



## **PROGRAMA ERASMUS+ CALL FOR STUDENT MOBILITY PLACES 2018-2019 ACADEMIC YEAR**

The Taller de Músics Higher School of Musical Studies (from hereon in, Taller de Músics ESEM) is issuing a call for the mobility programme for studies for the academic year 2017/18, in the European area, in the ERASMUS+ framework.

This programme, promoted in Spain by the Spanish [Service for the Internationalization of Education](#) (Spanish acronym, and from hereon in, SEPIE) and integrated into the Key Action KA103 of the ERASMUS+ programme, allows the possibility of studying in those European higher education centres with whom Taller de Músics ESEM has signed a bilateral agreement, with posterior recognition of credits..

This document defines the characteristics of the development of this programme in the Taller de Músics ESEM. In the case of anything not described herein, the centre's rules and regulations shall apply, and where there is any doubt, decisions shall be made at the discretion of the Pedagogical Management.

### CONDITIONS OF MOBILITY

#### **Duration of the mobility**

The students who are selected shall be able to carry out study stays of one or two semesters, according to that stipulated in the Erasmus+ mobility agreement. The minimum duration is 3 months and no period of stay can be extended beyond the 30th September of 2019.

If the initially projected stay is less than the length of the academic year, an extension of the stay may be requested, as long as the following requirements are met:

- With the express authorisation of the Taller de Músics ESEM mobility coordinators and those of the destination institution, at least one month before the end of the previously envisaged stay.



- The extension must begin immediately (without interruptions) after the end of the initially projected period.
- The extension shall not exceed the maximum number of months specified in the bilateral agreement between institutions.

The extension does not automatically entail an increase in the financial support, rather the extended period may be considered as "Zero Grant".

It is not possible to be the beneficiary of the same mobility programme more than once in the same academic year. In the event of being the beneficiary of the same programme in different academic years, the total amount of time spent cannot exceed 12 months, and in any even priority shall always be given to those persons who have not previously been beneficiaries.

### **Destination**

The stays must be carried out in a higher education institution in a country participating in the Erasmus+ programme (member states of the EU, the European Economic Area and the Republic of Macedonia). The destination institutions must have a signed bilateral agreement with the institution of origin.

It must be taken into account that the Taller de Músics ESEM is still in the early stages of involvement in the international mobility experience and therefore does not yet have signed bilateral agreements with the majority of higher education institutions in Europe. Mobility requests from students from the map of institutions which have agreements with the Taller de Músics ESEM shall be accommodated on a case by case basis and it shall therefore be necessary to contact each institution in question directly.

Therefore, it is very important to communicate as soon as possible to the Erasmus Coordinator where students desire to undertake their mobility, in order to make prior contact and sign an agreement with the institution in question.

### **Academic recognition and payment of fees**

Doing a mobility involves the incorporation of the number of credits passed at the destination institution on the student's transcript of records and on the Diploma Supplement (DS). To this

end, prior to the mobility a **Learning Agreement** shall be signed by the three parties (the two institutions and the student) in which the subjects to be studied are specified as well as those which shall be recognised.

Subjects that have been taken and failed or not attended are not recognised, nor is the Final Degree Project (under any circumstances) The grade for the recognised subjects, when there is not a clear and direct equivalent, shall be done en bloc, reflecting the average of the grades for the corresponding subjects at the destination, weighted against the number of credits. If there is no corresponding certificate, the grade will be based on the average of the student's academic record at that time.

In order for a subject at origin to be approved in the conversion of qualifications, at least 75% of the ECTS being recognised must have been passed, and the average grade must be higher than or equal to 5.0. In any event, at least the same number of ECTS failed at destination will be considered failed at origin.

At the time of enrolling, it will be necessary to enrol for the same number of ECTS that will be studied at the destination institution, with the subjects that will be recognised (in accordance with the corresponding Learning Agreement) and to make payment of the corresponding amount. It shall not be necessary to make any payment, however, for academic, administrative, or exam fees, nor for access to libraries or laboratories at the destination institution.

During the period of mobility the student is considered to be studying full time. Consequently, students must take a number of credits at the destination institution proportional to the length of their stay, taking into account that a whole academic year is equivalent to 60 ECTS and a semester to 30 ECTS.

The Learning Agreement can be modified during the mobility, if both institutions and the Student are in agreement.

## GRANTS AND SUBSIDIES

### Financing

SEPIE distributes the grants from European funds to Spanish higher education institutions. The Taller de Músics ESEM, in accordance with an agreement with SEPIE, will distribute the funding received between the students participating in mobilities.

