

## **International Credit Mobility Call for undergraduate students and administrative staff (staff mobility for training) in the framework of the KA1 action (Erasmus+) between Université Cadi Ayyad (Morocco) and the University of Cantabria (Spain)**

### **1. Specific Objectives**

To promote and support student and administrative staff exchanges in the area of Business Administration/Economics at UC during the academic years 2016-2017 (second semester) within the project 2016-1-ES01-K107-023213.

This call offers four positions for administrative staff and three positions for undergraduate students.

### **2. Duration and Financing of the stays**

The selected applicant obtains a grant for travel costs and a grant for individual support. The grants offered do not cover all expenses, but are a contribution to bearing the additional costs of staying abroad. In case the amount is insufficient, the students or administrative staff will need to find another source of funding

#### **2.1 Duration**

- Duration of student exchanges: 5 months (maximum) during the second semester of 2016-2017.
- Duration of administrative staff exchanges: 5 working days during the second semester of 2016-2017.

#### **2.3 Round trip plane ticket**

- From Morocco to Spain: up to 275 €

#### **2.4 Monthly allowance for students (Individual support)**

- From Morocco to Spain: 800 €/ month

#### **2.5 Administrative staff *per diem* (individual support)**

- From Morocco to Spain: 120 € (maximum 5 working days) plus two travel days.

A student obtaining an Erasmus+ financial grant is entitled to keep any other national grant.

### **3. General Admission requirements**

- For undergraduate students:
  - Must be registered at the partner institution during academic years 2015-2016 and 2016-2017.
- For administrative staff:
  - Must work (full-time) at the partner institution of the project in order to be eligible to apply for a grant.

#### **4. Application procedure**

Students and administrative staff should fill in the corresponding application forms and attached the required documents located in the following Website:

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

#### **5. Selection procedure and criteria**

The applications will be evaluated by the corresponding departmental coordinators on behalf of the Vice-rector for Internationalization and Cooperation at the UC.

All the selection process at the home University will need to meet the criteria of transparency and equal opportunities for all applicants submitting their applications.

#### **6. Communication of results**

All applicants will be communicated the results of the application process. Three days will be left for appeal, after the publication of results.

#### **7. Obligations of the University of Cantabria/ Partner Institution**

7.1. The sending institution commits to recognize the studies included in the Learning Agreement (LA) counting towards the degree and to recognize the academic activity performed.

7.2. Concerning the travel cost payments, the UC will either buy the travel tickets directly through its travel agency or reimburse the cost to the grantees if they buy their own flight tickets, always respecting the dates of the exchange established and within the budget available. Grantees will be required to duly justify the expenditure upon arrival by means of boarding cards and the corresponding invoices when needed.

7.3. Concerning the grant payments, the UC is responsible for paying the monthly or daily allowance to the grantees by the quickest and most adequate means allowed by the UC Financial Service. Both the individual support for administrative staff and the first monthly allowance for students will be paid by means of a bank check within the first few days after the arrival of grantees. Students will be required to open a Spanish bank account within the first month after their arrival. The following monthly allowances will be preferably paid to grantees via bank transfer.

7.4. The UC has the right to suspend the payment of the grants if:

- The grantee withdraws from the project in case of force majeure.
- The grantee holder does not comply with the internal regulations of the host institution or the coordinator.
- The grantee does not fulfil the requirements of his/her study or work program.

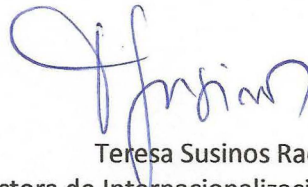
#### **8. Obligations of the grantees**

- The grantee may not accept during the exchange period any other mobility grant awarded by the European Union.
- The grantee has to sign prior to the initiation of the exchange period the Grant Contract and the Learning Agreement or the Staff Mobility Agreement and to complete all the administrative and report requirements of the program.
- The grantee has the obligation to inform the coordinating institution about any change regarding the study/ research/ work period abroad, namely the learning agreement or work/research program or the duration of the stay at the host institution.
- All participants must have an insurance policy that covers medical costs, accidents, and repatriation.
- Within 30 days after finishing the mobility, the grantee has to:

- 1- Fill the online questionnaire addressed by the Mobility Tool+ System. UC is entitled to partly or totally return the Erasmus+ grant if this requirement is not properly and timely fulfilled.
- 2- Send the travel documents or any other cost related to the exchange period that may be required by the UC Financial service or the Erasmus+ programme.

**9. Applicants with special needs may apply for additional funding.**

En Santander, a 15 de diciembre de 2016.



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