

Erasmus+ International Credit Mobility
Call for applications guidelines UPVD
2021-2022 Cohort

1. INTRODUCTION	2
2. GENERAL ADMISSION REQUIREMENTS	2
3. LEVEL AND TYPE OF MOBILITY.....	2
4. MOBILITY FLOWS PLANNED :	3
5. APPLICATION PROCEDURE	7
6. SELECTION PROCESS	9
7. SELECTION CRITERIA	13
8. CALL FOR APPLICATION AGENDA.....	16
9. CONTACT PERSONS	17

1. INTRODUCTION

For more than 30 years, the European Union has funded the Erasmus programme, enabling over three million European students to spend part of their studies in another institution elsewhere in Europe. Recognizing the importance of the extra-European international dimension, especially in higher education, Erasmus+ now also offers opportunities for individuals to study, work or teach in other parts of the world. It also makes the same opportunities available for students from these areas to come to study in Charter-holding higher education institutions in Europe.

International Credit Mobility is an activity under Key Action 1. An institution in a Partner Country can send its students and/or staff to a partner institution in a Programme Country and *vice versa*. In order for a mobility activity to take place, an inter-institutional agreement must be signed between the participating institutions before the mobility. By signing it, the institutions commit themselves to respecting the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) relating to the organization and management of mobility, and agree on a series of measures to ensure high quality mobility. Also, it ensures that the sending institution will recognize the mobility period for its students (credits gained) and staffs when they come back.

As partner of UPVD, you already have signed the Erasmus + inter-institutional agreement and have agreed the conditions of participation.

2. GENERAL ADMISSION REQUIREMENTS

In order to apply for a grant within the framework of EMIC programme, applicants must comply with the **following general requirements**:

- They must be registered (students) or working (staff) at the partner institution (no nationality criterion).
- They must have sufficient knowledge of the **language** of instruction of the host university they apply to.
- **Grants cannot be awarded to the students who had a European scholarship for the same mobility level** (eg: Erasmus Mundus, Erasmus+).

3. LEVEL AND TYPE OF MOBILITY

Erasmus+ International Credit Mobility includes 4 level of mobility:

- Undergraduate (U)
- Master (M)
- Doctorate (D)
- Academic/Administrative staff

Types of Mobility:

- Students (U, M, D) can only do a mobility for studies can only do a mobility for studies or

- studies + internship (combined)
- Staff : 2 different types of mobility are possible:
 - Teaching Mobility (Academic staff): to teach at least 08 hours per week at the host institution. There is also the possibility for academic staff, to do a combined mobility: to teach at least 04 hours per week + exchange of good practices at the host institution (see hereafter main thematic for academic staff). This has to be specified on the working plan.
 - Training Mobility : to improve their professional skills and competencies, to share their experience and good practices (Academic or Administrative staff).

The main thematic are:

Academic staff:

- Pedagogical engineering for curricula, development of new teaching/learning methods or materials, innovative pedagogy
- Development of new courses or joint degrees.
- Development of research projects, entrepreneurship, university-enterprise relationship and innovation transfer.

Administrative staff:

- Governance & Management
- Quality assurance approach
- Exchange of good practices: International Affairs, general administration, finances, HR, students 'registration & recruitment office..

For the mobilities of administrative staff, the list of the available offices at the UPVD is indicated on the online application form.

Remark: The training staff mobility with Kazakhstan in the field of Education sciences is for 2 weeks in "Didactics and teaching methodology" (for teachers). For other fields or for administrative staff, the mobility is 1 week.

Taking into account the above mentioned levels, applicants must meet the following **specific requirements**:

- **Undergraduate applicants:** they must have successfully completed at least one year of studies.
- **Master applicants:** they must have obtained a Bachelor diploma (before the beginning of the mobility).
- **PhD applicants:** they must have obtained a Master diploma (before the beginning of the mobility). They should contact their respective potential supervisors at the hosting institution before applying in order to get a preadmission letter.
- **Academic/Administrative Staff:** both academic and administrative staff should contact their respective counterpart at the host institution in order to accordingly draw up their teaching/working plan.

