

**ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAMME  
CALL FOR APPLICATIONS FOR BACHELOR, MASTER, PHD STUDENTS AND  
STAFF MOBILITY BETWEEN A4U UNIVERSITIES AND PARTNER  
UNIVERSITIES IN SOUTH AFRICA DURING  
2021-2022 and 2022-2023 ACADEMIC YEARS**

**1. Purpose of the Call**

Alliance of 4 Universities (A4U) 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 in Barcelona. One of the objectives of A4U internationalization strategy is to promote mobility with leading universities in non-European countries.

A4U has been awarded funds under Erasmus+ International Credit Mobility Programme, which enables staff and students from A4U universities and partner universities in the above mentioned countries to undertake a mobility stay.

The main objectives of the mobilities are:

- To offer training, research and study development opportunities to students and staff at participating universities.
- To forge and deepen lasting links between A4U universities and its partner universities thus enhancing transnational academic cooperation.
- To improve participants' language and cultural skills, promoting mutual enrichment and understanding.

Staff and PhD student mobilities announced in this call can be carried out during the remainder of 2021-2022 academic year and the whole of 2022-2023 academic year. Bachelor and Master student mobilities should be planned for 2022-2023 academic year. All mobilities should take place during the period of academic activity at the host university and end by 31 July 2023.

**2. Participating higher education institutions and number of available grants**

<b>SPAIN</b>	<b>SOUTH AFRICA</b>
<ol style="list-style-type: none"><li>1. Universitat Autònoma de Barcelona</li><li>2. Universidad Autónoma de Madrid</li><li>3. Universidad Carlos III de Madrid</li><li>4. Universitat Pompeu Fabra, Barcelona</li></ol>	<ol style="list-style-type: none"><li>1. University of Pretoria</li><li>2. University of the Witwatersrand</li><li>3. Stellenbosch University</li><li>4. University of Cape Town</li><li>5. University of Western Cape</li><li>6. University of the Free State</li></ol>

From	To	Level	Number of grants	Duration of stay	Grant amount		
					Subsistence	Travel	Total grant
South Africa	Spain	Bachelor, Master or PhD students	Applications are accepted	3-5 months	€850/month	€1.500	€4.050-€5.750
		Staff	3	5 days	€160/day	€1.500	€2.620
Spain	South Africa	PhD	Applications are accepted	3-5 months	€700/month	€1.500	€3.600-5.000
		Staff	1	5 days	€180/day	€1.500	€2.760

4 grants are available for incoming and outgoing staff. Applications from incoming and outgoing students will also be accepted and considered for award if the staff categories do not fill in.

### 3. General conditions

The call is open to all subject areas. Applicants must check that the requested mobility matches the offer available at the host university.

The mobility grant consists of a travel allowance and a monthly subsistence allowance according to the flat rates determined by the Erasmus+ Programme. It is a **contribution** towards the costs of the planned Erasmus+ mobility period<sup>1</sup>.

The selected participants are free to make travel and accommodation arrangements that best suit their needs. Important: For booking their flights and accommodation, selected participants need to advance their own funds since the mobility grant will be paid only once their stay begins (see procedures for grants payment in section 8). It is highly advisable to make bookings (flights, accommodation etc.) on conditions that allow full reimbursement in case of cancellation of travel.

#### 3.1. Student mobility

The duration of student mobility is from 3 to 5 months. During mobility, Bachelor and Master students are expected to follow the chosen courses and take exams as required. The credit workload at the receiving institution should be comparable to a full-time credit workload at home institution. PhD students should engage in research towards their doctoral thesis.

The mobility can be conducted onsite, online or in a blended mode. The grant will be paid in case the mobility comprises an onsite stay of a minimum of 3 months.

<sup>1</sup> As a guideline, the average monthly living expenses in Madrid or Barcelona are 600€ for accommodation in student residence (an apartment shared with other students might be cheaper) and €250-350 for food.

### 3.2 Staff mobility

The mobility period for staff is 5 days with 2 days for travel, covering 7 days in total.

Staff mobility can be for teaching, training, or both. Teaching and administrative staff can apply, with priority being given to the former.

- During mobility for *teaching*, staff should deliver at least 8 hours of teaching.
- During mobility for *training*, staff should receive training, engaging in professional development activities such as training events (excluding conferences), job shadowing or observation periods at the receiving institution.
- Mobility can also be for *teaching and training*. In this case, the minimum number of hours of teaching is 4 hours per week.

Staff mobility can be conducted onsite, in which case the grant will be paid, or online, in which case grant will not be paid as there are no travel expenses involved.

