



**Universitat de les
Illes Balears**

Servei de Relacions Internacionals

STAYS FOR THE PURPOSE OF DOCTORAL RESEARCH AND TO STUDY MASTER'S DEGREE SUBJECTS

ACADEMIC YEAR 2013-14

— STUDENT SELECTION

I) Students studying for a PhD or a Master's degree at foreign universities or higher education institutions who would like to conduct directed research at the UIB for their doctoral thesis or would like to study subjects included in the Master's degrees, must contact the Centre for Postgraduate Studies (*CEP*), <postgrau@uib.es>, indicating the following details in the message: the student's name and surnames, home institution, course they are studying, contact e-mail address, proposed exchange period and field of study; besides, they must attach to this message a letter of recommendation (digitalized) from their thesis supervisor or tutor or the supervisor of the Master's degree they are studying at their university should they wish to study subjects included in any of the Master's degrees.

II) The CEP will forward the student's application to the director of the corresponding doctoral programme or Master's degree, for its acceptance and allocation of a tutor, where appropriate. This acceptance, should it occur, does not constitute any financial obligation on behalf of the UIB.

— ON-LINE APPLICATION PROCEDURE

III) Students who have been accepted will receive an e-mail from the International Relations Service confirming their participation in the programme of stays for the purpose of research or to study subjects included in any of the UIB's Master's degrees. This message will contain: a) a link to a website containing the on-line application procedure and other information, b) a link to the on-line application form, c) a personal password to access the on-line application form.

— Once the on-line application has been presented and confirmed, the student must send the following documents by postal mail:

- a) A copy of the student's on-line application, duly signed.
- b) A photograph (passport-sized).
- c) A photocopy of their passport or identity card.

— Documents must be sent to the following address:

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**Son Lledó (campus universitari)
Cra. de Valldemossa, km 7.5
07122 Palma (Illes Balears). Espanya**

— For information related to the on-line application: <alumnat.visitant@uib.es>.

— ARRIVING AND REGISTERING AT THE UIB

Students must give notice of their arrival and incorporation to the UIB by presenting themselves, firstly, at the International Relations Service and, secondly, they shall contact their UIB tutor.

Subsequently, students must formally register at the secretary's office of the UIB centre to which the corresponding PhD or Master's programme is administratively attached, and pay the following fees:

- a) Tuition, 50 euros per credit.*
- b) To open their academic record, for insurance and for their student's card to be issued: which provides access to all the UIB's services (libraries, laboratories, IT resources, etc.). 47,72 euros (younger than 28 years)
60,60 euros (older than 28 years)

* Students who are conducting a research stay for a doctoral thesis shall only have to pay the fees listed in section b) (to open their academic record, etc.)

OTHER INFORMATION

— LANGUAGE COURSES

There are two co-official languages in the Balearic Islands: Catalan and Spanish. Both are commonly used in all walks 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 that for a person who already speaks Spanish it is not difficult to learn Catalan. This use of Catalan and Spanish indistinctly is likewise found at the UIB. Nonetheless, the use of other foreign languages is also customary at the UIB, mainly in the case of research stays.

In order to help people adapt to the two languages, the UIB organises Catalan and Spanish courses for mobility students. If you are interested in registering for these courses, tick the corresponding check-box in your on-line application. The tuition and registration fees for the language courses may be consulted at the International Relations Service.

For intensive summer course, see:

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



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— WELCOME ACTIVITIES FOR ACADEMIC YEAR 2013-14

Through the International Relations Service (*SRI*), the UIB organises in September and February — the week before lectures start — a programme of welcome and orientation activities for exchange students, in order to help familiarise them with the university, the city of Palma and local culture as a whole.

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 and the staff at the International Relations Service.

If you are interested in participating in these activities, tick the corresponding check-box in the on-line application.

ACTIVITIES

September 2013 and February 2014	Welcome meeting
September 2013 and February 2014	Informative session and visit to campus facilities
September 2013 and February 2014	Two-hour guided tour of Palma
September 2013 and February 2014	Outing
September 2013 and February 2014	Dinner

— ACCOMMODATION

The UIB cannot guarantee accommodation for exchange students.

Some options are:

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

When making a reservation, clearly indicate that you are an exchange student at the UIB.

The availability of places at the hall of residence is limited; therefore we recommend you book as early as possible.

— **Shared flats with other students:** you can check availability on the UIB's accommodation service. It is regularly updated:

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



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— **Other alternatives:** <<http://www.uib.cat/es/alumnes/Serveis/?contentId=160446>>

— **YOUR CONTACTS AT THE UNIVERSITY OF THE BALEARIC ISLANDS**

For academic matters: indicate “Visiting PhD/Master’s student” in the subject-line of the mail

Centre for Postgraduate Studies - *CEP*

E-mail: postgrau@uib.es

Telephone: +34 971 17 28 64

Fax: +34 971 25 95 75

For matters related to your on-line application:

International Relations Service

E-mail: alumnat.visitant@uib.es

Telephone: +34 971 17 26 49

Fax: +34 971 17 27 63