

GUIDELINES FOR STUDENTS AND STAFF ERASMUS + KA107 IN UAH

Mobility of students and staff between Universities in Partner countries and the
UNIVERSITY OF ALCALÁ (UAH) in Madrid (Spain)

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1. INTRODUCTION

The **Erasmus+ Programme** is an initiative launched by the European Commission to fund mobilities among EU countries, and also between Programme Countries (EU countries) and Partner Countries (countries from the rest of the world). It was launched for the period 2014-2020 and every year a new call for proposals will be open with the aim to promote socio-economic changes, to solve key challenges that Europe will be facing until the end of the decade and to support the implementation of the Europe 2020 strategy for growth, jobs, social equity and inclusion.

Although the Erasmus program was initially addressed only to Programme Countries (EU), in 2015 for the first time, part of the EU funding is supporting mobility actions between Programme Countries and Partner Countries. To this respect, the Erasmus+ programme enhances the opportunities for cooperation and mobility with Partner Countries, notably in the fields of higher education and youth.

This call for applications is launched in the framework of ERASMUS+ Key Action 1 (KA107) mobility projects in the field of Education, Training and Youth between Program and Partner Countries.

This Erasmus+ KA107 project between the University of Alcalá (UAH) and its partner universities offers to **students (undergraduate, Master and PhD) and staff (teachers and administrative)** the chance to spend a study period or a teaching/training period at the host university.

Mobility students and staff will receive a **grant as a contribution to their costs for monthly subsistence during the period of study and an amount to support them in covering their travel costs**. Mobility students can attend courses and use all the facilities available at the host university with no additional tuition fees (with the exception of any minor fees also applicable to local students). All learning activities approved in the document "Learning Agreement" and completed successfully in the host university will be fully recognized at the home university.

The home Universities will be in charge of selecting students/staff and sending them to UAH (including preparation, monitoring and final recognition related to the mobility period) and of announcing this call through their own web page and other publicity means.

Applicants are kindly requested to carefully read all the information contained in this document before proceeding to fulfill and submit their application forms, and also to read all the important information found in the website of UAH-KA107 project: www3.uah.es/ka107. In this website, please select the correct Academic Year of your mobility.

2. FUNDING

The grants offered to students and staff in the Erasmus+ Mobility between Programme and Partner Countries do not cover all the expenses, but are a contribution to bearing the additional cost of the stay abroad.

The grants include:

- A European Union **contribution for subsistence**: An amount established according to the European country of destination and the actual number of days spent abroad. For Spain the mobility contribution is:

- * **850 € per month** (during **5 months = 4250 €**) for incoming students to UAH.
- * **700 € per month** (during **5 months = 3500 €**) for outgoing students from UAH.
- * **160 € per day** (during **7 days = 1120 €**) for incoming staff to UAH.
- * **180 € per day** (during **7 days = 1260 €**) for outgoing staff from UAH.

- An additional amount to cover **travel expenses**. The amount is calculated according to the distance band between both universities appearing below:

Distance	Euros	Countries
Between 500 and 1999 KM:	275 EUR	Serbia, Morocco
Between 2000 and 2999 KM:	360 EUR	Belarus
Between 3000 and 3999 KM:	530 EUR	Russia, Georgia, Ivory Coast, Israel
Between 4000 and 7999 KM:	820 EUR	Armenia, Azerbaijan, Canada
8000 KM or more:	1500 EUR	China, South Africa

The distance will be calculated as follows: Distance between the city of the home University and Alcalá de Henares city (Spain).

- An additional amount of **100 €** for incoming students who enroll in our Spanish Language course in [Alcalingua](#) (2 months, 40 hours, 6 ECTS, 200 € cost) but only if the Spanish level of the student was improved during the course (there will be an initial test and a final evaluation).
- An additional amount for students (not for staff) who buy their Insurance in the Spanish companies [ONCAMPUS](#) (for Incoming and Outgoing students), [ARAG](#) (only Outgoing students) or [ASISA](#) (only Incoming students):
 - * Year 2019/20: **99 €** for incoming and outgoing students.
 - * Year 2020/21: **50 €** for outgoing students and **150 €** for incoming students.

The University of Alcalá, as EU coordinating organization, will be in charge of the payment of the grants to the incoming and outgoing participants once they have started their mobility and have signed the [Arrival Certificate](#) and the [Grant Agreement](#).

