

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAMME
CALL FOR APPLICATIONS FOR MOBILITY BETWEEN A4U UNIVERSITIES AND
PARTNER UNIVERSITIES IN RUSSIA
2017-2018 ACADEMIC YEAR**

1. Purpose of the Call

Alliance of 4 Universities (A-4U) is a strategic partnership of four Spanish public universities: Universitat Autònoma de Barcelona, Universidad Autónoma de Madrid, Universidad Carlos III de Madrid, and Universitat Pompeu Fabra en Barcelona. One of the objectives of A4U internationalization strategy of A-4U is to promote mobility with leading universities in countries with emerging economies such as Russia.

A4U has been awarded funds under Erasmus+ International Credit Mobility Programme, which enables students and Faculty from A4U universities and its partner universities in Russia (see list below) to undertake a mobility stay in Russia and Spain respectively.

The main purposes of this call are:

- To offer training, research and study development opportunities to students and faculty at participating universities in Spain and Russia.
- To help students and Faculty achieve sustained improvements in knowledge, teaching and research skills.
- To improve participants' language and cultural skills, promoting mutual enrichment and understanding.
- To forge and deepen lasting links between A4U universities and its partner universities in Russia, thus enhancing transnational academic cooperation.

Mobilities announced in this call should be undertaken during 2017-2018 academic year, and end before 31 July 2018.

2. Participating Higher Education Institutions

The participating Higher Education Institutions (HEIs) in Spain and Russia are:

Spain	Russia
Universitat Autònoma de Barcelona Universidad Autónoma de Madrid Universidad Carlos III de Madrid Universitat Pompeu Fabra in Barcelona	Higher School of Economics Kazan State Technological University Lomonosov Moscow State University Moscow Power Engineering Institute Moscow State Law Academy New School of Economics North-West Institute of Management Omsk State University Pyatigorsk State Linguistic University Russian Presidential Academy of National Economy and Public Administration (RANEP) Russian State University for the Humanities Southern Federal University St. Petersburg State Polytechnic University St. Petersburg University of Information Technologies, Mechanics and Optics (ITMO) Strelka Institute

3. Grants to be awarded

Grants will be awarded on a strictly competitive basis, with no prior allocation made to participating universities.

There are 8 grants available, distributed as follows:

From	To	Level	Number of grants	Maximum duration of stay	Total
Russia	Spain	Bachelor	2	5 months	8
		PhD	1	5 months	
		Faculty	1	5 days	
Spain	Russia	Bachelor	2	5 months	
		PhD	1	5 months	
		Faculty	1	5 days	

The mobility period for Bachelor and PhD students can be from a minimum of 3 months to a maximum of 5 months. If the mobility period exceeds 5 months, it will not be covered by the grant.

The mobility period for Faculty is 5 days maximum plus 2 days for travel. In total, 7 days will be covered by the grant. Any additional period will not be covered by the grant.

An Interinstitutional Agreement between the sending and the receiving universities must be signed before the start of the mobility.

4. Subject areas

The call is open to all subject areas. However, the applicants must check that the requested mobility matches the offer available at the host university. Please refer to Annex 1 for web links to course offers at each participating university in Spain and Russia.

5. Eligibility requisites

To be eligible, applicants must fulfill the following general condition:

- Assume responsibility for performing the mobility **during 2017-2018 academic year, and always end the mobility before 31 July 2018.**

Note added as of 28 March 2017: Lower priority will be given to applicants who have already participated in mobility actions (for students, in the same study cycle) under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme. In the case of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees, previous participation is only taken into account for scholarship holders.