An **Interinstitutional Agreement** between the home and the host universities must be signed before the start of any mobility.

## 4. Eligibility requisites

To be admitted to the selection process, applicants must fulfill the following conditions:

- To take responsibility for carrying out the mobility in 2021-2022 or 2022-2023 during the period of academic activity based on the academic calendar of the host university, and end the mobility by 31 July 2023.
- If planned mobility activities are to 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. Applicants should check with their sending institution if they have the level required.**
- To submit all the required documents before the application deadline. Since completing and getting a learning/mobility agreement signed takes time, applicants are strongly advised to start preparing their application as early as possible and to submit it well before the deadline so that there is time to check it and make sure it is complete.
- **Specific requisites for students:** To be enrolled for studies at their sending institution at the time of application and during the mobility.
- **Specific requisites for staff:** to have a contractual relationship with their home institution at the time of application and during the mobility. **For staff going from Spain abroad:** associate members of staff (professor asociado) are not eligible to apply.

Lower priority will be given to applicants who have already participated in mobility actions 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.

#### 4. Timeline

Call opens	<b>Upon publication on A4U website</b>
Call closes	<b>12 November 2021 at 24:00 Central European Time</b>
Publication of selection results	<b>17 December 2021</b>

#### 6. Application process

The call and the application form 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:

##### **Bachelor and Master students:**

1. **Transcript of academic records (ToR).** In case of Master students, transcripts of academic records for both Bachelor degree and Master courses already taken should be submitted.
2. **Letter of support** provided by the sending university, which should indicate the average mark for the applicant's transcript of records (in case of Master students, for two transcripts of records), and confirm that the applicant's level of language is minimum B2.
3. **Learning Agreement** signed by the applicant and the sending institution. Applicants should complete ONLY the 1<sup>st</sup> page of the Learning Agreement. Scanned signatures are accepted.
4. **Recommendation letter**, which should not be attached to the online application form but instead sent directly by an academic referee to [coordinacion@a-4u.eu](mailto:coordinacion@a-4u.eu) with "Recommendation letter" in subject line before the application deadline.
5. **Motivation letter** provided by the applicant.

### **PhD students:**

1. **CV.**
2. **Learning Agreement** signed by the applicant, the thesis supervisor at the home university and the host academic at the receiving university. Applicants should complete **ONLY** the first 2 pages of the Learning Agreement. Scanned signatures are accepted.
3. **Recommendation letter**, which should not be attached to the online application form but instead sent directly by the academic referee to [coordinacion@a-4u.eu](mailto:coordinacion@a-4u.eu) with "Recommendation letter" in the subject field by 5 November 2021.

### **Staff:**

1. **Abridged CV**
2. **Mobility Agreement** for teaching or training, signed by the applicant, and the responsible academic (head of host Faculty or Department, or the host academic) at home and host institutions. Scanned signatures are accepted.

It is possible to apply for two destinations, in which case the applicant should submit two separate applications. ToR, letter of support, recommendation letter and CV can be the same in both applications. Learning/mobility agreement and motivation letter should each be specific to the receiving institution.

International Offices of the participating institutions will assist applicants in the application process. For contact details of A4U universities, please check Section 11 of this Call. Contact details of South African partner universities can be found in the factsheets available on A4U website.

Candidates with special needs or disabilities are welcome to apply. Additional funding to cover costs directly related to their participation in the mobility can be obtained, and is conditional on the approval of the Spanish National Agency. The request for additional financial support should be made separately from the application form.

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.

## **7. Evaluation criteria and selection**

Grants will be awarded through a selection process, based on the quality evaluation of applications and following a procedure which guarantees transparency and fairness.

### **Evaluation criteria for Bachelor and Master students:**

- Academic qualifications of the candidate based on the transcript of records (60% of the total score).

- Candidate's profile based on the recommendation (20% of the total score) and motivation letters (20% of the total score).

**Evaluation criteria for PhD students:**

- Quality of the research proposal in the learning agreement, matching with the research areas at the host university and expected impact of the research stay.
- Academic qualifications and research experience according to CV.
- Recommendation letter.
- Motivation according to the statement in the learning agreement.

**Evaluation criteria for staff:**

- Quality of the proposal in the Mobility Agreement, according to methodology, feasibility, teaching and learning innovation and/or curriculum development,
- Academic record of the candidate, including teaching experience, research, publications, etc. according to CV,
- Relevance and expected impact of the proposal for the host institution and added value upon return to the home institution,
- Motivation according to the statement in the mobility agreement.