3. DURATION AND NUMBER OF GRANTS

For students, the standard mobility will be **5 months**. Students can choose which semester they prefer for the mobility. Exceptionally, if one student of 1st semester wishes to extend the mobility period to the 2nd semester in the host university, it can be acceptable but normally without extra funding. Only if there are unused funds for that country, extra funding can be given to the student (ask about it before applying). The student will have to re-arrange the Learning Agreement with both home and host coordinators and then send to UAH an "[Extension of Mobility Period Application](#)".

For incoming students coming to UAH, mobilities should start in the first semester or second semester of the academic year according to the Academic Calendar in UAH:

Undergraduate courses will start in the second week of September (for 1st semester) or last week of January (for 2nd semester).

Master courses will start in last week of September (for 1st semester) or first week of February (for 2nd semester).

For Doctorate students, it is acceptable any period of 3 to 5 months during the academic year, excluding holiday periods.

For staff, the mobility will be always of **5 working days** and **2 days for travelling**. Staff mobility can start at any moment during the project life (except in holiday periods) and must finish before the end of this project (31st July 2020). Normally they will be one week long, from Monday to Friday, with previous Sunday and next Saturday for travelling. Regarding mobilities for Training (not for Teaching) and for Incoming staff coming to UAH, it is highly recommended to undertake them during our International Staff Week organized in April every year.

The number of mobilities that will be accepted under this project for each partner university is published in the [website of the KA107 project](#), in the menu SCHOLARSHIPS, firstly selecting the correct Academic Year.

4. ACADEMIC OFFER IN UAH

Students coming to UAH can apply for a grant to make a mobility period of study at the University of Alcalá in any of the following **fields of study in UAH**:

<ul style="list-style-type: none"> • Architecture • Construction • Biology • Environmental Sciences • Sport Sciences • Audiovisual Communications • Law • Forensic Sciences • Business Administration and Management • Economics • Accounting and Finances • Tourism • Education 	<ul style="list-style-type: none"> • Pharmacy • Chemistry • Humanities • History • Modern Languages • Translation • Medicine • Physiotherapy • Nursing • Telecommunications • Electronics • Telematics • Industrial Engineering • Computer Science
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Only some of them offer **some courses taught in English language**:

<ul style="list-style-type: none"> • Architecture • Biology • Audiovisual Communications • Law • Business Administration and Management • Economics • Accounting and Finances • Tourism • Education 	<ul style="list-style-type: none"> • Pharmacy • Humanities • Modern Languages • Telecommunications • Electronics • Telematics • Industrial Engineering • Computer Science
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The students who do not speak Spanish, should consult which is the offer of courses given in English language in their preferred study area, since the offer is limited. This information is published in the [website of the KA107 project](#), in the menu COURSES IN UAH.

5. GENERAL ADMISSION REQUIREMENTS

In order to be eligible for an Erasmus+ grant for mobility under this project, applicants applying for a mobility grant must fulfill the following general criteria:

For students:

- Students: The student **has to be enrolled** in the home University, during the year of the application and the following year (the year of the mobility). The home University must be UAH or a [Partner of the University of Alcalá](#) in this Erasmus+ KA107 project.
- The student must be enrolled at least in the **second year** of studies leading to a **recognized Undergraduate/Bachelor degree**, or enrolled in a **recognized Master degree** (in first or second year), or enrolled in a **recognized Doctorate degree** (PhD).
- Students who have previously received an Erasmus Mundus or Erasmus+ scholarship that lasted longer than **7 months** in the same study cycle (undergraduate, master or PhD) will not be eligible (prior experience under Erasmus Mundus scholarship holders counts towards the maximum 12 months per study cycle in Erasmus+).
- Students cannot be eligible if the host country is the one where they have their usual accommodation during their studies.

For staff:

- Staff mobility for teaching: An academic staff employed in UAH or in a [Partner of UAH](#) in this Erasmus+ KA107 project, that has been invited to teach at the host university by some host academic staff. Both home and host Institutions must be partners in this project.
- Staff mobility for training: An academic or administrative staff employed in UAH or in a [Partner of UAH](#) in this Erasmus+ KA107 project, that has been invited by some host staff. Both home and host Institutions must be partners in this project.
- Staff cannot be eligible if the host country is their country of residence.
- Both academic and administrative staff should contact their respective host staff in advance, in order to obtain the [Invitation Letter](#) (required for the Application of these grants) and draw up their teaching/working plan.

