

Student Guide

# Outgoing

Co-funded by the  
Erasmus+ Programme  
of the European Union



All you need to  
know about your  
international/Erasmus  
experience.



EDEM

This is where  
your experience  
as an *outgoing*  
*student from*  
*EDEM* starts.

# Index.

---

Introduction.	02
International Office.	03
Erasmus Program.	04
International Program.	11

The mobility programme described in this guide is developed as part of an EU-funded project within the Erasmus+ programme. The contents of this document is the sole responsibility of EDEM, Escuela de Empresarios, and neither the European Commission nor the SEPIE are responsible for the use that may be made of the information disseminated in the present document.

# Introduction.

## About this guide.

The aim of this guide is to establish the basis and define the steps that a student from EDEM University Centre must follow to carry out an international academic stay at one of our institutions.

The academic exchange may be executed within the framework of the Erasmus Program or through the International Mobility Program of EDEM.

The difference between both options is that the scope of the Erasmus program focused on higher education institutions within the European Higher Education Area (although it might include outgoing mobilities to third parties) and it gives the opportunity of being awarded with a grant, whilst the International Mobility Program of EDEM allows the student to course an international stay at host institutions outside the European Union.

Below, we explain the whole procedure students must follow to enrol each of the aforementioned programs.



*\*Students from EDEM at Valkeakoski International Campus HAMK, Finland.*

# International Office.

“At the International Office, we take care of facilitating the international mobility of our undergraduate students through our exchange programs, as well as cultivating relationships with partner universities.”

## Who we are



**Sara Dueñas**

Directora de Relaciones  
Internacionales

[sduenas@edem.es](mailto:sduenas@edem.es)

+34 607 45 32 27



**Paloma Zamorano**

Coordinadora de Alumnos  
Outgoing

[pzamorano@edem.es](mailto:pzamorano@edem.es)

+34 670 54 41 47



# Erasmus Program.

## Erasmus Program.

The **Erasmus Program** is an initiative from the European Commission that allows students to course an academic exchange in any partner institution with which EDEM has a mobility agreement within the European Higher Education Area.

The execution of this program is part of **Erasmus+ 2021-2027**, initiative that encompass education, training, sports and youthfulness projects at European level. You can find more info in the following link: [http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)

**EDEM holds the Erasmus Charter for Higher Education for the period 2021-2027**, that allows this institution to take part not only in the exchange Program but also in the rest of programs that shape Erasmus+. The goals of the Erasmus+ program 2021-2027 are as follows

1. Inclusion and diversity
2. Digital Transformation
3. Sustainability

## Economic conditions.

The guiding principles set on the informative sessions organized by the International Relations Department rule the allocation of slots in the different host institutions failing to include the allocation of grants which will remain under the **Erasmus+ financial rules**.

Students awarded with an Erasmus grant will also be eligible to get any other **complementary financial aid or support** from different organisms, following the conditions and requirements established by them (in this particular case, students will be responsible to get the details on the economic grant and get all the information regarding the process to apply for it).

**Expenses related to travel, accommodation, maintenance, health insurance and non-academic fees required by the host institution must be borne by the student.**

Being allocated a mobility slot within the Erasmus Program involves the exemption of payment of tuition fees at the host institution. The student

must bear the tuition fee of EDEM, as he/she will be enrolled in this centre of the amount of credits that he/she will course during the exchange at the partner university.

For students awarded with an Erasmus grant, **the first payment (70%)** will be made as soon as EDEM receives the amount due by the competent European organism. **The remaining 30%** will be deposited once the student completes the final survey required by SEPIE as long as the National Agency had made the payment of the amount due.

**The student must pass at least 50% of the credits coursed abroad.** Otherwise, the total amount of the grant must be returned to EDEM.

“EDEM holds the Erasmus Charter for Higher Education for the period 2021-2027, that allows this institution to take part not only in the exchange Program but also in the rest of programs that shape Erasmus+.”

## Application to the host institution.

Once the allocation of international slots is concluded, EDEM shall send the institution concerned the contact details of the nominees to course an international exchange.

