# USC Erasmus+ International Credit Mobility [KA107]

# 2019 - 2022

# PARTNER COORDINATION MANUAL

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## 1. COMMUNICATION

This manual is intended to help coordinators at partner institutions carry out the commitments enshrined in the signed Inter-institutional Agreement. We will update it during the project with the necessary instructions for every stage to assist you in compliance with the management of the project.

Please use our dedicated email address for all enquiries: erasmus.ka107@usc.es

You can also call us on +34 881812878 or on Skype, anneforryan Monday-Friday, 08:30 to 14:30h (local time).

## 2. CALENDAR

This is the initial calendar covering the first calls:

| | Mobility Periods | Date | | Process |
|---|---|---|---|---|
| | | *From* | *To* | |
| 1st / 2nd Cycle **Students** | **Spring and Autumn** semester 2020 | - | 14/12/2019 | **Call for Applications** at Home Universities. **Selection process** at Home Universities. |
| | | 15/11/2019 | 15/12/2019 | **Nomination** by Home Universities: send **selection reports** to USC. |
| | | 15/12/2019 | 18/12/2019 | USC **admission** process and invitation letters |
| | | 18/12/2019 | 08/01/2020 | Students apply for visas |
| | **Spring** Semester | 09/01/2020 | 23/01/2020 | Intensive language courses at USC |
| | **Autumn** Semester | 20/08/2020 | 04/09/2020 | |
| | **Spring** Semester | 28/01/2020 | 19/06/2020 | Academic semesters |
| | **Autumn** Semester | 07/09/2020 | 27/01/2021 | |
| | **Spring** Semester | By 31/08/2020 | | USC sends Transcript of Records |
| | **Autumn** Semester | By 10/03/2021 | | |
| 3rd Cycle **Students** | **Spring 2020 – Autumn 2021** semesters | 15/11/2019 | Until end of vacancies (*maximum 01/10/2021*) | **Selection process** at Home Universities. **Nomination** by Home Universities: send **selection reports** to USC. USC **admission** process and invitation letters to students. |
| | **Spring** Semester | February | July | Academic semesters for PhD studies |
| | **Autumn** Semester | September | January | |

| Staff for **Teaching** at USC | **Spring and Autumn** semester 2020 | 15/11/2019 | 15/12/2019 | Publication of the Call for Applications via USC online application platform |
|---|---|---|---|---|
| | | 16/12/2019 | 07/01/2019 | **Selection process** ant Home Universities |
| | | 08/01/2019 | 17/01/2019 | USC **admission** process and invitation letters |
| Staff for **Training** at USC | 2019 | 04/11/2019 | 08/11/2019 | 4th International Staff Week at USC; all places already allocated. |

## 3. PUBLICITY

Partner Universities must publish the calls for applications on their university website during the whole application and selection process. The publication must include:

- Deadlines – see calendar above

- Application requirements and Selection criteria – see next section

- An appeal process

- Home University selection committee members

- Link to USC web

Partner Universities should also promote the project and mobility opportunities to their university community by all possible means, for example:

- Presentations at Faculty level

- Activities and events for students, including student associations, returning students

- Social media

- Email distribution lists.

You should send us examples of publicity and promotion on a regular basis, and when required, during reporting phases of the project.

## 4. CALLS FOR APPLICATIONS

Partner Universities can publicise **all** the student and teaching staff mobilities included in the signed 2019-2022 Inter-Institutional Agreement in the first call, that is from **15th November** onwards; any mobilities not taken up can be offered in subsequent calls. At *Annex I* we include a poster for publicity

You should publish the offer on your website and as widely as possible, including the detail from the Agreement:

- How many scholarships are available

- What level ( teaching staff and/or 1$^{st}$, 2$^{nd}$ or 3$^{rd}$  cycle students)
- What fields of study
- Length of mobility (days/months)
- € travel grant and Monthly maintenance available
- Basic participation requirements and merit criteria (see **selection** below)

STUDENTS

In order to facilitate the processing of student applications, we will manage these in the same way as EU-Erasmus students. That is, **all students should submit their application at their Home University, NOT to USC.** Home Universities must select students according to the process as detailed below.

TEACHING STAFF

A **guide for Teaching Staff applications** is available on our website. Staff should:

1. Present a week´s workplan to a USC professor in the same academic field and obtain her/his written acceptance. The proposed mobility dates should be at least 2 months' later.
2. Submit a fully documented application, exclusively via the online application platform.

The Guide explains how to find staff contacts in the USC and how to apply online.

NON-TEACHING STAFF

Where Inter-Institutional Agreements include this mobility type, USC will invite partner university non-teaching staff to participate in the annual International Staff Training Week. Candidates must be formally nominated in writing by their institutional representative for internationalization, Vice Rector or similar, and must be actively engaged in the coordination and management of this programme at the Home University.