6. APPLICATION AT HOME UNIVERSITY

The home University will publish the Call for Applications for students and staff, will make a selection of the candidates and will send the list of nominated participants to UAH. There will be a first Call in Spring, and maybe a second Call in September for mobilities in the second semester if there are still free unused spots.

For the students, normally the Application documents that will be presented in their home university will be the following (may be more):

- A specific Application Form for this project, provided by each home university.
- Curriculum Vitae in English according to the [Europass Model](#).
- Motivation letter.
- Copy of Language Certificate (English and/or Spanish).
- Copy of Registration document in the home university.
- Copy of current Academic results (Transcript of Records, preferably in English), listing the courses that have been passed and their grades.

- Provisional "[Learning Agreement](#)" proposed by the student. Signatures are not needed in this moment.

For the staff (academic and administrative), normally the Application documents to be presented in their home university will be the following (may be more):

- A specific Application Form for this project, provided by each home university.
- Curriculum Vitae in English according to the [Europass Model](#).
- Motivation letter.
- Copy of Language Certificate (English and/or Spanish).
- Signed document "**Staff Mobility Agreement**" ([for Teaching](#), [for Training](#) or [Mixed](#)).
- [Invitation Letter](#) from some staff in the host university.

For a Teaching mobility in UAH, in order to get in contact with the appropriate host department and academic staff, participants can send an email to the [Academic Coordinators in UAH](#) (copying to ka107.incoming@uah.es) attaching a brief CV and a proposal for 5 working days (with 8 hours teaching contents and possible dates). These Coordinators will try to find the appropriate host academic staff. If the proposal is accepted by an academic host staff in UAH, he/she must send to the participant the Invitation Letter.

7. EVALUATION AND SELECTION OF APPLICATIONS

All the selection process at the home University will need to meet the criteria of transparency and equal opportunities for all applicants submitting their applications. The specific selection criteria will be clearly established and published in the home Call for Applications and by any other means used to spread and announce the Call.

Criteria for drafting the ranking list

The home university will provide a selection of candidates according to some criteria published in advance, some of which could be the following:

1. For students:

- a. Average grade in the university study programme.
- b. The consistency of the proposed Learning Agreement.
- c. Language skills.
- d. Motivation.
- e. Previous experience in mobility activities.
- f. Any other information indicated by the student in the application (other learning experiences, vulnerable socio-economic situation, etc.).

2. For staff:

- a. Invitation Letter from a host staff.
- b. Relevance and impact of the work plan.
- c. Previous International activity.
- d. Language skills.
- e. Motivation.
- f. Position held in the university.

8. ORGANIZATION OF THE MOBILITY

For a proper organization of the mobility, the partner universities, the coordinating Institution (UAH) and the mobile participants will have to do the following:

1. Registration in KA107 project:

Once that the candidates have been selected and accepted, they will have to register in the Erasmus+ KA107 project of UAH. The International Office of UAH will contact the selected students and staff via e-mail providing them with a password so they can register through the KA107 platform (**KA107-APP**), where they will provide the missing personal data. They will also have to upload the following documents (if they have not been uploaded yet by UAH):

- Personal photo in JPG or PDF format.
- Copy of Passport initial pages.
- Copy of travel tickets or travel document (once they have been bought).
- Copy of the Insurance Policy + Declaration of Responsibility. The Declaration is not necessary if the Insurance is purchased with the companies ONCAMPUS, ARAG or ASISA.
- The signed "Grant Agreement", initially filled in and provided by UAH.
- **Only for students:** Initial Learning Agreement signed by student and home institution (only after the selection of courses has been approved by the Academic supervisor at the host university).
- **Only for students:** Bank statement of the home bank account, where UAH can see the account Number and the student's name as Titular of the account.
- **Only for students:** Invitation Letter and Grant Certificate for the visa, provided by UAH.
- **Only for staff:** Signed Staff Mobility Agreement.
- **Only for staff:** Invitation letter from a host staff in UAH.

