**CALL FOR APPLICATIONS FOR STUDENTS MOBILITY TO CARRY OUT STAYS AT THE UNIVERSIDAD DE SEVILLA (SPAIN) UNDER THE ERASMUS+ KA171 PROGRAM, PROJECT 2022.**

The project with agreement number 2022-1-ES01-KA171-HED-000080678 has been approved within the framework of the Erasmus+ programme, Key Action 1: Educational mobility of people. This project provides funding for students and staff from partner universities included in the project to carry out a period of study, teaching, or training at the Universidad de Sevilla (hereinafter referred to as US) until July 30, 2025.

Selected students will receive financial support to pursue their studies for a maximum period of 5 months. They will be able to attend classes and use all the facilities offered by the US without additional expenses, excluding payment for services or fees that also apply to official US students. All approved study activities in the Learning Agreement, successfully completed, will be fully recognized at the home university.

The purpose of this call is to outline the selection process for filling the positions included in the interinstitutional agreement that each partner university must sign with the University of Seville prior to the start of any mobility.

Please note: This English version of the Call is made for purposes of selection procedure report. For promoting the call, preventing any misunderstanding and for all legal purposes, the call is also published in Montenegrin language.

The Call for Applications for the University of Seville is published on the website of the University of Montenegro.

Based on the inter-institutional agreement for credit mobility concluded within the Erasmus + program, the University of Montenegro is announcing a competition for student mobility in the winter semester 2023/24.

**BASIC INFORMATION**

Who can apply: students of the Faculty of Economics and Faculty of Electrical Engineering, Faculty of Science and Mathematics

Levels of study: undergraduate, master PhD studies

Area of studies: Business and Administration, Economics

Number of available mobility: 3

Financial support: mobility includes a scholarship paid by the partner university

Period and duration of mobility: winter semester 2024/25.

Application deadline: 24 April 2024 (23:59 CET)

Useful links: https://www.us.es/internacional/oficina-welcome/guias-de-bienvenida

**HOW TO APPLY**

Fill out the online application form - https://forms.gle/BGNpwX9zXTH5ErxP7

Send the necessary documentation (below) in one PDF file to the vice dean for international cooperation by the specified deadline.

List of vice deans for international cooperation: https://www.ucg.ac.me/objava/blog/19379/objava/87493-spisak-prodekana-za-medunarodnu-saradnju-na-fakultetima

Important note for all Erasmus+ competitions: The Learning Agreement proposal is a mandatory document for application, and it is very important to start compiling a list of subjects or activities in time and to contact the vice dean for international cooperation with a request for verification and approval of the Study Agreement.

**REQUIRED DOCUMENTATION:**

* Certificate of average grade and translation of the certificate into English
* Copy of the last diploma (if any)
* Certificate of studies and translation of the certificate into English
* Proof of knowledge of the English language and/or language of instruction (at least B2 level) In the case of undergraduate students, if applicable: Certificate of Spanish, corresponding to at least level B1 of the Common European Framework of Reference for Languages (CEFR) or its equivalent. The US will not require specific language accreditation from the candidate, but each partner university must ensure that the candidate has a sufficient level of Spanish for academic success during the mobility.
* CV in Europass format
* Motivational letter in English.
* Proposal of the Learning Agreement - with the vice-dean whose responsibility is international cooperation, compile a list of subjects to be studied at the host university. The LA can be changed later, but in the application phase, it is necessary to make an initial proposal that must be signed or approved by the vice dean for international cooperation.
* Documented extracurricular activities (if any): international student gatherings, activities of student organizations, professional development, attending summer schools, volunteering.
* Scanned copy of the first page of the passport
* A statement on previous participation in mobility programs, in which it is necessary to state - the current level and year of study and whether the candidate used the Erasmus+ mobility program during the current level of study and how many times.
* If the candidate is a student with a disability, submit a certificate or emphasize to the vice dean

Required documentation (doctoral students):

