

**INFORMATION ABOUT THE ADMINISTRATIVE PROCEDURE FOR ERASMUS+ PROGRAMME.
INTERNATIONAL CREDIT MOBILITY (K107)**

1.- Who can benefit from these mobilities?

Undergraduate students: the mobility activities must be compatible with the students' degree learning and personal development needs. The study period will have a duration of 5 months (starting from the Orientation Week – in September, dates to be confirmed – till the exam period in February – dates to be confirmed). Candidates must respect this period of 5 months as reductions are only awarded in special occasions.

Master students: the mobility activities must be compatible with the students' degree learning and personal development needs. The study period will have a duration of 5 months. Candidates must confirm with the coordination of the programme at UGR the starting period of the selected programme. Candidates must respect this period of 5 months as reductions are only awarded in special occasions.

PhD students: the mobility activities must be compatible with the students' degree learning and personal development needs. The study period will have a duration of 5 or 6 months (to be confirmed during the nomination period). Candidates must respect this period of 5 or 6 months as reductions are only awarded in special occasions.

Staff for Training: Participants must be employees of the sending institution. The candidate will participate in a training period, invited by a concrete department at UGR. The duration of the period is 5 working days, plus two additional days for travel.

Staff for Teaching: Participants must be teaching staff members of the sending institution. The candidate will participate in a teaching period, invited by a concrete department at UGR. The teaching activity must include a minimum of 8 hours of teaching per week. The duration of the period is 5 working days, plus two additional days for travel.

2.- When can the mobilities start?

All mobilities for students will start in September 2017, with the beginning of the academic year, for the **first semester**.

There will be another period of mobilities, for the **second semester**, starting on February 2018

The mobilities for the staff, can start during the academic year 2017-2018, once the candidates have been officially nominated and have received the pre-acceptance letter from the department at UGR they are willing to visit.

The eligibility period is until 31st July 2018. Therefore, all mobility flows must be finished by that date.

3.- How does the process start?

- **Nomination of students:** The partner university should select the candidates according to the process later described and send the nomination of the selected candidates by email **until 5th May 2017** to intldimension@ugr.es
- **Online application for students:** the online application will be opened on **2nd May 2017 till 22nd May 2017**. All nominated students must do this online application. Once the nomination is received, we will send an email to the candidates with information about how to do the online application and the link to the platform.

The candidates will receive the Invitation letter or communication about missing documents after the closure of the online application.

4.- Selection process

The selection of outgoing candidates is carried out by the sending institution. Please remember that according to the Erasmus + programme, partner universities must “Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility”. Therefore, please make sure that the records of the selection process are kept (such as the text of the announcement, how the announcement was published, references to the web-site, mailing to possible interested students, dissemination meetings, announcement of provisional and final results of selection, etc.), so that those records are available upon requirement for a period of five years. An electronic copy of these records should be sent to the UGR as soon as the selection process is over for the purpose of possible monitoring by our National Agency or the European Commission.

Student selection

Students taking part in the Erasmus + programme should be registered at their home university in studies leading to a recognized degree.

Students can go on mobility for a maximum of 12 months per study cycle. Previous participation undertaken in the framework of an EU-funded programmes such as, for example, Erasmus Mundus Action 2 projects, must be taken into account when calculating the maximum eligibility mobility period. Applications from candidates who have already benefited from EU-funded programmes should be given lower priority.

The selection criteria for participants are defined by their sending higher education institution, in agreement with the receiving institution, being the first criterion academic merit (especially those concerning academic profile and language requirements).

For students coming to UGR, **language requirements** should be applied. In order to be accepted as an Erasmus + (International Dimension / Partner Countries) undergraduate or master’s student it is mandatory to present a B1 language certificate, according to CEFR (Common European Framework of Reference for Languages) in the language of instruction which will almost always be Spanish). PhD participants should agree with the corresponding research unit upon their working language prior to acceptance.

See more information about language certificates in the attachment and follow the link:

http://internacional.ugr.es/pages/promocion_ling/tablasdecertificadosaceptadosporlaugr_5122011

In these links information about different exams for language accreditation can be found:

<http://www.cim-granada.com/en/esp/examenes/elade/elade.html>

<https://siele.org/en/home>

<http://www.dele.org/>

Selection of staff for teaching or training

Staff must be working in the partner university both at the moment of selection/nomination and during the period of the mobility. Candidates should have agreed their teaching/working programme and the working language with the corresponding host unit prior to acceptance.

5.- Which documents have the candidates need to upload to the online application?

