



Erasmus+

UC ERASMUS+ KA107 STAFF WEEK

Project: 2018-1-ES01-KA107-049471

WORKING SESSION IV:
**International credit mobility management:
“before and during the mobility stages”**

Santander, 11-15 March 2019

Working Session 4: before and during the mobility



PREVIOUS CONCEPTS

CALLS

VISA APPLICATION

PREPARATIONS

ARRIVAL IN THE HOST UNIVERSITY

FOLLOW UP ACTIVITIES

KA107 Program (ICM): Where are we?

The Erasmus+ Programme: Key Actions:

- **KA1:** Learning Mobility of Individuals (centralised and **decentralised actions**)
 - KA103
 - **KA107: International Credit Mobility between “Programme” and “Partner” countries**
- **KA2:** Cooperation for innovation and the exchange of good practices
 - Strategic Partnerships
 - Knowledge Alliances
 - Capacity Building
- **KA3:** Support for policy reform
- **Jean Monnet Action:** Supporting studies on European integration
- **Sport:** Promoting the development of the European dimension in Sport

Learning Agreement (LA): sets out the study programme to be followed by the student, defines the target learning outcomes and specifies the formal recognition provisions. Similarly, the **Mobility Agreement** for members of staff sets out the **teaching** or **training** programme to be followed, and lists the rights and obligations of each party.

Credit recognition: it is mandatory that mobility periods be recognised by both higher education institutions as stipulated in the inter-institutional agreement and in the Learning Agreement. The receiving institution must provide a Transcript of Records after the mobility and the sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.

Mobility Tool (MT+): A web platform tool for collaboration, management and reporting for mobility projects under the Erasmus+ Programme.

ORI: stands for “Oficina de Relaciones Internacionales”, International Relations Office in Spanish, dependent on the Vice-rectorate for Internationalization and Co-operation of the UC. It is the focal point for international mobility in the framework of both the Erasmus Program and Bilateral Agreements.

International Relations Co-ordinators: teachers that play the role of academic tutors to the exchange students on the various degree and diploma courses who are taking part in the national and international exchange programs. They play an essential role in the academic organization and success of student mobility experience. They sign students’ Learning Agreements.

SEPIE: Servicio Español para la Internacionalización de la Educación (Spanish Erasmus National Agency).



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BEFORE THE MOBILITY

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CO-ORDINATING UNIVERSITY (UC)

- Publication of reference calls for students, staff for teaching and staff for training mobility
- Dissemination internally and among partner universities
- Selection criteria: based on the basis of equity, fairness and transparency
- Deadlines
- After validation → grants resolution and issuance of acceptance letter and grant award letter

PARTNER UNIVERSITY

- Adaptation of UC reference call to internal calls
- Dissemination: evidences to justify to SEPIE are required (web, brochures, ...etc.)
- Selection criteria: based on the basis of equity, fairness and transparency
- Deadlines
- How to detect participants from disadvantaged or vulnerable groups
- Check that candidates meet the formal requirements

CO-ORDINATING UNIVERSITY (UC)

- The UC contacts the local foreign office to communicate the names and passport numbers of the selected applicants
- The UC sends a copy of the acceptance letter and grant award letter to the relevant Spanish Consulate/Embassy

PARTNER UNIVERSITY

- Selected participants must book for an appointment at the relevant Spanish Consulate/Embassy **in due time** and submit:
 - acceptance letter
 - grant award letter
 - updated passport
 - **medical insurance**
 - any other required document
- Participants must check what documents they will be required in order to get the visa **well in advance**

CO-ORDINATING UNIVERSITY (UC)

- Learning Agreement (signed)
- The UC offers several possibilities for accommodation, that needs to be booked by the applicant
- Management (when possible) of travel preparations according to Erasmus+ travel distances bands
- The UC sends and publishes in the project website the academic calendar/key dates and practical information
- Participants' personal data and mobility flows must be registered in MT+

PARTNER UNIVERSITY

- Learning Agreement (signed)
 - Course catalogue
 - Academic co-ordinator
- Applicants must book their accommodation **well in advance**
- Once the visa is issued, applicants must send a copy to the ORI so that travel arrangements can start



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DURING THE MOBILITY

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CO-ORDINATING UNIVERSITY (UC)

- During the Welcome and Orientation Program, practical and administrative information is provided to students
 - Presentation of university services
 - Mentor (buddy) Program
 - Informal lunch
 - Optional excursions
- The ORI will register students' courses as well as subsequent modifications

PARTNER UNIVERSITY

- Expected arrival date: UC Welcome and Orientation Program
- Course registration at the UC
- Add and drop period
- Students may go to class before registering
- The core of the study plan should respect the philosophy of the Erasmus proposal and Inter-institutional Agreement
- Spanish course as a foreign language (CIUC): optional, no ECTS

Orientation programme

The University of Cantabria organises a welcome programme before classes start in order to provide the student with a first contact with the university, the city of Santander and the Spanish culture in general. The programme consists of an orientation session, a guided Tour of the University and leisure and cultural activities in order to facilitate the student's social integration.

The ORI strongly recommends the student to take part in this programme.

Welcome Programme

Day: 30th January 2019

- ✓ **Place:** Salón de Actos of the "Facultad de Ciencias Económicas y Empresariales"
- ✓ **Schedule:**
 - 10.00: Welcome words, presentation and mentors introduction.
 - 11.30: Guided Tour of the University: visit to the Biblioteca, Centro de Idiomas, Aulas de Informática, Pabellón Deportivo, Servicios de Fotocopias and Cafeterías.
 - 12.30: Lunch offered by the Vice-rectorate for Internationalization and Cooperation.
 - 13.45-18.00: panoramic tour of the city and boat trip at Santander bay.

Day: 31st January 2019

- ✓ **Place:** Main Entrance of the "Facultad de Ciencias Económicas y Empresariales"
- ✓ **Schedule:** 8.45-15-00: Trip to Santillana del Mar and visit to the Altamira Cave replica.

Day: 1st February 2019

- ✓ **Place:** Main Entrance of the "Facultad de Ciencias Económicas y Empresariales"
- ✓ **Schedule:** 8.30-18.00: Full-day excursion (Comillas and Picos de Europa)*.



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CO-ORDINATING UNIVERSITY (UC)

- The ORI will pay the Erasmus+ grant to participants in three instalments:
 - 50% upon arrival via bank check
 - 30% before the completion of the third month
 - 20% at the end of the stay, after the student has submitted the EU Survey
- Once the Spanish Address, phone number and bank account is communicated, the Grant Agreement can be produced

PARTNER UNIVERSITY

- Participants must submit at the ORI upon arrival:
 - Copy of the passport showing the date of entrance in Spain
 - Copy of the medical insurance
 - Original boarding cards, travel tickets and (when applicable) invoices
- The address in Santander, a Spanish telephone number and a Spanish bank account number must be urgently communicated to the ORI

CO-ORDINATING UNIVERSITY (UC)

- Periodic/ specific meetings
- Other activities for students:
 - Student Associations (ESN, CEUC, AEGEE)
 - Volunteering Program
 - Extramural Services
 - Sports Services
- Activities related to the dissemination of the Erasmus program
- Data registered in MT+ will have to be updated when necessary
- Erasmus+ Intermediate Report

PARTNER UNIVERSITY

- Fluent contact with the home university co-ordinator(s)



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**Thank you! ¡Gracias! תודה! Ташаккур!
Rahmat! شكرا! Merci beaucoup!**



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