



ERASMUS+ PROGRAMME. INTERNATIONAL CREDIT MOBILITY (KA107)
INFORMATION FOR PARTNER INSTITUTIONS

I. ERASMUS+ PROGRAMME AND UGR MOBILITY PROJECT.

For 30 years now, the European Union's Erasmus programme has enabled over four million European students to spend part of their study programme at another higher education institution with full recognition at their home institution. The Erasmus+ programme for the period 2014-2020, following the also successful Erasmus Mundus Action 2 programme, opens up these opportunities to students and staff from other parts of the world, known as "Partner Countries"¹.

Mobility with Partner Countries is a decentralized action, which means that it is managed in each Programme Country¹ by the corresponding National Agency².

The University of Granada submitted an application for international credit mobility consisting in a mobility project with sets of mobility flows between UGR and its partner institutions worldwide.

For 2019-2021, the University of Granada's project has been awarded funding for student and staff mobilities with Albania, Algeria, Armenia, Belarus, Bosnia And Herzegovina, Cambodia, Canada, China, Côte d'Ivoire, Cuba, Egypt, El Salvador, Georgia, Guatemala, Honduras, Iran, Israel, Jordan, Kazakhstan, Lebanon, Libya, Macau, Mauritania, Mexico, Montenegro, Morocco, Myanmar, Palestinian Territories, Russian Federation, Senegal, South Africa, Sri Lanka, Sudan, Togo, Ukraine, United States of America, Uzbekistan, Venezuela (Bolivarian Republic of) and Vietnam.

The mobilities planned in the project are to be carried out during the eligibility period of the project, starting 1st June 2019 until 31st July 2022.

The Erasmus+ Programme includes the following types of mobility (details of mobility flows are indicated in the inter-institutional agreement with each partner university):

Student Mobility for Studies

It consists in a study period abroad that may last from a minimum of 3 months to a maximum of **12 months**. In our project, the duration of the mobilities for study, as a rule, is 5 months for first (Bachelor) and second cycle (Master's), and 3 months for doctoral cycle.

To ensure high-quality mobility activities with maximum impact for students, the mobility activity must be compatible with the student's degree-related learning and personal development needs. The study period abroad must be part of the student's study programme to complete a degree at first cycle (Bachelor or equivalent), second cycle (Master or equivalent) or third (doctoral) cycle. It is also essential that the

¹ Erasmus+ is open to many individuals and organisations, although eligibility varies from one action to another and from one country to another. Individuals can take part in many of the opportunities funded by Erasmus+, although most will have to do so through an organisation taking part in the programme. The eligibility of individuals and organisations depends on the country in which they are based. Eligible countries are divided into two groups, Programme countries and Partners countries. Although Programme countries are eligible for all actions of Erasmus+, Partner countries can only take part in some, and are subject to specific conditions. More information available at: https://ec.europa.eu/programmes/erasmus-plus/about/who-can-take-part_en

² Spanish National Agency: SEPIE (Servicio Español para la Internacionalización de la Educación, <http://sepie.es>).



student demonstrates sufficient level of the language of instruction to follow classes and carry out assessment tasks.

Erasmus+ students are **exempt** from fees for tuition, registration, examinations, and charges for access to laboratories or libraries at the receiving institution. Small fees for insurance or student union membership may still apply.

Staff for Training:

This activity supports the professional development of teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution. Participants must be employees of the sending institution (both at the moment of selection/nomination and during the period of the mobility).

The duration of individual mobility in our project is 5 working days, plus two additional days for travel.

Staff for Teaching:

This activity allows the partner university's teaching staff to teach at the UGR and vice versa. Staff mobility for teaching may be in any regular subject area/academic discipline offered by the host institution.

Duration of individual mobility in our project is 5 working days, plus two additional days for travel. Teaching activity must include a minimum of 8 hours of teaching per week.

Funding of mobilities

The participants nominated under inter-institutional agreements receive an **Erasmus+ grant** as a contribution to their travel and subsistence costs. Grant levels and fixed rates for exchanges between Programme and Partner countries are published in the [Erasmus+ Programme Guide](#) and are divided into two components:

Travel costs	
Based on the travel distance per participant, 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 trip must be used to calculate the maximum amount of the EU grant that will support the round trip.	
from 10 to 99 km	20 € per participant
from 100 to 499 km	180 € per participant
from 500 to 1.999 Km	275 € per participant
from 2.000 to 2.999 Km	360 € per participant
from 3.000 to 3.999 Km	530 € per participant
from 4.000 to 7.999 Km	820 € per participant
8.000 Km or more	1.500 € per participant
Allowance	
Students' monthly grant (coming to Spain)	850 €
Staff daily allowance (coming to Spain)	160 €



II. PROJECT IMPLEMENTATION

Erasmus+ rules and regulations are applicable to all project activities.

