USC INSTRUCTIONS TO PARTNER INSTITUTIONS

These instructions are based on the text of the signed Inter-institutional agreement 2017-2019 and the commitment to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organization and management of the mobility.

USC shall supply partner universities with work protocols, instructions and document templates covering every stage of the project, in advance of each stage of implementation. Partner Universities shall comply with administrative management tasks and project reporting with due diligence.

Calendar

Publication of the call for applications	9th October 2018
Deadline for submission of applications and documentation	26th October 2018
Pre-selection of candidates	27th October-2nd November 2018
Definitive Selection	3rd November-12th November 2018
Publication of results and students' acceptance	13th November- 23rd November 2018
Sending of invitation letters to beneficiaries	24th November - ·30th November 2018
Visa applications	1st December- 7th December 2018
Start of mobilities	10th January 2019 (Spanish Language Course) 1st February 2019 (2nd semester)
Staff mobilities	From 1st December until 14th May 2019
TRANSCRIPT OF RECORDS	To be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

Selection processes

Erasmus+ principles :

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.

PRE-SELECTION PERIOD

Obligations of all Partner Higher Education Institutions (HEI)

- To publish the calls for applications on the university website during the whole application and selection process, laying out the criteria for student applications, selection, appeals, acceptance etc

- To promote the project and mobility opportunities to their student community by all possible means

- To establish, publish, and communicate to USC the student call entry criteria, which must include:
  - Students must be registered at partner university in full-time undergraduate studies
  - Students must have completed 15% of their undergraduate programme at time of application
  - Students must have at least 30 credits still to complete during their period of mobility

- Home pre-selection Committee

  The committee shall include 3 full time members of staff, one being involved in Erasmus+ *International Credit Mobility* KA107 management.
  - To preselect the students, the committee shall establish selection criteria to include:
    - Student academic record (average grade in current undergraduate studies)
    - Language levels: eg a points system for students who already have level A2 or B1 Spanish
    - Student´s own drafted letter of motivation
    - Where students have equal scores, those from disadvantaged backgrounds should have priority
  - To preselect the Teaching staff, the committee shall establish selection criteria to include
    - Staff CV
    - Staff proposed work plan at host university
  - The committee shall document the selection meeting and send the meeting minutes to host university.
  - Partner universities shall confirm that outgoing students will enrol and take part in Spanish courses before arriving at USC, with the home university assistance.

Once the pre-selection period is over, the USC will check if pre-selected candidates have all the required documents and in that case they will be subject to be selected.

After selection:

Language

At USC all students who do not have certified B1 on arrival will attend intensive and/or semester language courses.

More information at: http://www.usc.es/en/servizos/clm/cursos/espanol/index.html

Visa

USC provides assistance related to obtaining visas for incoming mobile participants. Information can be provided by the following contact points and information sources:

http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx

Insurance

USC will provide assistance related to obtaining insurance for incoming mobile participants,

Housing

USC provides guidance to incoming mobile participants in finding accommodation.

Study

Erasmus plus principles :

To provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow. To ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.

- All students shall have a home and host academic supervisor.
- All students shall complete a learning agreement prior to their study period using Erasmus+ *International credit Mobility* KA107 models, following USC guidance.
- Registration at both home and host universities is compulsory during the mobility period; the host university shall apply a full fee waiver.
- The learning agreement is valid when signed by the student and by coordinators at both home and host universities, and registered at host university
- Students may make modifications to their learning agreement during the first month of their mobility
- Students shall be awarded a transcript of records on successful completion of their course, reflecting the credits awarded and the credit transfer mechanism
- Home Universities must send USC proof of credit transfer to students home academic record within 2 months of receiving the transcript of record