

# Call for applicants - Academic year 2023/24

## Erasmus + KA-171

The University of A Coruña (UDC) and Javna Ustanova Univerzitet Crne Gore Podgorica have been awarded with some Erasmus+ scholarships for student and staff mobilities under the framework of the Key Action 171 for mobilities between PROGRAMME and PARTNER COUNTRIES.

This call for applications is aimed at helping students/staff at Javna Ustanova Univerzitet Crne Gore Podgorica cover their expenses during their academic stay at Universidade da Coruña in the academic year 2023\_24 (September 2023-June 2024).

### 1. Selection process

Each partner university must conduct an internal selection process among the interested students and staff and send UDC the list of nominations to [iro@udc.es](mailto:iro@udc.es) **before 15<sup>th</sup> November 2023** for the second semester of the academic year 2023/24 (January 2024-June 2024), including full name, e-mail address and field of study/teaching.

For PhD students and staff, we **strongly recommend** to arrange with UDC Faculty members a learning/teaching/training agreement to guarantee the availability of their proposed study/working plans at UDC before selecting the candidates and sending the nominations. They can do it by contacting [iro@udc.es](mailto:iro@udc.es) and sending their proposed learning/teaching/training agreement to receive a pre-acceptance letter to take part in your internal selection process.

### 2. UDC Academic offer

UDC offers some courses in English. For more information:

<https://www.udc.es/en/ori/internacionalizacion/facultades/>

Students are also welcome to choose Spanish courses but we recommend to have at least a B1 level of Spanish language to follow the classes. For more information: <https://estudios.udc.es/en/degrees>

### 3. Acceptance/Enrolment Process

After receiving the list of nominated students and staff, we shall contact the candidates via e-mail to send them instructions about the application procedure.

All the application process will be via our UDC portal (we only accept applications online, we do not need original documents or documents sent via e-mail).

Applicants should take into consideration that only one online application form will be accepted, so they can contact our office if they have any doubts regarding the information requested in the online application form, before clicking on the "submit" final button. At any time, the applicant can save parts of the information entered in the application form and submit the online application only when they are sure that all of the information given is correct.

Upon the reception of these online applications and after checking they fulfil the requirements, candidates will receive an acceptance letter confirming their acceptance so that they can start visa procedures.

### 4. Number of granted mobilities

#### Students

- 3 students – Fields of study of Travel, tourism, and leisure, Motor Vehicles, ships and aircraft, and Business and administration. (3-5 months each)

#### Staff Teaching/training mobilities

- 2 academic/administrative staff (5 days maximum each) (if teaching mobilities Fields of study of Travel, tourism, and leisure, Motor Vehicles, ships and aircraft, and Business and administration.)

### 5. Insurance

All applicants, both staff and students, have to hire a Health insurance coverage valid for Spain for the whole period of the stay.

According to internal rules applying to all students registered at UDC, all incoming exchange students will pay an Accident insurance fee, upon arrival at UDC, in order to be formally registered. This accident insurance will cover possible accidents during academic activities at UDC.

## 6. Financial Conditions

**Student mobility:** the participant shall receive 850 Euros/month corresponding to individual support and 360 Euros corresponding to travel.

**Staff mobility** (both teaching and training mobilities): the participant shall receive 160 Euros/day of teaching/training corresponding to individual support and 360 Euros corresponding to travel.

All candidates will have to sign a grant agreement before starting their mobility. UDC will send them this document via e-mail to be signed before travelling. The document has to be sent back after being signed by the grantee.

### Payment

- Students: Upon their arrival at the University of A Coruña, students will receive a cheque representing the 70% of the total financial support from Erasmus+ EU funds. At the end of the mobility, students will receive a cheque representing the 30% of the total financial support from Erasmus+ EU funds.
- Staff: Upon their arrival at the University of A Coruña, staff will receive a cheque representing the 100% of the total financial support from Erasmus+ EU funds.

Applicants will receive payment upon their arrival, not before. They will have to book their tickets to travel to Spain, as well as to book accommodation in advance.

## 7. EU Final Survey

Staff will receive an e-mail with information to complete and submit the online EU final report at the end of their mobility period. This must be completed within 30 calendar days upon receipt of the invitation.

Students will receive an e-mail before the end of the stay with information to complete and submit the online EU final report. The participant will have to complete and submit the online EU survey before leaving the University of A Coruña to receive the second cheque representing the final payment.

Participants who fail to complete and submit the online EU final report may be required to partially or fully reimburse the financial support received.

This final report on your mobility experience will provide the EU's Erasmus programme with valuable information which will benefit both future students and staff and contribute to the continued improvement of the programme. Hence, we thank you for your co-operation in filling out the questionnaire.

More information in the following links.

Students` mobility:

[https://www.udc.es/en/ori/infestudantesextranxeiros/mobilidade\\_Erasmus/erasmus-ka107/](https://www.udc.es/en/ori/infestudantesextranxeiros/mobilidade_Erasmus/erasmus-ka107/)

Staff - Teaching mobility:

[https://www.udc.es/en/ori/infPersonalEntrante/PersonalDocente/Erasmus\\_KA107/?language=es](https://www.udc.es/en/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA107/?language=es)

Staff - Training mobility:

[https://www.udc.es/en/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus\\_KA107/?language=en](https://www.udc.es/en/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus_KA107/?language=en)

## 8. PARTNER INSTITUTIONS DUTIES

Partner institutions have to send UDC copy of the internal call for application, including information about the selection process.

After the mobilities, partner institutions also have to send proof of academic recognition of granted students. Also, if applicable, information about how mobilities are recognized for academic/administrative staff.