Inter-institutional Agreement-IIA

Before the start of the mobility flows, the UGR and the partner institution included in the project mobility scheme must sign an inter-institutional agreement. When signing the inter-institutional agreement, Institutions from Partner countries commit to the principles of the Erasmus Charter (http://ec.europa.eu/programmes/erasmus-plus/node/74_en).

The agreement indicates the number and direction of mobility flows, level and duration of mobilities. Other information required for quality management of mobility, such as contact data, name of the institutional coordinator, academic calendar, admission information, language and other requirements must also be mentioned.

For more information about the contents of the inter-institutional agreement, please see questions 47-54 of the Erasmus+ International Credit Mobility Frequently Asked Questions for Higher Education Institutions (link at the end of the document).

For the purposes of the reporting for the project, Erasmus+ partner institutions must have a **PIC number** (Participant Identification Code). This code is required by the European Commission Authentication Service (ECAS) as a way to identify organizations throughout the different stages of any project's cycle. If you do not have one, please follow the instructions given at this link and send us the code once you get it.

https://ec.europa.eu/research/participants/portal/doc/call/fp7/fp7-ict-2013-sme-dca/32991-obtaining_pic_and_ecas_en.pdf

Selection Process

The selection of outgoing candidates is carried out by the sending institution. Please remember that according to the Erasmus+ programme, partner universities must "Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility". Therefore, please make sure that the records of the selection process are kept (such as the text of the announcement, how the announcement was published, references to the web-site, mailing to possible interested students or staff, dissemination meetings, announcement of provisional and final results of selection, etc.), so that those records are available upon requirement for a period of five years. This information may be required to evaluate the implementation of Erasmus+ mobility by the National Agency or the European Commission.

An electronic copy of these records should be sent to the UGR as soon as the selection process is over for the purpose of possible monitoring by our National Agency or the European Commission.

Student selection

Students taking part in the Erasmus+ programme should be registered at their home university in studies leading to a recognised degree. It is not required for the participants to have the nationality of the country of the sending institution.



Students can go on mobility for a total maximum of 12 months per study cycle. Previous participation undertaken in the framework of an EU-funded programmes such as, for example, Erasmus Mundus Action 2 projects, must be taken into account when calculating the maximum eligibility mobility period. Applications from candidates who have already benefited from EU-funded programmes should be given lower priority.

The selection criteria for participants are defined by their sending higher education institution, in agreement with the receiving institution, with the first criterion being academic merit (especially those concerning academic profile and knowledge of the language of instruction). Please note the difference between **requirements**, which all participants in mobility must fulfil (such as a specific level of the language of instruction, or being registered on a specific academic degree programme), and other criteria (such as academic performance), which should be taken into account only to rank eligible applications during the selection process. These conditions should be made clear to all applicants.

In order to ensure the viability of each student's study programme, for students coming to UGR, language requirements must be applied. In order to be accepted as Erasmus+ (International Credit Mobility / Partner Countries) undergraduate or master's student it is mandatory to accredit a B1 level in the language of instruction, which is almost always Spanish (please check our academic offer in English, available at the following link: <https://internacional.ugr.es/pages/perfiles/estudiantes/incoming-erasmus-dimension-internacional?lang=en>). In order to accredit this level, applicants must present a certificate of competence of at least B1 level, according to CEFR (Common European Framework of Reference for Languages) in the language of instruction. PhD participants should agree with the corresponding research unit upon their working language prior to acceptance.

For a list of language certificates accepted by the UGR follow the link:
<https://internacional.ugr.es/pages/politica-linguistica/tablasdecertificadosaceptadosporlaugr>

See more information about language requirements, certificates accepted, exemptions, UGR's Spanish online proficiency exam eLADE, and linguistic resources to prepare the exam and the mobility in the attachment.

Selection of staff for teaching or training

Staff must be working at the partner university both at the time of selection/nomination and during the mobility period. Candidates should have agreed their teaching/working programme and the working language with the corresponding host unit **prior to acceptance**. To agree the teaching/working programme, the candidate should contact the corresponding head of unit or director at the UGR who might require supporting documents to evaluate the candidate's profile.