Undergraduate student:

- ID/PASSPORT (MANDATORY)
- **Official Language Proficiency Certificate (MANDATORY)** Please check the eligible certificates. Candidates in the process of taking any certification exam should attach the proof of registration.
- Learning agreement approved by the home university (optional)
- Official transcript of records signed and stamped by the home university (MANDATORY)

Master students:

- ID/ PASSPORT (MANDATORY)
- **Official Language Proficiency Certificate (MANDATORY)** Please check the eligible certificates. Candidates in the process of taking any certification exam should attach the proof of registration.
- Official Undergraduate Degree Certificate (MANDATORY)
- Official proof of registration in the Master Programme at the home university (MANDATORY)
- Pre-admission letter signed by the UGR coordinator/tutor of the Master Programme (MANDATORY)

Doctoral (PhD) Students:

- ID/ PASSPORT (MANDATORY)
- Research plan signed by the student (MANDATORY)
- Copy of the Master's degree or other degree granting access to PhD studies at the home university (MANDATORY)
- Copy of the Bachelor's degree (MANDATORY)
- Official proof of registration in the PhD programme at the home university (MANDATORY)
- Official Spanish Language Proficiency Certificate (optional)

For staff, please contact intldimension@ugr.es for further instructions.

Invitation letters will be sent to nominate candidates on receipt of all the required documents.

6.- Do the candidates need an insurance?

Yes, they must have medical and travel insurance for the period of their stay, with at least the following concepts covered:

- Medical care
- Repatriation or medicalized transportation of ill or injured persons
- Transport of mortal remains
- Private Civil Liability Insurance

Home universities are required to check that all their participants have the necessary insurance for the period of stay. Students coming to UGR can contract the insurance coverage offered by the University of Granada. In the below link are shown the conditions and application procedure:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance/informacion-basica-sobre-el-seguro-20162017>

The students need to send a copy of the insurance to intldimension@ugr.es

LIST OF ELEGIBLE OFFICIAL LANGUAGE PROFICIENCY CERTIFICATE

Spanish Certificates:

- eLADE (CLM-University of Granada Online Examination for the Accreditation of Mastery of Level B1/B2 in Spanish: <http://www.clmgranada.com/en/esp/examenes/elade/elade.html>; contact e-mail: elade@clm.ugr.es)
- BUSINESS LANGUAGE TESTING SERVICE (BULATS)
- DIPLOMA DE ESPAÑOL COMO LENGUA EXTRANJERA (DELE)
- THE EUROPEAN LANGUAGE CERTIFICATES (TELC)
- THE INTERNATIONAL SPANISH LANGUAGE EVALUATION SERVICE (SIELE)

English Certificates:

- ANGLIA ASCENTIS ESOL EXAMINATIONS (BUSINESS)
- ANGLIA ASCENTIS ESOL EXAMINATIONS (GENERAL)
- APTIS (British Council)
- BUSINESS LANGUAGE TESTING SERVICE (BULATS)
- CAMARA DE COMERCIO LONDRES (ENGLISH FOR TOURISM)
- CAMBRIDGE: BUSINESS ENGLISH CERTIFICATES (BEC)
- CAMBRIDGE: GENERAL ENGLISH EXAMS
- CAMBRIDGE: INTERNATIONAL CERTIFICATE IN FINANCIAL ENGLISH (ICFE)
- CAMBRIDGE: INTERNATIONAL ENGLISH LANGUAGE TESTING SERVICE

(IELTS)

- CAMBRIDGE: INTERNATIONAL LEGAL ENGLISH CERTIFICATE (ILEC)
- LONDON TEST OF ENGLISH (LTE)
- PEARSON TEST OF ENGLISH (PTE) (ACADEMIC)
- PEARSON TEST OF ENGLISH (PTE) (GENERAL)
- TOEFL
- TOEIC (TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION)
- THE EUROPEAN LANGUAGE CERTIFICATES (telc)
- TRINITY COLLEGE: INTEGRATED SKILLS IN ENGLISH (ISE)
- UNIVERSIDAD DE GRANADA – EXAMEN CLM PARA LA ACREDITACIÓN DE DOMINIO DE LENGUA EXTRANJERA CERTIFICADO CLM B1
CERTIFICADO CLM B2
- UNIVERSITY OF MICHIGAN CERTIFICATE OF COMPETENCY IN ENGLISH
CERTIFICATE OF PROFICIENCY IN ENGLISH
- UNIVERSITY OF CENTRAL LANCASHIRE (UCLan)

For more information please see the following document:

http://internacional.ugr.es/pages/promocion_ling/tabladecertificadosaceptadosporlaugr

NOMINATION LETTER TEMPLATE

We would like to nominate the following student(s) /staff from the [____ Name of the University____], to attend the University of Granada during the period from _____ to _____ 201_, as candidates to participate in International Mobility under the Erasmus + Programme.

Name of the nominated student/staff: _____

Email:

Category:

Student Mobility for Studies

1st cycle undergraduate: _// 2nd cycle Master _ // doctoral cycle PhD _

Registered at the [___ home university___] as an Undergraduate/Master/PhD student in the Programme

_____.

Or working in the [Unit/Department/..._____]

The home university declares that the nominated candidate/s to take part in the Erasmus + mobility programme has/have been selected in a transparent, public and competitive process, following the programme instructions and in accordance with the inter-institutional agreement.