



Erasmus+

Erasmus+ International Credit Mobility Handbook for Incoming Students



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1. PURPOSE OF THIS HANDBOOK

This handbook aims to provide incoming students who have been awarded a grant to study at the University of Cantabria in the framework of the Erasmus+ KA107 program with information on the objectives, administrative requirements, rules and procedures of the international study program. It seeks to guide students through the various steps that they are expected to take in the different phases of the international study mobility.

2. INTRODUCTION

2.1 WHAT IS ERASMUS+ INTERNATIONAL CREDIT MOBILITY?

For over 30 years, Europe has funded the Erasmus programme, which has enabled over 4 million European students to spend part of their studies in another higher education institution in Europe¹.

In 2015, Erasmus+ opened up these opportunities to students and staff from other parts of the world. Under the International Credit Mobility action (KA107), a higher education institution in a Partner Country can send its students, doctoral candidates or staff to a partner institution in a Programme Country², and vice versa. Students or doctoral candidates are able to study abroad for a limited period of time for which credits are obtained. After the mobility phase, the students return to their sending institution to complete their studies. Similarly, staff can spend a teaching and/or training period abroad for up to two months.

2.2 WHAT ARE THE AIMS AND OBJECTIVES OF THE INTERNATIONAL CREDIT MOBILITY?

The International Credit Mobility aims to promote mobility of people between Programme Countries and Partner Countries in the field of Higher Education.

The objectives of the European Union with the International Credit Mobility are to:

- increase the attractiveness of higher education in Europe and to support higher education institutions to compete on a global scale;
- support the internationalization, the attractiveness and the modernization of higher education institutions outside Europe and promote the development of partner countries; and
- promote the development objectives and principles of foreign policy including ownership, social cohesion, equity, geographic balance and diversity.

¹ https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/international-credit-mobility-handbook_en.pdf

² 28 EU Member States and Iceland, Liechtenstein, Norway, the Former Yugoslav Republic of Macedonia and Turkey

3. THE INTERNATIONAL CREDIT MOBILITY AT UNIVERSITY OF CANTABRIA

3.1 HISTORY OF THE INTERNATIONAL CREDIT MOBILITY AT UNIVERSITY OF CANTABRIA

In 2016, the University of Cantabria began its first funded exchanges under the international credit mobility framework and now offers a generously funded incoming student exchanges allowing for studying, HEI located in Partner countries outside of Europe.

3.2 INSTITUTIONAL FRAMEWORK OF THE INTERNATIONAL STUDY MOBILITY

International study mobility activities can take place between the University of Cantabria and its partner institutions from Partner countries as outlined in the Inter-institutional agreements signed in the framework of this KA107 action between the sending university and the University of Cantabria. Information on the current programs and agreements can be find on: <https://web.unican.es/en/Studying/admission/international-credit-mobility>.

University of Cantabria and its partner institutions annually prepare and publish a *Call for Applicants* that outlines the requisites and procedures for application, the application criteria and process as well as the timeline for applications. Interested students must send their full application to their home university and will be ranked according to the selection criteria outlined in the call. Upon finalisation of the selection process, the home universities publish their nomination lists and the University of Cantabria contacts the selected students through its International Relations Office.

3.3 OBJECTIVES OF THE INTERNATIONAL STUDY MOBILITY

The international study mobility grants aim at providing incoming students with the opportunity to learn about the European higher education system, to get to know different teaching approaches and methodologies, to learn more about their specific study field, to experience Europe and its culture, and to increase their foreign language and intercultural communication skills.

3.4 TYPES OF STUDY MOBILITY ACTIVITIES

The incoming student mobility for studies supports the mobility of students enrolled at a higher education institution (HEI) from a Partner Country to a Programme Country (University of Cantabria). It is open to short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 5 months.

3.5 STUDY GRANTS³

The *Erasmus+ KA107 International Credit Mobility* grants are based on flat rates that are meant to contribute to the subsistence, accommodation and travel expenses incurred during the visit, however, they are not intended to completely cover all foreseen expenses.

