

## **GUIDELINES FOR APPLICANTS- ERASMUS +**

### **KEY ACTION 1**

Mobility of students and staff between Programme and Partner countries to the UNIVERSITY OF ALMERÍA (Spain)

#### **1. INTRODUCTION**

The **Erasmus+ Programme** is an initiative launched by the European Commission to fund mobilities among EU countries and between Programme Countries (EU countries) and Partner Countries (countries from the rest of the world). It was launched for the period 2014-2020 and, every year, a new call for proposals will be open with the aim to promote socio-economic changes, the key challenges that Europe will be facing until the end of the decade and to support the implementation of the Europe 2020 strategy for growth, jobs, social equity and inclusion.

Although the Erasmus program was initially addressed only to Programme Countries (EU), in 2015, for the first time, part of the EU funding will support mobility actions between Programme Countries and Partner Countries. To this respect, the Erasmus+ Programme is designed to support Programme Countries' efforts to efficiently use the potential of Europe's human talent and social capital, while confirming the principle of lifelong learning by linking support to formal, non-formal and informal learning throughout the education, training and youth fields. The Programme also enhances the opportunities for cooperation and mobility with Partner Countries, notably in the fields of higher education and youth.

This call for applications is launched in the framework of **ERASMUS + Key Action 1 Mobility Projects in the Field of Education, Training and Youth between Program and Partner Countries.**

This action contributes to cooperation between the EU and eligible Partner Countries and reflects the EU external action objectives, priorities and principles.

This Erasmus+ Action 1 project between the University of Almería and its partner universities in regions 1, 2, 3, 8 and 13 offers **Undergraduate students and staff the chance to spend a study or teaching/training period at the University of Almería (Spain).**

Mobility students and staff will receive a **grant as a contribution to their costs for travel and subsistence during the period of study and an amount to support them in covering their travel costs.** Mobility students can attend courses and use all the facilities available at the University of Almería with no additional tuition fees (with the exception of any minor fees also applicable to local students). All learning activities approved in the Learning Agreement and completed successfully will be fully recognized at the home university.

**The Home Universities will be in charge of selecting students/staff and sending them to the University of Almería** (including preparation, monitoring and recognition related to the mobility period) and of announcing this call through their own web page and other publicity means.

Applicants are kindly requested to carefully read all the information contained in this document before proceeding to fulfill and submit their applications form.

## 2. FUNDING

The grants offered to students and staff in the Erasmus+ Mobility between Programme and Partner Countries do not cover all the expenses, but are merely a contribution to bearing the additional cost of the stay abroad.

The grants include:

- A European Union **contribution for subsistence**: An amount established according to the country of destination and the actual number of days spent abroad. In particular, the grants are split into groups of countries according to the cost of living. Spain is included in Group 2 and the mobility contribution is **800 € per month** for students and **120 € per day** for staff.
- An additional amount to cover **travel expenses**. The amount is calculated according to the distance band appearing below:

<b>Between 100 and 499 KM:<sup>1i</sup></b>	180 EUR per participant
<b>Between 500 and 1999 KM:</b>	275 EUR per participant
<b>Between 2000 and 2999 KM:</b>	360 EUR per participant
<b>Between 3000 and 3999 KM:</b>	530 EUR per participant
<b>Between 4000 and 7999 KM:</b>	820 EUR per participant
<b>8000 KM or more:</b>	1100 EUR per participant

The distance will be calculated as follows: Distance between the city of the home University and Almería (Spain).

The Universidad de Almería (Spain) as Applicant organization will be in charge of the payment of the grants to the incoming scholarship holders once they have started their mobility in the University of Almería and have signed the Confirmation of Arrival and the Grant Agreement.

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<sup>1</sup> 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](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.

### 3. GENERAL ADMISSION REQUIREMENTS

In order to be eligible for an Erasmus + grant for mobility under this project, applicants applying for a mobility grant must fulfill the following general criteria:

- **The student has to be enrolled** in the home University, which must be a partner of the University of Almería in the Erasmus+ Key Action 1 framework, in studies leading to a **recognized undergraduate degree** at least in the **second year** of higher education studies. Students who have previously received an Erasmus Mundus or Erasmus + scholarship that lasted longer than 7 months<sup>2</sup> will not be eligible.
- **Staff mobility for teaching:** staff employed in a University, which must be a partner of the University of Almería in the Erasmus+ Key Action 1 framework, that has been invited to teach at the University of Almería.
- **Staff mobility for training:** staff employed in a University, which must be a partner of the University of Almería in the Erasmus+ Key Action 1 framework.
- Students cannot carry out their mobility activity in the country where the student has his/her accommodation during his/her studies.
- Staff cannot carry out their mobility activity in their country of residence. **Both academic and administrative staff should** contact their respective counterpart at the host university in order to accordingly draw up their teaching/working plan.

