



## UNIVERSIDAD COMPLUTENSE DE MADRID

### ERASMUS+ PROGRAMME WITH PARTNER COUNTRIES

#### *ERASMUS+ INTERNATIONAL PROJECT - UCM 2015-2017*

### GUIDELINES – FIRST STEPS

(BASED ON THE INSTRUCTIONS FROM THE ERASMUS+ NATIONAL AGENCY AND COMPLEMENTARY TO WHAT HAS BEEN STATED IN THE INTERINSTITUTIONAL AGREEMENT)

#### **BEFORE MOBILITY:**

##### - SELECTION:

- The home institution must launch a call for applications according to its internal procedures in this respect. This call will have to fulfil the requirements stated in the Erasmus+ Interinstitutional Agreement that has been signed between UCM and your University (fair, transparent and documented, ensuring the access to mobile participants from all backgrounds and containing the selection criteria).
- The Bachelor candidates must be enrolled, at least, on the second year.
- The home institution must keep a copy of the call for applicants.
- The home institution must keep a copy of the selection results (candidates selected and in the reserve list).
- Dissemination of the call within the institution: please keep a reference of the media used for such dissemination.
- Acceptance letter:
  - Master's students searching to do their Master's Thesis at the host institution (not applicable if the students will take only courses): the candidates must contact the host institution to get an acceptance letter from the Faculty.
  - PhD students and staff members: candidates must contact the host institution to get an acceptance letter from a Department/Service/Professor as well as agreeing on the work/research plan and possible mobility dates.
- Each partner institution will provide the other party with a contact address which will be made available to the applicants so as they can ask questions related to courses, to other mobility connected matters and get assistance to obtain the acceptance letter from a Department/Service at the host institution when applicable.
- The home institution may require to the host institution additional information in order to elaborate the call for applications.

**The partner country Universities must send information concerning the publication and dissemination of the call and the list of selected candidates by e-mail to UCM (epsocio@ucm.es), since this information will be required by the Spanish Erasmus+ National Agency for audit control purposes.**

## **AFTER SELECTION AND BEFORE THE MOBILITY STARTS:**

### **PRACTICAL ARRANGEMENTS:**

- **HEALTH INSURANCE:**
  - o The home institution must make sure that its selected candidates going abroad have an appropriate health insurance that fulfils the requirements of the host country and host institution. The participants should pay for the insurance by themselves, unless the home institution has a different policy.
  - o When needed, the host institution will provide the home institution with information about the health insurance specific requirements, so as the latter is able to properly advise its participants about the adequate policy to hire.
  - o Details of the health insurance, such as whether it has been self-paid or provided by the home institution, will be stated on an individual basis in the financial agreement each participant will sign with the coordinating institution (UCM).
- **TRAVEL:** UCM will arrange the flight tickets of all participants through a Spanish travel agency.
- **SUPPORT TO APPLY FOR VISA:** The home and host institutions will support its incoming and outgoing candidates to apply for visa, according to its internal procedures in this respect. The host institution should draw up an invitation letter for visa application and inform its own Embassies/Consulates in the countries the candidates are from about these mobility flows so as to speed up the issuing of their visa.

### **ACADEMIC ARRANGEMENTS:**

- **LEARNING AGREEMENT:**
  - o Bachelor and Master's students will have to fill in and get signed by the corresponding academic responsible at the home and host institutions a Learning Agreement, whose template will be provided by UCM.
  - o PhD students will have to fill in and get signed by the corresponding academic responsible at home and host institutions a Learning Agreement, to which they will have to attach an approved research plan.
- **MOBILITY AGREEMENT:** staff participants will have to fill in and get signed by the corresponding academic responsible at the home and host institutions a Mobility Agreement (template provided by UCM), which will include information about the work/research plan.

### **DURING MOBILITY:**

- **SCHOLARSHIPS PAYMENT SCHEME:** UCM be responsible of making the payments of both outbound and inbound participants, upon certification of their arrival to the host institution and according to the rules which will be stated in the individual financial agreement to be signed between the coordinating institution (UCM) and the student/staff participant, which will contain all the specificities concerning rights and obligations, including the payment scheme and health insurance details.
- **CERTIFICATE OF ARRIVAL:** participants will get a certificate of arrival that must be signed and dated by the host institution, verifying the exact start date of the participant's academic activities. A template of this certificate will be provided by UCM when needed.

### **AFTER MOBILITY:**

- **EUROPEAN UNION QUESTIONNAIRE/REPORT:** UCM will made available to the participant individuals a Questionnaire designed by the European Commission whose completion is compulsory.