Additional grants are available for persons with special needs wishing to participate in Erasmus+ and where participation would not be possible without extra financial support. Further information will be given to you if you are allocated a grant.

³ These grant rates apply to projects selected from call 2018 and are determined by the Erasmus+ Programme

Individual support

The University of Cantabria directly provides the grants based on the Erasmus+ unit costs as per the 2017 call to all mobility participants. The monthly rate for incoming students is 800,00€ for a minimum of 3 and a maximum of 5 months.

Travel allowance

As a general rule, the University of Cantabria does not provide the travel allowance directly to the mobility participants but organizes and purchases the travel tickets for them. However, in specific cases and upon request, the University of Cantabria might authorize the mobility participants to purchase their own travel tickets and reimburse the costs up to the maximum amount of the Erasmus+ travel allowance, if needed.

In any case, mobility participants must provide the University of Cantabria with their original boarding passes so as to justify the travel expenses.

The amount of the travel allowance depends on the travel distance between the residency of the grantee and University of Cantabria calculated through the *Erasmus+ distance calculator*:

Travel distance	Amount
Between 500 and 1999 km	275€ per participant
Between 2000 and 2999 km	360€ per participant
Between 3000 and 3999 km	530€ per participant
Between 4000 and 7999 km	820€ per participant
8000km and more	1.500€ per participant

Grant payments

As mentioned above, the University of Cantabria is responsible for signing the grant agreement with the participant and will administer all grant payments for mobility to Europe ("incoming"). The University of Cantabria will pay the monthly allowance in three instalments in compliance with its financial regulations and procedures and Erasmus+ rules.

The first payment corresponding to 50% of the total grant will be paid by the University of Cantabria upon arrival by means of personal cheque, another 30% will be paid before completion of the third month via bank transfer, and the pending 20% will be paid before the end of the mobility period, once the *Erasmus+ Participant report* is provided by the student.

4. STEP-BY-STEP GUIDE FOR INTERNATIONAL MOBILITY STUDENTS

4.1 PAPERWORK THAT APPLICANTS MUST PROVIDE BEFORE THE START OF THE MOBILITY

Application

As outlined in the *Call for Applications* published by the University of Cantabria and the corresponding sending universities, students must send the following application documentation to the International Office at the sending university in due time and form:

- KA107 application form (<https://web.unican.es/en/Studying/admission/project-2017-1-es01-ka107-035872>).
- Copy of passport or national identity document (must be in force during the whole study exchange period).

- Curriculum vitae, based on the EUROPASS model. (<http://europass.cedefop.europa.eu/es/documents/curriculum-vitae>).
- Transcript of Records (certificates should clearly show that applicants have completed the first two years of their university studies).
- Certificate(s) of language skills accreditation.
- If applicable, valid document(s) accrediting disadvantaged financial, social or cultural situation.
- Students with special needs shall submit a document as a proof of their disability.

General admission criteria are:

- To be enrolled in an official degree of higher education in any of the universities participating in this call.
- To have completed at least two years of bachelor studies.
- To accredit a minimum level B1 of English or B2 of Spanish, as appropriate. Accreditation of higher levels will be positively assessed.
- To fulfill the academic requirements of the existing Inter-Institutional Agreements and the Call for Applications.

Selection of grantees

The selection process and procedures are outlined in the *Call for Applicants* published by the University of Cantabria and its partner universities. The evaluation of applications will be made according to the established criteria in a two-folded process to ensure transparency and equality.

The pre-selection will be made at the sending universities by a committee formed for this purpose, which will assess the applications according to the criteria and weighting specified in the *Call for Applicants*. Evaluation criteria for international study mobility grants are academic merit, knowledge of the teaching language, motivation, strategic importance, and special circumstances for socio-economic background.

The final selection of the participants will be made by the *Internationalisation Commission* of the University of Cantabria - a collegiate body –based on the proposal of the committees of the sending universities.

Nomination

The application results (concessions) will be published with a list of substitutes, if any, in order of score on the KA107 project website of University of Cantabria and at the partner universities proper communication channels on the date outlined in the *Call for Applications*. The applicants are entitled to appeal in the five natural days after the publication of results. After the appeal period, the provisional nomination list will automatically become final and selected candidates (grantees) will be provided with relevant information on the required procedures for the acceptance of the grant via email.