For incoming students, UAH will send to the students detailed information about the initial steps in UAH, regarding registration and enrollment at the University and other issues related to the mobility.

For any related question, incoming students and staff can contact the area of KA107-Incoming in our International Office: ka107.incoming@uah.es. Outgoing students and staff will contact KA107-Outgoing area: ka107.outgoing@uah.es

2. Learning Agreement and Mobility Agreement:

The home and host universities will offer guidance for the elaboration of mobility documents (Learning Agreement for students, or Mobility Agreement for staff) and in the case of students, will appoint an **Academic Coordinator** with this purpose. Ideally, one and the same person should sign the Learning Agreement and, on the students' return, recognise the credits earned during mobility.

The participants must have a Learning Agreement (students) or Mobility Agreement (staff) signed by home and host universities **before starting the mobility period**. Templates of Learning and Mobility Agreements as well as "Guidelines on how to use the Learning Agreement for Studies" are provided by UAH through the menu "Forms to be used" of the project website.

For students:

The Learning Agreement defines the target learning outcomes for the learning period abroad, specify the formal recognition provisions and lists the rights and obligations of each party. This document is **binding** for all the parties and require that, on successful completion of the mobility period, the sending university recognizes credits earned by the student, and documents these credits in the student records, so they can be identified in a transparent way. The reference number of ECTS credits to enrol in the host university per semester is 30 ECTS and the minimum is 18 ECTS (3 courses of 6 ECTS). In UAH, incoming students can choose a mixture of courses from different programmes, Faculties and even cycle (Bachelor and Master). There is a limited number of courses taught in English, very demanded and with a limited number of spots, soon occupied by the first students who apply for them.

For Administrative and Academic Staff:

Staff will prepare their Mobility Agreement, describing in detail the activities to be undertaken during the mobility period, the objectives and the results expected by the home institution and the participant, taking into account that:

- **Mobility for Teaching**: Selected participants must be academic staff that will teach at the host university a minimum of **8 hours of teaching** in front of students (classes in the classroom, laboratory support, conferences, practices, etc). The dates of the mobility should belong to the months when there is regular teaching in Bachelor and/or Master levels in the host university, and not in examination periods or festivity periods.
- **Mobility for Training**: Selected participants can be academic or administrative staff that will carry out training events abroad (excluding only conferences), such as attendance to Staff Weeks, work shadowing of colleagues in the host university, visits to relevant Departments, meetings with teachers to share teaching procedures and experiences, study common research activities, creation of "mobility windows" for students (groups of courses offered in English that can be delivered in one semester with no collision of timetables, and with easy recognition at home university), work for the creation of joint or double degrees, etc. The minimum is **8 hours** of such activities. If coming to UAH, it is highly recommended to come to our **Staff Week** which will be held in April. For application to this Staff Week, contact with ka107.incoming@uah.es and you will be informed on how to register.
- **Mobility for Teaching and Training**: If the Teaching activity is combined with a Training activity during a single period abroad, the minimum number of hours of teaching per week is reduced to **4 hours, plus 4 hours** of training activities. These participants must be academic staff (not administrative).

Home institutions will facilitate the signature of the **Learning Agreement** or **Mobility Agreement** by the participants and the person responsible of the mobility. Learning Agreements should be signed by an academic who has the authority to approve the Learning Agreement as well as to guarantee **full recognition** of such programme on behalf of the responsible academic body. Copies of the signed Learning Agreements and Mobility Agreements will be kept digitally by UAH. It is not compulsory to circulate papers with original signatures, since scanned copies of signatures or digital signatures may be accepted.

3. Erasmus+ Grant Agreement:

Before departure, the participants shall sign the [Erasmus+ Grant Agreement for studies](#) or the [Erasmus+ Grant Agreement for Staff Mobility](#). UAH will send the participants a copy to be filled in, signed and returned via email before the start of the mobility. Then it will be signed also by UAH.

4. Erasmus+ Student Charter:

Before the mobility, UAH will give every Erasmus+ student a copy of the [Erasmus+ Student Charter](#) once they have been selected, so that they will know their rights and their duties during the mobility period.