From that moment on, students must check their emails to follow the instructions and deadlines sent by the host institution to complete the application.

**The management of the procedures for admission at the host institution shall be the student responsibility,** following aforementioned instructions received by mail as well as consulting the web page or asking for help to the International Relations Office.

## Beneficiary Obligations.

Students coursing an international Exchange at one of the countries within the framework of the Erasmus program must:

- **Comply with Erasmus Student Charter rights and duties.** The Erasmus Student Charter will be [available at EDEM web page](#). In addition, students must comply with any other obligation or duty establish by the new Erasmus program on the year of the call.
- **Cooperate in the publicity and advise of the host institution** and country with future exchange students from EDEM University Centre, taking part in the activities organized by the centre in this sense.
- **Submit to the internal policy of the host institution.**
- **Properly fulfil and submit all the due documents associated with the Erasmus Program.**
- **Enrol at EDEM University Centre for the credits determined by the Learning Agreement.**

**To be provided with health and travel insurance covering the whole stay period.** Some universities shall require an additional insurance which includes repatriation apart from the European Health Insurance Card. It is the student responsibility to guarantee the compliance with the established requirements at the host institution.

- **Joining the host institution on the due date and communicate the starting date to EDEM University Centre in good time and manner.**
- Fully comply the **mobility Exchange period** as established.
- **Pass, at least, 50% of the credits** at host institution, unless force majeure circumstances.

**In case of default, the student will be excluded from being an Erasmus Program beneficiary.** Additionally, the non-compliance with these duties, implies the loss of academic recognition and financial grant if applicable.

# Process and documentation.

The **arrangements** to be made and the **documentation** that must be submitted to the International Relations Department must follow **three phases**:

## Before the mobility.

Before the mobility you must draw up the **Learning Agreement** with your Erasmus Coordinator and get enrolled at the host institution in the subjects agreed with EDEM University Centre.

Before the mobility **you must present the following information**:

- **Application Form to the host institution**: once you know the university where your exchange will take place you must fulfil the application form as required. You shall receive information to your email address with the procedure and steps you must follow in order to be accepted as an exchange student (e.g. passport copy, id photograph, nomination letter...)
- **European Health Insurance Card**: you can apply for the EHIC online or in the "Seguridad Social" office. Mind that some universities may ask for an additional Health Insurance that you must get before leaving the sending institution.
- **Any other document that may be required**.

## Upon arrival to the host institution.

The following documents must be sent to EDEM International Office signed and stamped by the host institution:

- **Certificate of Arrival**.
- **Learning Agreement**: signed by the coordinator from the host institution and the student. It is essential to keep the original document (it must be handed over to EDEM back in Spain).

In addition, upon arrival to the host institution you must:

Carry out the **first language test OLS** (you will get a link in your inbox to do so). Once the test is complete, you will have the chance to get an online English course to improve your level.

Sending the **Grant Agreement** (the period of exchange specified in the grant agreement must be equal to the whole stay). The grant agreement must be signed in the handwriting of the student. The Erasmus National Agency strictly monitors the dully fulfilment of the grant agreement and, therefore, you must pay attention when completing it. Any error must be amended, or it may bring consequences that will revert on the student.

## After the mobility, back to EDEM.

You must complete the following **procedures**:

- **Transcript of Records**: the students must hand over to the Erasmus coordinator the Transcript of Records issued by the host institution. If by the time of return the student did not get the Transcript of Records, the host institution must send it.

In addition, during the two weeks after arrival you must:

- **Satisfaction survey by SEPIE**. You will receive an email with a link.
- **Satisfaction survey EDEM**: You will receive an email with a link.

The second payment of the grant (30% of the total amount), if applicable, won't be paid and the credit recognition won't be carried out if any documentation is missing or incomplete.



# Summary step by step.

## Before the mobility.

1

1st semester: April/May.  
2nd semester: October/November.

Complete **Application Form** at host institution – Following the receiving institution deadlines.

2

1st semester: May/June.  
2nd semester: November/December.

Get **European Health Insurance Card/Health Insurance/Visa**.

3

1st semester: August/September.  
2nd semester: January/February.

Prepare your **Learning Agreementent**.