* Proof of the declared topic of the doctoral dissertation
* Research plan in English
* CV in Europass format
* List of published scientific papers
* Mentor's recommendation at the home faculty
* Motivational letter in English
* Transcript of grades, as well as translation of the transcript into English
* A copy of the last degree from the studies
* Proof of knowledge of the English language or the language of instruction (at least B2 level)
* Documented extracurricular activities (if any): international student gatherings, activities of student organizations, professional development, attending summer schools, volunteering...
* Copy of the first page of the passport
* If the candidate is a student with a disability, submit a certificate or emphasize to the vice dean
* Statement on previous participation in mobility programs (whether the student participated, how many times during the current level of study and in which programs)

**IMPORTANT INFORMATION**

* Students can apply to a maximum of three universities during one semester.
* In the event that the student abandons the application for certain reasons, he must inform the Office for International Cooperation and Mobility. Also, a student who has been accepted by several universities is obliged to choose one option and inform the Office for International Cooperation and Mobility about it within 5 working days.
* The translation of the documentation does not need to be certified with the seal of a court interpreter at the application stage.
* According to the rules of the Erasmus+ program, students can stay on exchange for a maximum of 12 months during the same study cycle.
* Upon completion of the Competition, the home faculty compiles a ranking list of nominated students in accordance with Rector's Decision 01-1764/1 of March 14, 2024. on criteria for the selection of students in mobility programs. The committee for the selection of students and staff in mobility programs determines the final list of nominated candidates and sends it to the host university, which makes the final decision on the acceptance of the candidate. If the candidate is informed by the host university that he has received a scholarship, he is obliged to inform the vice-dean for international cooperation and the Office for International Cooperation and Mobility, and to proceed with the further application procedure that the host university will send to him via email (online application, submission of the requested ( additional) documentation, etc.
* Incomplete applications and applications submitted outside the competition deadline will not be considered.

**FUNDING**

The mobility grant from the Erasmus+ Program is not intended to cover all expenses related to mobility, but rather to provide a contribution to help with additional costs incurred during the stay abroad.

The grant includes:

• European Union contribution (individual support). The amount is determined based on the destination country. In Spain, the monthly contribution for students is 850 euros per month, and for students with fewer opportunities, there is an additional grant of 250 euros per month. The eligible period is 3 months for doctoral studies (90 days) and 5 months for undergraduate or master's studies (150 days). For the calculation of the amount of these grants, every month is considered to have 30 days.

• Additional contribution to cover travel expenses (travel grant). This contribution is calculated based on the following distances established by the Erasmus+ Program:

Distance Amount

From 10 to 99 km 23 Euros

From 100 to 499 km 180 Euros

From 500 to 1999 km 275 Euros

From 2000 to 2999 km 360 Euros

From 3000 to 3999 km 530 Euros

From 4000 to 7999 km 820 Euros

8000 km or more 1.500 Euros

The amount will be calculated taking into account the distance between the city of the participant's home university and Sevilla (US), through the following website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm

Support for Inclusion. This program provides additional assistance for participants who require higher levels of support due to a disability or specific circumstances that exceed the general provisions intended to cover any extra expenses during their abroad stay. To be eligible for this assistance, participants must have a legally recognized disability equal to or greater than 33% (or the equivalent in their country), or they must have duly accredited physical, mental, or health problems.

The funding will cover 100% of the actual expenses directly related to their disability or situation, including adapted transportation, companions, professional services, and other necessary expenses. To apply for this aid, participants must submit a separate request for processing.

**SELECTION CRITERIA**

The selection process at the home university will ensure transparency and equal opportunities for all applicants. Each partner university will develop their own specific selection criteria, which will be published on their website. The selection procedure of students participating in exchanges at the University of Montenegro is conducted in a transparent manner, according to the publicly published criteria. After the call for applications for individual partner HEIs is published on the web-site of the university and the web sites of individual faculties, the students apply to their respective faculties, which make the evaluation list of candidates and submit it to the International Relations and Mobility Office (IRMO). IRMO makes the final list of nominated students to be sent to partner universities.

The following scores will be attributed to the above quoted selection criteria:

• Success during studies – up to 4 points

• Motivation letter – up to 2 points

• Document extracurricular activities- up to 2 points

• Language proficiency – up to 1 point

• Participation in mobility programmes – up to 1 point

The students can apply for the call as registered students at UoM, after finishing first year of Bachelor studies. Students can apply for mobility at a partner university which has matching study offer. All students need to submit Learning Agreement proposal verified by their academic coordinator.