Acceptance of the grant

The selected students (grantees) upon receipt of the nomination letter have 2 WEEKS time to send their Learning Agreement signed by their home university as well as the grant acceptance form to the International Relations Office of the University of Cantabria. The University of Cantabria has the right to cancel the grant in case that the grantee doesn't comply with this requirement in due time and form. It is important to highlight that students may not accept any other mobility grant awarded by the European Union during their study exchange period.

Admission at University of Cantabria

Once the University of Cantabria receives the grantees Learning Agreement and grant acceptance form, it will issue the grant award and admission letters and send them to the grantees.

Insurance

At the latest THREE MONTHS prior to the start of the mobility, grantees must have taken out an insurance policy that covers medical costs, accidents, and repatriation in line with Erasmus+ and VISA requirements. Grantees must send a copy of the insurance policy to University of Cantabria in due time. The University of Cantabria has the right to cancel the grant in case that the grantee doesn't comply with this requirement in due time and form.

VISA

The grantees are responsible for securing their VISA. The International Relations Office at the sending university shall provide their students with information on VISA requirements, if needed. Grantees will have to send a copy of their VISA to the International Relations Office of University of Cantabria at the latest SIX WEEKS prior to the start of the study mobility. The University of Cantabria has the right to cancel the grant in case that the grantee doesn't comply with this requirement in due time and form.

Accommodation

The grantees are responsible for securing accommodation for their study period in Santander. The University of Cantabria highly recommends to arrange accommodation prior to arrival to Santander. On the one hand having secured accommodation in Santander can facilitate the VISA process and on the other hand it can save students a hard time in finding accommodation during the first days in Santander. Please find information about accommodation options on the KA107 website of University Cantabria: <https://web.unican.es/en/Studying/Pages/Accommodation.aspx>.

Grant agreement

Upon receipt of the above stated documentation, the University of Cantabria will send the grant agreement via email to the grantees. Grantees will have to send a scanned copy of the signed grant agreement back at least TWO WEEKS prior to the start of the mobility.

Travel arrangements

Upon receipt of the copy of the above stated documentation, the University of Cantabria will proceed with the travel arrangement of the grantees. The University of Cantabria will preferably book the tickets through its travel agency, within the available budget and timeframe.

Travel to Santander

Students must take into account that the International Relations Office of University of Cantabria needs their original boarding passes to justify the travel expenses.

4.2 PAPERWORK THAT YOU MUST PROVIDE DURING THE MOBILITY

First week after arrival at Santander: Meeting at the International Relations Office (UC)

The International Relations Office will schedule a meeting with the international students upon their arrival. During the meeting, the students will receive detailed information about academic, administrative and logistical procedures required at different stages of their study mobility.

The International Relations Office will support the international students in registering for the *Welcome and Orientation Program*. This program is aimed at facilitating international exchange students' arrival at University of Cantabria and takes place prior to the start of the academic

courses. It includes a tour of the campus, information sessions and excursions and allows international exchange students to get to know each other as well as to get to know Spanish students. Within this program, the students will be assigned a Spanish mentor student who will help them during their stay. The International Relations Office will also inform the students on available *Spanish language course options* and encourage them to use the exchange to improve their Spanish skills.

The International Relations Office will also provide the students with an original copy of their *grant agreement* as well as with a *personal cheque* corresponding to 50% of the total grant amount. The international students will be informed about procedures for opening a bank account and for getting a local phone number. Students must bring their flight boarding passes, original insurance papers and their passport to the Office.

Furthermore, the International Relations Officers will facilitate relevant information related to the enrolment in the courses included in their *Learning Agreement* such as the contact details of their *academic coordinator* at University of Cantabria who will be in charge of supporting them during their study exchange period for academic issues as well as the time period during which they can make changes to their Learning Agreement. The *International Relations Office* will also provide the students with instructions on how to register for and receive the student card.