4. MOBILITY FLOWS PLANNED :

4.1. Number of Mobility flows:

Third Countries to UPVD	ALGERIA	KAZAKHSTAN	MOROCCO	MEXICO	TUNISIA	VIETNAM
Undergraduate	3	3	3	1	1	2
Master	6	4	6	3	3	3
Doctorate	0	0	0	1	1	0
Staff for teaching/combined	0	0	0	0	0	2
Staff for training	1	5	2	2	2	0
UPVD to Third Countries	ALGERIA	KAZAKHSTAN	MOROCCO	MEXICO	TUNISIA	VIETNAM
Undergraduate	0	0	2	0	2	0
Master	0	0	2	0	2	0
Staff for teaching/combined	0	0	1	1	1	3
Staff for training	1	1	1	2	1	2
TOTAL	11	13	17	10	13	12

4.2. Mobility scholarship:

UPVD will be in charge of the payment of the scholarships to all the selected applicants. The 1st installment of the scholarship will be done after their arrival to the host institution.

Erasmus+ International Credit Mobility will cover:

- a monthly allowance depending on the academic level and direction of the mobility
- and travel cost (unit cost) depending the distance between sending and host institutions.

Mobility Level	3C to UPVD	UPVD to 3C
Undergraduate	850€/month	700€/month
Master	850€/month	700€/month
Doctorate	850€/month	700€/month
Staff	160€/day	180€/day

UPVD From/To	Travel Cost
Algeria, Morocco and Tunisia	275 €
Kazakhstan	820 €
Mexico and Vietnam	1500 €

4.3. Mobility duration:

Third Countries to UPVD	ALGERIA	KAZAKHSTAN	MOROCCO	MEXICO	TUNISIA	VIETNAM
Undergraduate	10 months	10 months	10 months	10 months	10 months	10 months
Master	11 months	10 months	11 months	11 months (UASLP) or 6 months (Ibero)	11 months	11 months (HUST) or 6 months (Van Lang)
Doctorate	11 months	-	11 months	10 months	-	-
Staff for teaching	-	-	-	-	-	1 week
Staff for training	1 week	2 weeks (for Didactics FLE) or 1 week (other field)	1 week	1 week	1 week	1 week
UPVD to Third Countries	ALGERIA	KAZAKHSTAN	MOROCCO	MEXICO	TUNISIA	VIETNAM
Staff for teaching	-	-	1 week	1 week	1 week	1 week
Staff for training	1 week	1 week	1 week	1 week	1 week	1 week
Undergraduate / Master	-	-	1 semester (6 months)	-	1 semester (6 months)	-

4.4. Mobility thematic fields:

The mobility flows are only allowed in the thematic areas or fields indicated in the table below, in conformity with the Erasmus+ agreement signed between UPVD and each partner institution.

Thematic Fields	Algeria				Kazakhstan					Morocco			Mexico		Tunisia				Vietnam	
	Université Abderrahmane Mira de Béjaïa	Université des Frères Mentouri Constantine 1	Université d'Oran1 Ahmed Benbella	Université Abou Bekr Belkaid de Tiencen	Kostanay State Pedagogical Institute	EA Buketov Karaganda State University	Abai Kazakh National Pedagogical University	Kazakh Abrai khan University of International Relations and World Languages	Kazakh State Women's Teacher Pedagogical University of Almaty	Université Cadi Ayyad de Marrakech	Université Mohamed V Agdal - Rabat	Université Abdelmalek Essaâdi de Tétouan	Universidad Autonoma de San Luis de Potosi	Universidad Iberoamericana	Université de Sousse	Université Tunis El Manar	Université de Gabès	Université de Carthage	Hanoi University of Sciences and Technology	Van Lang University
01	Education sciences				x	x	x	x	x											
022	Humanities (religion&theology, history, archeology, philosophy & ethics)														x	x		x		
023	Languages (language, literature & linguistics)				x	x	x	x	x					x						x
041	Business & administration (Accounting, finance banking, assurance, management, marketing, tourism)				x					x	x	x			x	x	x	x	x	x
042	Law										x	x				x	x	x		
051	Biological sciences				x	x	x	x		x	x	x	x		x	x	x	x		
053	Physical sciences (chemistry, earth sciences, Physics)				x	x	x	x		x		x	x		x	x	x	x		
054	Mathematics & statistics				x	x	x	x		x	x	x	x		x	x	x	x		
071	Engineering sciences				x	x	x	x			x	x	x							x

