

USC INSTRUCTIONS TO COORDINATORS AT PARTNER INSTITUTIONS

These instructions are based on the text of the signed Inter-institutional agreement and the commitment to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organization and management of the mobility.

USC shall supply partner universities with work protocols, instructions and document templates covering every stage of the project, in advance of each stage of implementation. Partner Universities shall comply with administrative management tasks and project reporting with due diligence.

CALENDAR

Publication of the Call for applications	16 th April 2021
Deadline for submission of applications and documentation	16 th May 2021
Pre-selection of candidates	17 th May 2021 – 31 st May 2021
Definitive Selection	01 st June 2021 – 15 th June 2021
Publication of results	16 th June 2021 – 18 th June 2021
Acceptance selected candidates	19 th June 2021 – 30 th June 2021
Teaching staff mobilities	From 06 th September 2021 until 30 th May 2022

SELECTION PROCESS

Erasmus+ principles:

Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.

Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

Pre-selection period**Obligations of all Partner Higher Education Institutions (HEI)**

- To publish the calls for applications on the university website during the whole application and selection process, laying out the criteria for teaching applications, selection, appeals, acceptance etc.
- To promote the project and mobility opportunities to their professors community by all possible means.
- Home pre-selection Committee
The committee shall include 3 full time members of staff, one being involved in Erasmus+ *International Credit Mobility KA107* management.
 - To preselect the Teaching staff, the committee shall establish selection criteria to include:
 - Staff CV
 - Staff proposed work plan at host university
 - The committee shall document the selection meeting and send the meeting minutes to host university.
 - The committee shall send a list including the pre-selected candidates and a reserve list of all those candidates that comply with the requirements of the call.

Once the pre-selection period is over, the USC will check if pre-selected candidates have all the required documents and in that case they will be subject to be selected.

After selection:Visa

USC provides assistance related to obtaining visas for incoming mobile participants. Information can be provided by the following contact points and information sources:

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx>

Housing

USC provides guidance to incoming mobile participants in finding accommodation.