## 5. SELECTION PROCESSES

Each Home University will be responsible for their selection of participants, applying the fundamental principles of the Erasmus plus programme:

*Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.*

*Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.*

i. The <u>minimum requirements</u> for participation in the USC Erasmus Plus ICM progamme are:

- o Students must be registered at partner university in an official degree at the same level (1st ,2nd 3rd cycle) as the scholarship they are applying for.
- o 1st cycle students should be at least in their second year at time of application.
- o 1st and 2nd cycle students must have at least 20 credits still to complete during their period of mobility.
- o 3rd cycle students: The USC International Centre for Doctorate and Advanced Studies (CIEDUS) has established which PhD Programmes are open to doctorate students from Erasmus+ ICM partner universities. 3rd cycle students have to apply to do their research only in the research topics published in this link:

**Information for doctoral students:**

The USC International Centre for Doctorate and Advanced Studies (CIEDUS) has established for 2019-2022 which PhD programmes at the four International Doctorate Schools are open to doctorate students from Erasmus Plus International Credit Mobility partner institutions to carry out a mobility period at USC as part of their doctorate studies at their home university.

Lists of programmes at each School:

- 📄 Campus Terra International Doctorate School
- 📄 Sciences and Technology International Doctorate School
- 📄 Arts, Humanities, Social and Legal Sciences International Doctorate School
- 📄 Health Sciences International Doctorate School

- o All staff and students must apply **only within the academic field(s)/programme(s) established** on our Inter- Institutional Agreement
- o Staff must be on the payroll of the Home University

ii. The <u>selection criteria</u> that can apply should include:
- o Academic excellence (average grade, staff CV, etc)
- o Language level (at least B1 English and A2 Spanish;)
- o Staff proposed work plan/Student letter of motivation
- o Equal opportunity factors

We recommend you establish percentage weightings for selection criteria, and differentiate for example those students with higher levels of English and Spanish.

Erasmus Plus ICM places great importance on ensuring equal opportunities for participants from disadvantaged backgrounds. This must be an integral part of your selection process, at least using tie-breaker factors.

iii. <u>Home selection committee</u>

The committee shall include 3 full time members of staff, one being involved in Erasmus+ *International Credit Mobility.* Committee members must each sign a declaration of absence of conflict of interest from each member. (model form at ***Annex II***) The committee shall document the selection meeting.

For teaching staff applications, Home Universities must only consider applications which are completed online within the deadline. At ***Annex III*** you will find the instructions for accessing the application platform in your role as Project Coordinator at Partner Universities.

iv. <u>Selection Reports</u>

The Home University Coordinator shall send to USC:

- Proof of publication of the Calls for applications, including selection criteria, deadlines, appeal process
- Detail of the selected participants:
  - o Students' full names, email, level of study, field of study, intended semester period at USC
  - o Staff full names – as they appear on the Online Application Tool
  - o Documented record of the selection meeting, the signed declarations of absence of conflict of interest, the selection criteria and points awarded to each candidate.

## 6. ADMISSION PROCESS

1.  The USC project team will carry out checks on:

    -   The Home University Selection Reports and

    -   The Teaching Staff application documents in the online Application System

2.  The USC project team will register the **students'** details in our online exchange student admission platform. This generates an automatic message to **students to upload the following documents**:

    a.  Copy of passport

    b.  Study records at Home University

    c.  Proposed learning agreement

    d.  Letter of motivation

3.  The USC project team will validate the applications; this generates an **online admission letter for students** to submit with their visa application.

4.  The USC project team will send out the Teaching Staff invitation letters – pdf version by email.


## 7. PREPARATION FOR MOBILITY

USC sends out to all selected candidates a Participant´s Guide (**copy attached**) which contains necessary information on the following:

-   Insurance cover

-   Accommodation options

-   Visa application

-   Transfer to USC options

-   Language preparation

-   Mobility Agreement (learning agreement) preparation

-   Financial matters

Home universities have a duty to help participants in their preparation, in particular:

-   Providing **Spanish language** courses, either classroom or online, up to level A2 at least

-   Local assistance with visa matters, contacting the consulate, etc

-   Academic tutorial guidance on the preparation of the **learning agreement** and its validation before departure, and explanation to students concerning  the credit transfer and recognition system

-   Organising orientation events where possible with returning students to facilitate discussion of cultural issues,  social integration, etc

## 8. DURING MOBILITY

USC as Host university will carry out the duties detailed in the Inter-Institutional Agreement as explained in the Participant´s Guide, especially giving guidance and orientation to students and staff at all times to ensure they make the most of USC facilities and Services:

- Timely, full payment of the Erasmus scholarship

- Contact with student associations offering Buddy schemes and similar integration activities language courses from A2 level Spanish onwards

- Guaranteed academic fee waiver

- Help with ensuring Academic Registration at USC is completed on time

- USC academic supervisor contact and tutorials throughout their stay

- Assistance with any changes to the Learning Agreement/Mobility Agreement

- Certificate of Attendance

- Transcript of Record – sent out within 5 weeks of departure

## 9. AFTER MOBILITY - RESULTS & IMPACT

For our 2019-2022 project we will devise report formats for participants and partner university coordinators to be able to report in full on a regular basis on issues including:

- Individual satisfaction and feedback during mobilities
- Project promotion and visibility best practice for future calls
- Specific detail on the mechanics of individual study recognition at home institutions
- Recognition methods for staff mobilities
- Partner institution internationalization strategy and relevance of cooperation with USC – including specific faculty-to-faculty plans
- Specific methods of reaching out to disadvantaged groups