

CALL FOR STUDENT CREDIT MOBILITY TO THE UNIVERSITY OF LAS PALMAS DE GRAN CANARIA (SPAIN) IN THE ERASMUS+ KA107 PROGRAMME FRAMEWORK

1. GENERAL INFORMATION

1.1. PURPOSE

The *Erasmus+ Mobility for Studies* Programme offers students from Non-EU Universities the chance to spend a period of continuous study at the University of Las Palmas de Gran Canaria (ULPGC) during the academic year 2020/2021 or 2021/2022.

Mobility students will receive a grant, can attend courses and use all the facilities available at the ULPGC with no additional tuition fees. All learning activities approved in the document Learning Agreement (template attached in **ANNEX I**) and completed successfully **must be fully recognized** at the home university. The Erasmus+ Programme offers students the chance to gain cultural experience abroad, become familiar with other higher education systems and meet young people from other countries, actively contributing to the process of international integration.

The grants offered to Erasmus+ Mobility for Studies students **do not cover all the expenses**, but are merely a contribution to bearing the additional costs of the stay abroad.

1.2. FUNDING

The grants include:

- **A European Union contribution (individual support)**. An amount established according to the country of destination and the actual number of days spent at the Receiving Institution. In Spain the mobility contribution is **850€ per month**. The minimum and maximum **duration of mobility periods is 3 months (minimum) to 12 months (maximum) for students**.
- An additional amount to cover **travel expenses (travel support)**. The amount is calculated according to the distance band appearing below:

10 – 99 km: 20 Euros
100 - 499 km: 180 Euros
500 - 1999 km: 275 Euros
2000 - 2999 km: 360 Euro
3000 - 3999 km: 530 Euros
4000 - 7999 km: 820 Euros
8000 - 19999 km: 1.500 Euros

Distance calculator: Distance between the city of the home ULPGC. The distance will be calculated as follows: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

2. APPLICATION REQUIREMENTS AND PROCEDURES

2.1. GENERAL ADMISSION REQUIREMENTS

The student has to be enrolled in the Home University, which must be a partner of the ULPGC within the Erasmus+ framework. Therefore, the “**Inter-institutional agreement between institutions from Programme and Partner Countries**” must be signed before the mobility period starts.

The student has to comply with the requirements of the home University to participate in mobility programs and be pre-selected by his/her home University in order to follow the application procedure.

2.2. APPLICATION PROCEDURE

2.1. First of all, to participate in this mobility program students will have to apply in **their Home University** and comply with the internal rules.

2.2. Secondly, students accepted by the home University to participate in the Program will be evaluated by the ULPGC, that will select the beneficiary candidates.

2.3. DEADLINES

DEADLINE for Registration and preselection at the home institution	Before 30 th of April 2020
DEADLINE for registering the selected students in the on-line platform of the University of Las Palmas de Gran Canaria (by home institution)	30 th of April 2020
DEADLINE for final selection of candidates and waiting list by the University of Las Palmas de Gran Canaria:	Before the 20 th of May 2020
DEADLINE for nomination of beneficiary students by home Universities:	27 th of May 2020 as latest

3. SELECTION PROCEDURES

3.1. PRESELECTION BY THE HOME UNIVERSITY

All the selection process at the Home University will need to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published in the website and by any other means used to spread and announce the call.

Home University will have to send to the ULPGC the text of the call (in its case, translated into Spanish, French or English) stating all requirements to apply for the mobility and grant in an official paper of the institution, signed and stamped by the responsible.

The Home University will provide a pre-selection letter of candidates according to the following criteria:

1. For students enrolled in 1st cycle (Degree):

- Average grade of the student record
- The suitability of the proposed activities with the student's university degree.
- Language skills.
- Student has previously participated in a volunteer experience, as explained in paragraph 2.1. Any other information indicated by the student in the application (other learning experiences, specific academic interests, etc.)
- Document *Learning agreement* filled with subjects that should be study at ULPGC as well as the subjects that will be recognized at the home university once the student finishes his stay – signed and stamped by the student and the Host University coordinator.

(subjects at ULPGC can be found in our website:

<http://www.english.ulpgc.es/undergraduate-and-postgraduate-studies/undergraduate-degrees>)

2. For Master and PhD students:

- Average grade of the student record
- The consistency of the proposed research activities
- Language skills
- Any other elements indicated by the student in the application (other learning experiences, specific academic interests, etc.).
- Document *Learning agreement* filled with subjects/workplan (in case of PhD students) that should be done at ULPGC as well as the subjects/work that will be recognized at the home university once the student finishes his stay – signed and stamped by the student and the Host University coordinator.

The pre-selection letter should include the following items:

1. List of nominated students in decreasing **order of preference**
2. The total number of points awarded to each student.
3. Intended studies at the ULPGC
4. Intended length of stay at the ULPGC (one semester -5 months-; two semesters -10 months- in case of Degree and Master Students; number of months in case of PhD Students)
5. Components of the selecting committee.
6. Criteria used in the nomination process.
7. Signature of the responsible person and stamp of the home University

3.2. MANAGEMENT OF APPLICATIONS

The pre-selected student's details and documents should be up-loaded by home universities in ULPGC's on-line platform, as explained in ANNEX II.