5. Support with Accommodation:

In UAH, students can reserve accommodation in advance online in our [4 University residences](#), or can find shared apartments in the city via specialized commercial websites, or do it personally when they arrive to UAH (initial days will be accommodated in [cheap hostels](#)). When renting a shared apartment in UAH (between 250 and 350 €/month), have in mind that it is usual to pay for the first 2 months in the first payment, so students should bring with them enough money for this payment, until they receive the first money of the Erasmus+ grant. Also have

in mind that the normal cost of life in UAH (apart from accommodation) is around 300 €/month.

Staff are recommended to find accommodation in our two University Residences in the city centre ("San Ildefonso" or "Lope de Vega" residences), but they can choose any other place.

Accommodation in the partner universities should be solved following the procedures or advices provided by these universities, through their websites or via emails.

6. Support with a Buddy student:

UAH will provide the participant incoming students with a "[Buddy](#)" local student that will help during the first weeks in the host city, with matters such as accommodation search, bank account creation, buying transport tickets, moving in the different Faculties, finding Erasmus friends, etc. In UAH the Buddy must be applied in advance by the incoming students before starting the mobility, via an [online platform](#) managed by the ESN (Erasmus Students Network).

Some of the partner universities in this project will also provide a similar service. Follow the instructions found in their websites in order to register and request a Buddy student.

7. Participants' arrival at host university:

- The students should arrive to the host university **several days before the start of their classes**, in order to arrange accommodation and registration in the different courses selected in the Learning Agreement. If the students arrive late in UAH, most probably they will not be able to register in all the selected courses delivered in English (highly demanded), since all the available spots in them will be already occupied by other international students.
- **Upon arrival**, the host university will organize a welcome meeting for the students, who will receive a package with relevant information on the institution, admission procedures and other practical details that might have not been sent in advance.
- In UAH, incoming students should visit firstly the **central KA107 Erasmus+ Office**, located in the Rectorate building (city centre), in the ground floor, second courtyard on your right.
- Moreover, the [Arrival Certificate](#) needs to be signed upon arrival of the participant as well, maximum 5 days after arrival.
- The participant student shall be put in contact with the person in charge of the mobility ([Office of International Relations](#)) and the [academic coordinator](#).
- **Changes to the Learning Agreement:** When a change is made to the initially signed L.A. document (for example, a change of a course in the host university), this should be indicated in the document [Learning Agreement \(Modifications\)](#). Any party can request changes to the study programme within **one month** after the start of classes in each semester. These changes should be agreed and signed by all parties as soon as possible.
- Regarding UAH, information on the initial steps to take [when arriving to UAH](#) can be found [HERE](#).

8. Payment of the Scholarship:

The UAH as project beneficiary will be in charge of the payment of the grants to the incoming and outgoing scholarship holders once they have started their mobility, have signed the [Arrival Certificate](#) and the [Grant Agreement](#), have their [Learning Agreement](#) or [Mobility Agreement](#) signed by both Institutions and have provided to UAH proof of ownership of their home bank account (for students).

Regarding scholarship allowances for students:

1. **A first payment** shall be made to the participant **upon arrival to the host university**, representing **80%** of the total financial support for monthly subsistence, together with the Travel grant and the optional **Oncampus** insurance contribution.

For incoming students in UAH coming in the first semester (in September), this first payment will be done with a cheque, during the first visit to the central KA107 Office, **just upon arrival to the city**; then the student will go to a certain bank to obtain all the money in cash (Euros) and put it into a MasterCard card.

For incoming students in UAH coming in the second semester (in January), this first payment will be done also with a cheque, but **in early February**, due to accounting delays in the change of the year. These students should bring with them money enough for the first month in UAH.

For outgoing students from UAH, this first payment can only be made by UAH with a bank transfer **2-3 weeks after** the signed Arrival Certificate has been delivered to UAH. These outgoing students should also bring with them money enough for the first month in the host city.

Once arrived, all the students will be living in the host city with only 80% of the monthly scholarship during their study period (680 €/month for incoming students, and 560 €/month for outgoing students).

2. **A second payment:** After the mobility, UAH shall pay the remaining **20%** of the monthly subsistence grant, but only if the student has passed a minimum of **10 ECTS** per semester in the host institution. This second payment will also include the reimbursement of 100 Euros if the incoming student in UAH attended the Spanish Language Course in the office **Alcalingua** and only if the Spanish level of the student was improved during the course.

There will be a reduction in this second payment if the student stayed abroad less than 145 days (5 months minus 5 days), reduction proportional to the number of days not attended.

