UNIVERSIDAD DE GRANADA

Vicerrectorado
de Internacionalización
Oficina de Relaciones Internacionales

Co-funded by
the European Union

ERASMUS+ PROGRAMME. INTERNATIONAL CREDIT MOBILITY (KA171)

INFORMATION FOR PARTNER INSTITUTIONS

I. ERASMUS+ PROGRAMME AND THE UNIVERSITY OF GRANADA MOBILITY PROJECT

For over 35 years now, the European Union's Erasmus Programme has enabled over 4 million Europeans to study, train and gain experience abroad. Through "International Credit Mobility" – ICM for short – European HEIs can set up mobility agreements with partners around the world to send and receive students and staff. Erasmus+ is an essential tool to promote people-to-people connectivity worldwide through its external dimension, aiming at cementing links between the European Education Area and the rest of the world. The Erasmus+ Programme for the period 2021-2027, continues the success of its predecessors and keeps the opportunities open to students and staff from the now known as Third countries not associated to the Programme[1].

Mobility with EU Member States and third countries associated to the Programme is a decentralized action, which means that it is managed in each of these countries[1] by their corresponding National Agency[2].

The University of Granada (UGR) submitted an application for International Credit Mobility consisting in a mobility project with sets of mobility flows between the UGR and its partner institutions worldwide.

For 2022-2025, the University of Granada's project has been awarded funding for student and staff mobilities with Albania, Algeria, Argentina, Armenia, Australia, Azerbaijan, Benin, Bolivia, Bosnia and Herzegovina, Brazil, Cambodia, Canada, Cabo Verde, Cameroon, Chile, Colombia, Ivory Coast, Cuba, Ecuador, Egypt, El Salvador, Equatorial Guinea, Ethiopia, Gambia, Ghana, Georgia, Guatemala, Haiti, Honduras, Indonesia, Iran, Jordan, Kazakhstan, Kenya, Kosovo, Lebanon, Libya, Macau, Malaysia, Mauritania, Mexico, Mongolia, Montenegro, Mozambique, Myanmar, New Zealand, Nicaragua, Niger, Palestine, Pakistan, Paraguay, Peru, Philippines, Senegal, Somalia, South Africa, Sri Lanka, Sudan, Syrian Arab Republic, Tajikistan, Tanzania, Thailand, Togo, Tunisia, Ukraine, United States of America, Uruguay, Uzbekistan, Venezuela and Vietnam.

The mobilities planned in the project are to be carried out during the eligibility period of the project that is from 1st August 2022 until 31st July 2025.

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[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, "EU Member States and third countries associated to the Programme" and "third countries not associated to the Programme". Although EU Member States and third countries associated to the Programme are eligible for all actions of Erasmus+, third countries not associated to the Programme 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).

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 2 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 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. This must be duly documented.).

The duration of individual mobility in our project is 5 working days, plus 2 additional days for travel.
The minimum duration must be respected or the mobility period will not be eligible for funding nor for certification.

Visits and mobility flows in the field of International Relations are usually implemented within the framework of International Staff Training Weeks organized by our office to guarantee a suitable agenda and a correct assistance during the whole stay.

Website where to find information about International Staff Training Weeks organized by the University of Granada: https://internacional.ugr.es/pages/perfiles/pas/staff-training-week

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. Participants must be employees of the sending institution (both at the moment of selection/nomination and during the period of the mobility. This must be duly documented.).

Duration of individual mobility in our project is 5 working days, plus 2 additional days for travel. Teaching activity must include a minimum of 8 hours of teaching per week.
The minimum duration must be respected or the mobility period will not be eligible for funding nor for certification.

List of UGR departments and the corresponding contact details:
https://www.ugr.es/en/about/organization/departments

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 EU EU Member States and Third countries not associated to the Programme are published in the Erasmus+ Programme Guide and are divided into two components:

Travel support	
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	23 EUR per participant
from 100 to 499 km	180 EUR per participant
from 500 to 1.999 km	275 EUR per participant
from 2.000 to 2.999 km	360 EUR per participant
from 3.000 to 3.999 km	530 EUR per participant
from 4.000 to 7.999 km	820 EUR per participant
8.000 km or more	1.500 EUR per participant
Individual support	
Students' monthly grant (coming to Spain)	850 EUR per month
Staff daily allowance (coming to Spain)	160 EUR (per day, including two travel days)

II. PROJECT IMPLEMENTATION

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

II.a) 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 (IIA). When signing the inter-institutional agreement, institutions from third countries not associated to the Programme commit to the principles of the Erasmus Charter (https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-charter-for-higher-education), (https://internacional.ugr.es/pages/erasmuscharter).

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.

Erasmus+ partner institutions must have an OID number (Organisation ID). This number will be used for applications and also as a reference for the European Commission and National Agencies in future interactions.

https://webgate.ec.europa.eu/erasmus-esc/index/organisations/search-for-an-organisation

II.b) 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.

Please make sure that the records of the selection process are sent to the UGR as we are requested by the Spanish National Agency and the European Commission to keep the documents for a period of five years from the end of the project in the event of audit controls to evaluate the implementation of the Erasmus+ mobility. This applies for students and staff selection processes.
An electronic copy of the records corresponding to the call and selection results, such as the followings, are to be sent to the UGR once the selection process is finished:
- Call announcement (how it has been published and disseminated: website, press articles, mailing, etc.)
- Full text of the call and appendix or annex if any
- Scale or points-based system used for ranking / Selection criteria
- Mechanisms applied for verifying the eligibility of participants
- Names and last names of the Selection Committee
- Participants application
- Final list of participants (including reserve list if possible)
- Minutes
If you need templates of the documents please, let us know by email and we will provide further support.