Nomination and acceptance of selected candidates

The home institution should send the nomination of the selected candidates by e-mail from the contact address indicated in the agreement, with the information mentioned in the nomination letter, signed and stamped as an attachment (see the template attached). Nominations by the partner university should be sent to: intldimension@ugr.es

Admission process at the UGR

Once nominated, students should apply on-line (at <http://internacional.ugr.es/pages/perfiles/estudiantes/incoming-erasmus-dimension-internacional?lang=en>), and upload the following documents:



UNDERGRADUATE

- ID/PASSPORT (MANDATORY)
- Official Language Proficiency Certificate (MANDATORY). Please check the eligible certificates. Candidates in the process of taking a certification exam should attach proof of registration.
- Learning agreement approved by the home university (optional)
- Official transcript of records signed and stamped by the home university (MANDATORY)

MASTER

- ID/PASSPORT (MANDATORY)
- Official Language Proficiency Certificate (MANDATORY). Please check the eligible certificates. Candidates in the process of taking any certification exam should attach the proof of registration.
- Official proof of registration in the Master Programme at the home university (MANDATORY)
- Pre-admission letter signed by the UGR coordinator/tutor of the Master Programme (MANDATORY).

The pre-admission letter should be issued by the academic coordinator of the master programme at the UGR stating that the candidate fulfils all academic requirements and will be admitted to that specific programme in case he/she is awarded an Erasmus+ KA107 scholarship. To obtain a pre-admission letter, the candidate should contact the coordinator of the programme who might require supporting documents to evaluate if he/she is a suitable candidate for that specific programme.

DOCTORAL (PhD)

- Pre-admission letter, signed by the coordinator of the doctoral programme (MANDATORY):
How to get a pre-admission letter (http://internacional.ugr.es/pages/preadmissiondoctoradoka107_in)
- Brief researcher curriculum (MANDATORY)
- Official proof of registration in the doctoral programme at the home university (MANDATORY)
- Copy of your passport (valid during the whole stay). (MANDATORY)
- Research plan (MANDATORY)

(Please note that language accreditation is not compulsory for PhD students since it is assumed that the student and the supervisor at the UGR can speak the same language).

Upon receiving the application, the International Relations Office at the UGR will check whether it is complete and correct. After this eligibility check, the Faculty, School or International School for Postgraduate Studies will confirm acceptance on the proposed study programme.

For staff acceptance, please contact intldimension@ugr.es for further instructions.

Invitation letters will be sent to the nominated participants on receipt and validation of all the required documents.

Insurance

Participants must have medical and travel insurance for the whole mobility period, with at least the following items covered:

- Medical care
- Repatriation or medicalised transportation of ill or injured persons.
- Transport of Mortal Remains
- Private Civil Liability Insurance.



Home universities are required to check that all their participants have the necessary insurance for the period of their stay. Students coming to the UGR may take out the insurance coverage offered by the University of Granada. Insurance conditions and application procedure may be consulted at: <http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance/informacion-basica-sobre-el-seguro-20192020>.

Compulsory Erasmus+ Documents

1. The [Erasmus+ Student Charter](#) describes students' rights and obligations with respect to the period of study abroad: http://ec.europa.eu/programmes/erasmus-plus/node/74_en. It informs about the students' rights, what they may expect from their sending and receiving organisations at each step of their Erasmus+ experience, and what is expected of them: http://ec.europa.eu/education/opportunities/international-cooperation/documents/guide-credit-mobility_en.pdf
2. The sending and receiving institutions, together with the students/staff, must have agreed on the activities to be undertaken –students in a **“Learning Agreement”**; staff members in a **“Mobility Agreement”**– prior to the start of the mobility period. These agreements define the intended learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.
3. Participants will sign a **“Grant agreement”** with the UGR, in which obligations of both parties are stated as far as financial support and payments are concerned (it will be sent to the nominated participants from the UGR International Office).
4. The receiving institution must provide the students with a **transcript of records** or **mobility certificate** confirming the results of the agreed study programme. Staff participants should obtain a certificate of their stay.
5. **EU Survey**. At the end of the period abroad, all mobile students and staff will be required to submit a final report. Students will receive the survey by email one month before the end of their mobility period, and submission of the report will trigger the payment of the final grant instalment to the participant. Staff will be expected to complete the survey at the end of their mobility period.