- **CERTIFICATE OF DEPARTURE:** participants will get a certificate of departure to be signed and dated by the host institution, verifying the exact end date of the participant's academic activities. A template of this certificate will be provided by UCM when needed.
- **ACTIVITY REPORT:** PhD and staff participants will write a detailed report of the academic/research/training activities carried out during the mobility period, which will be signed by the host institution. UCM will provide the partner institutions with a template of this document when needed.
- **TRANSCRIPT OF RECORDS:** The host institution will issue to Bachelor and Master's students the corresponding Transcript of Records, so as the home institution can recognise the academic activities carried out at the host institution. This Transcript should contain the minimum information required by the European Commission, which will be at least: Courses done, credits awarded, marks, start and end dates.
- **BOARDING PASS:** the home institution will be responsible for picking up the boarding pass of its participants on their return to be sent to UCM.

### **DOCUMENTS IN USE (SUMMING UP)**

#### **BEFORE MOBILITY:**

- Acceptance letter (issued by Professor/Department/Service at the host institution, for students doing research work and for staff)
- Work/Research plan (agreed between the participant and home and host institution)
- Invitation letter (issued by host institution, visa purposes)
- Mobility/Learning Agreement (signed by the participant and home and host institution)

#### **DURING MOBILITY:**

- Certificate of Arrival (issued by host institution)
- Individual Grant Agreement (UCM's responsibility)

#### **AFTER MOBILITY:**

- Certificate of Departure/Attendance (issued by host institution)
- EU Questionnaire/Report (UCM's responsibility)
- Transcript of Records (issued by host institution for Bachelor and Master's students).
- Activity Report (signed by the participant and host institution)
- Boarding passes (picked up by home institution on the participants return)

Apart from the above mentioned:

- Any other document which might be required by the Erasmus+ National Agency or/and the European Commission.
- The documents mentioned above may have some slight changes according to the internal organization of the Universities as long as they fulfil the minimum requirements established by the European Commission.

### **OTHER OBSERVATIONS:**

- UCM, as coordinating institution, might ask the partner institutions for any additional reference or information that could be required by the Erasmus+ National Agency to evaluate the correct development of the Project in relation to the mobility flows.
- UCM will keep the partner institutions duly posted about the procedures to be carried out along the different stages of the Project, based on the information that the Spanish Erasmus+ National Agency may provide throughout the Project's implementation.

## **SCHOLARSHIP TERMS:**

### PARTNER COUNTRIES participants:

- Bachelor, Master and PhD students:
  - o 800 €per month
  - o Travel support: round trip flight ticket (until a maximum amount depending on the distance)
  
- Staff:
  - o 120 €per day (maximum of seven days, including two day trip)
  - o Travel support: round trip flight ticket (until a maximum amount depending on the distance)

### UCM participants:

- Bachelor, Master and PhD students:
  - o 650 €per month
  - o Travel support: round trip flight ticket (until a maximum amount depending on the distance)
  
- Staff:
  - o 160 €per day (maximum of seven days, including two day trip)
  - o Travel support: round trip flight ticket (until a maximum amount depending on the distance)

## **IMPLEMENTATION CALENDAR**

In this first stage of the Erasmus+ Programme with Partner countries, UCM has got funds to implement the mobility flows stated in the Agreement from the date of its signature to May 2017. The continuation of the Agreement until the Academic Year 2020/2021 will be subject to the obtaining of funds after submitting the corresponding proposal to the Erasmus+ National Agency, which will be made on an annual or biannual basis, as the European Commission establishes. The type, duration and field of the mobility flows stated in the Agreement must be respected, as well as the language requirements.

This explanation given, when the Erasmus+ Interinstitutional Agreement is signed, each home institution must launch a call for applications, in accordance with the following foreseen start dates to commence the mobility periods:

### **BACHELOR AND MASTER'S CANDIDATES:**

- Mobility calendar:
  - o Second semester **2015/2016** (February – June 2016)
  - o First semester **2016/2017** (September 2016 – January 2017)
- Communication of selected and accepted candidates by home and host institutions will be made by the dates stated in the Interinstitutional Agreement. If any change or clarification about these dates, the host institution must inform the home institution with sufficient notice.

### **PhD CANDIDATES:**

- Mobility calendar: the three month mobility flows may start at any moment from **February 2016 to April 2017**, although it is highly advisable that the majority of the flows are carried out during the academic year 2015/2016 due to budget administration reasons.
- The activities to be carried out during the research stays must be previously agreed with the corresponding academic responsible. The host institution has to draw up an acceptance letter stating the mobility dates. For these purposes, the host institution will help the incoming applicants to make contact with a Department/Professor when required.

### **STAFF CANDIDATES:**

- Mobility calendar: the seven day mobility flows may start at any moment from **February 2016 to April 2017**, although is highly advisable that the majority of the flows are carried out during the academic year 2015/2016 due to budget administration reasons.
- The activities to be carried out during the academic/training stays must be previously agreed with the corresponding responsible. The host institution has to draw up an acceptance letter stating the mobility dates. For these purposes, the host institution will help the incoming applicants to make contact with a Department/Professor/service when required.