



UNIVERSIDAD COMPLUTENSE DE MADRID

ERASMUS+ KA171 WITH THIRD COUNTRIES NOT ASSOCIATED TO THE PROGRAMME PROJECT 2022-2025

PROJECT MANAGEMENT GUIDE FOR PARTNERS

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

IMPORTANT: Procedures described in this Guide may be modified in the context of the
COVID-19 pandemic

Dear Partners,

The aim of this document is to share some useful information which might help all Erasmus+ coordinators participating in the implementation of the UCM Mobility Project that was approved past September 2022.

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OVERVIEW AND SCHOLARSHIP TERMS

OVERVIEW

(Further information available in the following hyperlink: [Erasmus+ International Credit Mobility Handbook for Participating Organisations](#))

ERASMUS+ PROGRAMME- STUDENTS' MOBILITY:

- **Students can go abroad from Europe to the Partner country and vice versa:**
 - o During the first study cycle (Bachelor or equivalent) including the short-cycle (EQF levels 5 and 6)
 - o During the second study cycle (Master or equivalent – EQF level 7) and
 - o During the third cycle, as doctoral candidate (Doctoral level or EQF level 8)
- Students **must be registered in a higher education institution and enrolled in studies** leading to a recognised degree or other recognised tertiary level qualification (up to and including the level of doctorate).
- The mobility is carried out in the framework of prior interinstitutional agreement between the sending and receiving institutions.
- Prior to the departure, the Erasmus+ student is provided with:
 - o A grant agreement covering the mobility period and signed between the student and the corresponding institutions.
 - o A “Learning Agreement” setting out the programme of studies to be followed, as approved by the student, the sending and the receiving institution;
- At the end of the period abroad:
 - o The receiving institution must provide the student and their sending institution with a transcript of records confirming that the agreed programme has been completed and confirming the results;
 - o **The sending institution must give full academic recognition for satisfactorily completed activities during the mobility period as agreed in the Learning Agreement, by using [ECTS credits](#) or an equivalent system (very important!).**
 - o Students will be awarded an Erasmus+ EU grant to help cover the travel and subsistence costs incurred in connection with their study period abroad.
- **Erasmus+ students are exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the host institution.**
- The payment of any national grant or loan to outgoing students should be maintained during the study period abroad.

ERASMUS+ PROGRAMME – STAFF MOBILITY:

- Staff (academic and administrative) can go abroad for a period between 5 days to 2 months to develop academic and/or training activities at the host institution (from Europe to the Partner countries and vice versa). Staff will be awarded an Erasmus+ EU grant of 5 days activity + 2 days travel to help cover the travel and subsistence costs incurred in connection with their mobility period abroad.



- The mobility is carried out in the framework of prior interinstitutional agreement between the sending and receiving institutions.
- **The sending institution must give full academic/training recognition for satisfactorily completed activities during the mobility period (very important!)**

SCHOLARSHIP TERMS

PARTNER COUNTRIES participants:

- Bachelor, Master and PhD students:
 - o 850 € per month (minimum three and maximum five months)
 - o Travel support: round trip flight ticket (until a maximum amount of 1.500 € depending on the distance band)
- Staff:
 - o 160 € per day (maximum of seven days, including two-day trip)
 - o Travel support: round trip flight ticket (until a maximum amount of 1.500 € depending on the distance band)

UCM participants:

- Bachelor, Master and PhD students:
 - o 700 € per month (minimum three and maximum five months)
 - o Travel support: round trip flight ticket (until a maximum amount of 1.500 € depending on the distance band)
- Staff:
 - o 180 € per day (maximum of seven days, including two-day trip)
 - o Travel support: round trip flight ticket (until a maximum amount of 1.500 € depending on the distance band)

ERASMUS+ LOGO

The Erasmus+ institutional image should accompany the documents issued by the Projects' beneficiaries and the partners. According to the rules set by the European Union, it is advised that the Erasmus+ logo should be used for the following purposes:

- Erasmus+ internal calls for applications
- Promotional and communication materials. The text "*Co-funded by the European Union*" must be visible in this case.

