

Erasmus+ International Credit Mobility

Guide for applicants

2021-2022 Cohort

February-June 2022

4th Call for applications

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1. INTRODUCTION

For more than 25 years, the European Union has funded the Erasmus programme, enabling over three million European students to spend part of their studies in another institution elsewhere in Europe. Recognizing the importance of the extra-European international dimension, especially in higher education, Erasmus+ now also offers opportunities for individuals to study, work or teach in other parts of the world. It also makes the same opportunities available for students from these areas to come to study in Charter-holding higher education institutions in Europe.

International Credit Mobility is an activity under Key Action 1. An institution in a Partner Country can send its students and/or staff to a partner institution in a Programme Country and *vice versa*. In order for a mobility activity to take place, an inter-institutional agreement must be signed between the participating institutions before the mobility. By signing it, the institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) relating to the organization and management of mobility, and agree on a series of measures to ensure high quality mobility. Also, it ensures that the sending institution will recognize the mobility period for its students (credits gained) and staffs when they come back.

As partner of UPVD, your institution already has signed the Erasmus + inter-institutional agreement and has agreed the conditions of participation.

2. GENERAL ADMISSION REQUIREMENTS

In order to apply for a grant within the framework of EMIC programme, candidates must comply with the **following general requirements**:

- They must be registered (students) or working (staff) at the partner institution (no nationality criterion).
- They must have sufficient knowledge of the **language** of instruction of the host university they apply to.
- Grants cannot be awarded to the students who had 12 months of a European scholarship for the same mobility level (eg: Erasmus Mundus, Erasmus+).

3. LEVEL AND TYPE OF MOBILITY

The 4th Call for applications *Erasmus+ International Credit Mobility program 2019-2022* is **only for academic and administrative staff**. It will finance till 48 mobilities.

Types of Mobility:

- Staff : 2 different types of mobility are possible:

- Teaching Mobility : to teach at least 08 hours per week at the host institution (Academic

staff). There is also the possibility for academic staff, to do a combined mobility: to teach at least 04 hours per week + exchange of good practices at the host institution (see hereafter main thematic for academic staff). This has to be specified (teaching only or combined mobility) on the working plan.

- Training Mobility : to improve their professional skills and competencies, to share their experience and good practice (Academic or Administrative staff).

The main thematic are:

Academic staff:

- Pedagogical engineering for curricula, development of new teaching/learning methods or materials, innovative pedagogy
- Development of new courses or joint degrees.
- Development of research projects, entrepreneurship, university-enterprise relationship and innovation transfer.

Administrative staff:

- Governance & Management
- Quality assurance approach
- Exchange of good practices: International Affairs, general administration, finances, HR, students 'registration & recruitment office..

Candidates must meet the following **specific requirements**:

- **Academic/Administrative Staff:** both academic and administrative staff should contact their respective counterpart at the host institution in order to accordingly draw up their teaching/working plan.

4. MOBILITY FLOWS PLANNED :

4.1. Number of Mobility flows:

Third Countries to UPVD	ALGERIA	KAZAKHSTAN	MOROCCO	MEXICO	TUNISIA	VIETNAM
Staff for teaching or combined	2	0	3	1	1	1
Staff for training	2	5	3	3	2	0
UPVD to Third Countries	ALGERIA	KAZAKHSTAN	MOROCCO	MEXICO	TUNISIA	VIETNAM
Staff for teaching or combined	1	0	6	2	4	0
Staff for training	1	1	4	1	4	1
TOTAL	6	6	16	7	11	2

4.2. Mobility scholarship:

UPVD will be in charge of the payment of the scholarships to all the selected candidates. The 1st installment of the scholarship will be done after their arrival to the host institution.

Erasmus+ International Credit Mobility will cover:

- a monthly allowance depending on the academic level and direction of the mobility
- and travel cost (unit cost) depending the distance between sending and host institutions.

Mobility Level	3C to France	France to 3C
Staff	160€/day	180€/day

UPVD From/To	Travel Cost
Algeria, Morocco and Tunisia	275 €
Kazakhstan	820 €
Mexico and Vietnam	1500 €

4.3. Mobility duration:

The duration for staff mobility is on week : 5 consecutive working days (Monday-Friday), plus a maximum of 2 days for the travel. The duration is 2 weeks (12 consecutives days + 2 days for travel) for teaching staff mobility to France.

DURATION	Third Countries to UPVD	UPVD to Third Countries
Staff for teaching or combined	2 weeks	1 week
Staff for training (exchange of good practices)	1 week	1 week

4.4. Mobility thematic fields:

The mobility flows (for teaching staff) are only allowed in the thematic areas or fields indicated in the table below, in conformity with the Erasmus+ agreement signed between UPVD and each partner institution.

