



**ERASMUS+ KA171-HED INTERNATIONAL CREDIT MOBILITY PROGRAMME
CALL FOR APPLICATIONS MOBILITY GRANTS FOR BACHELOR STUDENTS AT
UNIVERSIDAD CARLOS III DE MADRID DURING THE 2024-25 ACADEMIC YEAR**

The Erasmus+ Program aims to improve the quality of Higher Education and to develop its European dimension, by strengthening transnational cooperation between Higher Education Institutions, promoting mobility, and improving transparency and academic recognition for skills and qualifications within the European Union.

Within the framework of the 2022 and 2023 projects of the Erasmus+ KA71-HED International Credit Mobility (ICM) Program, the Universidad Carlos III de Madrid (UC3M) has obtained funds for students' mobility during the academic year 2024-25, between UC3M and Non-European Partner Universities.

CALL FOR APPLICATIONS

1. Purpose of the Call

Call for mobility stays at Universidad Carlos III de Madrid for bachelor students from the following participating Higher Education Institutions: Ateneo de Manila University (The Philippines), Mapua University (The Philippines), and Victoria University of Wellington (New Zealand).

Mobilities announced in this call should be carried out in 2024-25 during the period of academic activity based on the academic calendar of the host university.

2. Grants

The selected students will benefit from a tuition fee waiver for courses taken at UC3M, notwithstanding other fees for the use of certain services or activities that might be applicable.

The Erasmus+ grant is a contribution to the costs of the planned Erasmus+ mobility period as follows:

Country	Sending University	Nº of grants	Duration of Stay	Grant Amount	
				Subsistence *	Travel
The Philippines	Ateneo de Manila University/Mapua University	1	2-5 months	850 €/month	1.500 €
New Zealand	Victoria University of Wellington	1	2-5 months	850 €/month	1.500 €

*Monthly Subsistence: 850 € /complete month + 1/30 of the monthly allowance for each additional day up to a maximum of 5 months.

The mobility period can be from a minimum of 2 months to a maximum of 5 months. The grant will be paid in case the mobility comprises an onsite stay of a minimum of 2 months.

The grant will also cover the travel assistance insurance expenses corresponding to the general policy offered by UC3M to international and exchange students.

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

Erasmus+ KA171-HED Call for Bachelor Students_2024-25 Academic Year

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MARUGAN CRUZ CAROLINA	18-04-2024 17:11:15

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payment in section 7). It is highly advisable to make bookings (flights, accommodation, etc.) on conditions that allow full reimbursement in case of cancellation of travel.

Students with special needs: Participants with special needs or disabilities, can apply to have 100% of their additional costs covered. Such additional costs can be for special accommodation, transportation, preparatory visits, and expenses of accompanying persons.

Eligible applicants:

- must have a certified disability equal to or greater than 33 percent, or
- have duly accredited physical, mental, or health-related conditions, such as serious or chronic illnesses, which prevent participation in mobility.

The request for the additional costs must be presented by the applicant, and have the support of the sending institution. Additional funding will be subject to approval by the Spanish National Agency.

3. Eligibility Requisites

Applicants must fulfill the following requisites:

- To be nominated by the sending University as an exchange student within the framework of the Erasmus+ Interinstitutional Agreement signed between UC3M and the partner institutions.
- If 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. The sending institution will check that the applicant has the required level before being nominated.
- To be enrolled for degree studies in the sending institution at the time of application and also during the mobility.
- To submit their complete application within the deadline.

4. Application and Deadline

The sending universities will pre-select the candidates according to the following procedure:

- Nominate the candidates in the traditional UC3M online NOMINATION WEB APPLICATION.
- In Addition, the sending universities will have to send to UC3M, by email to erasmuska171@uc3m.es, the following information on the nominated candidates that sending universities pre-selected for the grant:
 - **Learning Agreement** (Annex I) signed by the applicant and the sending institution, scanned signatures are accepted. It is only necessary to complete the 1st and 2nd page of the Learning Agreement. Other pages of the Learning Agreement will be filled in during and after the mobility.
 - **Motivation Letter** written by the candidate (free format and maximum two sides A4 format) explaining the reasons to participate in the Erasmus+ Program at UC3M.
 - The **Grade Point Average** (GPA) of the bachelor student.

