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## ERASMUS+ PROGRAMME 2022-25 INTERNATIONAL MOBILITY (KA171)

### GENERAL INFO

#### Selection of participants

Standard procedure foresees that participants are selected by the Sending Institution. The selection procedure must be fair, transparent and well-documented. The calls for applications must be public and the selection criteria (e.g. academic performance of the candidate, motivation, relevant experience e.tc.) shall be made public.

Both sending and receiving institutions need to have a common understanding regarding selection of participants, have set a basic timeline and identified the people responsible for the nomination of students and staff.

- The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to participants with disadvantaged backgrounds and fewer opportunities compared to their peers. Therefore, in the case of student mobility, partners are encouraged to take other elements beyond academic merit into account to ensure participation of students from disadvantaged backgrounds. For students from Partner Countries, in case of equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants).
- The HEI shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process. There should be appeal procedures in place.
- Lower priority will be given to those who have already participated in mobility actions in the same study cycle under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme. In the case of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees, previous participation is only taken into account for scholarship holders.
- Fees may not be charged under any circumstance to applicants for the organization or administration of their Erasmus+ mobility period.



## GUIDELINES

### **A) Prior to departure**

The International Relations Department is responsible of providing the Erasmus grants to all participants. As completing and signing all necessary documents is a bureaucratic procedure that takes a lot of time, participants are kindly requested to submit a signed mobility agreement, signed grant agreement in 2 copies, tickets and invoices at least 1,5- 2 months prior to departure.

Additionally, all participants are required to submit an English copy of their insurance contract with all obligatory requirements, for each type of mobility.

Participants are asked to fill in form 13 A of the Special Account for Research Funds of the University of Crete <http://www.elke.uoc.gr/management/forms.aspx>

Participants will receive 80% of the Erasmus grant prior to or at the beginning of their mobility, provided that all necessary documents have been duly prepared and signed by all parties.

### **Visa requirements:**

Participants are kindly requested to examine whether it is necessary to apply for visa by visiting the relevant website of the Greek Ministry of Foreign Affairs or at: <https://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/>

### **B) After the Mobility**

1. After the end of each mobility participants need to submit to the UoC International Relations Department:

I) a certificate of teaching/training, II) original or e-tickets (boarding cards, bus tickets etc.) and III) relevant material that was produced during this mobility, or a short report on the activities that took place, shortly.

2. Participants will receive an online survey e-mail by the European Commission (by: [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)), which has to be completed within 30 calendar days.

Finally, participants will receive the rest 20% of their grant once the aforementioned steps have been completed and within 45 calendar days after submitting the online EU Survey.