

## Call for Applications

### Scholarships to study at Universitat Politècnica de Catalunya (Spain) in the framework of the European Programme ERASMUS+ KA1

#### Objective

The Erasmus+ Programme – Mobility for study offers the possibility to spend a period of studies at **Universitat Politècnica de Catalunya** for **Bachelor, Master and PhD Students** and for **Academic Staff** from the University of Sfax.

The *Erasmus+ - Mobility for Studies* programme offers students the chance to spend a period of continuous study at the Universitat Politècnica de Catalunya (UPC).

Mobility students will receive a grant, can attend courses and use all the facilities available at the Universitat Politècnica de Catalunya (UPC) with no additional tuition fees (with the exception of any minor fees also applicable to local students). All learning activities approved in the Learning Agreement and completed successfully will be fully recognized at the home university. The Erasmus+ Programme offers students the chance to gain cultural experience abroad, become familiar with other higher education systems and meet young people from other countries, actively contributing to the process of international integration.

#### FUNDING

##### About grants

In the framework of the Erasmus+ programme and according to its regulations, all mobility activities are conditional upon the signature of an interinstitutional agreement between UPC and the partner university before the start of the mobility.

The grants offered to Erasmus+ Mobility for Studies students do not cover all the expenses, but are merely a contribution to bearing the additional costs of the stay abroad.

##### Details of the scholarships

##### The grant includes:

- **A European Union contribution.** An amount established according to the country of destination and the actual number of days spent abroad. In particular, the grants are split into groups of countries according to the cost of living. Spain is included in Group 2 and the mobility contribution is **800€ per month**.
- An additional amount to cover travel expenses. **275€**

#### APPLICATION REQUIREMENTS

##### General Admission Requirements

- Nationals of the countries of the partner institutions.
- The student has to be enrolled in the home University which must be a partner of the Universitat Politècnica de Catalunya (UPC) in the Erasmus+ frame.
- To have a sufficient knowledge of any of the working languages at UPC; Catalan, Spanish or English, in order to attend the courses.
- To submit a Mobility Agreement proposal, validated at both ends by the relevant academic authorities at the home university.
- For Bachelor and Master Students, the proposal will contain the list of courses you want to make at UPC. For Doctorate students, this proposal will be the working plan at UPC.

Please find the general description of programmes offered at UPC (and the courses in each programme) at:

- ✓ Bachelor: <https://www.upc.edu/learning/courses/Bachelors-degrees>
- ✓ Master: <https://www.upc.edu/learning/courses/masters-degrees>
- ✓ Doctorate: <http://doctorat.upc.edu/programmes/research-area-list>

## APPLICATION DOCUMENTS

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

- ❖ Application form
- ❖ 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 UPC, 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 UPC.) Please refer to the templates in the Annexes (Annex I).
- ❖ Language certificates (whatever English and/or Spanish certificate you have)
- ❖ Motivation letter

For Academic Staff:

- ❖ Teaching Agreement (Annex III) for academic
- ❖ Knowledge of English (B1)
- ❖ Copy of the Passport
- ❖ Short CV
- ❖ Motivation letter

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

These documents have to be sent to the International Office or to the Area in charge of coordinating the Erasmus+ Programme KA107 of the host university. (International Relations Office) Airport road km 0.5 P.O.BOX 1169 – 3029 – Sfax – Tunisia. The University of Sfax will be responsible of selection procedures on the basis **transparent and fair criteria**.

### Pre-selection criteria at the home university

The home university will provide a pre-selection of candidates according to the following general criteria:

- **For Bachelor and Master Students:**

- Average grade;
- The consistency of the proposed activities with the student's university degree;
- Language skills;
- Any other information indicated by the student in the application (other learning experiences, specific academic interests, etc.).

- **For Doctorate students:**

- Average grade.
- The consistency of the proposed research activities.
- Language skills.
- Any other elements indicated by the student in the application (other learning experiences, specific academic interests, etc.).

### Selection criteria at UPC

UPC will make the selection of candidates in two steps:

- a- Checking if the candidates could be admitted for the corresponding host UPC school/faculty.
- b- Globally, and in order of priority, by outstanding academic records, etc.

### UPC COMMITMENTS

- ✓ The Universitat Politècnica de Catalunya (UPC) will send an acceptance letter and information package to the student once all the applications have been received and checked in detail.

- ✓ After the arrival the student will receive an information package, student card, internet username and other useful information in a registration meeting with members of the International Office.
- ✓ UPC will provide the student with an academic coordinator at the Faculty where he/she will be enrolled, and who will sign the mobility/learning agreement and will support the student in all the academic matters.
- ✓ The Universitat Politècnica de Catalunya (UPC) will pay the grant after the arrival of the student on the following bases:
- ✓ Monthly amount of the grant in Banco Santander (at the end of each month); and the travel expenses.
- ✓ At the end of the mobility the Secretary's office of every Faculty will provide the student with a Transcript of Records or a report of the research results.

## RIGHTS AND DUTIES OF THE BENEFICIARIES

### Rights:

- To perform the entire mobility period awarded, without extensions.
- To receive the scholarship according to the amounts set in the Erasmus+ Programme guidelines and the real arrival and departure dates. The expenses not covered by the scholarship will be borne by the beneficiary.
- To benefit from tuition fee waiver as undergraduate or PhD student, notwithstanding other taxes for the use of certain services or activities that might be applicable.
- To receive information and advice on the application procedure, as well as on pre-departure and on-site orientation.
- To have the study or teaching period abroad recognized by their home university.

### Duties:

- To be in possession of adequate insurance coverage during the mobility period, according to Erasmus+ Programme rules.
- To have a valid visa, (if required), for the mobility period at host university.
- To carry out the mobility according to the proposal and dates committed.
- To complete all procedures and fill in the required documentation as requested by the Erasmus+ Programme, before, during and after the mobility period, meeting the deadlines established by UPC:
  - o Before mobility: Signature of the Grant Agreement and the Learning/Mobility Agreement, and online language assessment.
  - o After mobility: Submission of the Mobility Certificate, online mobility final assessment survey, and online language assessment.
- Any other duty related to the UPC and home university policies, as well as the Erasmus+ Programme rules.

**Noncompliance with such duties results in revocation of the award.**

### Mobility periods:

#### Students:

Bachelor's level: 5 months (February-June 2019)

Master's level: 5 months (February-June 2019)

PhD level: 5 months (February-June 2019)

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

The deadline for applying is fixed at **10<sup>th</sup> January 2019**.

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