Applications may be submitted up to and including the deadline of 15 May 2024.

5. Selection Process and Evaluation Criteria

FIRMADO POR	FECHA FIRMA
MARUGAN CRUZ CAROLINA	18-04-2024 17:11:15



The selection process of the grant beneficiaries will be based on the principles of equity, fairness, and transparency among those candidates nominated and pre-selected by the sending universities and shall be carried out by the UC3M Evaluation Committee, which shall consist of:

- Vice-Rector for Internationalization at UC3M (or the person delegated by same), who will act as President
- Head of Non-European Mobility at UC3M
- Erasmus+ KA171 ICM Coordinator at UC3M, who will act as Secretary

The Committee will take into account the following criteria and scales to award the grants:

- Grade Point Average (GPA): 80% of the total score
- Motivation letter: 20% of the total score

If two or more applications are of similar quality, the decision will be guided by giving priority to applicants from with special needs/disabilities or disadvantaged backgrounds, according to the information provided by partner institutions.

Participants from disadvantaged backgrounds may be eligible if they meet one of the following criteria:

- Recipient of state aid for studies or a fee waiver.
- Having a refugee status, subsidiary protection, or having applied for international protection in the sending country.
- Having a certified disability equal to or greater than 33 percent.
- Having duly certified minimum income or a similar subsistence minimum of the family unit.
- Being in a situation of persons at risk of social exclusion, duly certified.
- Large or single-parent families.
- Report by the social services of the appropriate administration certifying being in a situation of special need and social emergency, duly certified.
- Officially certified victims of terrorism, gender violence, or orphans.
- Officially certified situations of dependence, or participants with responsibility for dependent persons.

Sending institutions should indicate their disadvantaged status on the application and attach the official documentation certifying it.

The Vice-Rector for Internationalization will award the grants in light of the proposal made by the Evaluation Committee, which will also establish a reserve list of candidates who are not awarded the grant.

The number of available grants established in section 2 is a minimum that will be awarded. Depending on the availability of credit, further grants may be generated or extensions may be granted. In the case that new grants are generated, candidates will be called from the reserve list resulting from the selection process described above.

The resolution will be published on the UC3M website:

<https://www.uc3m.es/internacional/convocatoria-erasmus-credit-mobility-ka171#gradoymaster>

Erasmus+ KA171-HED Call for Bachelor Students_2024-25 Academic Year

3

FIRMADO POR	FECHA FIRMA
MARUGAN CRUZ CAROLINA	18-04-2024 17:11:15





The successful applicants will accept the grant by e-mail sent to erasmuska171@uc3m.es within 7 calendar days of the publication of the decision. In the subject of the e-mail, applicants must indicate "Name and Surname_University of Origin", and in the body of the message the acceptance or non-acceptance of the grant.

Non-acceptance will be understood as a renunciation of the grant, which will be allocated to the candidate who occupies the next place on the reserve list, and so on.

6. Obligations of the Beneficiaries

Acceptance of the grant by the beneficiary implies compliance with the rules laid down in this call for applications, and in particular:

- Carrying out the stay on the dates established in section 1 of this Call for Applications.
- Signing the Erasmus+ Program documents: Learning Agreement, Grant Agreement.
- Completing the required procedures, filling in and signing the necessary documents as per the Erasmus+ Programme before, during, and after the mobility period, and meeting the deadlines established by UC3M. These include, among others, the Learning Agreement, Grant Agreement, and the EU Survey.
- The mobility period must be a minimum of 2 months.
- To obtain the visa for the stay.
- Complying with any other obligations inherent to the Erasmus+ ICM Program and the internal rules of the sending and the receiving institution.

During mobility, bachelor 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 the home institution.

7. Grant Payment Procedure

The final amount of the grants will be calculated taking into account the duration of the real mobility according to the arrival and departure certificates and whose dates must be within the official semester period at UC3M.

Upon their arrival to Spain, the student needs to open a Spanish bank account, where the grant will be paid via a bank transfer. The first installment of 80% 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 installment of 20% of the total grant will be paid at the end of the mobility when the student has completed the online EU survey based on the real duration of the stay.