5. APPLICATION PROCEDURE

5.1. Online Application:

All the applicants have to apply online through the **online application tool** on the UPVD website (<https://www.univ-perp.fr/EMIC>), uploading the required supporting documents depending their mobility level. Originals of the attached supporting documents may be requested to preselected applicants for examination by their home universities.

The online application form is available in English and French. All documents must be submitted in English or French language (or with an official translation). Any document from the home institution must be made on paper letterhead and include its official stamp.

The application form has to be entirely completed with all the mandatory attachments to be able to be submitted. The application form must be completed in order to be validated. Therefore, prepare in advance all documents to be attached.

The attachments must not exceed **a total of 10 MB** (otherwise, the application form can't be submitted). The files have to be in PDF format.

The online application form will be available from from **15th of February 2021 to 04th of April 2021**. Applications submitted after the deadline will be rejected.

5.2. Required documents:

Applicants must attach to their application the following supporting documents according to their academic level:

Applicants applying for **Bachelor/Undergraduate mobility**:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French (CV [Europass](#) format mandatory)
- Statement letter in French (max. 2 pages)
- Copy of transcript of records and Baccalaureate's diploma degree (=diploma of end of High School) - if applicable : *translated into French or English*
- Copy of the student card (or certificate of registration) of the home institution for the current academic year (2020/21)
- Copy of transcripts of records from the entrance at the university (transcripts of records mandatory, ranking certificate optional): *translated into French or English*
- Transcripts of records of the current year 2020/21 - if available (optional – September/January): *translated into French or English*
- A description of the courses currently followed in the home institution (2020/21) : *translated into French or English*
- A description of the courses at the home institution for the year of the mobility (2021/22) : *translated into French or English*
- Language Level certificates:

- French: DELF B2 level or TCF level4 certificate recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2).
- English or Spanish: the certificate is optional
- Other documents (optional – if applicable): Especially to support a situation of vulnerability (official proof has to be provided for disabled person, socio-economic or other situation)

Applicants applying for Master mobility:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French (CV [Europass](#) format mandatory)
- Statement letter in French (max. 2 pages)
- Copy of Bachelor's diploma degree: *translated into French or English* (mandatory for candidate currently in Master1)
- Copy of the student card (or certificate of registration) of the home institution for the current academic year 2020/21
- Copy of transcripts of records from the entrance at the university (transcripts of records mandatory, ranking certificate optional): *translated into French or English*
- Copy of transcripts of records of the current year 2020/21 - if available (optional): *translated into French or English*
- A description of the courses currently followed in the home institution (2020/21): *translated into French or English*
- A description of the courses at the home institution for the year of the mobility (2021/22): *translated into French or English*
- Language Level Certificates:
 - French: DELF B2 level or TCF level4 certificate recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2).
 - English or Spanish : the certificate is optional
- Other documents (optional - if applicable): especially to support a situation of vulnerability (official proof has to be provided for disabled person, socio-economic or other situation)

Applicants applying for Doctorate mobility:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French or English (CV [Europass](#) format mandatory)
- Statement letter in French or English duly signed (max. 2 pages)
- Copy of Bachelor's diploma degree: *translated into French or English*
- Copy of Masters' diploma degree: *translated into French or English* (mandatory for candidate currently in 1st or 2nd year of PhD)
- Copy of the student card (or certificate of registration) of the home institution for the current academic year 2020/21
- Copy of transcripts of records from the entrance at the university (transcripts of records mandatory, ranking certificate optional): *translated into French or English*
- Copy of transcripts of records of the current year 2020/21 - if available (optional): *translated into French or English*
- A description of the courses currently followed in the home institution (2020/21): *translated into French or English (if you are currently in Master2)*
- Doctoral mobility project* duly filled and signed : *in French or English*

