

## PROTOCOL OF MANAGEMENT OF ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM) PROJECTS

Below is an outline of A4U and each partner university's tasks and responsibilities during 2 main stages of Erasmus+ projects:  
call for applications and implementation of mobilities.

	TIMELINE	RESPONSIBILITIES OF A4U	RESPONSIBILITIES OF PARTNER UNIVERSITY
CALL FOR APPLICATIONS	November	DRAFTING CALLs for Undergraduate and Master students, PhD and Staff	
	December-January	INFORMING partner Universities of the call and POSTING it on A4U website	DISSEMINATION of the Call among home students and staff using web announcements, information sessions, mailing lists, posters etc.
	January-April	Calls are open. RECEIVING APPLICATIONS and verifying eligibility requirements	<p>VERIFYING ELIGIBILITY: checking that applicants have the required language level, are enrolled for studies (for students) or have a valid working contracted (for staff) with the sending institution, that the mobility dates are within the period covered by the call.</p> <p>PROVIDING SUPPORT TO APPLICANTS: helping incoming staff and PhD applicants find an academic host/supervisor, helping Bachelor and Master applicants formalize their Learning Agreements, issuing letters of support and transcript of records that are part of application documents.</p> <p>Partner universities may be approached directly by their applicants for support. If applicants contact A4U directly, partner university will be copied in the email exchanges between A4U and the applicant so that all involved are in the loop.</p>
	April-May	Calls close. Selection. PUBLICATION of selection results on A4U website, partner universities and all who applied are notified by email.	
IMPLEMENTATION OF MOBILITIES	Before mobilities take place: from June onwards	A4U issues GRANT LETTERS for all successful candidates.	<p>INTERINSTITUTIONAL AGREEMENTS should be signed between home and host universities before any mobility takes place. A4U universities will initiate the signature of these agreements. All mobilities should take place in the framework of INTERINSTITUTIONAL AGREEMENTS.</p> <p>Partner universities issue ACCEPTANCE/INVITATION LETTERS for incoming students and staff, and provide information on accommodation, course enrolment, university services, provides visa support if necessary etc.</p>

	During mobility	A4U issues GRANT AGREEMENTS for each selected participants, processes the payment of the grants, helps with any problems that might arise.	<p>All partner universities issue ARRIVAL and ATTENDANCE CERTIFICATES to incoming students and ATTENDANCE CERTIFICATES to incoming staff.</p> <p>Learning and Mobility Agreements are updated in case of any changes.</p> <p>All partner universities PROVIDE NECESSARY SUPPORT TO INCOMING STUDENTS AND STAFF:</p> <p>Students should be included in integration activities (international welcome events, information sessions, buddy programmes, linguistic programmes etc.), and have academic tutoring and administrative support during their stay. Their progress should be monitored by the host department/supervisor, International Office or another designated responsible person.</p> <p>Staff are integrated and looked after by the host academic/department during their stay</p>
	After the mobility and throughout the project	<p>A4U communicates with and reports to the Spanish National Agency for the Internationalisation of Higher Education, which manages Erasmus+ funds in Spain.</p> <p>A4U is responsible for the overall coordination and management of the mobility projects.</p>	Within 5 weeks of the end of mobility and at the end of the academic year the latest, all partner universities ISSUE TRANSCRIPT OF RECORDS, which state the courses taken and the credits obtained during mobility, FOR INCOMING UNDERGRADUATE AND MASTER STUDENTS AND SEND THEM TO THE STUDENT, HOST UNIVERSITY and A4U.

### **ERASMUS+ DOCUMENTS**

1. LEARNING AGREEMENT for students and MOBILITY AGREEMENT for staff is where participating universities agree on the activities that the participant will undertake during the period abroad. It is signed by the academic supervisors/host at both universities and the participating student or staff member.
2. INTER-INSTITUTIONAL AGREEMENT is an agreement where the host and the home universities agree on the organization and management of mobilities. All mobilities should be covered by an inter-institutional agreement.
3. ARRIVAL CERTIFICATE FOR STUDENTS: Issued by the receiving university and given to the incoming student on the first day that s/he is present at the receiving university. University's own templates or the attached templates can be used.
4. ATTENDANCE CERTIFICATE FOR STUDENTS AND STAFF: Issued by the receiving university and given to the student/staff at the end of the mobility. University's own templates or the attached templates can be used.

5. GRANT AGREEMENT: Signed between each participant and A4U (the signature will take place at an A4U university).