

ERASMUS + PROGRAMME. INTERNATIONAL CREDIT MOBILITY (K107)
2018/2019. Information for incoming students

An exchange Erasmus student from Partner Countries (International Credit Mobility Programme) is someone who comes to the UGR via a specific inter-institutional agreement signed between the UGR and the student's home university under Erasmus + Programme.

These bilateral agreements are established with universities in non-EU countries, called Partner Countries. In order to be accepted as an Erasmus + student, the candidates will need to be selected and nominated to take part in the exchange programme by the International Relations Coordinator at their home university.

The selection of outgoing candidates is carried out by the sending institution. In order to ensure the viability of each student's study programme, for students coming to UGR, language requirements are in existence (please see the document "**Language requirements for undergraduate and master's students**" for more details about language requirements, certificates accepted, exemptions, UGR's Spanish online proficiency exam eLADE, and linguistic resources to prepare the exam and the mobility in the attachment).

The home institution should send the **nomination** of the selected candidates by e-mail to the UGR. **The nomination should be received at the International Office by 15th May, 2018.**

Once nominated, students must **apply on-line, in the period from 1st of April and 15th of May, 2018:** https://oficinavirtual.ugr.es/apli/intercambio/alumnos_in/index.html

(see more information at: <http://internacional.ugr.es/pages/perfiles/estudiantes/incoming-erasmus-dimension-internacional?lang=en>).

In order to fill out the application, the candidates need to upload the following documents:

<p><i>UNDERGRADUATE students</i> ID/PASSPORT (MANDATORY) Official Language Proficiency Certificate (MANDATORY). Please check the eligible certificates. Candidates in the process of taking a certification exam should attach proof of registration. Learning agreement approved by the home university (optional) Official transcript of records signed and stamped by the home university (MANDATORY)</p>
<p><i>MASTER students</i> ID/PASSPORT (MANDATORY) Official Language Proficiency Certificate (MANDATORY). Please check the eligible certificates. Candidates in the process of taking any certification exam should attach the proof of registration. Official proof of registration in the Master Programme at the home university</p>

<p>(MANDATORY) Pre-admission letter signed by the UGR coordinator/tutor of the Master Programme (MANDATORY). The pre-admission letter should be issued by the academic coordinator of the master programme at the UGR stating that the candidate fulfils all academic requirements and will be admitted to that specific programme in case he/she is awarded an Erasmus+ KA107 scholarship. To obtain a pre-admission letter, the candidate should contact the coordinator of the programme who might require supporting documents to evaluate if he/she is a suitable candidate for that specific programme.</p>
<p>DOCTORAL (PhD) candidates ID/PASSPORT (MANDATORY) Brief CV (MANDATORY) Pre-acceptance letter from a tutor at the UGR. * It is highly recommended that the candidate contact with the professor who is the Contact person corresponding to the Doctoral programme of his/her interest directly request the pre acceptance letter. Letter from the student's PhD tutor from Home University confirming the research subject/line. The International Offer of doctoral programmes at the University of Granada can be found at http://escuelaposgrado.ugr.es/doctorado/escuelas/ayudas_y_becas/intoffer/index (MANDATORY)</p>

Upon receiving the application, the International Relations Office will check whether it is complete and correct. After this **eligibility check**, the Faculty, School or International School for Postgraduate Studies **will confirm acceptance** on the proposed study programme.

INVITATION LETTERS will be sent to the accepted participants on receipt of all the required documents. The Official Acceptance Letters will be **electronically** signed and forwarded to the e-mail provided by each partner.

In the invitation letter the financial conditions are included:

The participants nominated under inter-institutional agreements receive an Erasmus+ grant as a contribution to their travel and subsistence costs.

