottom, there is a checkbox labeled 'I accept' which is checked.

Then the system will ask you to verify your personal data. If everything is correct, then the registration is completed. You will get a user number (**NIA**) and you will have to create a password. Please write down or print out your NIA, since you will need it for any administrative process at UAB.



The screenshot shows the 'DATA ENTRY' section. It displays the user's NIU as '1616999' and a message: 'Don't forget your university ID number (NIU) and password, as they are needed for the remaining academic and administrative formalities during the pre-registration, and later, as a UAB student.' There are input fields for 'NIU', 'Password', and 'Password verification'. The 'NIU' field contains '1616999'. To the right, there is a 'PASSWORD RESTRICTIONS' box with four green checkmarks: 'Must have a length between 8 and 32 characters.', 'Cannot contain more than 2 repeated characters.', 'Cannot have more than 2 consecutive characters (abc, 123, qwe ...)', and 'Cannot coincide with your personal data.' At the bottom, there are 'Clean' and 'Accept' buttons.



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Àrea de Relacions Internacionals

From the next screen, you will be able to submit your exchange application. You have to log in with your NIA and password.

Select "Erasmus+" in the drop-down list.

The system will recognize your NIA and will show the personal details introduced during the registration. Please complete all the information and go through all the tabs. You will need to upload a copy of your identity card. (It is not necessary to upload a picture anymore.)

Personal details Question Exchange data

Please complete carefully the required information (home university, faculty at the UAB, study period, etc.) and **Save** your application.

Once the application is submitted, we will check it with the nomination data sent by your home university. If everything is correct, you will receive an invitation letter a few weeks later.

You can check/edit your application until the deadline at **“INcoming students - Check your Application form”**.

Mobility and Exchange

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If you forget your user or password, you should go to the section **Services: “Password management”**.

UAB Universitat Autònoma de Barcelona

Online services and formalities

Students PDI PAS

Registration

- Official Masters Registration with username
- Official Masters Registration without username
- Official Masters Registration Prepayment
- Doctoral Registration with username
- Doctoral Registration without username
- Virtual Online Payments

Surveys

- Teacher evaluation surveys
- Survey subject/module
- MEC survey filling

Academic Certificate and Diploma

- Academic Certificate application (except for PhD)
- Diploma application

Registration form and academic record

Registration calculator

- Check your registration schedule
- Self-registration for new students
- Self-registration at UAB reserved classrooms
- Online self-registration (from outside UAB)
- Self-registration for PhD students
- Check and reprint your registration form
- Self-modification of your registration form
- Thesis monitoring
- Work Placement/Final Project application
- Access your academic record

Lifelong Learning

- Masters and Graduate Studies Pre-enrolment without username
- Masters and Graduate Studies Registration without username
- Masters and Graduate Studies Pre-enrolment with username
- Masters and Graduate Studies Registration with username

Institut de Ciències de l'Educació

- Self-registration ICE with username

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Languages Service

- simtest: Test language level

Services

Virtual Campus UAB

- Transparency Teaching Plan
- See publication schedules
- **Password management**
- Maintenance personal data
- Request for IT Service
- Sigm@ - Utilities
- Webmail Access PDI/PAS
- Students email access (e-campus)
- Incident with university card Form