

## 2018-1-ES01-KA107-049471

CALL FOR ERASMUS+ GRANTS FOR UNDERGRADUATE STUDENTS FROM PARTNER HIGHER EDUCATION INSTITUTIONS WHO WISH TO STUDY AT UC IN THE 2ND SEMESTER OF THE ACADEMIC YEAR 2018/19 (course offer in English language)

ACTION	UC TASKS	PARTNER HEI TASKS	DATE
<b>Before mobility</b>			
Elaboration of template "Call for Erasmus KA107 Grants" for incoming undergraduate students for the academic course 2018/19 (from Partner HEI --> UC)	send template to partner HEI for revision and respond to any questions that may arise	revise the "Call for Erasmus KA107"	23.-24.10.2018
Publication and wide dissemination of the "Call for Erasmus KA107 Grants" within Partner HEI university community	support Partner HEI in the dissemination of the Call and respond to inquiries	-publish and disseminate the "Call for Erasmus KA107 Grants" widely within their university community; -assist students interested in applying for the grants with any question that they might have; -send links and/or screenshots of the announcement of the Call to UC	25.10.-08.11.2018
Pre-selection of candidates	provide Partner HEI with a template for the selection of candidates	complete the template with candidates' scores and send together with application documents of pre-selected candidates to UC	09.11.2018
Validation of pre-selected candidates	validate applicants scores		12.-13.11.2018
Nomination of candidates	send nomination list to Partner HEI	-revise and accept nomination list	14.11.2018
Publication of nomination list	publish nomination list	-publish nomination list -send links and/or screenshots of the publication of results to UC	15.11.2018
Period for appeals	decide on and respond to appeals, if required	decide on and respond to appeals, if required	16.-19.11.2018
Elaborate Learning Agreements and collect required documentation from mobility participants	-send students the student handbook; -send students the application form UC; -communicate with academic coordinators at UC for Learning Agreements	support students in administrative procedures and particularly with the Learning agreements	20.-22.11.2018
Issue admission letters	issue the admission letters		23.11.2018
Support with VISA application and travel arrangements	arrange travel and support with VISA	support students with VISA application	26.11.-05.12.2018
Support with accomodation and signing of participant grant agreements	-provide students with support to arrange for accomodation; -ensure signature of participant grant agreements prior to mobility		10.-14.12.2018
<b>During mobility</b>			
Intensive Spanish Course (optional)	assist students with registration		14.1.-29.1.2019
Arrange meetings at the International Office with mobility students	-schedule meetings and provide students with information and support; -provide students with the "pre-questionnaire" -assist students with course inscriptions and provide them with the student card; -payment of first instalment of the grant by means of personal cheque		14.1.-29.1.2019
Orientation Program for International Students (mandatory)	organize and manage the orientation program		30.1.-01.2.2019
Course start			04.02.-15.06.2019
Project communication	-update blog; -ensure that mobility participants provide an entry to the blog; -inform on KA107 at university and local events (e.g. Team Erasmus, International Day UC); -communication on the project through university channels	-contribute to blog; -communicate on the project through university channels; -inform on KA107 at university and local events; -send media impacts to UC	04.02.-15.06.2019
Mid-term meetings	-arrange meetings with the mobility students at the International Office; -payment of second instalment of the grant		01.-05.03.2019
Final evaluation	provide students with the "post-questionnaire" and analyse questionnaire results		10.-14.06.2019
Participant Erasmus+ final report	-make sure that mobility students complete the report; -payment of third instalment of the grant		20.-31.05.2019
<b>After mobility</b>			
Analysis of mobility questionnaire results	-include improvement measures based on questionnaire results for the next mobility		01.-31.07.2019
Disseminate mobility results	-maintain blog -publish results in Erasmus+ result platform	-participation of mobility alumni in events as "KA107 ambassadors"	01.07.-30.08.2019
Elaborate mid-term and final project report	-elaborate reports in due time		15.03.2019