

Erasmus + International Credit Mobility KA107

Call for applications guidelines

Deadline for applications (for filling the form and submitting the documents):

From 1st of March 2018 to 2nd of April 2018

1. INTRODUCTION

Erasmus+ International Credit Mobility KA107 is a project approved in the framework of Erasmus+ programme, aiming at fostering cooperation in the field of Higher Education between European and partner countries Institutions through a mobility scheme addressing student and staff exchanges. The current call for applications covers a **bilateral mobility between the USC as Higher Education Institution in the EU and Higher Education Institutions in partner countries (AFGHANISTAN, ARGELIA, CHINA, INDIA, IRAN, JAPON, JORDAN, LEBANON, MOROCCO, PALESTINE and TUNISIA) who have signed an Inter-Institutional Agreement with the USC**

Applicants are kindly requested to carefully read all the information contained in this document before proceeding to fulfil and submit their **online application form**.

Once you have checked that you are eligible for an *Erasmus + KA107- ICM* grant, please proceed to fill and upload all needed documents in the online application tool available for that purpose. **The application will have to be submitted online and no paper versions will be accepted.**

2. GENERAL ADMISSION REQUIREMENTS

In order to apply for a grant within the framework of *Erasmus + KA107- ICM* project, candidates must comply with the **following general requirements**:

- They must be official members of their home University, that is:
 - Students must be registered in the partner Higher Education Institution and enrolled in studies leading to recognised degree or another recognised tertiary level qualification (up to and including the level of doctorate). In case of mobility for studies, the student must be enrolled at least in the second year of higher education studies.
 - Staff must be employed in the Partner Higher Education Institution.
- Students must have sufficient knowledge of the **language** of instruction of the host universities they apply to.
B1 DELE certificate: *Diploma de Español como lengua extranjera*. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.

3. TYPES OF MOBILITY

USC Erasmus + KA107- ICM project 2017-2019 includes the following **types of mobility** according to the academic level of the candidates:

- Undergraduate 1st cycle
- PhD 3rd Cycle
- Academic/Administrative staff

Taking into account the above mentioned levels, candidates must meet the following **specific requirements**:

- **Academic/Administrative Staff: both academic and administrative staff should** contact their respective counterpart at the host university in order to accordingly draw up their teaching/work plan.

4. MOBILITY FLOWS

The following tables show the available scholarships in accordance with the funding granted to USC and with the signed Inter-Institutional Agreements with Partner Higher Education Institutions in each country:

INCOMING STUDENTS

	STUDENTS Bachelor	MONTHS	STUDENTS PhD	MONTHS	Total number of grants
Afghanistan	5	5			5
Argelia	8	5			8
China	6	5			6
India			4	3	4
Iran			2	5	2
Japan	2	5			2
Jordan	8	5			8
Lebanon	6	5			6
Morocco	6	5			6
Palestine	8	5			8
Tunisia	8	5			8
11 countries	57		6		63

INCOMING TEACHING STAFF

	GRANTS	DAYS	Additional days
Afghanistan	10	5	2
Argelia	4	5	2
China	3	5	2
India	3	5	2
Iran	1	5	2
Japan	1	5	2
Jordan	4	5	2
Lebanon	3	5	2
Morocco	4	5	2
Palestine	4	5	2
Tunisia	4	5	2
	41		

5. AMOUNT OF GRANTS

The amounts for individual support covering by *Erasmus + KA107- ICM* are set as follows, depending on their academic level:

- **Undergraduate:** 800 €/month
- **PhD:** 800 € /month
- **Academic/Administrative Staff:** 120 €/day

In addition, the grantees will receive the following top-up amounts, to support them in covering their travel costs:

Country	Distance	Amount
	Between 100 y 499 km	180€ per participant
Morocco Algeria Tunisia	Between 500 y 1999 km	275€ per participant
	Between 2000 y 2999 km	360€ per participant
Lebanon Palestine	Between 3000 y 3999 km	530€ per participant
Afghanistan Iran Jordan	Between 4000 y 7999 km	820€ per participant
China India Japan	8000 km or more	1100€ per participant

Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Beneficiaries are responsible for:

- Contracting their travel arrangements.
- Visa expenses.
- Contracting insurance cover.

6. DURATION OF THE MOBILITIES

Candidates must take into account that the mobility duration is fixed according to the signed Inter-Institutional Agreement between USC and their home University

European beneficiaries:

- Undergraduate: 5 months
- Academic/Adm. Staff: 1 week

Partner Countries beneficiaries:

- Undergraduate: 5 months
- PhD: 3 months/5 months
- Academic/Adm. Staff: 1 week

7. APPLICATION PROCEDURE

Partner Countries and European candidates have to apply online through the **online application form**, uploading the required supporting documents. Originals of the attached supporting documents may be requested to preselected candidates for examination by their home universities.

7.1 Online Application Form

The online application form is only available in English. However, candidates have to submit all supporting documents in the official language of instruction of the hosting university, or failing that, in English.

7.2. Required documents

Candidates must attach to their application the following supporting documents according to their academic level:

- **BACHELOR/1st Cycle**
 - Passport copy
 - Curriculum Vitae (European CV – Europass-)
 - Language certificate(s)
 - Motivation Letter (maximum 2 pages)
 - Bachelor Transcript of Records
 - Learning Agreement
 - Proof of registration in the home university

- **PhD/3rd Cycle:**
 - Passport copy
 - Curriculum Vitae (European CV – Europass-)
 - Language certificate(s)
 - Motivation Letter (maximum 2 pages)
 - Bachelor Certificate
 - Bachelor Transcript of Records
 - Master Certificate
 - Master Transcript of Records
 - Research proposal
 - Host acceptance letter
 - Proof of registration in the home university

- **ACADEMIC/ADMINISTRATIVE STAFF:**
 - Passport copy
 - Curriculum Vitae (European CV – Europass-)
 - Mobility agreement
 - Host acceptance letter
 - Proof of staff employment

7.3. Deadline

The online application form will be available from 1st of March 2018 to 2nd of April 2018, both days included. We cannot accept late applications after this deadline.

8. SELECTION PROCESS

- **Phase 1: Pre-selection by home universities**

Each partner university will set up a **pre-selection committee** in charge of examining and grading all home and host candidates. They will establish our own criteria of evaluation. As a result, a list of pre-selected candidates will be drawn up according to the **pre-selection criteria**.

- **Phase 2: Final selection**

USC, as a host university will confirm, if this is the case, the candidates preselected by home universities

- **Phase 3: Notification of selection**

All selected candidates will be informed of the award decision and they will have **10 days to accept or reject the scholarship**.

- **Phase 4: Invitation and visa procedures**

Beneficiaries will receive an **invitation letter** from the host institutions in order to start their **visa arrangements**. It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of Spain. USC will provide them with assistance and information about the visa procedure.

9. CALL FOR APPLICATIONS SCHEDULE

<i>Publication of the call for applications</i>	<i>1st March 2018</i>
<i>Deadline for submission of applications and documentation</i>	<i>2nd April 2018</i>
<i>Pre-selection of candidates</i>	<i>3rd of April-16th April 2018</i>
<i>Definitive Selection</i>	<i>16th April-30th April 2018</i>
<i>Publication of results and students' acceptance</i>	<i>2 - 14 May 2018</i>
<i>Sending of invitation letters to beneficiaries</i>	<i>15 - 23 May 2018</i>
<i>Visa applications</i>	<i>24 May – 8 June 2018</i>
<i>Start of mobilities</i>	<i>23 August 2018</i>