Bachelor and Master applications will be evaluated by A4U Selection Committee consisting of the Directors of International Relations of A4U universities. PhD students and staff applications will be evaluated by A4U Selection Committee consisting of the Vice-Rectors of International Relations of A4U universities.

If two or more applications are of similar quality, the decision will be guided by:

- giving priority to applicants from disadvantaged backgrounds, according to the information provided by partner institutions,
- seeking a balanced distribution of grants among A4U universities.

In case selected applicants outnumber available grants, they will be placed on reserve list and called upon if a grant becomes available.

The Selection Committee reserves the right to re-distribute grants across categories (Bachelor and Master, PhD, staff, IN, OUT), depending on the number and quality of received applications.

The number of available grants is a minimum that will be awarded. More grants may be generated or extensions granted if selected students' stays are shorter than 5 months.

## 8. Grant payment procedure

The grant is calculated according to the real arrival and departure dates reported by the host institutions, taking into consideration their academic calendars.

Students going from South Africa to Spain: upon their arrival to Spain, the student needs to open a Spanish bank account, where their grant will be paid via a bank transfer. The first instalment of 70% of the total grant will be paid once the student has registered at the host university, signed the Grant Agreement and received the certificate of arrival. The second instalment of 30% of the total grant will be paid at the end of the mobility when the student has received a certificate of attendance from the host university and has completed the online EU survey.

Students going from Spain to South Africa: the procedure is as above, with the only difference that the grant will be paid into the participant's bank account in Spain. The participant should also complete the online EU survey.

Staff going from South Africa to Spain: Once the Grant Agreement and the certificate of attendance from the host university have been issued, the grant will be paid in one instalment by cheque. The participant should also complete the online EU survey.

Staff going from Spain to South Africa: Once the participant has signed the Grant Agreement, the home university has received the certificate of attendance, and the participant has completed the online EU survey, the grant will be paid in one instalment to the beneficiary's bank account.

## 9. Rights of the beneficiary

- To perform the entire mobility period, stipulated in the grant agreement. The received grant will be proportionate to the duration of mobility.
- To receive the grant according to the fixed rates set out in the Erasmus+ Programme guidelines. To benefit from the 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 from home university, as well as pre-departure and on-site guidance from the host university.
- To have the period abroad recognized by their home university.

## 10. Obligations of the beneficiary

- To be in possession of an adequate medical insurance throughout the mobility period according to Erasmus+ programme rules. All participants must be insured against the risks linked to their participation in mobility activities. The insurance must cover:
  - travel insurance, including damage and loss of luggage.
  - medical expenses, accidents and serious illness, including permanent or temporary incapacity,
  - death, including repatriation,
  - third party liability.

The cost of the insurance will be covered by the participants themselves. A4U recommends [OnCampus Estudia](#) insurance for students and [OnCampus](#) insurance for staff, but participants are free to choose a different product as long as it meets the above requirements.

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- To obtain the visa for the stay in the receiving country and bear the costs of obtaining the visa.
- To book flights and accommodation in the country of destination. For this, beneficiaries need to advance their own funds since the mobility grant will be paid only once their stay begins. Host universities can provide information to participants on how to find suitable accommodation.
- To carry out the mobility stay according to the proposal and dates committed, ending it by 31 July 2023.
- To participate, if requested, in sharing their mobility experience.
- To complete the required procedures and fill in the necessary documents as per Erasmus+ Programme before, during and after the mobility period, meeting the deadlines established by A4U. Before mobility: signature of the Learning/Mobility Agreement and the Grant Agreement. 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 home and host institutions.

## 11. Information

Should any doubt arise over the interpretation of this Call, the Selection Committees will decide on the case and interpret it in the light of Erasmus+ Programme Guidelines.

A4U International Project Manager will be in charge of the general coordination and management of this Call, and will be the initial point of contact for applicants and beneficiaries.

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International Relations Services at A4U universities will provide support to incoming and outgoing applicants at the application stage and during mobility.

Mobility Office at Universitat Autònoma de Barcelona (UAB):  
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International Relations Office at Universidad Pompeu Fabra (UPF):  
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for PhD students and staff [silvia.vilanova@upf.edu](mailto:silvia.vilanova@upf.edu) / +34 935 42 2063

Any additional information on this call will be published on A4U website  
<http://alliance4universities.eu/en/mobility-scholarships/>





Prof. Irene Martín Cortés  
Vice-Rector for Internationalisation of Universidad Autónoma de Madrid,  
on behalf of Alianza 4 Universidades Selection Committee

Madrid