Specific requisites for **Bachelor students:**

- For Bachelor students: there needs to be a **pre-existing exchange agreement between the sending and receiving institutions (interinstitutional agreement or an exchange agreement)**. That is, Bachelor students can apply for a grant to undertake mobility in the framework of an already existing mobility agreement. Please refer to Annex 2 for the list of valid agreements.
- To be enrolled at their sending institution at the time of application and during the mobility.
- To be nominated for mobility by their sending institution.
- To submit a **Learning Agreement Proposal** signed by the receiving and the sending institutions. Please refer to the templates published together with the call.
- If the planned mobility activities will be conducted in a language that is not the native language of the applicant, to have an appropriate level of the language of instruction, **B1 being the minimum level. Please check with the sending institution that you have the level required.**

Specific requisites for **PhD students:**

- To be enrolled at their sending institution at the time of application and during the mobility.
- To submit a **Mobility Agreement Proposal** signed by the receiving and the sending institutions. Please refer to the templates published together with the call.
- If the planned mobility activities will be conducted in a language that is not the native language of the applicant, to have an appropriate level of the language of instruction, **B2 being the minimum level. Please check with the sending institution that you have the level required.**

Specific requisites for **Faculty:**

- Have a contractual relationship with their sending institution at the time of application and during the mobility.
- Submit a **Mobility Agreement Proposal** for teaching staff, which includes at least 8 hours of teaching activity, signed by the receiving and the sending institutions. Please refer to the templates published together with the call.

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- If the planned mobility activities will be conducted in a language that is not the native language of the applicant, to have an appropriate level of the language of instruction, **B2 being the minimum level. Please check with the sending institution that you have the level required.**

It is important that at the time of application learning agreements (for bachelor students) and mobility agreement proposals (for PhD and Faculty) be signed by the mobility participants, the receiving and the sending institutions. Scanned signatures will be accepted.

6. Timeline

Below is the timeline for the activities that will take place before the mobility. The call will open upon its publication on A4U website.

Deadline for submission of applications	21 April
Publication of the eligibility results	25 April
Period for amendments to the application	26 April – 2 May
Publication of final results	15 May

Please note that A4U universities will be closed for Easter holidays from 10 to 17 of April 2017.

7. Application process

The call will be published on A4U website <http://alliance4universities.eu/en/mobility-scholarships/>. All partner universities websites will refer to it by publishing an announcement.

Applicants must complete an online application form and attach the following documentation:

Level	Documents to be submitted
Bachelor	<ul style="list-style-type: none"> – On-line application form – Transcript of academic records – Learning Agreement Proposal signed by the applicant, sending and receiving institution. Applicants should complete ONLY the 1st page. – Nomination letter – Motivation letter

PhD	<ul style="list-style-type: none"> – On-line application form – CV – Mobility Agreement Proposal signed by the applicant, sending and receiving institution – Motivation letter
Faculty	<ul style="list-style-type: none"> – On-line application form – Abridged CV – Mobility Agreement Proposal signed by the applicant, sending and receiving institution – Motivation letter

Bachelor applicants should first check Annex 2 to see what agreements their sending university has signed. Then they should contact the International Office at their sending university to ask what areas/courses are covered by these agreements and how to become nominated. Their sending university will also assist them in getting signatures for the learning agreement.

In case PhD and Faculty applicants want to apply for more than one university, they must prioritize their choices on the application form and produce their mobility agreement proposal for their first choice only.

Final selection results will be published in A4U website <http://alliance4universities.eu/en/mobility-scholarships/> and will be announced to the beneficiaries and partner universities by e-mail.

8. Evaluation criteria

The selection process will be based on the principles of equity, fairness and transparency.

Evaluation criteria for **Bachelor students:**

- Transcript of academic record (80%)
- Motivation letter (20%)

Evaluation criteria for **PhD students:**

- Academic record according to CV (40%)
- Quality of Mobility Agreement Proposal and expected contribution to common academic interests between the sending and receiving partner institutions (40%)
- Motivation letter (20%)

Evaluation criteria for **Faculty**:

- Academic record according to CV (40%)
- Quality of the Mobility Agreement Proposal and expected contribution to common academic interests between the sending and receiving partner institutions (40%)
- Relevance to institutional ties between sending and receiving institutions (20%)

9. Selection process

All participating universities, both from Russian and from A4U universities, are involved in the selection process and share responsibility for the selection results.

Once the call closes, eligibility results will be published listing a) applicants with correctly submitted applications and who proceed to selection, b) applicants with incorrectly submitted applications and who have 5 working days for correcting the errors.

After that participating universities will review the submitted applications and prioritise them according to the evaluation criteria, while making sure the candidates have necessary linguistic requisites.