However, the following selection criteria are mandatory for assessing applications:

a) An evaluation of the applicant's academic or research proposal will be conducted, as an exclusion criterion, to determine its suitability to the profile of the position outlined in the Interinstitutional Agreement.

b) For student applicants, the average grade of their studies completed in the previous academic year will be taken into consideration.

c) In the case of undergraduate or master's students, if applicable, they must have an accredited Spanish language level of at least B1 according to the Common European Framework of Reference for Languages (CEFR) or its equivalent.

e) Applicants who have not previously received Erasmus grants will be given priority.

f) Participants who can demonstrate disabilities or physical, mental, or health problems and are eligible for support grants will be given priority.

**SELECTION PROCEDURE AND TIMETABLE**

The partner universities, once they have examined all the applicants' documentation, will proceed with the assessment and selection process of the participants to allocate the places specified in the signed Interinstitutional Agreement, within the framework of KA171 project mentioned in point 1. It is recommended to include a reserve list of candidates, including a priority order, to use in case of withdrawals from the selected participants.

The partner universities, once they have selected the participants, will have to send the following documentation to the email address ka171sevilla@us.es , from the University of Seville, before April 30, 2024:

a) Selection Minutes, signed and stamped, following the template provided by the University of Seville.

b) Call for Applications disseminated by the partner university, with date, signature, stamp, and a web link or document confirming the publicity of the call.

c) Copies of the documents submitted by the selected participants indicated in point 4. The Learning Agreement and Mobility Agreement must also be signed by the partner university.

**REGISTRATION PROCEDURE AT THE US**

Once all the required documentation has been received by the US, the allocation of mobility positions will commence. Detailed instructions will then be sent to the selected participants regarding the processing of the grant. In the case of students, they will also receive instructions for enrolling in courses or conducting research work.

Upon arrival in the US, participants should report to the International Center's Welcome Office. This office will provide them with all the necessary information for their registration at the US.

At the conclusion of the mobility program, the Welcome Office of the International Center will issue a certificate of stay to the participants. Additionally, undergraduate and master's students will receive as soon as possible an Official Academic Certification (Transcript of Records), while doctoral students will receive Reports on their research work.

**PAYMENT OF THE GRANT**

The US will make prompt payments to selected students through a bank transfer to a bank account opened in Spain, following the guidelines below:

• Initial payment: 70% of the individual support and 100% of the travel grant will be disbursed as soon as possible after registration of the arrival date in the US.

• Second payment: The remaining 30% of the individual support (or a proportional part if the student has not completed the entire period of stay) will be paid after the submission of the participant's report through the EUSurvey platform.

**OBLIGATIONS OF THE BENEFICIARIES**

Students have been accepted by the University of Seville (US) to participate in the KA171 project must fulfil the following obligations:

• If applicable, apply for the necessary visa in their home country. The US will provide an invitation letter to the selected applicants from partner universities in accordance with the instructions sent to them after their admission.

• Make arrangements for travel management and cover the costs. In the case of students, they must also bring enough money to cover their expenses in Seville for the first month until they receive their first payment.

• Subscribe and pay for an insurance policy that covers accidents, serious illness, civil liability, and repatriation during their stay.

• Arrange for their own accommodation. The US, through the University Community Assistance Service (SACU), will provide information, guidance, and support to selected applicants in their search for accommodation.

• Attend classes or carry out the designated research work outlined in the Learning Agreement for students. Additionally, students must inform the Office of International Relations at their home university and the International Center at the US if they need to leave earlier than planned.

• Students must stay at the US for a minimum of 3 months (90 days) to be considered Erasmus+ students. Failure to do so will result in the student being required to repay all received financial support (individual support and travel grant), unless a valid force majeure situation is provided.

• Submit the participant report through the EUSurvey platform within 15 calendar days of receiving the link. Students will receive the link via email 30 days before the end of their stay, and completing the report is a requirement to receive the second payment of support.

**DISSEMINATION**

All Partner Universities will announce their call through their own websites and social media, and they will also communicate the news through local and regional media in order to give it the widest possible dissemination among society.

Place and date: Podgorica, 10 April 2024

Signature:

Signatory Name: prof. dr Sanja Pekovic

Position: Vice-Rector for Internationalisation