



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

## INTRODUCTION

Every year the European Commission provides the University of Almería (UAL) with new funding for student and staff exchange with your country within the framework of the Erasmus + International Credit Mobility – ICM (a.k.a. KA107) programme.

The University of Almeria, as coordinator of the project, is responsible for the reporting to the European Commission and the justification of the funds.

Since the funds are public, all the students and staff in your University should be able to apply for the programme in the terms agreed in our Interinstitutional Agreement and the selection should be made in the most transparent, fair and well documented way. “Documented” means that UAL should keep documented evidence of the selection procedure.

These guidelines will be useful for the selection of students and staff grant holders within the framework of the Erasmus + ICM programme, in compliance with the Erasmus Charter for Higher Education<sup>1</sup>.

Note that the following pages are based on our own mobility experience and the feedback received during the last audit by our National Erasmus + Agency.

Please do not hesitate to contact us in case you may need further clarifications.

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<sup>1</sup> The Erasmus Charter contains the fundamental principles to be respected by HEIs when participating in Erasmus +. It provides the general quality framework for European and international cooperation activities a higher education institution (HEI) may carry out within Erasmus+.



## STEP 1: Open the call

Any student or staff (or faculty) member in your University should be able to apply for the Erasmus + grant in the terms agreed in our Interinstitutional Agreement (types of mobility, areas offered, duration, etc.). This means that the opportunity should be either **published on a website or sent via email** to all students and staff. Whatever option you may choose, please note that we will ask you to send us evidence of it.

The recommended duration for the call would be more or less a month.

Every semester the University of Almería will send a reminder to all the partners with the deadlines to receive the names of the selected grant holder/s (**nominations**), the number of scholarships available and the minimum requirements to receive this scholarship, although the institutions are free to add more requirements. This will be further explained in STEP 2.

In order to increase the transparency of the procedure, the requirements and the explanation of the selection procedure (the phases) should be published on the website or sent to all the potential candidates while the call is open, together with the **scale of assessment** that will be used for the selection. The scale of assessment **will establish the points** provided to each candidate for different merits. All this information can be included in a document that we call **“applicant’s guidelines”**.

Note that you can use the “applicant’s guidelines” that we provided you with, but you must adapt it to your own selection procedure, including the scale of assessment that you are planning to use.

## STEP 2: Validation phase

Once the call for applications is closed, the first phase of the selection process consists in the complete and thorough **verification and validation** of all information and documents submitted by the applicants. The validation process is extremely important as it verifies and confirms the eligibility or not of the applicants. Your institution must check that the student:

- Is enrolled at least in the second year of their studies
- has not done more than 7 months of Erasmus + or Erasmus Mundus mobility before
- holds B1 certificate of Spanish or English proficiency
- belongs to the areas agreed on the IIA signed by our institutions

Your institution can add other minimum requirements that might find important. The list of validated students /staff shall be also published and your institution can give some days in case students would like to ask for a revision if they don't agree with the points received.

In the case of staff, UAL does not set minimum requirements but it is highly recommended to Universities to set a minimum level of English/Spanish – B2 and to require an invitation letter to visitor teachers who are going to undertake a STA<sup>2</sup> mobility at UAL.

UAL as host institution will be able to host any selected staff, as long as the Department or Service exists at our institution (so this should be verified by every applicant before applying). UAL also recommends Staff (especially STT<sup>3</sup>) to join the International Staff Week taking place every year, organized by the institution, as it provides a great opportunity for networking and there are organized working sessions that can be of interest.

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<sup>2</sup> STA mobilities are to be undertaken by Faculty/teachers and must include 8 hours of lecture or 4 hours if it is planned as a combined teaching and training mobility.

<sup>3</sup> STT mobilites can be undertaken by Faculty/teachers or Administrative staff and can include job shadowing activities, workshops, training, meetings, etc.

### STEP 3: Assessment phase

In order to select the student/s or staff/professor who will receive the Erasmus + grant, your University will have to establish a **set of criteria or scale of assessment**.

The main criteria for the selection should be **academic merit (GPA)** but the level of language knowledge (English or Spanish) can be also taken into account, the motivation, and previous mobilities could subtract points, for example. In case of two or more students with equal Academic Merit, students with a vulnerable socio-economic situation shall be prioritized.

The criteria that you will assess for the selection of the grant holders and the points that each applicant receives **must be published** together with the call. It can also be included in the “applicants’ guidelines” mentioned before.

Your institution must form a **selection committee** that will assess each application and choose a participant to receive the grant (the number of participants depends of the scholarships agreed with your institution each year). The rest of the candidates will remain in a **reserve list**. This reserve list is essential in cases when the selected participant can’t finally undertake the mobility for personal, academic or professional reasons. In those cases, the next person in reserve will be asked to participate in the exchange.

The whole process must be reflected on a document signed by all the members of the selection committee (this document is called "**Minutes**").

### STEP 4: Reporting to the University of Almería

The University of Almeria acts as coordinator of this Erasmus + KA107 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.

Therefore, our National Erasmus + Agency will send audits to check that all the documents are correct and we will need **evidence** that all the selection procedures were **fair, transparent and have been well documented**.



For this purpose, UAL shall require your institution to send the following documents:

1. Copy of the “Guidelines for applicants”, link to the website where the call has been published or email that has been sent to the students and staff to inform them about the call.
2. List of validated applicants, those students who pass the minimum requirements set by UAL and your institution (if any).
3. List of selected students and reserve list, produced by the selection committee once the assessment phase has concluded.
4. Minutes of the selection committee, that should be signed by all the members.

Please take into account that: HEIs<sup>4</sup> located in Partner Countries are not eligible to receive an ECHE<sup>5</sup>. However, in order to take part in Erasmus+ mobility between Programme and Partner Countries, they must sign an Inter-Institutional Agreement with their European partner which integrates ECHE principles.

Since your institution has signed an Inter-Institutional Agreement with UAL, and this document is binding, **your University must comply with the requirements set by the ECHE.**

Among other principles, a transparent, fair and well-documented selection procedure should be undertaken, as explained on this document.

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<sup>4</sup> Higher Education Institutions

<sup>5</sup> Erasmus Charter for Higher Education: The Erasmus Charter contains the fundamental principles to be respected by HEIs when participating in Erasmus +. It provides the general quality framework for European and international cooperation activities a higher education institution (HEI) may carry out within Erasmus+