



Co-funded by  
the European Union



## Erasmus+ Program

### CALL FOR STUDENTS' MOBILITY FOR STUDY PURPOSES UKRAINIAN PARTICIPANTS

### ACADEMIC YEAR 2022/2023

- **GENERAL INFORMATION:**

Within the framework of the Erasmus+ Program, the Universidad Complutense de Madrid offers mobility grants for study purposes aimed at students from Ukrainian universities who meet the requirements established in this call, following the guidelines indicated by the European Commission and published by SEPIE in the "Guide for the implementation of exceptional Erasmus+ measures in relation to the war in Ukraine" of 08/04/2022.

- **PURPOSE OF THE CALL:**

To offer students from Ukrainian universities who meet and accredit the requirements set out in clause 2 of this call the possibility to carry out an Erasmus+ study stay in the second semester of the academic year 2022-2023 that will allow them to continue their training on a temporary basis.

- **REQUIREMENTS OF THE CANDIDATES:**

In order to apply for these grants it is an essential requirement that applicants were enrolled in a higher education institution in Ukraine at the time of leaving the country due to the outbreak of war. The following selection priority criteria will be taken into account in the evaluation of applications:

- Students who have applied to be part of the UCM Ukraine Special Host Plan.
  - Students who have communicated their interest in carrying out an Erasmus+ mobility at the Universidad Complutense de Madrid.
  - Students who, without being in any of the above-mentioned situations, meet the requirements.
- **STUDY PERIOD:**

The study mobility period will have a minimum duration of 3 months and a maximum of 8 months and will correspond to the academic calendar 2022-2023.

- **OFFER OF PLACES:**

Places are offered to carry out studies in official UCM degrees that are appropriate to the studies carried out at the home university in Ukraine and that are available in each UCM Faculty/Centre according to the attached annex.

Whenever possible, an Erasmus+ inter-institutional agreement would be signed with the student's home university, which, in that case, would approve the program of studies and make the appropriate academic recognition.

The Vice-Deans for International Relations of the Faculty/Centre in which the selected candidate will carry out his/her studies will act as his/her academic coordinator.

- **DEADLINE AND FORM OF PRESENTATION OF THE APPLICATION AND DOCUMENTATION:** The application will be made through the form available at the following link: <https://ucm.moveon4.de/form/635a54c9a1d21272b534b312/spa> **HYPERLINK**  
["https://ucm.moveon4.de/form/635a54c9a1d21272b534b312/spa"](https://ucm.moveon4.de/form/635a54c9a1d21272b534b312/spa) **HYPERLINK**  
["https://ucm.moveon4.de/form/635a54c9a1d21272b534b312/spa"](https://ucm.moveon4.de/form/635a54c9a1d21272b534b312/spa) **HYPERLINK**  
[b312/spa](https://ucm.moveon4.de/form/635a54c9a1d21272b534b312/spa)

To do so, candidates must identify themselves in the system, through the "Registration" ("Inscripción") option, and follow the next steps:

- Enter name, surname and e-mail and click on "Registration" ("Inscripción").
- An e-mail will be sent to the e-mail address indicated, with a link that will allow them to activate their identification account to access the form, creating their own access password.
- Once the application has been sent, it will not be possible to make any changes to it.

Attached documentation to be provided with the application form:

- Photocopy of document proving Ukrainian nationality or residence in Ukraine.
- Proof of student status at a Ukrainian university at present or at the time of leaving Ukraine (proof of enrolment, academic transcripts, or other document issued by the institution of origin or competent Ukrainian authorities).
- Proof of level of Spanish and/or English (failing that, affidavit of level)
- Any other documentation that may be relevant (e.g. CV).

• **TIMETABLE FOR APPLICATION AND ALLOCATION OF PLACES:**

• SUBMISSION OF APPLICATIONS	From 21 <sup>st</sup> to 30 <sup>th</sup> November 2022
• PUBLICATION OF LIST OF ADMITTED AND EXCLUDED APPLICATIONS	2 <sup>nd</sup> December 2022
• AMMENDMENT PERIOD (10 calendar days)	Until 12 <sup>th</sup> December 2022
• PUBLICATION OF THE PROVISIONAL LIST OF PLACES	22 <sup>nd</sup> December 2022
• CONFIRMATION OF ACCEPTANCE OF PLACEMENT (5 calendar days)	Until 13 <sup>th</sup> January 2023
• PUBLICATION OF THE LIST OF ALLOCATION OF PLACEMENTS 2022/23	14 <sup>th</sup> January de 2023

• **SELECTION PROCEDURE AND AWARDING OF PLACEMENTS:**

The Selection Committee will be made up of:

- President: Vice-rector for International Relations and Cooperation
- Members: Vice-Deans of the area of the studies requested
- Secretary: Head of the International Relations Service or person delegated by her.

Award criteria:

- Previous link with UCM.
- Adequacy of the candidate's studies to UCM programs.
- Level of Spanish and/or English, depending on the studies to be carried out.

The Selection Committee shall publish the list of selected applicants and reserve list, if applicable, following the calendar established in clause 7.

Acceptance of the scholarship:

The selected candidates will be notified by e-mail of the scholarship acceptance procedure, once the final selection decision has been published.

