

# Call for applicants -2024

## 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 Javna Ustanova Univerzitet Crne Gore Podgorica cover their expenses during their academic stay at Universidade da Coruña.

For students second semester Academic year 2024/25 (February 2025-June 2025).  
For teaching/training mobilities 2025

### 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 (*Minutes for selection attached*) to [iro@udc.es](mailto:iro@udc.es), including full name, e-mail address and field of study/teaching of the nominated person(s).

The Erasmus+ Programme is inclusive and welcomes students with fewer opportunities who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons face obstacles that prevent them from having effective access to opportunities under the programme. Being inclusion a priority of the programme, partner universities, though ensuring a transparent and fair selection process, must make a special effort to reach out to those potential candidates with fewer opportunities.

#### Nomination dates:

For <b>students</b> second semester academic year 2024/25	(February- June) before 15 <sup>th</sup> December 2024
For <b>Staff</b> to take part in our International Staff Week in Spring	15 February 2025
For Staff, the rest of mobilities, including our International Summer School (July)	1 June 2025

With regard to training mobilities, UDC is going to organize two events, in which your candidates could take part:

- **International Staff Week March/April** It is going to be organized . Further information will be provided to our partners as soon as available. [international.week@udc.gal](mailto:international.week@udc.gal)
- **International Summer School (ISS) in July**: UDC organizes each year an ISS during the second fortnight of July. You may also use the funds provided to your university to send staff members to it. However, the ISS courses last two weeks and we can only finance through Erasmus KA171 one week of stay. More information on our ISS available at: <https://www.udc.es/en/iss/>. and [iss@udc.es](mailto:iss@udc.es)

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 plan 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

<b>Students</b> (3-5 months each)	student – 7 Fields of study of <ul style="list-style-type: none"> <li>• <b>1015 Travel, Tourism and leisure ,</b></li> <li>• <b>041 Business and administration,</b></li> <li>• <b>0716 Motor vehicles,</b></li> </ul>
<b>Staff Teaching/training mobilities</b> (5 days maximum each)	academic/administrative staff - 2 If teaching mobilities fields of study of <ul style="list-style-type: none"> <li>• <b>1015 Travel, Tourism and leisure ,</b></li> <li>• <b>041 Business and administration,</b></li> <li>• <b>0716 Motor vehicles,</b></li> </ul>

#### 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. Participants with fewer opportunities may receive additional +250 Euros/month, subject to budget availability.

**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.

**Sustainable means of transport:** Participants that travel to their host institution and back by sustainable means of transport, such as train, bus or shared car, may receive a top up amount on their travel support. This is not applicable when the travel support awarded is 820 Euros or higher

#### 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/gl/ori/infestudantesextranxeiros/mobilidade\\_Erasmus/erasmus-ka107-171/index.html](https://www.udc.es/gl/ori/infestudantesextranxeiros/mobilidade_Erasmus/erasmus-ka107-171/index.html)

Staff - Teaching mobility:

[https://www.udc.es/en/ori/infPersonalEntrante/PersonalDocente/Erasmus\\_KA171/](https://www.udc.es/en/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA171/)

Staff - Training mobility

[https://www.udc.es/gl/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus\\_KA171/index.html?language=gl](https://www.udc.es/gl/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus_KA171/index.html?language=gl)

## 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.