- Pre-admission letter* from the host laboratory at UPVD : in French or English
- Language Level Certificates:
 - French: DELF B2 level or TCF level4 certificate is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level.
 - English: Without a certificate of French, a B2 level certificate in English has to be provided. Otherwise, it is optional.
- Other documents that support the application: (optional)
 - List of published works (do not attach the content)
 - Letter from his/her supervisor (director of thesis) at the home institution attesting to his/her capabilities and validating the research project mobility.
 - A joint or co-supervision thesis agreement signed or a document indicating that it will be signed.
 - An official document to support his/her situation of vulnerability (if applicable)

Applicants applying for Academic/Administrative Staff mobility:

- Copy of the passport (otherwise, the ID)
- Curriculum Vitae in French or English (CV [Europass](#) format mandatory)
- Statement letter in French or English duly signed (max. 2 pages)
- Mobility project* duly filled and signed (all the signatures are mandatory): written in French or English (working plan)
- Proof of employment at your home institution (certificate or employment contract...): in French or English
- Language Level Certificates: according to the working/teaching language used at the host institution (minimum one compulsory language)
 - French: DELF B2 level or TCF level4 certificate is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2). *For applicants from institutions of North African countries or the UPVD, no document is required.*
 - English: a B2 level certificate in English is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2).
 - Spanish: a B2 level certificate in Spanish is recommended. Otherwise, a certificate from a professor of language of the home institution stating his/her level (A1, A2, B1, B2, C1, or C2). *For applicants from institutions of Mexico, no document is required.*
- Other documents that support the application: (optional)
 - If the mobility is part of an existing cooperation agreement, please provide a scanned copy of the agreement
 - An official document to support a situation of vulnerability (if applicable)
 - Certificates for other languages (Russian,..)

*: *the template is provided*

6. SELECTION PROCESS

Phase 1: Validation of the applications

Completeness and eligibility check will be carried out by the coordinator of the Program, the University of Perpignan (UPVD):

1/Completeness:

At the closing date, only complete applications will be declared eligible.

UPVD will check if the downloaded documents correspond to the documents requested in the list of required documents. If this is not the case, the application will be automatically excluded.

2/ Eligibility criteria:

Also UPVD will check if each application is eligible depending the criteria of each mobility level:

- Criterion of non-accumulation and no more than 12 months of EU funding for the same level of mobility (not applicable for staff)
- Eligibility criteria by level
- Registration (students) or employment (staff) proof at the home institution

If one of these criteria is not met, the application will be automatically excluded. Additionally, applicants will be excluded if they apply for an academic level that they have already completed.

A staff can't apply for a different mobility level (e.g.: PhD).

These applicants will receive an email informing them that their application is rejected as incomplete or ineligible.

If at the time of application, the applicant cannot provide his/her last university results or diploma, so the final selection will be conditioned by the validation of the academic year. Since the scholarship is based on academic excellence, students who have to take re-sit examination during the academic year of application won't be considered.

After the Phase1, only the eligible and complete applications will pass the Phase2 & 3 for pre-selection. The list of incoming and outgoing applicants will be available for each home / host institution, on an online platform (<https://erasmus.univ-perp.fr>), with the form and the attached files of each application. The contact person for each institution will receive the access code to this platform, in order to enter the evaluation (notation) carried out by his/her institution.

Also, the list of outgoing applications and the list of incoming applications, ranked by level and grade, signed by the members of each local pre-selection committee, must be sent to the UPVD by email.

Phase 2: Evaluation by home institutions

1/Authenticity:

The home institutions have the responsibility to verify the authenticity of the documents provided, identities, registration (students) or employment (staff), diplomas and grades.

If this is not the case, the application will be automatically excluded and not evaluated.

Home institutions must therefore specify the reasons for this exclusion, in a “comments” space, for this purpose.