The students will also receive relevant information related to obtaining a Spanish phone number and on opening a bank account. Students are required to provide the International Relations Offices with their local address, phone number, and bank account number within the FIRST MONTH upon arrival.

Students will also receive information on the *University of Cantabria Orientation System (SOUCAN)*, which offers psycho-pedagogical attention and support to students and provides special support to persons with disabilities.

The International Relations Office will provide students with detailed information on *extra-academic activities* offered at University of Cantabria and encourage students to participate so as to facilitate their integration into the local community. These activities include sport activities, participation in student organisations and volunteering services.

Two months after arrival: Follow-up meeting at the International Relations Office (UC)

As outlined previously, the academic follow-up for the international students will be handled by their corresponding *academic coordinator*, who will manage any subject modifications in the learning agreement, if required.

The *International Relations Office* is the contact point for any doubt regarding administrative or financial issues. It will arrange a mid-term meeting with all *International Credit Mobility Students* to exchange experiences and identify potential problems to ensure a smooth implementation and good results of the exchange.

Before the end of the third study month, students will receive the *second payment* corresponding to 30% of the total grant amount via bank transfer and students will be asked to confirm receipt of the payment.

At the end of the study mobility: Certificate of Attendance and Transcript of Records

At the end of the study mobility, the International Relations Office will organize a final follow-up meeting to learn about the students' opinion on the overall study experience. The International Relations Office will issue a *Certificate of Attendance* and deliver it to the students during the final

follow-up meeting. During the meeting, students will be asked to elaborate a testimonial of their experience for communication purposes.

The students will have to complete the Erasmus+ online survey which will be sent to them ONE MONTH before the end of their study period. At the end of their study period and once students have completed the survey, the International Relations Office will proceed with the transfer of the last payment corresponding to 20% of the total grant amount via bank transfer.

The University of Cantabria will issue a *Transcript of Records* for each of the students with digital signature in a printable format which can be downloaded by the students themselves through the University of Cantabria's online campus. This transcript can be verified by the sending university through a CSV code, through a simple procedure, on the University of Cantabria secure online portal: <https://sede.unican.es/consulta-de-csv>, no later than 5 WEEKS after the assessment period has finished.

4.3 PAPERWORK THAT YOU MUST PROVIDE AFTER THE MOBILITY

One month after return: Boarding passes and Erasmus+ online survey on credit recognition

The students must send the original boarding passes to University of Cantabria at the latest TWO WEEKS after the completion of the mobility.

Furthermore, students must complete the Erasmus+ online survey about recognition of credits that will be sent to them electronically at the latest ONE MONTH after the completion of the mobility.

Students shall deliver the transcript of records issued by University of Cantabria to the International Relations Office at their home university so that the credits can be recognised in the student's study record. Students shall send the transcript of records of their home university, once the credits obtained at University of Cantabria are included in it, to the International Relations Office of University of Cantabria.

One year after return: Student ambassadors

The students will act as *Ambassadors* for the *Erasmus+ International Credit Mobility* at their home university and share their experience about the mobility and its impact on their personal and professional life with their university community.

ANEX 1. CHECKLIST ON REQUIRED PAPERWORK

FOR APPLICATION

BEFORE THE START OF THE MOBILITY

DURING THE MOBILITY

AFTER THE MOBILITY

ANEX 2. USEFUL RESSOURCES

KA107 website Universidad de Cantabria:

<https://web.unican.es/en/Studying/admission/international-credit-mobility>

Erasmus+ Programme Guide:

http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

International Credit Mobility Guidelines:

https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/international-credit-mobility-handbook_en.pdf

International Credit Mobility FAQs for students:

http://ec.europa.eu/dgs/education_culture/repository/education/opportunities/higher-education/doc/students-questions-answers_en.pdf

Erasmus+ Student Charter:

http://ec.europa.eu/dgs/education_culture/repository/education/opportunities/higher-education/doc/charter_en.pdf

ECTS User Guide:

http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf

1. CONTACT

If you have any questions related to KA107 – International Credit Mobility with University of Cantabria free feel to contact us:

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