

## GUIDELINES FOR A SELECTION PROCEDURE IN COMPLIANCE WITH THE ERASMUS CHARTER FOR HIGHER EDUCATION

### INTRODUCTION

Each year the European Commission provides the University of Almería (UAL) funding for the mobility (exchange) of student and faculty/administration staff with partner countries within the framework of the Erasmus + International Credit Mobility – ICM (KA-171) program. UAL, as coordinator of the project, is financially responsible for the correct implementation of the mobilities.

On the other hand, the Erasmus+ program and the Inter-Institutional agreement between your institution and ours specify that:

*Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place.*

In the past, **UAL was inspected by Erasmus+ auditors** and was reprimanded for being unable to prove that our partners selection process was made according to the above mentioned paragraph.

Therefore, in order to avoid any possible sanctions (**in the past we were sanctioned with a reduction in our funds**), UAL needs a copy of the documents of your selection procedure in order to accept your students and staff nomination.



**LET'S SEE HOW TO DO IT!**

(Any questions? [erasmuska171@ual.es](mailto:erasmuska171@ual.es))

## STEP 1: OPEN THE CALL

Students and staff members in your University should be given an opportunity (a “call”) to apply for the Erasmus + grant in the terms (types of mobility, areas offered, duration, etc.) agreed in our Inter-Institutional Agreement. Based on your own strategy, you may limit or give priority to any group of candidates. For example, by making a call only for Undergraduate Biology students; by making a call where students with a disability get extra points in the assessment of their application; etcetera.

The call must be **published on the website of your University** (emails are a way to disseminate the opportunity, but they are not enough on themselves). The recommended duration for the call should be at least two weeks.

Each semester UAL will send you a reminder with the number of scholarships available, the minimum requirements that candidates must fulfill, and the deadlines to receive the names of your selected grant holder/s (**your “nominations”**). This will be further explained in the next page.

To guarantee the **transparency** of the selection process, the requirements and the explanation of its phases must be published on the website while the call is open, together with an **assessment scale** that establishes how your university will value the candidates’ merits.

**If possible, please consider adding a**

**“Co-funded by the European Union” logo to your call ([link](#)).**

## STEP 2: VALIDATION PHASE

Once the call for applications is closed, the selection process must start with the **verification and validation** of the information and documents submitted by the applicants in order to prove their eligibility.

**IN THE CASE OF STUDENTS**, UAL needs you to introduce the following requirements (your institution can add more requirements to this list). Candidate must:

- be enrolled at least in the second year of their studies
- have enjoyed less than 7 months of Erasmus + or Erasmus Mundus mobilities (unless they are applying for a short mobility)
- have a B1 or higher level certificate of Spanish or English proficiency ([link](#))
- belong to the areas agreed on the IIA signed by our institutions

The list of validated students/staff must be published. Furthermore, your institution should give some days for excluded candidates to appeal your decision.

**IN THE CASE OF STAFF**, UAL highly recommends you to set a minimum required level of English/Spanish B2. Besides that recommendation, in order to be eligible for an Erasmus+ grant, the candidate needs to be employed at their home university during the whole time period of their mobility at Almería.

UAL will be able to host any selected **professor**, as long as the Department or Office area exists at UAL (candidates should make sure of this before applying in your call).

UAL will be able to host any selected **administration staff** during the International Staff Week taking place every year at Almería ([link](#)), around April/May. The ISW is a great opportunity for networking and receive advanced training.

### STEP 3: ASSESSMENT PHASE

In order to select the students or staff/professor who will receive the Erasmus + grant, your University will have to establish and publish a **scale of assessment**.

The main criteria for **students' selection** should be academic merit (GPA), but others might be taken into account too (like level of language knowledge). **It is also important to include a provision to solve any ties that may happen.**

The following is just a suggestion of how your set of criteria/scale of assessment could look like:

|                              | SCORE |
|------------------------------|-------|
| AVERAGE GPA                  | 0-10  |
| LANGUAGE SKILLS              |       |
| B2                           | 1,5   |
| C1                           | 2     |
| C2                           | 2,5   |
| NO PREVIOUS ERASMUS MOBILITY | 5     |
| INTERVIEW                    | 0-10  |

Your institution must form a **selection committee** that will assess and rank (give a score) to each and every candidate whose application was considered valid. The score that each candidate receives **must be published** and your institution should give some days for candidates who do not agree with your decision to appeal.

The maximum number of selected candidates depends of the scholarships allocated to your institution each year by UAL. The non-selected candidates will become part of the **reserve list**. If a selected participant cannot finally undertake their mobility, you may offer the grant to the next person in the reserve list. Furthermore, sometimes we are able to give additional scholarships to your institution – In that case, you might use your waiting list to allocate those extra grants.

The assessment phase must be detailed on a document (the "**Minutes**") signed by all the members of the selection committee. If you don't have a Minutes template, feel free to use ours. We have a version for students and another for staff ([link](#)).

## STEP 4: REPORTING TO THE UNIVERSITY OF ALMERÍA

UAL acts as coordinator of this Erasmus + KA-171 Project in which your University is taking part.

This means that UAL **bears responsibility** for the correct distribution of the scholarships and the financial management of the project, and that our National Erasmus + Agency will send auditors to check that the selection procedures **were fair, public, transparent, coherent, with an appeal process**. Therefore, UAL is forced to require your University to send the following documents:

**1. Before the mobility:** All the information required by our “Minutes of the Selection Committee” template ([link](#)). Please notice that we do not need you to use our template to send the information, but that you should provide all the information required in it.

UAL will not accept nominations from Universities that do not fulfill this requirement.

**2. After the mobility:** Transcript of records (for students) or a document (for staff) that proved the recognition of the candidates’ mobility at the home University.

UAL will withhold the OS funds of partner universities who do not send these documents, but will transfer 150€ to each partner for each mobility that is correctly manage (regardless if it’s an inbound or outbound mobility).

## FREQUENTLY ASKED QUESTIONS

**1. What if a student applied for a mobility at UAL but also applied for another University and they prefer that one?**

The student should submit a declaration of honor explaining that they reject the possibility to go to UAL and the reasons why. This signed document should be scanned and sent to UAL. Then the next person in the reserve list should be offered the grant.

**2. It would be good for our strategy to send the Head of our International Relations Office to undertake a staff mobility at UAL. Does he/she need to participate in a selection procedure?**

Yes. A public selection procedure is mandatory. Note however that the scale of assessment can include certain criteria favoring certain candidate's profile, depending on the University's strategy or the activity to be undertaken at the host institution.

**3. Should we exclude the students who have participated in an Erasmus mobility before?**

Students have the right to be Erasmus scholarship holders up to 360 days for each study cycle. Nevertheless, it is recommended to favor those students who have not participated in the program before, by including that circumstance in the scale of assessment.

**4. What is the difference between "Minimum requirements" and "Scale of assessment"?**

The "minimum requirements" determine who can participate in the call. Partner universities must check if their candidates are eligible, based on the requirement set by the University of Almería and any others you may want to add (see Step 2).

The "scale of assessment" is a system to rank the eligible candidates and award the grant to the ones with the highest score.