The logos and disclaimer in use can be downloaded from the following link:

https://www.eacea.ec.europa.eu/about-eacea/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer_en

IMPLEMENTATION CALENDAR

Erasmus+ Project 2022-2025 deadline 31 July 2025.



The type, number of mobility flows, subject area and language requirements established in the Erasmus+ Interinstitutional Agreement or corresponding Addendum (when applicable) must be respected.

Once the Interinstitutional Agreement is signed, each Partner Institution will launch a call for applications in accordance with the following dates, in which the stays are foreseen to start:

BACHELOR AND MASTER'S CANDIDATES:

- Mobility calendar:
 - o First semester **2023/2024** (September 2023 to January 2024)
 - o Second semester **2023/2024** (January/February to June 2024)
 - o First semester **2024/2025** (September 2024 to January 2025)
 - o Second semester **2024/2025** (January/February to June 2025)

PhD CANDIDATES:

- Mobility calendar: the mobility period may start at any moment from **September 2023 and all the mobility flows should end by 31 July 2025**.
- Duration of the mobility period: minimum 2 months; maximum 5 months.
- The activities to be carried out during the research stays must be previously agreed with the corresponding academic leaders, and a letter of acceptance reflecting the mobility dates must be issued by the host department. For this purpose, the host institution will assist applicants in making the necessary contacts with a department/professor upon request.

STAFF CANDIDATES:

- Mobility calendar: the seven-day mobility flows may start at any moment from **September 2023 and all the mobility flows should end by 31 July 2025**.
- The academic/training activities to be carried out during the research stays must be agreed in advance with the relevant responsible parties, and a letter of acceptance reflecting the mobility dates must be issued by the host Department/Service. For this purpose, the host institution will assist applicants in making the necessary contacts with a Department/Service upon request.

Nomination dates are stated in the Erasmus+ Interinstitutional Agreement. However, UCM will maintain updated data at the beginning of each academic year through the exchange of a "Fact Sheet".

BEFORE MOBILITY

SELECTION PROCESS

When the Erasmus+ Interinstitutional Agreement is signed or the corresponding Addendum has been approved by both parties, your institution will be ready to **launch the corresponding call for applications to cover the mobility flows established**, according to its own internal procedures, to the principles of the ECHE Charter (<https://erasmus-plus.ec.europa.eu/es/resources-and-tools/erasmus-charter-for-higher-education>) and to what is stated in the mentioned Agreement (fair, transparent and documented, ensuring the access to mobile participants from all backgrounds and containing the selection criteria used). For this purpose, it is important that you consider the following:

- Selection process:
 1. The home institution will be responsible for selecting its candidates. If the number of selected candidates exceeds the number of candidates expected to be nominated according to the



Erasmus+ Interinstitutional Agreement or its corresponding Addendum, a reserve list will be drawn up to cover possible vacancies or withdrawals.

2. The home institution will nominate its candidates to the host within the established deadlines. For this purpose, a template of "Nomination sheet" will be provided in due time by UCM.
 3. The nominees will be contacted by the host institution in order to complete the admission process, which will include getting the approval of the Learning/Mobility Agreement.
 4. The host institution will confirm to the nominees their acceptance as Erasmus+ scholarship holder.
- Undergraduate candidates (1st cycle of university studies) must be enrolled at least in their second year and have a minimum of 24 ECTS available to be taken during their mobility. Exceptionally, less than 24 ECTS have to be accepted specifically by both institutions.
 - The participation of candidates from a low socio-economic background and with especial needs should be encouraged.
 - The home institution must keep a copy of the call for applicants and send it to the coordinating institution (UCM).
 - The home institution must keep a copy of the selection results (candidates selected and in the reserve list) and send it to the coordinating institution (UCM).
 - Dissemination of the call within the institution: please keep a reference of the media used for such dissemination and send it to the coordinating institution (UCM).
 - Acceptance letter/academic contact at host institution:
 - o Master's students who wish to carry out their Master's Thesis at the host institution (not applicable to students who are going to take subjects): candidates must contact the host institution to obtain the letter of acceptance from the corresponding Faculty/Centre.
 - o PhD students and staff members: candidates must mandatory have an academic contact/pre-invitation letter from a Department/Service/Professor stating the estimated mobility dates and the agreement to supervise the proposed draft of the work/research plan to be carried out in case the candidate finally gets the scholarship.
 - 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, mobility connected matters and to get assistance on how to contact a Department/Service at the host institution (for PhD students and staff members) where necessary.
 - The home institution may require to the host institution additional information in order to elaborate the call for applications.

