

## Call for Applications

### Scholarships to study at Universidade da Coruña (Spain) in the framework of the European Programme ERASMUS+ KA1

**The Erasmus+ Programme – Mobility for study offers the possibility to spend a period of studies at Universidade da Coruña for Bachelor, Master, PhD Students and Teaching Staff from the University of Sfax.**

The University of A Coruña (UDC) and Université de Sfax have been awarded with some Erasmus+ scholarships for student and staff mobilities under the framework of the Key Action 107 for mobilities between PROGRAMME and PARTNER COUNTRIES.

This call for applications is aimed at helping students/staff at Université de Sfax to cover their expenses during their academic stay at Universidade da Coruña in the first semester of the academic year 2018/19 (September 2018-January 2019).

#### **UDC Academic offer**

UDC offers some courses in English. For more information:

<http://www.udc.gal/ori/internacionalizacion/programmesinenglish/content/facultades/index.html?language=en>

Students are also welcome to choose Spanish courses but we recommend to have at least a B1 level of Spanish language to follow the classes. For more information: <http://estudios.udc.es/es/degrees>

#### **Acceptance/Enrolment Process**

After receiving the list of nominated students and staff, we shall contact the candidates via e-mail to send them instructions about the application procedure.

All the application process will be via our UDC portal (we only accept applications online, we do not need original documents or documents sent via e-mail).

Applicants should take into consideration that only one online application form will be accepted, so they can contact our office if they have any doubts regarding the information requested in the online application form, before clicking on the “submit” final button. At any time, the applicant can save parts of the information entered in the application form and submit the online application only when they are sure that all of the information given is correct.

Upon the reception of these online applications and after checking they fulfil the requirements, candidates will receive an acceptance letter confirming their acceptance so that they can start visa procedures.

#### **Number of granted mobilities**

##### **Students**

· 2 students – Fields of study of Languages, Information and Communication Technologies and Mechanical Engineering (3-5 months each)

\* Mechanical Engineering studies are only offered in Spanish

##### **Staff**

##### **Teaching mobilities**

· 2 Professor - Fields of study of Languages, Information and Communication Technologies and Mechanical Engineering (5 days maximum each)

##### **Training mobilities**

· 1 administrative staff (5 days maximum)

## Financial Conditions

**Student mobility:** the participant shall receive 800 Euros/month corresponding to individual support and 275 Euros corresponding to travel.

**Staff mobility** (both teaching and training mobilities): the participant shall receive 120 Euros/day of teaching/training corresponding to individual support and 275 Euros corresponding to travel.

All candidates will have to sign a grant agreement before starting their mobility. UDC will send them this document via e-mail to be signed before travelling. The document has to be sent back after being signed by the grantee.

## APPLICATION DOCUMENTS

Applicants are required to submit a full application, including the following documents:

### For students:

- ❖ Transcript of Records (From the Bac)
- ❖ CV
- ❖ Learning Agreement proposal: Mobility Agreement proposal with the list of courses that the Student wants to take at UDC, duly validated by the home academic authorities (Director of Studies, Head of Department and General Secretary). (For Doctorate students, this document will not include a list of courses but the working plan at UDC.)  
<https://www.udc.es/ori/infestudantesextranxeiros/Erasmus-KA107/Erasmus-KA107.html?language=en>
- ❖ Language certificates (whatever English and/or Spanish certificate you have)
- ❖ Motivation letter
- ❖ Copy of the passport

### For Teaching/Training Staff:

- ❖ CV
- ❖ Teaching/Training Agreement  
[http://www.udc.es/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus\\_KA107/index.html?language=en](http://www.udc.es/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus_KA107/index.html?language=en)  
[https://www.udc.es/ori/infPersonalEntrante/PersonalDocente/Erasmus\\_KA107/index.html?language=en](https://www.udc.es/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA107/index.html?language=en)
- ❖ Copy of the passport

**All documents in Arabic or French should be translated into English language.**

The application documents must be submitted personally by the applicant to the University of Sfax (International Relations Office) Airport road km 0.5 P.O.BOX 1169 – 3029 – Sfax – Tunisia. The home Institution will be responsible of selection procedures on the basis **transparent and fair criteria**.

## Payment

- Students: Upon their arrival at the University of A Coruña, students will receive a cheque representing the 70% of the total financial support from Erasmus+ EU funds. At the end of the mobility, students will receive a cheque representing the 30% of the total financial support from Erasmus+ EU funds.
- Staff: Upon their arrival at the University of A Coruña, staff will receive a cheque representing the 100% of the total financial support from Erasmus+ EU funds.

Applicants will receive payment upon their arrival, not before. They will have to book their tickets to travel to Spain, as well as to book accommodation in advance.

### 7. EU Final Survey

Staff will receive an e-mail with information to complete and submit the online EU final report at the end of their mobility period. This must be completed within 30 calendar days upon receipt of the invitation.

Students will receive an e-mail before the end of the stay with information to complete and submit the online EU final report. The participant will have to complete and submit the online EU survey before leaving the University of A Coruña to receive the second cheque representing the final payment.

Participants who fail to complete and submit the online EU final report may be required to partially or fully reimburse the financial support received.

This final report on your mobility experience will provide the EU's Erasmus programme with valuable information which will benefit both future students and staff and contribute to the continued improvement of the programme.

Hence, we thank you for your co-operation in filling out the questionnaire.

More information in the following links.

Students` mobility: <https://www.udc.es/ori/infestudantesextranxeiros/Erasmus-KA107/Erasmus-KA107.html?language=en>

Staff - Teaching mobility:

[https://www.udc.es/ori/infPersonalEntrante/PersonalDocente/Erasmus\\_KA107/index.html?language=en](https://www.udc.es/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA107/index.html?language=en)

Staff - Training mobility:

[http://www.udc.es/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus\\_KA107/index.html?language=en](http://www.udc.es/ori/infPersonalEntrante/PersonalAdministrativo/Erasmus_KA107/index.html?language=en)

The student must be **preselected** and **nominated** by the University of Sfax

The deadline for applying is fixed at **14<sup>th</sup> May 2018**.

For any specific question or information, you can contact Ms. Fatma GHORBEL **by e-mail** [fatma.ghorbel@usf.tn](mailto:fatma.ghorbel@usf.tn) at your home institution.