Thematic Fields	Algeria				Kazakhstan					Morocco			Mexico		Tunisia				Vietnam	
	Université Abderrahmane Mira de Béjaïa	Université des Frères Mentouri Constantine 1	Université d'Oran1 Ahmed Benbella	Université Abou Bekr Belkaid de Tlemcen	Kostanay State Pedagogical Institute	EA Bukeitov Karaganda State University	Abai Kazakh National Pedagogical University	Kazakh Abai khan University of International Relations and World Languages	Kazakh State Women's Teacher Pedagogical University of Almaty	Université Cadi Ayyad de Marrakech	Université Mohamed V Agdal - Rabat	Université Abdelmalek Essaâdi de Tétouan	Universidad Autonoma de San Luis de Potosi	Universidad Iberoamericana	Université de Sousse	Université Tunis El Manar	Université de Gabès	Université de Carthage	Hanoi University of Sciences and Technology	Van Lang University
01 Education sciences					x	x	x	x	x											
022 Humanities (religion&theology, history, archeology, philosophy & ethics)															x	x		x		
023 Languages (language, literature & linguistics)					x	x	x	x	x					x						x
041 Business & administration (Accounting, finance banking, assurance, management, marketing, tourism)	x			x	x	x	x	x	x	x	x	x			x	x	x	x	x	x
042 Law											x	x				x	x	x		
051 Biological sciences	x	x	x	x						x	x	x	x		x	x	x	x		
053 Physical sciences (chemistry, earth sciences, Physics)	x	x	x	x						x		x	x		x	x	x	x		
054 Mathematics & statistics	x	x	x	x						x	x	x	x		x	x	x	x		
071 Engineering sciences	x	x	x	x							x	x	x							x

5. APPLICATION PROCEDURE

5.1. Online Application:

All the candidates have to apply online through the **online application tool** on the UPVD website (<https://www.univ-perp.fr/EMIC>), uploading the required supporting documents depending their mobility level. Originals of the attached supporting documents may be requested to preselected candidates for examination by their home universities.

The online application form is available in English and French. All documents must be submitted in English or French language (or with an official translation). Any document from the home institution must be made on paper letterhead and include its official stamp.

The application form has to be entirely completed with all the mandatory attachments to be able to be submitted. The application form must be complete in order to be eligible.

The attachments must not exceed a **total of 10 MB** (otherwise, the application form can't be submitted). The files have to be in PDF format.

The online application form will be available from **17th of February 2022 to 13th of March 2022**. Applications submitted after the deadline will be rejected.

5.2. Required documents:

Candidates must attach to their application the following supporting documents :

Applicants applying for **Academic/Administrative Staff mobility**:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French or English (CV [Europass](#) format mandatory)
- Statement letter in French or English duly signed (max. 2 pages)
- Mobility project* duly filled and signed (all the signatures are mandatory): written in French or English (working plan)
- Proof of employment at your home institution (certificate or employment contract...): in French or English
- Language Level Certificates: according to the working/teaching language used at the host institution (minimum one compulsory language)
 - French: DELF B2 level or TCF level4 certificate is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2). *For applicants from institutions of North African countries or the UPVD, no document is required.*
 - English: a B2 level certificate in English is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2).

- Spanish: a B2 level certificate in Spanish is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2). *For applicants from institutions of Mexico, no document is required.*
- Other documents that support the application: (optional)
 - If the mobility is part of an existing cooperation or project agreement, please provide a scanned copy of the agreement
 - An official document to support a situation of vulnerability (if applicable)
 - Certificates for other languages (Russian,..)

*: the template is provided

6. SELECTION CRITERIA

6.1. Selection criteria:

Partner institutions of the program agree on a selection procedure based on these general criteria:

- ✓ The academic/scientific/professional excellence
- ✓ The quality of the candidate's mobility project (relevance/feasibility)
- ✓ Language skills
- ✓ The candidate's motivation
- ✓ The commitment of the candidate to return to his/her home institution at the end of his/her mobility period
- ✓ Gender balance
- ✓ The candidate's level of vulnerability
- ✓ A geographical distribution of mobilities

Candidates applying for **Academic/Administrative Staff mobility**:

- Excellence of the candidate and his/her project: Professional Skills and educational project and/or cooperation
 - Adequacy of the project with the international cooperation strategy of the institution
 - Language skills in the teaching or working language at the host institution
 - Feasibility and relevance of the mobility project regarding the work plan proposed and the competences of the candidate regarding the office/domain chosen at the host institution
 - In case of equal notation, priority is given to female candidates (to promote equal opportunities /gender balance)
- Depending on the criteria above and equivalent rating, it will also be considered the distribution of mobility between the partner institutions of the same country.

7. CALL FOR APPLICATION AGENDA

Publication of the call for applications	17th February 2022
Deadline for submission of applications	13th March 2022
Selection of the applications	End of March 2022
Publication of results	End of March 2022
Visa applications	End of March 2022
Start of mobilities	From April 2022
End of mobilities (max)	10th of July 2022