2/ Notation and pre-ranking by home institutions:

Each home institution will set up a **pre-selection committee** (including at least a Vice-Rector or Director of International Affairs) in charge of examining and grading all the applicants from its institution. It is not possible to give the same grade to applications at the same level. A ranking by level of mobility is required (L, M, D, teaching staff, and training staff).

As a result, a list of pre-selected applicants will be drawn up according to the **pre-selection criteria** here below.

CONCEPT	MARK
Academic/scientific/professional excellence of the applicant	10
Feasibility and relevance of the application	5
Priority thematic/Field/project (strategy of the Institution)	5
TOTAL	20

Phase 3: Evaluation by host institutions

Each partner institution will also evaluate the applications, as a **host institution** (if applicable). They have to set up the **pre-selection committee** in charge of examining and grading all the applicants. As a result, a list of pre-selected ranked applications will be drawn up according to the **pre-selection criteria** shown here below.

CONCEPT	MARK
Academic/scientific/professional excellence of the applicant	10
Feasibility and relevance of the application	5
Priority thematic/Field/project (strategy of the Institution)	2
Language skills	2
Motivation	1
TOTAL	20

In order to avoid having several applicants with the same final grade, It is important to rank the applications by type and level of mobility (L, M, D, training staff, teaching staff).

The list of outgoing applications and the list of incoming applications, ranked by level and grade, signed by the members of the local pre-selection committee, must be sent to the UPVD by email.

Phase 4: Final selection

The Final selection will be done by the University of Perpignan, according to the selection criteria of

the program. It will draw up the final main list of beneficiaries as well as the reserve list, regarding the evaluation done by each home and host institutions. Final notation is based on a maximum total of 40 points.

The role of University of Perpignan is to:

- Check compliance notation relative to the criteria and grids
- Ensure a good ventilation of the mobilities between the partners, and between different disciplinary areas covered
- Respect of the distribution of mobility by level
- Ensure gender balance (if possible)
- Take into consideration the applicants in a vulnerability situation (with a social or health disability)
- Establish the Main List and a Reserve List, by level and by country

The Reserve List must have at least the same number of applicants as the Main List and preferably more applicants to still have a Reserve List in case of further withdrawals of the Main List. Applicants in Main List and Reserve List are classified by level (U, M, D, Staff) and direction (outgoing/incoming), so that it descends automatically in the Reserve List in case of withdrawals. Applicants in Reserve List must be all of a high standard.

Phase 5: Notification of selection

No information should be given to applicants by partner institutions until the final selection of the main and reserve lists. The partner institutions will be informed about the final selection by the University of Perpignan.

At the end of the selection phase and after validation of the lists, only the University of Perpignan is empowered to individually communicate the results to the applicants.

The University of Perpignan will inform all selected applicants of the award decision through an e-mail notification and they will have **one week to accept or reject the grant**. Applicants rejected and those in the reserve list will also be duly informed through an e-mail notification.

For the validation of their mobility grant, they should send to the UPVD in July, the documents justifying the validation of their current academic year (N), as well as a certificate of their registration in the superior academic year (N+1) in their home university.

Phase 6: Invitation and visa procedures

Selected applicants will receive an **invitation letter*** from the host institutions in order to start their visa arrangements. It is the responsibility of the selected applicants to provide all necessary documents requested by the Embassies/Consulates of the host universities. The contact person from host institutions may provide them with assistance and information about the visa procedure.

**Case of exclusion: a candidate who would have made a false declaration in his application or submitted false document is automatically excluded from the benefit of the selection, even if he/she has already received the notification of his/her selection or the invitation letter.*

7. SELECTION CRITERIA

7.1. Selection criteria by level:

Partner institutions of the program agree on a selection procedure based on these general criteria:

- ✓ The academic/scientific/professional excellence
- ✓ The quality of the candidate's mobility project (relevance/feasibility)
- ✓ Language skills
- ✓ The candidate's motivation
- ✓ The commitment of the candidate to return to his/her home institution at the end of his/her mobility period
- ✓ Gender balance
- ✓ The candidate's level of vulnerability
- ✓ A geographical distribution of mobilities