- **FINANCIAL CONDITIONS:**

An amount of 150,000 € has been reserved within the Erasmus+ 2021-1-ES01-KA131-HED-000004196 project, in the budget application G/4861000/8000, fund 212S052201, with accounting document number 1001456063.

Grant awarded: 1,100 per month, amount established by the European Commission.

When applicable and always following the rules established by the SEPIE, inclusion aid and single and individual travel aid will also be granted, according to the distance bands established by the European Commission:

Travel distance	In case of standar travel
Entre 100 y 499 km	180 €
Entre 500 y 1 999 km	275 €
Entre 2 000 y 2 999 km	360 €
Entre 3 000 y 3 999 km	530 €
Entre 4 000 y 7 999 km	820 €
8 000 km or further	1 500 €

The distance between origin and destination will be calculated using a computer tool provided by the European Commission, available at the following link: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

- **PAYMENT OF THE AID:**

After signing the corresponding grant agreement, 80% of the grant will be paid into a Spanish bank account in the name of the beneficiary, once the place has been accepted and the enrolment has been completed. At the end of the mobility period, the final payment will be made. For the computation of the days, the dates of the certificate of stay shall be taken into account.

- **GUIDELINES OF PROCEDURES FOR SELECTED STUDENTS:**

**Before the beginning of the stay:**

Each student will be provided by the International Relations Office with the documents and all information of academic interest regarding his/her stay at UCM. The documents to be submitted and processed are:

- Learning Agreement
- Financial Agreement and Annex
- Spanish bank account number
- Proof of Health Insurance
- Any other specific document of the UCM Faculty/Centre

Next, it is the link to the web page where you can subscribe to a private complementary health insurance that covers needs such as accidents, civil liability, repatriation or certain medical interventions. This link offers the possibility of contracting this insurance with a company that has an agreement with UCM, and that offers very convenient rates for UCM students. <https://www.ucm.es/seguros>

**During their stay at UCM:**

- Students will remain in contact with their academic coordinators at their UCM faculty/centre in order to resolve any academic, administrative, or personal issues that may arise when these affect mobility.
- The communications from UCM with Erasmus students will be done preferably by e-mail, using the student's e-mail account [...@ucm.es](mailto:...@ucm.es).
- Any incident should be communicated as soon as possible to the Erasmus office of the centre and/or the International Relations office.

**At the end of the stay:**

The student must carry out the following formalities:

- Certificate of stay.
- Student's report. At the end of the stay, the student will receive an email (in the UCM account) asking him/her to fill in the online report. This e-mail is generated by the European Union computer application that manages the mobility. The completion of this report is mandatory and allows the last payment of the scholarship.
- Any other procedure required by the European Commission.

## 12. OBSERVATIONS:

- Failure to comply with any of the established requirements will result in the loss of the ERASMUS+ status.
- The payment of the amount of the scholarship and the academic recognition will be conditioned to the total fulfilment by the student of each and every one of the procedures contained in this call for applications.
- Each ERASMUS student must comply with the internal rules of UCM.
- If a student does not complete the committed period of study, he/she is obliged to reimburse UCM the proportional part of the amount of the scholarship corresponding to the months of stay that he/she has not completed. A stay of less than two months (60 days) will not be considered Erasmus either financially or academically. The student must inform UCM of this circumstance.
- Failure to comply with the academic obligations will result in the corresponding economic sanctions, which will be assessed and processed in accordance with the UCM regulations approved by Regulations approved by the International Relations Committee dated May 28, 2018:  
<https://www.ucm.es/data/cont/media/www/pag-9907/REGLAMENTO%20ECONOMICO.pdf>

- **PERSONAL DATA TRANSFER:**

In accordance with the provisions of Law 15/1999, of December 13, 1999, on the Protection of Personal Data, the act of submitting the application for participation implies consent and information and knowledge that the personal data collected will be transferred, incorporated and processed in the file "International Mobility", whose purpose is the management and support of international mobility for research and training stays in international scholarship and grant programs. The body responsible for the file is the Vice-Rectorate for International Relations and Cooperation.

### Additional clause:

Both the present call, as well as its resolution, exhaust the administrative channels, as established in articles 6.4 of the Organic Law of Universities 6/2001, of December 6, and 9 of the Statutes of the Universidad Complutense de Madrid.

Therefore, and in accordance with the provisions of Law 39/2015, of October 1, of the

Common Administrative Procedure of Public Administrations, the following appeals may be lodged against this call and against the its resolution:

- Optionally, appeal for reconsideration before the body that issued it, within a period of one month to be counted from the day following the publication of the resolution.
- Contentious-administrative appeal before the Contentious-Administrative Court within two months from the day following the day of publication of the resolution or, if applicable, of the notification of the resolution of the appeal for reconsideration.

THE PRESENTATION OF THE ERASMUS+ APPLICATION IMPLIES THE ACCEPTANCE, IN ALL ITS TERMS, OF THE RULES ESTABLISHED IN THE PRESENT CALL FOR APPLICATIONS.

**Contact address for queries:** [pid@ucm.es](mailto:pid@ucm.es)