### Amounts

Grants for students participating in mobilities, to cover additional costs arising from participation in the ERASMUS+ programme, are determined according to the destination country and according to the following tables.

### *Important note*

It is important to note that the allocation of destination places in this call does not necessarily entail the granting of financial assistance, which shall always be subject to the funding awarded by SEPIE to the Taller de Músics.

Distribution of countries according to standard of living:

<b>Group 1:</b> countries in the programme with a high	Austria, Denmark, Finland, France, Ireland, Italy, Liechtenstein, Norway, United Kingdom and Sweden	300€ /month
<b>Group 2:</b> countries in the programme with a medium	Germany, Belgium, Cyprus, Croatia, Slovenia, Greece, Iceland, Luxembourg, Netherlands, Portugal, Czech Republic and Turkey	250€ / month
<b>Group 3:</b> countries in the programme with a lower	Bulgaria, Estonia, Latvia, Hungary, Lithuania, Malta, Poland, Romania and former Yugoslav Republic of Macedonia	200€ / month

Students who are selected must take responsibility for all costs related to their International mobility. The financial assistance is not intended to cover the entirety of the costs, rather it contributes to financing the mobility.

There is specific financial support available for students from disadvantaged backgrounds, as well as funding for special needs students (with a recognised disability of 33% or more)..

### **Payments**

Payments shall be made in two instalments:

- 70% shall be paid around the time the student enrolls in the destination institution upon completing the necessary paperwork (This is always subject to the Taller de Músics ESEM having received the funding from SEPIE).
- The remaining sum shall be paid upon finishing the stay, and having completed all necessary paperwork.

Once the mobility has been accepted, a Funding Agreement form shall be filled out and signed by the student and the Taller de Músics ESEM, in which the amount and attached conditions of the funding shall be detailed, as well as the bank account into which payment shall be received. The account must be held in Spain, open for the whole mobility, and the student must be the account holder or joint holder. If it becomes necessary to change it, this must be communicated to us using the appropriate form.

### **Zero grant**

Students who undertake an extension to their period of stay shall, during this additional period, be considered "zero grant". Likewise, it is possible to undertake the whole stay as "zero grant", if agreed between the relevant parties. In any event, the duration of the mobility is calculated in the same way and the same procedure is to be followed..



## APPLICATION AND SELECTION PROCESS

### Requirements

In order to apply for a mobility place for the 2018/19 academic year, the following requirements must be met:

- You must be a national, or resident of one of the participating states in the Erasmus+ programme or have refugee or stateless person status.
- Applicants must be enrolled at the Taller de Músics ESEM, on a higher music studies course, both at the time of applying (2017/18) as well as the moment of undertaking the mobility (2018/19).
- Applicants must have passed the whole first year (60 ECTS) at the time of undertaking the mobility.
- Applicants must have passed at least 70% of credits from the previous academic year.
- Applicants must be able to demonstrate a sufficient level of linguistic ability to be able to take part in the activities at the destination university, based on that detailed in the Erasmus + Agreement for each mobility.

### Guidance

Apart from the formal requirements, we strongly recommend that before deciding to participate in a mobility programme, potential applicants meet with a tutor or other teacher, as well as the Erasmus Coordinator.

This guidance should be taken into account when deciding upon the best moment in each student's training to participate in a mobility or what the most rewarding destinations might be for the student's learning and academic development.

### Applications

In order to apply for a mobility, the following documentation must be submitted:

- Mobility application (form available on the Virtual Campus). Between one and three mobility options can be selected.



- Documentation accrediting language level.
- A recent passport photo.
- Photocopy of the DNI, NIE, or other valid ID
- Curriculum Vitae and covering letter (in English or in the language of the destination institution).
- Specific requirements:
  - For students of Performance, a video showing the student's musical skills with the instrument (it is advisable to include a personal presentation, also in the language of the destination institution or in English).
  - For students of composition, examples of recent compositions which are representative of their work (either the musical score or a recording).
  - For students of Pedagogy, there is no specific material required, so it is therefore advisable to pay special attention to the CV and covering letter.

Applications can be submitted up to and including the **22 of december 2017** (included), in person to the secretariat or by email to [erasmus@tallerdemusics.com](mailto:erasmus@tallerdemusics.com). It is recommended to do this as soon as possible to facilitate internal administration.

## **Selection**

The Erasmus Coordinator, the Pedagogical Director and the Director of Studies will review the applications received and will decide which mobilities are assigned, in accordance with the agreement between the Taller de Músics ESEM and SEPIE. As well as all the information and documentation provided, the academic record shall also be taken into account.