Once the prioritization process by participating universities is complete, applications will be evaluated by A4U Selection Committee consisting of Vice-rectors for International Relations of A4U universities and Directors of International Relations Offices, with the support of mobility personnel from A4U universities and A4U Mobility Coordinator. The final results will be published on A4U website <http://alliance4universities.eu/en/mobility-scholarships/>.

10. Grant amount and payment procedure

The mobility grant is a flat rate grant calculated at a monthly rate. It consists of a travel allowance and a monthly/daily subsistence allowance according to the flat rates determined by the Erasmus+ Programme.

From	To	Level	Subsistence allowance	Travel allowance	Maximum duration of mobility
Russia	Spain	Bachelor	800€ monthly	530€	5 months
		PhD	800€ monthly	530€	5 months
		Teaching staff	120€ daily	530€	5 days ¹
Spain	Russia	Bachelor	650€ monthly	530€	5 months
		PhD	650€ monthly	530€	5 months
		Teaching staff	160€ daily	530€	5 days ²

Grants are a **contribution** towards the costs of the planned Erasmus+ mobility period³.

¹ The grant will cover 7 days in total: 5 working days plus 2 days of travel.

² The grant will cover 7 days in total: 5 working days plus 2 days of travel.

³ As a guideline, the average monthly living expenses in Madrid or Barcelona are 500€ for accommodation in student residence (an apartment shared with other students might be cheaper) and €250 for food.

Payment of grant to students

Students going from Spain to Russia: The grant will be paid in two instalments via a bank transfer into the participant's bank account. The first instalment of 70% of the total grant will be paid once the student has registered at the receiving university. The second instalment of 30% of the total grant will be paid at the end of the mobility after the student has received a certificate of attendance from the receiving university and has completed the online EU survey.

Students going from Russia to Spain: the procedure is as above, with the only difference that the participant needs to open a bank account in Spain, and this is where their grant will be paid.

Payment of grant to Faculty

The grant will be paid in one instalment to the beneficiary once the certificate of attendance from the receiving university has been issued and the participant has completed the online EU survey.

Grants amounts will be calculated according to the real arrival and departure dates reported by the receiving institutions, taking into consideration their academic calendars.

Important: Beneficiaries will need to book flights and accommodation in the country of destination. For this, they will need to advance their own funds since the mobility grant will be paid only once their stay begins or ends as in the case of Faculty. Receiving universities can provide assistance to participants in finding suitable accommodation.

11. Rights of the beneficiary

- To perform the entire mobility period awarded between 3 and 5 months for students (3 months being the minimum and 5 months being the maximum), and 5 days for Faculty without extensions. The grant received must coincide with the actual dates of the mobility period.
- To receive the grant according to the amounts set out in the Erasmus+ Programme guidelines. The expenses not covered by the grant will be borne by the beneficiary.
- To benefit from tuition fee waiver as a student, notwithstanding other fees for the use of certain services or activities that might be applicable.
- To receive information and advice on the application procedure, as well as pre-departure and on-site guidance, from the receiving university.
- To have the study or teaching period abroad recognized by their sending university.

12. Obligations of the beneficiary

- To be in possession of adequate insurance throughout the mobility period according to Erasmus+ programme rules. Insurance will be arranged and paid for by the Alliance 4 Universities.
- To obtain the visa for the stay in the receiving country.
- To book flights and accommodation in the country of destination. For this, beneficiaries will need to advance their own funds since the mobility grant will be paid only once their stay begins or ends as in the case of Faculty. Receiving universities can provide assistance to participants in finding suitable accommodation.
- To carry out the mobility stay according to the proposal and dates committed, during 2017-2018 academic year, always ending before 31 July 2018.

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- To complete all procedures and fill in the required documents as required by the Erasmus+ Programme before, during and after the mobility period, meeting the deadlines established by A4U. Before mobility: signature of the Grant Agreement and the Learning/Mobility Agreement Proposal. After mobility: submission of the Certificate of Attendance and online EU survey.
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions.

13. Information

Should any doubt arise over the interpretation of this Call, the Selection Committee will decide, and interpret, in any case, in the light of the guidelines of Erasmus+ Programme.

