

Erasmus+ International Credit Mobility

Guide for applicants

2019-2020 Cohort

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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

Erasmus+ International Credit Mobility includes 4 **level of mobility**:

- Undergraduate (U)
- Master (M)
- Doctorate (D)
- Academic/Administrative staff

Types of Mobility:

- Students (U, M, D) can only do a mobility for studies or studies + internship (combined)
- Staff : 2 different types of mobility are possible:
 - Teaching Mobility: to teach at least 08 hours per week at the host institution (Academic staff)
 - Training Mobility : to improve their professional skills and competencies, to share their experience and good practice (Academic or Administrative 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 on the working plan.

The main thematic are:

Academic staff:

- Pedagogical engineering for curricula, development of new teaching/learning methods or materials,
- Development of new courses or joint degrees.
- The promotion 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

Taking into account the above mentioned levels, candidates must meet the following **specific requirements**:

- **Undergraduate candidates:** they must have successfully completed at least one year of studies.
- **Master candidates:** they must have obtained a Bachelor diploma (before the beginning of the mobility).
- **Doctorate candidates:** they must have obtained a Master diploma (before the beginning of the mobility). They should contact their respective potential supervisors at the hosting institution before applying in order to get a preadmission letter.
- **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	TUNISIA	KAZAKHSTAN	VIETNAM
Undergraduate	3	4	2
Master	6	4	5
Doctorate	1	0	0
Staff for teaching/combined	0	0	2
Staff for training	3	7	1
UPVD to Third Countries	TUNISIA	KAZAKHSTAN	VIETNAM
Undergraduate	2	0	0
Master	2	0	0
Staff for teaching/combined	1	0	3
Staff for training	1	1	2
TOTAL	19	16	15

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 UPVD	UPVD to 3C
Undergraduate	850€/month	700€/month
Master	850€/month	700€/month
Doctorate	850€/month	700€/month
Staff	160€/day	180€/day

UPVD From/To	Travel Cost
Tunisia	275 €
Kazakhstan	820 €
Vietnam	1500 €

4.3. Mobility duration:

Third Countries to UPVD	TUNISIA	KAZAKHSTAN	VIETNAM
Undergraduate	9 months	9 months	9 months
Master	9 months	9 months	9 months (HUST) or 6 months (Van Lang)
Doctorate	10 months	-	-
Staff for teaching	-	-	1 Week
Staff for training	1 Week	2 Weeks (for Didactics FLE) or 1 Week (administration)	1 Week
UPVD to Third Countries	TUNISIA	KAZAKHSTAN	VIETNAM
Staff for teaching	1 Week	-	1 Week
Staff for training	1 Week	1 Week	1 Week
Undergraduate / Master	6 months	-	-

4.4. Mobility thematic fields:

The mobility flows 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	Kazakhstan					Tunisia			Vietnam	
	Kostanay State Pedagogical Institute	EA Buketov Karaganda State University	Abai Kazakh National Pedagogical University	Kazakh Ablai khan University of International Relations and World Languages	Kazakh State Women's Teacher Pedagogical University of Almaty	Université de Sousse	Université Tunis El Manar	Université de Carthage	Hanoi University of Sciences and Technology (HUST)	Van Lang University
01 Education sciences										
0111 Education sciences	x	x	x	x	x					
0112 Training for pre-school teachers	x	x	x	x	x					
0113 Teacher training without subject specialization	x	x	x	x	x					
0114 Teacher training with subject specialization	x	x	x	x	x					
02 Arts and Humanities										
022 Humanities (religion & theology, history, archeology, philosophy & ethics)						x	x	x		
023 Languages (language acquisition, literature & linguistics)	x	x	x	x	x				x	
03 Social sciences, journalism & information										
031 Social and behavioural sciences (Economics, political sciences, sociology & cultural studies)										
04 Business, administration & Law										
041 Business & administration (Accounting, finance banking assurance, management, marketing, tourism)	x	x	x	x	x	x	x	x	x	x
042 Law							x	x		
05 Natural sciences, mathematics and statistics										
051 Biological sciences (biology & biochemistry)						x	x	x		
053 Physical sciences (chemistry, earth sciences, Physics)						x	x	x		
054 Mathematics & statistics						x	x	x		
07 Engineering, manufacturing & construction										
071 Engineering sciences (chemical engineering, environmental protection technology, electric & energy, electronics & automation, mechanics)						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/fr/menu/international/venir-etudier-a-l-upvd/en-programme-d-echanges/avec-le-programme-erasmus-mobilite-internationale-de-credits/>), 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 **14th February 2019 to 31th March 2019**. Applications submitted after the deadline will be rejected.

5.2. Required documents:

Candidates must attach to their application the following supporting documents according to their academic level:

Candidates applying for **Bachelor/Undergraduate mobility**:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French (CV [Europass](#) format mandatory)
- Statement letter in French (max. 2 pages)
- Copy of transcript of records and Baccalaureate's diploma degree (=diploma of end of High School) - if applicable : *translated into French or English*
- Copy of the student card (or certificate of registration) of the home institution for the current academic year (2018/19)
- Copy of transcripts of records from the entrance at the university (transcripts of records mandatory, ranking certificate optional): *translated into French or English*
- Transcripts of records of the current year 2018/19 - if available (optional): *translated into French or English*
- A description of the courses currently followed in the home institution (2018/19) : *translated into French or English*
- A description of the courses at the home institution for the year of the mobility (2019/20) : *translated into French or English*
- Language Level certificates:

- French: DELF B2 level or TCF level4 certificate recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level.
- English: the certificate is optional
- Other documents (optional – if applicable): especially to support a situation of vulnerability (official proof has to be provided for disabled person, socio-economic or other situation)