Documents to be uploaded:

- Passport
- CV
- Learning Agreement signed by student and home institution
- Proof of being registered at Home University
- Average grade of the student record
- Letter of acceptance signed by a PhD mentor at ULPGC (only for PhD students)
- Certificate of Language skills

3.3. SELECTION BY THE UNIVERSITY OF LAS PALMAS DE GRAN CANARIA

Once the ULPGC checks the documents and Selection letters from the partner Universities, grants will be awarded to the students selected taking into account to the following criteria:

1. Besides the following, the **suitability of the proposed study/research activities** will be considered as **essential requirement**.
2. Balance in type and cycle of studies. In some cases, ULPGC can give preference to some type or cycle of studies, attending to the capacity of the Faculties and in order to comply with its internationalization plan.
3. Balance between partner Universities, in case there is more than one partner in the same country.
4. Average grade.
5. Language skills (Spanish or English, depending on the language of instruction at the ULPGC). An adequate knowledge of the Spanish Language is required, given that classes at ULPGC are mainly taught in Spanish. At least B1 Level (according to the European Common Framework of Languages) is highly required.
6. Applicants with disadvantaged backgrounds and fewer opportunities compared to their peers will receive special attention. Sending University shall take into account this circumstance during the preselection of students and notify accordingly to ULPGC.

The selection process at the ULPGC will meet the criteria of transparency and equal opportunities for all applicants submitting their applications.

3.3. RESOLUTION OF THE CALL

The students must confirm the acceptance of the grant to their home University. Then the home University will make the official nomination.

4. OBLIGATIONS OF THE UNIVERSITY OF LAS PALMAS DE GRAN CANARIA

- 4.1. The ULPGC will send an acceptance letter and information package to the student once all the nomination by the home University has been received.
- 4.2. After arrival the student will receive an information package and other useful information in a registration meeting with members of the International Office.
- 4.3. The ULPGC will provide the student with an academic coordinator at the Faculty where he/she will be enrolled, and who will sign the Learning Agreement and will support the student in all academic matters
- 4.4. The ULPGC will pay the grant after one month/one month and a half of the student's arrival. The submission of the **online EU survey** by the student once he/she finishes the stay is compulsory.
- 4.5. At the end of the mobility the Secretary's office of each Faculty will provide the student with a Transcript of Records or a report of the research results. If the students leave the ULPGC before the end of the Semester, the Secretary's office of every Faculty will send the Transcript of Records to the home University and to the students individually at the end of the semester.

5. OBLIGATIONS OF THE PARTNER UNIVERSITY

- 5.1. The partner University will have to select students willing to participate in this mobility program through a selection process that has to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published in the website and by any other means used to spread and announce the call. They will comply with the criteria established in section 3.1.
- 5.2. The partner University will have to send to the ULPGC a Pre-Selection Letter that includes the information related in section 3.1
- 5.3. The partner University will upload the pre-selected student's details and documents in ULPGC's on-line platform, as explained in section 3.2.
- 5.4. Once the mobility period has come to an end, students will have to fulfill a questionnaire that will be sent by email by the program.
- 5.5. Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognize the student's academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognize the total number of ECTS credits (or equivalent) and count them towards the student's degree, without the need for the student to take any further courses or exams.
- 5.6. The sending institution will report to the ULPGC on the effectiveness of the recognition process.

6. OBLIGATIONS OF THE STUDENT

- 6.1. Each Home University will establish a deadline for the submission of applications according to the deadlines explained in **paragraph 2.3** of this document, in order to collect all the documents and make a preference list students in time. Students will

- have to apply for the mobility and grant before that date, and comply with the requirement of their University to participate in mobility programs.
- 6.2. Once accepted by the ULPGC and upon arrival in Las Palmas the student will have to sign a Grant agreement and upload some other documents in ULPGC's on-line platform (instructions will be sent to the selected students).
 - 6.3. The student has to apply for the visa in his/her home country; the ULPGC will send an acceptance letter in due time for this purpose.
 - 6.4. The student has to book and assume the travel expenses by himself/herself and have enough money to **be able to afford the first month and a half of stay in Spain** before he/she receives the first amount and travel expenses.
 - 6.5. ULPGC will provide the selected students with the **insurance OnCampus** (<http://oncampus.es/en>) to study at the ULPGC. This insurance the following issues:
 - travel insurance (including damage or loss of luggage)
 - civil liability insurance (including, where applicable, professional liability);
 - accident insurance and serious illness (including temporary or permanent disability);
 - death insurance (which includes repatriation in the case of projects executed abroad)**Students are responsible of reading well the insurance policy and get informed about how to proceed in case of an emergency.**
 - 6.6. The **student has to organize his/her own accommodation**. The accommodation office at the ULPGC will support students in the search of accommodation.
 - 6.7. The student has to attend classes or do research as approved in the learning agreement or the research programme; and compromise himself/herself to inform our International Office and home University in case of an earlier departure.
 - 6.8. The student has to stay at the ULPGC at least 3 months (90 days) to be considered an Erasmus+ Student. Otherwise he/she will have to return the full amount of the grant and the travel expenses.
 - 6.9. By the end of his/her stay, the student has to close the bank account.

7. SPREAD OF INFORMATION

The sending Universities will announce this call through their own websites and will spread the news about this call in the local and regional media.

The sending Universities also will publish in their website successful stories of their students that benefited from the experience and send proofs to ULPGC