This second instalment can only be paid by UAH **2-3 weeks after** the student has presented the final Attendance Certificate, the final Transcript of Records, and has filled in the EU survey and the Final Report of the project. This will happen normally when the student has gone back to home. This second payment will be done to the home bank account of the student. For the incoming students, the bank commission for the international transfer will be charged to the student.

Regarding staff, they will receive their scholarship in hand by a cheque, 3-4 days after their arrival to UAH. Then they can go to a certain bank and obtain the money in cash (Euros).

9. End of the mobility:

When the participant is about to finish the mobility, the host university must sign and give to the participant a final **Attendance Certificate** stating the initial and final dates of the stay, document that is essential for the payment of the Erasmus+ scholarship. UAH provides the templates of Attendance Certificate for students, for Teaching Staff Mobility, for Training Staff Mobility and for Teaching+Training Staff Mobility in the website of the project, in the menu "Forms to be used".

10. Recognition Tools after the mobility:

- Mobile students and their sending Institutions will receive from the host university a **Transcript of Records in English** certifying the list of courses undertaken, the number of ECTS credits achieved and the marks obtained, normally within **5 weeks** after publication of results in the host university.

- PhD students will give to their host supervisor the document [PhD Transcript](#), and the supervisor will fill it in certifying the period of time of the mobility, the estimated number of working hours, the activities carried out and the final assessment/evaluation. Finally the supervisor will sign and stamp the document and will send it by email to the student and to the central KA107 Office in UAH (ka107@uah.es). The students will also present to UAH a [Final Memory](#) of their activities (in English or Spanish).
- Staff will receive from the host university an [Attendance Certificate](#), prepared, signed and stamped by the person in charge of their mobility in the International Office, that will include the assessment of the work accomplished (assessment provided by the main host supervisor of the visitor staff).

9. VISA PROCEDURES

- UAH will issue a [Grant Certificate Letter](#) in English and Spanish that will be sent to the selected participants (and to the Embassies when needed). This letter must be presented for the Visa application.
- For incoming students, UAH will send a detailed list of participants with information about the scholarships (personal information, home and host institutions, type and duration of the mobility) to the Ministry of Foreign Affairs in Spain for them to inform the Spanish Embassies and facilitate the expedition of the Visa without the need of having reserved already an accommodation in UAH or having bought already the flight tickets.
- UAH will individually verify and assess each participant in order to avoid last minute complex situations and intervene along the process in case it is necessary. Participants will contact UAH in the moment that any problem arises regarding the Visa.
- The expenses of obtaining the Visa will be paid by the participant.

10. TRAVEL PROCEDURES

The participants have to book and assume the travel expenses by themselves. Optionally, the participant can request that UAH buys the flight ticket using the [Travel Ticket Request Form](#) and sending it to UAH at least one month before the travel. In this case, the cost of this ticket will be deducted from the first payment of the grant. The sooner this request is sent to UAH, the cheaper the flight ticket will be.

After buying the flight tickets, participants will send to UAH a copy of their boarding passes (or will upload them in the KA107-APP platform) and will keep their originals.

Information on how to reach Alcalá de Henares city from the airport in Madrid can be found [HERE](#).

11. REPORTS

- **Final EU Survey:** At the end of the period abroad, all mobile students and staff will be required to submit a final report via an **online EU Survey**. Students will receive the invitation by e-mail one month before the end of their mobility period, and the final submission of the survey will be necessary for the payment of the final second payment to the participant. Staff will be expected to complete the survey at the end of their mobility period.

In this EU Survey all the participants will report also on the quality of the recognition process made by the home institution, via the specific sections on recognition, the results of which will be carefully monitored.

- **Interim Report for UAH:** All the students (NOT the staff) will fill an Interim Report for UAH in the middle of the semester, when requested by UAH. This report will inform about the problems and difficulties experienced so far during their mobility and the solutions found (if any), and will be sent by email to UAH. These reports will be used by the Erasmus+ KA107 managers in home and host universities in order to solve the problems detected as soon as possible.
- **Final Report for UAH:** All participants (students and staff) will also fill in another Final Report for UAH about their mobility and will send it by email to UAH or uploaded to the KA107-APP, informing about any practical data that can be useful for future similar participants. These reports will be published in the [website of the project](#).