IMPORTANT: 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.



BEFORE MOBILITY: PREPARATION

PRACTICAL ARRANGEMENTS

- **HEALTH INSURANCE:**
 - The sending institution must ensure that its selected candidates are aware that they must take out appropriate health insurance that complies with the health requirements of the host country and university for the total duration of their stay, including travel days. The participants should pay for the insurance by themselves, unless the home institution has a different policy.
 - 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.
 - Details about the health insurance, such as policyholder, policy number and expiry date, will be reflected in the individual financial agreement that each participant will sign with the coordinating institution (UCM).

- **TRAVEL:**
 - Each participant is responsible for the booking, purchase and payment his/her own ticket, a copy of which must be submitted in advance to the receiving institution.
 - The travel dates must be before the first day of the mobility and after the last day of the mobility. Otherwise, a change of the ticket will be required in order to adapt it to the Erasmus+ Programme rules.
 - The amount of the travel grant will be calculated according to the distance band between origin and destination calculated using the European Commission's "Distance Calculator" tool, and based on the distance tables established by the Erasmus+ Programme (see Erasmus+ International Credit Mobility Handbook for Participating Organisations).
 - For students: the full amount of the travel grant will be paid together with the first payment of 80% of the individual grant.
 - For staff: the full amount of the travel grant will be paid together with the full amount of the individual grant at the time of arrival at the receiving institution.

- **SUPPORT TO APPLY FOR VISA:** The home and host institutions will support its incoming and outgoing candidates to apply for visa, per 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 to speed up the issuing of their visa.

ACADEMIC ARRANGEMENTS

- **LEARNING AGREEMENT:**
 - 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. UCM will provide the Agreement document according to the Erasmus+ programme documentation models.
 - 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:** Teaching and administrative staff members will have to fill in a Mobility Agreement, which will include the previously agreed teaching/research/training plan.



This agreement, together with the work plan, must be signed by the person concerned and by the academic/training managers at the home and host institutions. UCM will provide the agreement document according to the Erasmus+ programme documentation models.

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. UCM will provide the Certificate of Arrival document, unless another format is required.

AFTER MOBILITY

- **EUROPEAN UNION SURVEY:** One month before (for students) or a few days before the end of the mobility, each participant will receive a Survey designed by the European Commission through an email europa.eu, whose completion will be mandatory, being the last payment of the 20% of the individual grant subordinated to the accomplishment of the survey.
- **CERTIFICATE OF DEPARTURE:** participants will get a certificate of departure to be signed and dated by the host institution, verifying the duration and exact end date of the participant's academic activities.
- **ACTIVITY REPORT:** PhD and staff/teaching participants will write a detailed report of the academic/research/training activities carried out during the mobility period, which will be signed by the participant and by the host institution. There is no defined template for the final report, so each participant can choose the most appropriate design for their document.
- **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/end dates and must be issued in English (applicable when the languages of instruction at host and home institution are different).

DOCUMENTS (SUMMARY)

Here is a summary of the most relevant mobility documents that will be managed:

BEFORE MOBILITY:

- Academic contact at host institution (letter issued by a Professor/Department/Service willing to supervise the candidate - 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)
- Visa and Health Insurance

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 Survey
- Transcript of Records (issued by host institution for Bachelor and Master's students).
- Activity Report (signed by the participant and host institution)

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 can be adapted to the internal organization of the Universities if they fulfil the minimum requirements established by the European Commission and ECHE charter.

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.

Please don't hesitate to contact us should you have further questions.

Thank you very much for taking the time to read this document

Erasmus+ with Partner Countries coordination
UCM