<p>Travel costs, Based on the travel distance per participant, calculated using the distance calculator supported by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm; the distance of a one-way trip must be used to calculate the maximum amount of the EU grant that will support the round trip.</p>	
from 100 to 499 Km	180 € per participant
from 500 to 1999 Km	275 € per participant
from 2000 to 2999 Km	360 € per participant
from 3000 to 3999 Km	530 € per participant
from 4000 to 7999 Km	820 € per participant
8000 Km or more	1,100 € per participant
<p>Allowance (up the maximum duration established in the Interinstitutional Agreement)</p>	

Students' monthly grant (coming to Spain)	800 €
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Please remember that participants must have **MEDICAL AND TRAVEL INSURANCE** for the whole mobility period, with at least the following items covered:

- Medical care
- Repatriation or medicalised transportation of ill or injured persons.
- Transport of Mortal Remains
- Private Civil Liability Insurance.

Students coming to the UGR may take out the insurance coverage offered by the University of Granada. Insurance conditions and application procedure may be consulted at:

<http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance/informacion-basica-sobre-el-seguro-20172018?lang=en>

For each student mobility, the following **compulsory Erasmus + Documents** should be on file:

1. **Before the mobility:** The sending and receiving institutions, together with the students, must have agreed on the activities to be undertaken - students in a **“Learning Agreement”**; prior to the start of the mobility period. These agreements define the intended learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.
2. **Before the mobility:** Participants will sign a **“Grant agreement”** with the UGR, in which obligations of both parties are stated as far as financial support and payments are concerned (it will be sent to the nominated participants from the UGR International Office).
3. **After the mobility:** The receiving institution must provide the students with a **transcript of records** confirming the results of the agreed study programme.
4. **After the mobility:** **EU Survey.** At the end of the period abroad, all mobile students will be required to submit a final report. Students will receive the survey by email one month before the end of their mobility period, and submission of the report will trigger the payment of the final grant instalment to the participant.
5. The [Erasmus+ Student Charter](http://ec.europa.eu/programmes/erasmus-plus/node/74_en) describes students' rights and obligations with respect to the period of study abroad: [http://ec.europa.eu/programmes/erasmus-plus/node/74 en](http://ec.europa.eu/programmes/erasmus-plus/node/74_en). It informs about the students' rights, what they may expect from their sending and receiving organisations at each step of their Erasmus+ experience, and what is expected of them: http://ec.europa.eu/education/opportunities/international-cooperation/documents/guide-credit-mobility_en.pdf

Upon return, the home institution must fully recognise the activities carried out by the participant during mobility.

INFORMATION ABOUT THE UNIVERSITY OF GRANADA

Accommodation

At UGR, the Accommodation Service offers information about the options available for students: <http://estudiantes.ugr.es/alojamientos3/>

Incoming staff for teaching or for training may obtain information about accommodation for their stay through the International Welcome Centre-IWC: welcome@ugr.es

Visa and residence permits in Spain. Compulsory legal procedures for foreigners: <http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspain?lang=en>

Incoming students (available in Spanish and English): <http://internacional.ugr.es/pages/perfiles/estudiantes/estudiantes-internacionales?lang=en>

UGR International Student Guide: <http://internacional.ugr.es/pages/guias-y-folletos/guiaestudianteinternacional20102011>

Student on-line application information: <http://internacional.ugr.es/pages/perfiles/estudiantes/incoming-erasmus-dimension-internacional>

Contact information

International Office:

Should you have any questions or doubts about the project, we will be happy to help you. Please contact us at the UGR International Office:

*Address: Oficina de Relaciones Internacionales,
Complejo Administrativo Triunfo, Avda. del Hospicio s/n, 18071 Granada
E-mail for Mobility with Partner Countries: intldimension@ugr.es
Phone: +34-958-249030 (information for participants)*

Contact information of the UGR faculties or schools: <http://internacional.ugr.es/pages/movilidad/estudiantes/contactoscentros?lang=en>

Academic advisors by region: http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/prog_propio/tabladetutoresporzonasgeograficas

International Welcome Centre-IWC (doctoral candidates)

*Address: Gran Vía, 48. 18071. Granada
E-mail: welcome@ugr.es
Phone: +34-958-249040 (information for participants, in Spanish, English and French)
Website: <http://internacional.ugr.es/iwelcomecentre?lang=en>*