Student selection

Students taking part in the Erasmus+ Programme should be registered at their home university in studies leading to a recognized 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 programme such as, for example, Erasmus Mundus Action 2 projects or Erasmus+ Key Action 1 International Credit Mobility, 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 / third countries not associated to the Programme) 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#__doku_academic_offer). In order to accredit this level, applicants must provide a certificate of competence of at least B1 level, according to CEFR (Common European Framework of Reference for Languages) in the language of instruction.

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

PhD participants should agree with the corresponding research unit their working language prior to acceptance.

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 specific 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/department or director at the UGR who might require supporting documents to evaluate the candidate's profile.

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II.c) 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 (a new nomination letter template is going to be provided soon). 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 https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html and upload at least the following documents:

UNDERGRADUATE

- ID/Passport copy (valid during the whole stay) (MANDATORY)
- Accreditation of language competence in the teaching language of the degree (MANDATORY). Please check the eligible certificates in the "Language requirements for undergraduate and master degree students" document. Candidates in the process of taking a certification exam should attach proof of registration.
- Learning agreement approved by the home university (optional)
- Other documents (optional)

MASTER

- ID/Passport copy (valid during the whole stay) (MANDATORY)
- Accreditation of language competence in the teaching language of the master's programme (MANDATORY). Please check the eligible certificates in the "Language requirements for undergraduate and master degree students" document. Candidates in the process of taking a certification exam should attach proof of registration.
- Pre-admission letter signed by the UGR coordinator of the Master Programme (MANDATORY).
- Learning agreement approved by the home university (MANDATORY)
- Other documents (optional)

   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 s/he is awarded an Erasmus+ KA171 scholarship. To obtain a pre-admission letter, the candidate should contact the coordinator of the programme who might require supporting documents to evaluate if s/he is a suitable candidate for that specific programme.

DOCTORAL (PhD)

- ID/Passport copy (valid during the whole stay) (MANDATORY)
- Research Plan signed by the coordinator and the supervisor of the doctoral programme (MANDATORY)
- Other documents (optional)

(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).

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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.

II.d) 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: https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance/2122?lang=en.

II.e) Compulsory Erasmus+ Documents

1. The Erasmus+ Student Charter describes students' rights and obligations with respect to the period of study abroad. It informs about the students' rights, what they may expect from their sending and receiving organizations at each step of their Erasmus+ experience, and what is expected of them: https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0

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 (MANDATORY). 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.

II.f) Recognition of the mobility period

The European Commission requires that all mobility periods are recognized 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 recognize 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 permit in Spain
Compulsory legal procedures for foreigners:
https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain?lang=en

Useful information for incoming students:
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:
https://internacional.ugr.es/pages/perfiles/estudiantes/instruonlineapplication_esp_eng

Videos:
Campuses and Districts of Granada: https://www.youtube.com/watch?v=NB3Y2RlL99E
Daily life: https://www.youtube.com/watch?v=_TLEuxbDpP0
Culture: https://www.youtube.com/watch?v=AK6zJaN5c00
Health: https://www.youtube.com/watch?v=8JhvALShUJc
Student Societies and volunteering: https://www.youtube.com/watch?v=Q0b9EGcrfMk
Immigration Procedures: https://www.youtube.com/watch?v=qTvGU0ejWs4

Staff and Doctoral candidates – The International Welcome Centre

The International Welcome Centre (IWC) 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: welcome@ugr.es

Contact information

International Relations 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, Avenida del Hospicio s/n, 18071 Granada
(In the event the postal code 18071 is not working, please, use this one instead: 18010)
E-mail for Mobility with third countries not associated to the Programme: intldimension@ugr.es
E-mail for KA171 inter-institutional agreements: icmagreements@ugr.es
Phone: +34 958 24 90 30 (information for participants); +34 - 958 24 10 00 / Ext. 20764 (for Coordinators and partner university officers).

Contact information of the UGR International Relations Services by faculty/school

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

International Welcome Centre (staff and doctoral candidates)

Address: Gran Vía de Colón 48, 18071 Granada
E-mail: welcome@ugr.es
Phone: +34 958 24 90 40 (information for participants in Spanish, English and French)
Website: http://internacional.ugr.es/iwelcomecentre?lang=en

IV.   INCLUSION, DIVERSITY AND STUDENTS WITH FEWER OPPORTUNITIES

The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to participants with fewer opportunities compared to their peers.

The criteria to be used for the selection of students with fewer opportunities and students or staff eligible for inclusion support are defined at national level by the National Agency in agreement with National Authorities. The list of national criteria may vary from one Agency to another.

Every case will be closely and individually studied therefore, this situation must be communicated as soon as possible to the University of Granada so we can approach each particular case to inform the partner institution and the participant about possible support.

V.   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 third countries not associated to the Programme :
https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries

Erasmus+ Student Charter : https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0

Guidelines on how to use the Learning Agreement for Studies :
https://erasmus-plus.ec.europa.eu/document/guidelines-on-how-to-use-the-learning-agreement-for-studies-2022

Implementation guidelines – Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy : https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy

Erasmus+ Programme Guide : https://erasmus-plus.ec.europa.eu/programme-guide/erasmusplus-programme-guide