Once the initial assignment of places has been carried out, which will be duly communicated, students must formally communicate their acceptance or rejection of the offer (either in writing or by email). In the event that acceptance or rejection is not communicated within the established period, the place shall be considered to have been declined.

In the event that there are any declined places, they will be reassigned. The second round of assignments shall follow the same process of acceptance or rejection and will result in the final decision.



### *Important note*

The awarding of a mobility place by Taller de Músics does not necessarily mean that the student will be automatically admitted by the destination institution, as it is they who will make the final decision on whether or not to accept the student during the subsequent process.

### **Rejection**

If a student wishes to reject an already assigned mobility, this can be done via the requisite form before beginning the stay. This document must be signed by the student and by the Centre Coordinator, who shall keep the original on the student's academic record.

A rejection without just cause, as well as the failure to communicate the same, shall give rise to a sanction, whereby the student shall be excluded from future mobility selection processes in any new call.

In the event of having to cease a mobility already underway, for reasons of force majeure, this must be communicated as soon as possible to the Erasmus Coordinator in order to manage the situation.

It is important to take into account that the beneficiary of the Erasmus funding is the Taller de Músics ESEM, who would be subject to sanctions in the event of any infringement.

### **Places and dates**

- Deadline for submissions of applications and documentation: **22th of December 2017**
- Provisional assignment of places: **20th of January**
- Deadline for acceptance or rejection: **24th of January**
- Reassignment of places (or definitive decision\*, if there are no spare places): **26th of January**
- Deadline for acceptance or rejection of reassigned places: **29th of January**
- Definitive decision \*: **30th of January**

\*this is subject to the agreement with SEPIE



## OBLIGATIONS OF STUDENTS AND BENEFICIARIES

### **Prior to the mobility**

- Students must have a Learning Agreement signed by them and the two institutions.
- Students must have a Grant Agreement signed by them and the Taller de Músics ESEM.
- Students must have taken a language test on the Online Linguistic Support (hereinafter, OLS) in order to determine their level in the language of the destination country.
- Students must contract insurance (with the coverage detailed elsewhere in this document) and provide accrediting documentation to Taller de Músics ESEM.

### **During the mobility**

- Submit a copy of the Certificate of Arrival, with the date of joining (a maximum of two weeks after arrival).
- Do the OLS language course, if applicable.
- Keep in regular contact with the Taller de Músics ESEM and inform them of any significant change to the mobility within the stated time limits.

### **After the mobility**

- Students must submit the original certificate of stay signed and stamped by the destination institution (within a maximum of maximum of two weeks after returning).
- Students must complete the report about their stay (the corresponding form will be supplied).
- Students must take the second OLS language test.
- Students must request a certificate of the grades for the courses studied at the destination institution in order for them to be recognised..

### ***Important note***

Failure to present the supporting paperwork for the mobility could mean being required to pay back the entirety of the grant received by the student and the failure to recognise the courses taken during the mobility.



## **Insurance**

It is obligatory for students to contract insurance prior to beginning the mobility, covering:

- Travel insurance (including damage to or loss of luggage).
- Civil liability insurance (which includes professional liability where necessary).
- Accident and Health insurance (which includes temporary or permanent disability).
- Death insurance (which includes repatriation).

It is obligatory to submit documentation accrediting the insurance.

Furthermore, it is strongly recommended that all students on mobility programmes have a [European Health Card](#).

## **Online Linguistic Support**

Students participating in a mobility must take the OLS language level test (Online Linguistic Support). Two obligatory tests will be taken: one before commencing the stay and one upon completion. Depending on the results of the first test and subject to the availability of licences, the student will have the option to take a free online language course.

The tests may be taken in German, English, Danish, French, Greek, Italian, Dutch, Polish, Swedish and Czech. Students whose mother tongue is the language of instruction in the destination institution shall be exempt from the requirement to take the tests and courses.

After the student has been entered into the system by Taller de Músics ESEM, they will receive an email from the OLS platform with the user licence, inviting them to register on the platform and to take the initial evaluation test. Mails from the OLS are often identified as spam, so it is therefore recommended to check your spam folder regularly.

All the information about the features of the tests and the support courses can be found on the platform's website: <http://www.erasmusplusols.eu>.



## DOCUMENTS AND FORMS AVAILABLE ON THE VIRTUAL CAMPUS

- Application forms
- Document for changes to bank details
- Learning Agreement form
- Incident sheets
- Communication of rejection