Applicants applying for **Bachelor or Master mobility**:

- ✓ Criterion 1: Academic excellence of the candidate certified by:
The last academic results at the time of application: the ranking position, the notes by subject/by semester/by year, the final grade average in comparison to the promotion, graduation date and the results of the last diploma (with indication of the possible mention). A re-take disqualifies a candidate (unless justified).
A **minimum average** of "C" grade, meaning:
 - 12/20 for North African countries & France
 - 2.0/4 (65/100) for Kazakhstan
 - 72/100 for Mexico
 - 2.5/4 (HUST) or 6/10 (Van Lang) for Vietnam
 for all academic results of the candidate **is required**.
- ✓ Criterion 2: Quality and relevance of the study project:
 - Good match between the courses currently followed in the home institution and the study program in the host institution. The candidate has the necessary prerequisites.
 - Preexisting collaborations between the two courses of study in the home and host institutions (e.g.: co-diploma).
- ✓ Criterion 3: Language Skills: The candidate has the language skills of the host university.
- ✓ Criterion 4: The motivation of the candidate and his professional project

Other factors taken into account for the selection of applicants:

- Priority field: the mobility is included in the priority thematic areas of the home & host institution
- Geographical balance: Depending on the criteria above and equivalent rating, it will also be considered the distribution of mobility between the partner institutions of the same country.
- During the selection process, an additional point can be assigned by the selection committee to students from disadvantaged social environment (applicants must provide

proof), or suffering from a disability. In case of equal academic records, and similar notation, priority is given to female applicants (to promote equal opportunities /gender balance).

Applicants applying for **Doctorate mobility**:

- ✓ Criterion 1: Academic and scientific excellence of the candidate certified by:
 - Results in Master: graduation date & mark awarded. The results obtained in Master, and at the time of the application: the ranking position, the notes by subject/by semester/by year, the final grade average in comparison to the promotion.
 - CV and list of works and publications.
 - Letter of support from the Director of the home laboratory or the supervisor of the applicants about his/her excellence.
- ✓ Criterion 2: Scientific relevance of the research project certified by:
 - Agreement of the supervisor and the director of the home & host laboratories about the research project.
 - Existence of a joint supervised thesis or a joint degree or letter of commitment.
 - Pre-existing scientific cooperation between the two laboratories.
 - The relevance of the choice of the host laboratory regarding the research project envisaged.
- ✓ Criterion 3: Thematic priorities of home and host institutions:
 - The Research project planned for mobility is relevant and fit into the thematic priorities of the home & host institutions

Other factors taken into account for the selection of applicants: Priority will be given during the selection:

- The joint PhDs or co-led (the joint supervision agreement or certificate of signed co-direction is required if a signed promise to joint supervision).
- Priority field: the mobility is included in the priority thematic areas of the home & host institution
- Geographical balance: Depending on the criteria above and equivalent rating, it will also be considered the distribution of mobility between the partner institutions of the same country.
- During the selection process, an additional point can be assigned by the selection committee to students from disadvantaged social environment (applicants must provide proof), or suffering from a disability. In case of equal academic records, and similar notation, priority is given to female applicants (to promote equal opportunities /gender balance).

Applicants applying for **Academic/Administrative Staff mobility**:

- Excellence of the candidate and his/her project: Professional Skills and educational project and/or cooperation
- Adequacy of the project with the international cooperation strategy of the institution
- Language skills in the teaching or working language at the host institution
- Feasibility and relevance of the mobility project regarding the work plan proposed and the competences of the candidate regarding the office/domain chosen at the host institution
- In case of equal notation, priority is given to female applicants (to promote equal opportunities

/gender balance)

- Depending on the criteria above and equivalent rating, it will also be considered the distribution of mobility between the partner institutions of the same country.

