



## USC INSTRUCTIONS TO PARTNER INSTITUTIONS

These instructions are based on the text of the signed Inter-institutional agreement 2016-2018 and the commitment to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation 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

PROGRAMME PROMOTION	September 2016 onwards	
STAFF CALL FOR APPLICATIONS for whole project	October-November 2016	
STUDENT CALL FOR APPLICATIONS	November 2016 – February 2017	
STUDENT NOMINATIONS information on nominated students must reach the receiving institution by:	<i>For Autumn term 2017 and full year 2017/18:</i>	<i>For Spring term 2018 (only in exceptional cases)</i>
	Nomination: 15 April	Nomination: 15 Sept.
STUDENT APPLICATION COMPLETION Nominated students receive by e-mail their login details to our online application form to be completed within the <u>application</u> deadline.	Application: 15 May	Application: 15 October
STUDENT ACCEPTANCE	Once completed, students receive an acceptance letter by e-mail within a max. of 2 weeks. If hard copies are required, the receiving institution will send letters within 4 weeks after the end of the application period.	
STAFF MOBILITIES	Proposed staff weeks Spring 2017 and 2018	
STUDENT MOBILITIES	Starting August/September 2017	
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. <i>[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]</i>	

### Selection processes

Erasmus plus 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.*

#### **STUDENT SELECTION**

##### **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 Selection Committee

The committee shall include 3 full time members of staff, one being involved in KA107 management.

  - 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
  - The Home University Selection Committee shall review candidates for selection with USC wherever possible online by Skype
  - The committee shall document the selection meeting and send a resumé to USC
  - The committee shall publish (as per previous publications) the final list of selected students with a reserve list, stating the appeal process available, and the deadline for accepting or refusing the mobility
  - On sending student nominations to USC, partner universities shall confirm that outgoing students will enrol and take part in Spanish courses before arriving at USC, with the home university assistance.

## **STAFF SELECTION**

### **Obligations of all Partner Higher Education Institutions (HEI)**

- To publish the call for applications on the university website during the whole application and selection process, laying out the criteria for applications, selection, appeals, acceptance etc
- To promote the project and mobility opportunities to their staff community by all possible means
- To establish, publish, and communicate to USC the entry and selection criteria, which must include:
  - Staff must be on the full-time payroll of the partner university
  - Staff should be teaching staff from one of areas of study stated at B –(annex )
  - Staff should have either B1 Spanish or B2 English level
- Home Selection Committee
  - To include 3 full time members of staff not participating in the exchange
  - To establish selection criteria to include
    - Staff CV
    - Staff proposed work plan at host university
  - The committee shall publish (as per previous publications) the final list of selected staff with a reserve list, stating the appeal process available, and the deadline for accepting or refusing the mobility
  - The Home University Selection Committee shall document the selection meeting and send the meeting minutes to host university.



## **After selection: candidate preparation (detailed instructions will follow in December-January)**

### 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.

A yearly call for applications is published each May for the following academic year (ie May 2017 for Autumn entry 2017) at this link: <http://www.usc.es/en/servizos/sur/index.html>

Incoming students who wish to be placed in one of the dormitories must take part in that call.

## **Study**

Erasmus 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 Plus 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