



ANNEX III. GUIDELINES AND SCHEDULE ERASMUS+ KA171

Incoming staff and students

2023-2024 Academic Year (Project 2022)

This document is an integral part of the Erasmus+ KA 171 mobility call. dated 13rd June 2023 (<http://u.uma.es/dVW/>). The provisions of the general call will be followed.

Regarding the nomination of partner exchange incoming students and staff members under the framework of Erasmus+ ICM KA171 2023-2024, find below a guideline and schedule with the pre-selection phases and documents requested:

1. PRE-SELECTION PROCEDURE BY THE PARTNER UNIVERSITY

The entire pre-selection process at the home university will comply with the criteria of transparency, equal opportunities for applicants and the inter-institutional agreements previously signed.

The partner universities will prepare their own mobility calls or announcements and they will refer to UMA Erasmus+ KA 171 mobility call in their own announcements.

The specific pre-selection criteria will be drawn up and published on the web pages and social networks of each of the home universities and will be disseminated, as far as possible, in the local and regional media.

So that the Evaluation Committee of the Vice-Rectorate for Mobility and International Cooperation at UMA can assess the adequacy of the profile of the candidates nominated, we strongly recommend the following scale criteria that comply with the criteria of transparency, inclusion, and equal opportunities for applicants, established in the IIA previously signed and EU recommendations.

**Selection criteria.**

Detailed and updated information available on: <http://u.uma.es/d3b/>

Requirement	Details	POINTS
Academic requirements (SMS)	Grades above average-higher than 8 on a 1/10 scale	1
First participation in Erasmus+(SMS and STAFF)	First stay in Erasmus+	1
Spanish certificate (SMS and STAFF)	Spanish certificate (B2/C1 or higher level) B1- 1 point B2 – 2 points C1 or C2 -3 points Only one certificate with the highest qualification will be evaluated	1-3
Previous cooperation (STAFF)	Adequacy of the proposal (Planned Work Plan)	1-2
<u>Inclusion</u> (SMS and STAFF)	Disabilities	3
<u>Fewer Opportunities/Barriers</u> (SMS and STAFF)	Fewer Opportunities	2

In addition to the above selection criteria, each institution may establish new criteria that should indicate in the **“Letter of Nomination”** (Annex I A)

The partner universities will choose among their applicants for Student (SMS) and/or Staff mobilities (STA/STT) with the highest score, according to the established scale, which should have been duly announced in the mobility call text published by each university.

All selected candidates must comply with the requirements of both home and host university regarding all the requested documents and proof of the stay.

The nomination does not imply the granting of a grants, which will be subject to available funding and the pre-selection and definitive admission of the students/staff published.

2. PROCEDURE FOR THE NOMINATIONS OF PARTICIPANTS FROM THEIR PARTNER UNIVERSITY TO THE UNIVERSITY OF MALAGA

To formalize the nomination, the partner universities must complete the on-line application form ([students](#) and/or [staff](#)) on UMA website and upload the required documents (table below) for candidates selected in the application form:



- **Passport (SMS/STAFF)**
- **Annex I-A. Letter of Nomination and Absence of conflict of interest (SMS/STAFF)** signed and stamped in Excel and PDF format.

The partner universities can establish, in addition to the list of nominees previously agreed in the interinstitutional agreement, a reserve list of staff members and students. In the event that all places are not filled, the UMA will proceed to evaluate the reserve list of each university.

- **Annex I-B Learning Agreement (SMS)/Annex I-C. Mobility Agreement (Staff)**
- **Annex I-C. Abstract of the PhD/Master Research (SMS)**. (Annex I) and written approval from the coordinator for Master's or PhD degree- Only postgraduate students
- **Proof of candidate merits and inclusion criteria (SMS and STAFF)**
- **Proof of enrolment SMS)/ Proof of employment link with your institution (STAFF)** (e.g.: copy of the employment contract with dates of duration).
- **Call for applications at home university.**
- **Proof of dissemination of the call for applications at home university (web/social media)**

3. NOMINATION DATES

Term duration	Nomination deadline
Winter Term: from mid-September to mid February Spring Term: from the end of January to mid July.	Winter Term: 12 nd July 2023* Spring Term: 1 st October-1 st November 2023

**Staff members and only postgraduate students*

Once the regular nomination period is over, and if there are any vacancies left in any given term, members may nominate later in the extraordinary periods established below:

1º extraordinary period: 1st-31st January 2024 to do the mobility from March onwards.

2º extraordinary period: 1st – 31st March to do the mobility from May onwards.

*Mobilities must be done before 26th July (+ 1 travel day)

After nomination, the selected candidates must formalize the Learning Agreement/Mobility Agreement with the University of Malaga contact that will host the mobility.

The partner universities may nominate as many students and staff members as there are available places for each university. However, the nomination does not imply the granting of a scholarship, which will be subject to available funding and the pre-selection and definitive admission of the student by the UMA.

The partner universities can establish, in addition to the list of nominees, a reserve list of students and staff member in the document “Annex I-A. Letter of Nomination and Absence of conflict of interest”. In the event that all places are not filled, UMA will proceed to evaluate the reserve list of each university.



Undergraduate students should contact for academic matters (learning agreements, courses, and degrees) with UMA international coordinators <http://u.uma.es/dvX/>

Postgraduate students (Master thesis or PhD) candidates looking for a supervisor for the research may contact:

- UMA Department: <http://u.uma.es/cZS/>
- The list of PhD studies: <http://u.uma.es/dOm/>

Staff members not participating in any of the international staff weeks organized by Vice-Rectorate for International Mobility and Cooperation who want to make a placement in University of Malaga should contact the professors of the faculties of their interest to organize and obtain their admission:

- University contact at UMA: <http://u.uma.es/dV2/>
- UMA Departments: <http://u.uma.es/cZS/>

4. PRE-SELECTION PROCEDURE BY THE UMA

Once the nomination period has closed, the Evaluation Commission of the International Relations Office at UMA will distribute the grants equitably, considering the score assigned to each candidate by the home university, the supporting documents provided in the nomination and the funds available (Interinstitutional agreements) for each partner university.

UMA will distribute grants and it will publish a provisional list with selected and rejected candidates, indicating the causes of exclusion.

There will be a period of 5 natural days starting from the day after the publication of the provisional list to correct and improve the application. The appropriate allegations must be sent by email to icm@uma.es.

Once the correction period ends, allegations are resolved and all requirements are fulfilled, UMA will confirm the acceptance of the nominated candidates, publishing on its official website a definitive list of admitted candidates/participants selected (with full grant and "Zero Grant") and excluded candidates, as well as a list of the applicants who have not obtained a place due to having a grade lower than the last selected one, in order to create a waiting list for possible resignations.

Selection results will be published in <http://u.uma.es/d3g/> (staff), <http://u.uma.es/d3a/> (students) and will be announced to the beneficiaries and partner universities by e-mail.

The final acceptance will be subjected to the fulfilment of the administrative procedures.

The selected candidates will receive an email with instructions on how to proceed.

Participants will arrange their own visa, take out a travel insurance (the one taken out by the UMA) look for accommodation and buy tickets to arrive in Málaga on time.