



Co-funded by the
Erasmus+ Programme
of the European Union



International Credit Mobility:
a new challenge for
the Mediterranean Region

ICMED INTERNATIONAL MOBILITY TOOLKIT

DELIVERABLE 3.2.b

GUIDELINES FOR INTERNATIONAL RELATIONS OFFICES FOR THE MANAGEMENT OF ICM MOBILITY EXCHANGES

These guidelines are intended to:

- Identify the phases of ICM and procedures for effective and efficient participation in ICM projects.
- Provide an outline of procedures and practices that comply with the Erasmus+ programme.

These guidelines are not a strict set of rules but rather a set of general principles which should assist PC HEIs in identifying and implementing the most appropriate and effective processes for promotion, application, evaluation and selection.

IMPORTANT: any procedure adopted for the management of ICM has to comply with Erasmus+ programme rules and any regulations stipulated by the home and host institutions.

GENERAL PRINCIPLES

- ✓ Publicity
- ✓ Transparency
- ✓ Equity
- ✓ Full accessibility
- ✓ Inclusion
- ✓ Accountability
- ✓ Traceability

The application of these principles is essential and they are applicable to all phases of the project: promotion, application, evaluation, selection and mobilisation.

1 – PROMOTION AND APPLICATION

Main principles and practices:

- The Call for Applications is officially published and widely promoted to those who are eligible.
- The Call for Applications is accessible to all eligible candidates, and is published on-line on the website of the PC HEI
- Eligibility requirements are clearly specified in the framework of the Call for Applications (e.g. students must be registered on a relevant academic program at their Home HEI).
- Admission requirements (such as language, support letters etc) are agreed with the partner HEI in advance and are clearly specified in the framework of the Call for Applications.

- Application forms are collected and filed by the Home HEI and are accessible at any time in case of audit. The archive can be either digital or hard copy.
- The following documents should be the minimum required in an application dossier at each mobility level:

For Undergraduate and Master students:

1. Personal data: first name, last name, date of birth, place of birth, gender, e-mail, nationality, current study programme name and field of study.
2. Transcript of Records (previous and current study records)
3. Information pertaining to the mobility project , including:
 - motivation statement
 - A draft learning agreement List of subjects the student wish to take at the Host HEI (tentative learning agreement)

The Home HEI should verify that the applicant meets the minimum requirements for the language of instruction, as established by the Host HEI.

For PHD students:

1. Personal data: first name, last name, date of birth, place of birth, gender, e-mail, nationality, current study programme name and field of study.
2. Transcript of Records (previous and current study records)
3. CV and List of Publications
4. Information pertaining to the mobility project, including :
 - motivation statement
 - outline of the research activities, outcomes and objectives to be undertaken during the mobility as agreed with the prospective Host HEI Supervisor and, if relevant, a list of seminars the student wishes to attend at the Host HEI
5. Support letter issued by the prospective supervisor at the Host HEI. In the support letter, the Supervisor should confirm his/her willingness to host the candidate and mentor them in the activities outlined in the research proposal. The support letter will also provide evidence of the applicant's language proficiency and it may also include information about the tentative mobility period.

For Staff:

1. Personal data: first name, last name, date of birth, place of birth, gender, e-mail, nationality, current position covered and field of study.
2. CV (all staff) and list of publications (academic staff only)
3. Information pertaining to the mobility project, including :
 - motivation statement
 - tentative work Plan
4. Support letter issued by the prospective supervisor at the Host HEI. In the support letter, the supervisor will confirm their willingness to host the candidate and mentor them in the activities outlined in the work plan. The support letter will also give evidence of candidate language proficiency and it may possibly include information about the tentative mobility period.

2 – ACADEMIC EVALUATION and SELECTION

Main principles and practices:

- Selection is carried out according to criteria that is transparent, documented and publicly available. It should take into consideration the candidate's academic performance (previous studies, GPA, extra-curricular activities etc) and the quality of the application (motivation statement, draft learning agreement).
- The European Commission recommends that, as long as academic merit is equivalent, preference should be given to participants from disadvantaged socio-economic backgrounds.
- The board of assessors is officially nominated and publicly available. Assessors must have no conflict of interest in the process for personal, academic or economic reasons.
- At the end of the selection process, the Partner Country HEI should file and store the complete ranking of candidates who have applied for an ICM mobility, including those applicants who have been rejected.

3 – ANNOUNCEMENT AND PUBLICATION OF RESULTS

Main principles and practices:

- The Home HEI is usually responsible for informing candidates of the results of the selection process but.
- The results must be made public unless the national law of either HEI prevents sharing personal information. In the event of restrictions, codes or ID numbers can be used.
- Each candidate should have the right to know his/her own result and appeal against the selection decision in accordance with the local appeals procedure.

4 – NOMINATION and ACCEPTANCE

Main principles and practices:

- The Home HEI sends the list of nominated candidates to the Host HEI
- The list of nominated candidates is shared by the Home HEI according to the procedures and the deadlines previously agreed with the Host HEI.
- Each nominee receives a communication concerning the award of the grant from the Host HEI and is required to sign a "Grant Agreement" detailing regulations and the financial support and payment arrangements.
- Each nominee is to be registered in the Erasmus+ "Mobility Tool+" by the Host HEI. This is a formal requirement of the Erasmus+ programme. The PC HEI must provide all necessary information requested by the PG HEI to enable them to complete the registration.