Recognition of Mobility Period

The European Commission requires that all mobility periods are recognised by both home and host universities, as stipulated in the inter-institutional agreement and in the Learning agreement. Upon return, the home institution must fully recognise the activities carried out by the participant during mobility.



III. INFORMATION ABOUT THE UNIVERSITY OF GRANADA

Students

Accommodation

At UGR, the Accommodation Service offers information about the options available for students:
<http://alojamiento.ugr.es/>

Visa and residence permits in Spain

Compulsory legal procedures for foreigners:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain>

Useful information for incoming students (available in Spanish and English):

<http://internacional.ugr.es/pages/perfiles/estudiantes/incoming-erasmus-dimension-internacional?lang=en>

UGR International Student Guide: <http://internacional.ugr.es/pages/guias-y-folletos/orientationweek>

Student on-line application information:

<http://internacional.ugr.es/pages/perfiles/estudiantes/documentacionincoming>

https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html

Staff and Doctoral candidates

The International Welcome Centre-ICW caters directly to the needs of international doctoral candidates, researchers and visiting staff - before, during and after their mobility period at UGR.

At the IWC, the international doctoral candidates, researchers and visiting staff are provided with essential information and targeted assistance in all non-academic matters. A wide range of services is offered, including information and assistance services regarding visa applications, residence permits, UGR facilities and services. Incoming staff for teaching or for training may obtain information about accommodation for their stay through the International Welcome Centre-IWC: welcome@ugr.es

Contact information

International Office:

Should you have any questions or doubts about the project, we will be happy to help you. Please contact us at the UGR International Office:

Address: Oficina de Relaciones Internacionales,

Complejo Administrativo Triunfo, Avda. del Hospicio s/n, 18071 Granada

E-mail for Mobility with Partner Countries: intldimension@ugr.es

Phone: +34-958-249030 (information for participants); +34-958-249337 (for Coordinators and partner university officers).



Contact information of the UGR faculties or schools

<http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros?lang=en>

Academic advisors by region

http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/prog_propio/tabladetutoresporzonasgeograficas

International Welcome Centre-IWC (staff and doctoral candidates)

Address: Gran Vía, 48. 18071. Granada

E-mail: welcome@ugr.es

Phone: +34-958-249040 (information for participants, in Spanish, English and French)

Website: <http://internacional.ugr.es/iwelcomecentre?lang=en>

IV. ERASMUS+ PROGRAMME INFORMATION DOCUMENTS

For more information about the Programme, please see the documents contained in the following link:
<http://ec.europa.eu/programmes/erasmus-plus>

**Quick reference guide for selected higher education institutions in Partner Countries:*

http://ec.europa.eu/education/opportunities/international-cooperation/documents/guide-credit-mobility_en.pdf

**Erasmus+ International Credit Mobility Frequently Asked Questions for Higher Education Institutions:*

Answers to frequently asked questions for higher education institutions on international credit mobility:
http://ec.europa.eu/education/opportunities/international-cooperation/documents/mobility-faqs_en.pdf

**Erasmus+ Student Charter:* http://ec.europa.eu/programmes/erasmus-plus/node/74_en

**Guidelines on how to use the Learning Agreement for Studies:*

http://ec.europa.eu/education/opportunities/higher-education/doc/learning-studies-guidelines_en.pdf

**Erasmus Programme Guide:* http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf

V. PARTICIPANTS WITH SPECIAL NEEDS

In case any of your students is under the following circumstances you are requested to report it at the moment of sending the nomination letter and explain the situation of the student: disability (i.e. participants with special needs): people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities; educational difficulties: young people with learning difficulties; early school-leavers; low qualified adults; young people with poor school performance; economic obstacles: people with a low standard of living, low income, dependence on social welfare system or homeless; young people in long-term unemployment or poverty; people in debt or with financial problems; cultural differences: immigrants or refugees or descendants from immigrant or refugee families; people belonging to a national or ethnic minority; people with linguistic adaptation and cultural inclusion difficulties; health problems: people with chronic health problems, severe illnesses or psychiatric conditions; social obstacles: people facing discrimination because of gender, age, ethnicity, religion, sexual orientation, disability, etc.; people with



limited social skills or anti-social or risky behaviours; people in a precarious situation; (ex-)offenders, (ex-)drug or alcohol abusers; young and/or single parents; orphans; geographical obstacles: people from remote or rural areas; people living in small islands or in peripheral regions; people from urban problem zones; people from less serviced areas (limited public transport, poor facilities).