## Upon arrival to the host institution.

4

1st semester: August/September.  
2nd semester: January/February.

Sending **Confirmation of Arrival and Learning Agreement** (before starting the lessons) fulfilled and signed by the Erasmus Coordinator from the host institution and the student to: [international@edem.es](mailto:international@edem.es).

Fulfil **Grant Agreement - Only Erasmus** program.

5

1st semester: August/September.  
2nd semester: January/February.

**First language test OLS.**  
Only Erasmus program.

6

1st semester: January.  
2nd semester: July.

EDEM Satisfaction Survey

7

1st semester: January.  
2nd semester: July.

Review of Learning Agreement.  
Transcript of Records.

8

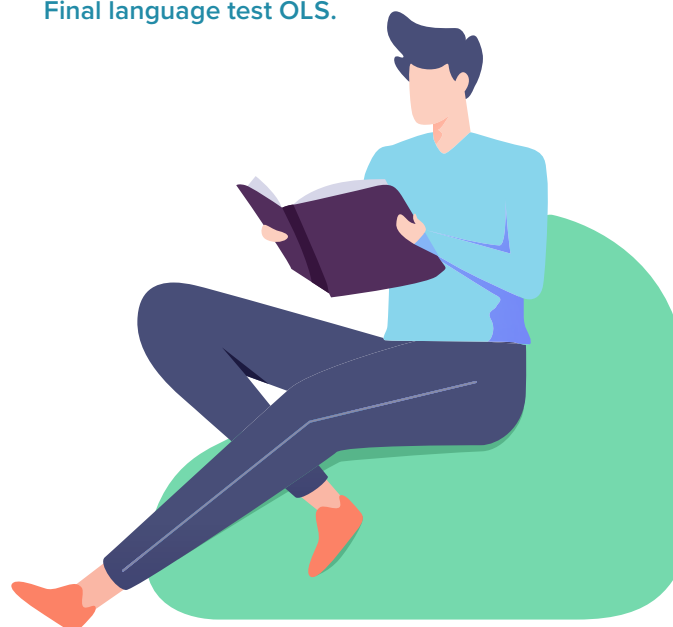
1st semester: January.  
2nd semester: July.

Quality evaluation survey SEPIE .

9

1st semester: January.  
2nd semester: June/July.

Final language test OLS.



*EDEM students during their international exchange at IAE Grenoble, French Alps.*







*\*EDEM  
Students  
during their  
exchange at  
University of  
Worcester,  
UK.*

# International Program.

Guidelines to enrol in the international program as an outgoing student.

## About the International Program.

The International Program allows students to carry out a stay abroad as an exchange student in one of our partner institutions outside the European Union.

## Financial conditions.

By being awarded with an international mobility within the framework of EDEM's International Program EDEM students will be exempt of the payment of tuition fees at host institution. The student will assume the payment of EDEM's tuition fees and before the mobility starts he/she will get enrol at EDEM of the number of ECTS that are expected to be coursed abroad at the host institution.

The allocation of international mobilities among students does not involve the award of financial aid. However, students are free to explore

**complementary grants** from external organisms following the requirements of the different calls and always under their own responsibility as well as getting financial aid from Erasmus+ when applicable.

**Expenses** related to travel, accommodation, maintenance, health insurance or any non-academic fee incurred by request of the host institution, **will be borne by the student.**





# Application to the host institution.

Once mobilities have been allocated to students, EDEM will share with each partner the contact details of the nominees, students selected to course an exchange at the aforementioned institution.

From that moment, students have to check their email account as they will receive personal communications with instructions and deadlines to complete the application process to the host institution.

**Managing the application process at the host institution is the responsibility of the student**, who must follow the instructions received by mail, the information published in the partner institution's webpage and, in case of need, ask for help to EDEM International Relations Office.

# Beneficiary Obligations.

Students carrying out an international stay in a host institution that is not an ECHE holder must:

- **Cooperate with EDEM University Centre** by giving advice to potential applicants to the International Program, especially for those attending the same host institution.
- **Submit to the internal policy of the host institution.**
- **Properly fulfil and submit all the due documents** associated with the Erasmus Program.
- **Get enrol at EDEM University Centre of the number of ECTS determined** in the Learning Agreement.
- **Undertake health insurance coverage** for the length of the stay. It must include repatriation.