8. Refund of the Erasmus+ ICM Grant

The sums received shall be repaid in the event of failure to comply with any of the obligations laid down in this Call for Applications, except in cases of force majeure.

FIRMADO POR	FECHA FIRMA
MARUGAN CRUZ CAROLINA	18-04-2024 17:11:15



9. Academic Recognition

Credits earned by each beneficiary at UC3M will be recognized at the sending institution according to the Study Plan proposed by the student, approved by the academic advisor, and reflected in the Learning Agreement that must be signed before the mobility starts.

If the beneficiary waives his/her place without good cause before finishing the entire stay, the courses taken at UC3M up to the date of the waiver may be left without academic recognition.

10. Information

UC3M will provide the student with information and academic advice upon arrival.

The following persons will act as the first contact point for applicants, will guide them on the application procedure, and will also liaise with the UC3M Call coordinator on behalf of applicants:

Country	Sending University	Contact Email
The Philippines	Ateneo de Manila University	outbound.global@ateneo.edu; kroxas@ateneo.edu
The Philippines	Mapua University	international.programs@mapua.edu.ph; pgoacorin@mapua.edu.ph
New Zealand	Victoria University of Wellington	student-exchange@vuw.ac.nz; angie.serrao@vuw.ac.nz

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 the Erasmus+ Program.

11. Data Protection

Responsible for data processing: Universidad Carlos III de Madrid.

Identification of the data processing: Erasmus International Mobility and International Mobility – Non-European

Purpose: To manage the selection of candidates in the mobility calls corresponding to each of the groups. Moreover, to manage the execution of the mobility program, corresponding to each group, through the application and monitoring of the mobility of the successful bidder in the organization, institution, or entity of destination.

Exercise of rights: Participants may exercise their rights of access, rectification, suppression, limitation, portability, and opposition to data processing by sending an email to the following address: dpd@uc3m.es

Additional information: For additional and detailed information about our privacy policy, please visit <https://www.uc3m.es/home/data-protection>

The participant, by means of his or her registration in the present call, consents to his or her personal data being processed for the purpose of managing the allocation of grants from the Universidad Carlos III de Madrid call for the international mobility in the academic year 2024-25. The application of one of the

FIRMADO POR	FECHA FIRMA
MARUGAN CRUZ CAROLINA	18-04-2024 17:11:15



previously indicated types of data processing will be carried out according to the type of mobility requested by the beneficiary.

In compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April on the protection of individuals with regard to the processing of personal data and the free movement of such data, and Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights, the personal data provided in the application and contained in the documentation as appropriate, will be processed and incorporated into the International Mobility file owned by the International Relations Service of the Universidad Carlos III de Madrid, the entity responsible for processing, with headquarters at C/ Madrid 126, 28903 Getafe (Madrid), for the purpose of managing the process and payments of Erasmus+ grants and the university's own grants during this call for the academic year 2024-25. Participants' data may be transferred to other Units and Services of this University, Bodies, and institutions of the European Union, Public Administrations, Universities and Autonomous Bodies of European Educational Programmes; or transferred internationally to those countries with which agreements have been signed outside the European area, within each non-European mobility call. Applicants can exercise their rights of access, rectification, cancellation and opposition by sending an email to the following address: dpd@uc3m.es

All of which is reported in compliance with the General Data Protection Regulations. More information in the data protection section of the website of the Universidad Carlos III de Madrid <https://www.uc3m.es/home/data-protection>

In Getafe, on the date of the electronic signature

Signed by The Rector
By delegation of signature dated 22/06/2023 (BOEL of 23/06/2023)
The Vice-Rector for Internationalisation
Carolina Marugán Cruz

The present Resolution exhausts the administrative route and against same the following appeal may be made: Optional Appeal for Replacement before the Rector, within one month from the day following the publication of this Resolution, in accordance with the provisions of Section 3 of Chapter II of Title V of Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations; or, Contentious-Administrative Appeal before the Contentious-Administrative Court of Madrid, within two months from the day following the publication of this Resolution, in accordance with the provisions of Article 46 of Law 29/1998, of 13 July, regulating the Contentious-Administrative Jurisdiction.

FIRMADO POR	FECHA FIRMA
MARUGAN CRUZ CAROLINA	18-04-2024 17:11:15