12. INSURANCE

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, if needed. The insurance should cover health, travel, civil liability, accidents and repatriation, during all the period of the mobility in the host country. The expenses of such insurance will be paid by the participant, who must buy it **before the start of the mobility**. The participant will have to provide to UAH a copy of the Insurance Policy and a signed **Declaration of Responsibility** confirming that he/she has bought an Insurance with all the coverings mentioned above.

Optionally, the participants (only for students, not for staff) can buy online the insurance in the Spanish companies [ONCAMPUS](#), [ARAG](#) or [ASISA](#), which provides good and not expensive insurance for Erasmus+ students. In this case, UAH will reimburse to the student a big part of the cost of the insurance, included in the first payment of the grant. And in this case, there is no need to provide the "Declaration of Responsibility".

13. SUMMARY: OBLIGATIONS OF THE MOBILE PARTICIPANTS

- The candidates will have to send the **Application Form** for these Erasmus+ grants to their home International Office by the deadline established by this office.
- Once selected and accepted in the host university, the participants have to apply for the **Visa** and obtain it in their home country. The UAH will send the Acceptance Letter for the Visa in due time for this purpose. The Visa will be paid by the participant.
- The participants have to book and assume the **travel expenses** by themselves. Optionally, the participant can request to UAH to buy the flight tickets, and then this expense will be deducted from the first payment of the grant.
- The participants (students and staff) will contract a **health, accident, travel and repatriation insurance before leaving the home university**. This insurance must be valid during all the period of the mobility until the return. It is recommended to buy this insurance in the Spanish companies [ONCAMPUS](#), [ARAG](#) or [ASISA](#).

- The participants (students and staff) will organize their own **accommodation in the host university**. The International Office in the host university will support the participants in the search of accommodation, if necessary.
- **Before the mobility**, the participant must sign the **Grant Agreement**, and must have an initial **Learning Agreement** (students) or a **Mobility Agreement** (staff) signed by home and host universities.
- For students, the reference number of ECTS credits to enroll at the host university per semester is 30 and the minimum 18.
- Once in the host university, the students have to **attend lectures** as approved in the Learning Agreement.
- The participants must inform the home and host universities in case of an earlier departure back to home.
- The students have to attend the monitory meetings proposed by the host university. In UAH these will be 3 meetings, one at the beginning of the semester, another in the middle and a final one at the end of the semester.
- The students must fill in an **Interim Report** established by UAH in the middle of the semester, when requested by UAH.
- All the participants (students and staff) must fill in the **Final Report** established by UAH and the **Final EU Survey** required by the Erasmus+ platform at the end of the mobility period.
- **Mobility for Teaching**: Selected academic participants will teach at the host university a minimum of **8 hours** of teaching.
- **Mobility for Training**: Selected staff participants will carry out training activities in the host university (excluding only attendance to conferences), with a minimum of **8 hours**.
- **Mobility for Teaching+Training**: Selected academic participants will teach at the host university a minimum of **4 hours** of teaching and will carry out training activities a minimum of **4 hours**.

14. WEBSITE OF THE PROJECT

UAH provides a website dedicated to the Erasmus+ KA107 project, during the successive academic years: <http://www3.uah.es/ka107>
This website lets you choose the desired Academic Year of the mobility and provides information about the Partners of the project in the different countries, number of scholarships for each one, money of the scholarships, courses delivered in UAH in English and Spanish, contact emails of UAH and partner universities, FAQ (Frequently Asked Questions), Factsheet of UAH and partners, language requirements, deadlines for students, students and staff final reports, accommodation in UAH, academic calendars in UAH and partners, and forms to be used in this project.

15. APP PLATFORM OF THE PROJECT

UAH also provides an online platform for the Erasmus+ KA107 project: enter the website of the project mentioned above and click on **LOG-IN**. For accessing, UAH must provide a UserName and a Password.
This platform provides information about all the mobile participants of the project, incoming and outgoing, students and staff, during all the successive years of this project. All the relevant documents of the participants are accessible in this platform

for the International Offices of all partner universities and UAH, and also for each participant and for their Academic Coordinators in UAH.
All participants will be initially registered by UAH in this platform, and will be invited to enter, to fill-in all their personal data and to upload the required missing documents.