The home University will make a selection of students and will send the list of selected scholarship holders to the University of Almería. **Once selected and in order to be admitted for a study period in the University the Almería, the candidates will have to follow the following procedure:**

- **Registration:** The International Office of the University of Almería will contact the students via e-mail providing them with a password so they can **register** through the University platform (UMOVE). They will have to upload the following documents:
  - ✓ **Spanish or English Language Certificate (at least B1)**
  - ✓ Copy of Passport (with visa)
  - ✓ Learning Agreement signed by home institution (only after the selection of courses has been approved by the Academic supervisor at UAL)
  - ✓ Insurance

The University will send step-by-step emails regarding registration and enrollment at the University and other issues related to the preparation of the mobility. For any related question, students can contact the area of incoming: [incoming@ual.es](mailto:incoming@ual.es)

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<sup>2</sup> Prior experience under Erasmus Mundus scholarship holders counts towards the 12 months per study cycle in Erasmus +.

In the case of the selected staff, the Project Area in the University of Almería will contact them for registration in the International Week in April. Staff Mobilities can be carried in different dates upon consultation (sripro@ual.es)

#### 4. TYPES OF MOBILITY , NUMBER OF GRANTS, DURATION AND ACADEMIC OFFER

- Undergraduate Exchange (5 months)
- Academic/Administrative staff (5 days and 2 days for travelling)

The number of mobilities that will receive funding under the project, will be those included in the Interinstitutional Agreement signed by both parties. New mobilities can also be added to the agreement through notification via email.

Student mobilities should start in the first semester of Academic Year 2018/2019 according to the University of Almería Academic Calendar:

**First Semester: From 17<sup>th</sup> of September 2018 to 8<sup>th</sup> February 2016 (to be confirmed)**

Students can apply for a grant to make a mobility period of study at the University of Almería in one of the following fields of study:

Agriculture, forestry and fishery	Economics	Marketing and Advertising
Business Studies with languages	Finance, banking, insurance	Accounting and taxation
Management and Administration	Modern EC Languages (Spanish)	Modern EC Languages (English)

**Staff mobility** can start at any moment during the project life and must finish before the end of the Project. Kindly contact UAL to know what would be the ending date for the scholarships granted.

#### 5. EVALUATION AND SELECTION OF APPLICATIONS

**All the selection process at the home University will need to meet the criteria of transparency and equal opportunities for all applicants submitting their applications. The specific selection criteria will be clearly established and published in the webpage and by any other means used to spread and announce the call.**

**Criteria for drafting the ranking list**

The home university will provide a selection of candidates according to the following criteria:

**1. For undergraduate students:**

- a. Average grade, the consistency of the proposed activities with the student's university degree.
- b. Language skills
- c. Any other information indicated by the student in the application (other learning experiences, specific academic interest, vulnerable socio-economic situation, etc.)

**2. For staff:**

- a. Pre-invitation Letter or email
- b. Relevance and impact of the work plan
- c. International activity
- d. Language skills
- e. Position held

## **6. UNIVERSITY OF ALMERÍA OBLIGATIONS**

- The University of Almería will send an acceptance letter and information package to the student once all the nominations have been processed.
- After the arrival, the student will receive an information package, student card, and other useful information in the Orientation day with members organized by the International Office and the ESN.
- The University of Almería will provide the student with an academic coordinator at the Faculty where he/she will be enrolled, and who will sign the mobility/learning agreement and will support the student in all the academic matters.
- The University of Almería will provide the students with a free 20 h Spanish course at the beginning of their mobility.

The University of Almería will pay the grant after the arrival of the student on the following basis:

- A pre-financing payment shall be made to the participant upon receipt of confirmation of arrival, representing 50% of the total amount plus travel grant. A second installment covering 30% of the total amount due shall be paid to the participant at the middle of his/her stay and the remaining 20% will be paid after the submission of the online EU survey.



- At the end of the mobility the International Office will send by e-mail the student and to its home university a Transcript of Record and a Certificate of Activities performed will be given in case of staff mobility.

## 7. OBLIGATIONS OF THE SCHOLARSHIP HOLDERS

- The candidates will have to send the application form to his/her international Office by the deadline.
  - The scholarship holders have to apply for the visa in his/her home country; the University of Almería will send acceptance letter in due time for this purpose.
  - The grantee has to book and assume the travel expenses by himself/herself and have enough money to be able to afford the first month.
  - The grantee will **contract a health, accident and travel insurance before leaving his/her home university**. This insurance will be valid since the moment and place of departure to the mobility period until the return, when the mobility period is over.
  - The student will organize his/her own accommodation. The International Office and the Erasmus Student Network at UAL will support grantees in the search of accommodation.
  - The student has to attend lectures as approved in the learning agreement of the research program, and commit himself/herself to inform our International Office and home University in case of an earlier departure.
  - To attend the monitory meetings and to fill in the Reports established by UAL or by the Erasmus + program rules.
  - Scholarship Holders must have a Learning Agreement (students) and mobility Agreement (staff) signed by home and host universities before starting the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.
  - The reference number of ECTS credits to enroll at the UAL per semester is 30 and the minimum 18 (3 courses).
  - **Teaching Mobility:** Selected scholarship holder will teach at the University of Almería a minimum of 8 hours of teaching per week (or any shorter period of stay).
  - **Staff Training period:** Selected scholarship holders will carry out training events abroad (excluding conferences) and job shadowing/observation periods/training at the University of Almería.
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