- **Join the host institution on the due welcome date** and duly communicate the start to EDEM in due time and form.
- **Comply with the established period of the stay.**
- **Pass at least 50% of the ECTS** coursed at the host institution, unless force majeure.

Failure to comply with the terms and duties aforementioned is linked with the exclusion of the student from the International Program, as well as the loss of entitlement to academic validation.

*\*EDEM students during their stay at UDD (Universidad del Desarrollo), Chile.*





# Procedure and documentation.

The **arrangements** to be made and the **documentation** that must be submitted to the International Relations Department must follow **three phases**:

## Before the mobility.

**Before the mobility you must fill the Learning Agreement** with your International Coordinator and get enrol in the subjects that must be previously agreed with the responsible person from the International Relations Office of EDEM.

The documentation to submit before the mobility is the following:

- **Application Form to the host institution:** once you have been allocated a mobility, you must complete the application process under the terms and conditions required from the host institution before being accepted. You will receive an email with all the information regarding procedure and steps (documents to be submitted such as motivation letter, Passport copy, ID Photograph ...)

- **Health Insurance:** students traveling outside the EU for exchange studies must undertake a health insurance with coverage for the length of the stay. It must include medical assistance at the host country as well as repatriation.

- **Visa:** students traveling outside the EU for exchange studies are responsible for obtaining the visa that allows them to stay at the host country as an Exchange student during the mobility period, taking into account that the administrative process to get the visa may last months. An acceptance letter from the host institution or nomination letter from EDEM may be required in which case the student must request the document to the proper institution.

## During the mobility.

The following documents must be sent **duly signed and stamped** by the host institution to [international@edem.es](mailto:international@edem.es):

- **Confirmation of Arrival.**
- **Learning Agreement:** signed by the academic coordinator from the host institution and the student.

## After the mobility.

The following documents must be duly signed and stamped by the host institution:

- **Satisfaction survey on:** once you are back from your international stay you will receive a link to complete the survey
- **Transcript of Records:** students must given to the International Relations Office the official Transcript of Records issued by the host institution. If the student is back to EDEM before the certificate is issued, the receiving institution must send the results to EDEM.

# Summary step by step.

Before the  
mobility.

1

1st semester: April/May.  
2nd semester: October/November.

**Complete Application Form at host institution** – Following the receiving institution deadlines.

2

1st semester: May/June.  
2nd semester: November/December.

**Getting Health Insurance/Visa.**

3

Upon arrival  
to the host  
institution.

1st semester: August/September.  
2nd semester: January/February.

**Sending Confirmation of Arrival and Learning Agreement** (before starting the lessons) **fulfilled and signed** by the Erasmus Coordinator from the host institution and the student to: [international@edem.es](mailto:international@edem.es).

After the  
mobility.

4

1st semester: January.  
2nd semester: July.

**EDEM Satisfaction Survey.**

5

1st semester: January.  
2nd semester: July.

**Transcript of Records.**



# Annexes

## Confirmation Of Arrival

<b>Student name</b>		
<b>Host University/Organization</b>		
<b>Name and email of Host Exchange/ Study Abroad Coordinator</b>		
<b>Date of arrival</b>		
<b>Date of departure</b>		
<b>Student contact details at Host University/Organization</b>	Address:  Mobile:	
<b>Dates of study/traineeship</b>	From:	To:
<b>Signed by Host Exchange e/Study Abroad Coordinator</b>		

---

Signed

Exchange/Study Abroad Coordinator  
 Host University/Organization stamp

# EDEM

 @EDEMescueladeempresarios

 @edemuniversitarios

 @EDEM\_uni

 EDEM Escuela de Empresarios

La Marina de València  
Muelle de la Aduana, s/n  
46024 Valencia  
Tel. 96 353 10 65  
[infoedem@edem.es](mailto:infoedem@edem.es)  
[www.edem.eu](http://www.edem.eu)