Candidates applying for **Master mobility**:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French (CV [Europass](#) format mandatory)
- Statement letter in French (max. 2 pages)
- Copy of Bachelor's diploma degree: *translated into French or English* (mandatory for candidate currently in Master1)
- Copy of the student card (or certificate of registration) of the home institution for the current academic year 2018/19
- Copy of transcripts of records from the entrance at the university (transcripts of records mandatory, ranking certificate optional): *translated into French or English*
- Copy of transcripts of records of the current year 2018/19 - if available (optional): *translated into French or English*
- A description of the courses currently followed in the home institution (2018/19): *translated into French or English*
- A description of the courses at the home institution for the year of the mobility (2019/20): *translated into French or English*
- Language Level Certificates:
 - French: DELF B2 level or TCF level4 certificate recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level.
 - English: the certificate is optional
- Other documents (optional - if applicable): especially to support a situation of vulnerability (official proof has to be provided for disabled person, socio-economic or other situation)

Candidates applying for **Doctorate 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)
- Copy of Bachelor's diploma degree: *translated into French or English*
- Copy of Masters' diploma degree: *translated into French or English* (mandatory for candidate currently in 1st or 2nd year of PhD)
- Copy of the student card (or certificate of registration) of the home institution for the current academic year 2018/19
- Copy of transcripts of records from the entrance at the university (transcripts of records mandatory, ranking certificate optional): *translated into French or English*
- Copy of transcripts of records of the current year 2018/19 - if available (optional): *translated into French or English*
- A description of the courses currently followed in the home institution (2018/19): *translated into French or English (if you are currently in Master2)*
- Doctoral mobility project* duly filled and signed : *in French or English*
- Pre-admission letter* from the host laboratory at UPVD : *in French or English*

- Language Level Certificates:
 - 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.
 - English: Without a certificate of French, a B2 level certificate in English has to be provided. Otherwise, it is optional.
- Other documents that support the application: (optional)
 - List of published works (do not attach the content)
 - Letter from his/her supervisor (director of thesis) at the home institution attesting to his/her capabilities and validating the research project mobility.
 - A joint or co-supervision thesis agreement signed or a document indicating that it will be signed.
 - An official document to support his/her situation of vulnerability (if applicable)

Candidates 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: 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 (min. 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.
 - 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.
 - Russian: a B2 level certificate in English is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level.
- Other documents that support the application: (optional)
 - If the mobility is part of an existing cooperation agreement, please provide a scanned copy of the agreement
 - An official document to support a situation of vulnerability (if applicable)

**: the template is provided*

6. SELECTION CRITERIA

6.1. Selection criteria by level:

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 **Bachelor or Master mobility**:

- ✓ Criterion 1: Academic excellence of the candidate certified by:
The last academic results at the time of application: the ranking position, the notes by subject/by semester/by year, the final grade average in comparison to the promotion, graduation date and the results of the last diploma (with indication of the possible mention).
A re-take disqualifies a candidate (unless justified).
A minimum average of 12/20 or 2.0 / 4 (65/100) of all academic results of the candidate is required.
- ✓ Criterion 2: Quality and relevance of the study project :
 - Good match between the courses currently followed in the home institution and the study program in the host institution. The candidate has the necessary prerequisites.
 - Preexisting collaborations between the two courses of study in the home and host institutions (e.g.: co-diploma).
- ✓ Criterion 3: Language Skills: The candidate has the language skills of the host university.
- ✓ Criterion 4: The motivation of the candidate and his professional project

Other factors taken into account for the selection of candidates:

- Priority field: the mobility is included in the priority thematic areas of the home & host institution
- Geographical 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.
- During the selection process, an additional point can be assigned by the selection committee to students from disadvantaged social environment (applicants must provide proof), or suffering from a disability. In case of equal academic records, and similar notation, priority is given to female candidates (to promote equal opportunities /gender balance).

Candidates applying for **Doctorate mobility**:

- ✓ Criterion 1: Academic and scientific excellence of the candidate certified by:
 - Results in Master: graduation date & mark awarded. The results obtained in Master, and at the time of the application: the ranking position, the notes by subject/by semester/by year, the final grade average in comparison to the promotion.
 - CV and list of works and publications.
 - Letter of support from the Director of the home laboratory or the supervisor of the candidates about his/her excellence.
- ✓ Criterion 2: Scientific relevance of the research project certified by:

- Agreement of the supervisor and the director of the home & host laboratories about the research project.
 - Existence of a joint supervised thesis or a joint degree or letter of commitment.
 - Pre-existing scientific cooperation between the two laboratories.
 - The relevance of the choice of the host laboratory regarding the research project envisaged.
- ✓ **Criterion 3:** Thematic priorities of home and host institutions:
- The Research project planned for mobility is relevant and fit into the thematic priorities of the home & host institutions

Other factors taken into account for the selection of candidates: Priority will be given during the selection:

- The joint PhDs or co-led (the joint supervision agreement or certificate of signed co-direction is required if a signed promise to joint supervision).
- Priority field: the mobility is included in the priority thematic areas of the home & host institution
- Geographical 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.
- During the selection process, an additional point can be assigned by the selection committee to students from disadvantaged social environment (applicants must provide proof), or suffering from a disability. In case of equal academic records, and similar notation, priority is given to female candidates (to promote equal opportunities /gender balance).

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)
- In case of equality, priority will be given to candidates (to promote equality of opportunity)
- 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	14th February 2019
Deadline for submission of applications	31st March 2019
Selection of the applications	April - May 2019
Publication of results	End of May 2019
Visa applications	June – August 2019
Start of mobilities (mandatory for students)	1st September 2019
End of mobilities (max. eligibility deadline)	31st July 2020