A4U Mobility Coordinator will be in charge of the general coordination and management of this call, and will be the first point of contact for applicants and beneficiaries.

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A4U Mobility Coordinator
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International Relations Services at each A4U receiving institution will take care of their respective incoming and outgoing mobility students and Faculty.

Updated information and selection results derived from this Call will be published on A4U website <http://alliance4universities.eu/en/mobility-scholarships/>

Barcelona, 8 March 2017

Jaume Casals Pons
President of Alliance 4 Universities

Annex 1

Course offer at each participating university in Spain and Russia

When selecting courses, it is recommended to contact the university of destination to check that the course offer has not changed.

SPAIN	
Universitat Autònoma de Barcelona	www.uab.es/degrees www.uab.cat/postgraduate
Universidad Autónoma de Madrid	http://www.uam.es/UAM/(en)-Grados/1242662979898.htm?language=en&nodepath=Undergraduate%20Studies http://www.uam.es/UAM/(en)M%C3%A1steres-Oficiales-2014/2015/1242670751438.htm?language=en&nodepath=Official%20Master%20Degrees https://www.uam.es/ss/Satellite/es/1234895363737/listadoEstudios/Listado_de_Programas_de_Doctorado.htm
Universidad Carlos III de Madrid	www.uc3m.es/bachelor_list http://www.uc3m.es/ss/Satellite/Doctorado/en/PortadaMiniSite/1371210283738/
Universitat Pompeu Fabra	www.upf.edu/undergraduate www.upf.edu/mastersdegrees www.upf.edu/doctorate
RUSSIA	
Russian Presidential Academy of National Economy and Public Administration (RANEPA)	www.rsc.ranepa.ru http://rsc.ranepa.ru/events/1981/
Higher School of Economics	hse.ru/admissions
New School of Economics	http://www.nes.ru
Moscow State Law Academy	
Russian State University for the	http://rggu.com/intstudents/list/ https://www.rsuh.ru/ruslang/en/

Humanities	
Lomonosov Moscow State University	www.msu.ru/en/
Moscow Power Engineering Institute	http://mpei.ru/lang/en/Pages/default.aspx
Strelka Institute	
St. Petersburg University of Information Technologies, Mechanics and Optics (ITMO)	http://en.ifmo.ru/en/page/295/Majors_&_Courses.htm
St. Petersburg State Polytechnic University	www.spbstu.ru , http://eng.spbstu.ru/academic-programs/academic-programs/
North-West Institute of Management	http://www.sziu.ru/publication/1236/for-incoming-students/
Kazan State Technological University	http://kstu.kstu.ru/knrtu/article.jsp?&id_e=15009
Southern Federal University	http://sfedu.ru/www/stat_pages22.show?p=INR/N12344/P
Pyatigorsk State Linguistic University	
Omsk State University	http://www.omsu.ru/about/structure/general/omp/kursy-na-angliyskom.php/

Annex 2

List of exchange agreements valid for mobility of Bachelor students

Universitat Autònoma de Barcelona (UAB)

- St Petersburg North West Institute
- Russian State University for Humanities
- Russian Presidential Academy of National Economy and Public Administration (RANEPA)
- New Economic School
- Southern Federal University
- Higher School of Economics
- Pyatigorsk State Linguistic University
- Kazan State Technological University

Universidad Autónoma de Madrid (UAM)

- Higher School of Economics
- Russian Presidential Academy of National Economy and Public Administration (RANEPA)
- Lomonosov Moscow State University

Universidad Carlos III de Madrid (UC3M)

- Higher School of Economics
- Moscow Power Engineering Institute
- Omsk State University
- Russian State University for Humanities
- New Economic School
- Saint Petersburg Polytechnic University

Universitat Pompeu Fabra (UPF)

- Higher School of Economics
- St. Petersburg Polytechnic University
- St. Petersburg University of Information Technologies, Mechanics and Optics (ITMO)
- Russian Presidential Academy of National Economy and Public Administration (RANEPA)
- Russian State University for Humanities
- Southern Federal University
- Lomonosov Moscow State University
- Kazan State Technological University
- New School of Economics