7.2. Additional criteria:

Each **host university** reserves the right to determine the **ineligibility** of applicants on the basis of the following reasons:

- Low quality of application. [Reminder: for students, the minimum average on the transcripts of records is a "C" Grade: under 12/20 (North African countries) or 2.0/4 (Kazakhstan), 72/100 for Mexico, 2.5/4 (HUST) or 6/10 (Van Lang) for Vietnam.]
- Inadequacy of application
- Lack of correspondence between home and host studies/research/working program
- Insufficient Language skills (in the teaching/working language)

If that is the case, the application will not be scored, and be automatically rejected (see excel file).

7.3. Pre-selection & selection evaluation:

You will find hereafter, some indications to harmonize the evaluation of the applications which has to be done by the partner institutions of the program.

The evaluation can be done by full point or by increments of a tenth point min. (e.g. 4.80/5 or 1.70/2 is allowed). The objective is to have a final ranking, by country and mobility level.

Excellence:

- *Students:*
Applicants scored 10/10 must be major of their promotion.
Applicants scored between 9/10 and 8/10 should be at least in the top 5 of their promotion.
The applicants listed in the second half of their promotion, or those who have failed one or more modules, cannot have a score above 5/10.
For applicants who have not provided any rank or classification, please rely on their average obtained, visible on transcripts of records.
- *Doctorates:* Applicants have to be scored depending the academic results (see above), the number of publications and especially in international ranking journals, the letter of support from his/her supervisor, Curriculum Vitae..
- *Staff:* Applicants have to be scored regarding the list of publications and works if they are researchers or lecturers, the description of their missions and responsibilities at their home institution if they are administrative staff, and their Curriculum Vitae.

Relevance/feasibility: A notation of 5/5 to 3/5 indicates that the project is relevant & feasible, between 2/5 to 1/5 means that the project is insufficient.

- *Students:* The relevance of the study project is assessed regarding

- correlation between previous studies and the study project mentioned for mobility (previous studies and diploma/current curriculum).
- *Doctorates*: The relevance of mobility research project is assessed in relation to the consistency or complementarity between the thesis and the research project during mobility.
 - *Staff*: The proposed project must have a direct impact on the home institution and host institution. The relevance of the mobility project is evaluated in relation to the proposed project and also the capabilities of the host institution to organize its implementation (research, education, professional project).

Priority/strategy of institution: A notation of 5/5 to 3/5 indicates that the mobility project or thematic is part of the priorities of the institution (regarding international cooperation, needs or strategy of the institution).

Language skills: Applicants scored 2/2 should have duly justified at least a B2 level (certificate)
Applicants scored 1.5/2 to 1/2 have a B1 level (or B2 level without certificate)

For students (U & M): Applicants scored 0/2 in the main language of instruction, means that the application is rejected (It will not be assessed).

8. CALL FOR APPLICATION AGENDA

Publication of the call for applications	15th of February 2021
Deadline for submission of applications	04th of April 2021
Phase1 : Validation of applications (UPVD)	05 th April – 18 April 2021
Phase 2 : Evaluation by home institutions	19 th April – 09th May 2021
Phase 3 : Evaluation by host institutions	19 th April – 09th May 2021
Phase 4 : Final Selection	End of May 2021
Publication of results	Beginning of June 2021
Sending of invitation letters to beneficiaries	Beginning of June 2021
Visa applications	June – August 2021
Start of mobilities (mandatory for students)	6th September 2021
End of mobilities (max. eligibility deadline)	31st May 2022*

* It is possible to have an extension of the project, due to the international pandemic (to be confirmed)

9. CONTACT PERSONS

Erasmus+ Institutional Coordinator & EMIC Project Coordinator: Mrs. Sandrine CANADAS
Phone number (Office): 0033 4 68 66 22 18 – Mobile Phone: 0033 7 60 73 41 88

EMIC Manager: Mr. Julien ROCHON
Phone number (Office): 0033 4 68 66 17 76

Email : emic@univ-perp.fr - Please, use only this email address.

Postal Address: Université de Perpignan Via Domitia
Service des Relations Internationales (SRI)
Batiment A
52 Avenue Paul Alduy
66860 Perpignan Cedex 9 - France