



UNAM
UNIVERSIDAD DEL
ATLÁNTICO MEDIO

MOBILITY PROGRAM REGULATIONS

ERASMUS+ KA171

DOCUMENT FOR PARTNERS

NATURE	RESPONSIBLE	DATE
Endorsement	Governing Board	15/01/2025

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PREAMBLE

The following regulations are considered valid for the management and monitoring of the KA171 project that Atlántico Medio University will carry out in the years 2022-2025.

After having applied for this project, and having obtained the recognition and the funds, the university started in September 2022 the exchanges proposed in its program.

INTER-INSTITUTIONAL AGREEMENT

Once the partners have been established, the modalities for the start of the agreements are established. Therefore, the first step for the exchanges is the signature of an inter-institutional agreement between the Atlántico Medio University and each partner. What is mainly taken into consideration now, both for us and for the partners, is the subject of the studies, the faculties, how many mobilities there will be between students and teachers and staff, the language of instruction. In addition, initial information on accommodation and special needs, among other things, will be provided.

The model agreement can be found [at this link](#).

It is important to specify that, since the beneficiary of the project is Universidad del Atlántico Medio and the funds will be delivered to the same, each agreement and contract will be governed by Spanish law. Each document may contain annexes agreed between the two parties and respecting the laws of the two countries, but no information may be deleted from the official document.

As Universidad del Atlántico Medio is the direct beneficiary of the project, it will have to collect and keep all the documentation, both the one received directly by the people involved in the mobilities, and the documents that will be collected by the partner Universities and that will have to be given to the beneficiary. Lack of documentation or failure to comply with the procedures contained in these regulations will be penalized with the immediate termination of the project with the university that has failed to comply.

TYPES OF MOBILITY FORESEEN IN THE PROJECT

MOBILITIES FOR STUDENTS

[SMS: Mobility for studies](#)

Study period abroad at a partner higher education institution that must be part of the study program to complete a degree at any cycle. It may also include a traineeship.

SMP: Practical training period abroad.

It may take place in a company, research institute, laboratory, or organization. They can be supported during studies of any cycle and in the case of recent graduates. It includes teaching assistantships for future teachers and research assistantships for students and doctoral candidates in any relevant research institution.

Stays are divided into short-term and long-term mobilities. The former has a period between 5 and 30 days and requires a virtual component providing at least 3 ECTS credits. Long-term mobilities are between 2 and 12 months at the most, and do not require a virtual component.

MOBILITIES FOR TEACHERS AND STAFF

STA: Teaching mobility

Teaching period abroad at a partner higher education institution.

It allows teaching staff from a higher education institution or staff from enterprises to teach at a partner higher education institution abroad. It can be in any field of study.

STT: Staff mobility for training

A period of training abroad at a partner higher education institution, or an enterprise.

It allows staff of a higher education institution to participate in a training activity abroad that is relevant to their daily work at the higher education institution. It may take the form of training events (except conferences) or of shadowing and observation periods.

Stays last between 5 days and 2 months. In the case of teaching mobility, 8 teaching hours per week are required; if the mobility is mixed (both training and teaching), 4 hours per week are required.

CALL, ASSESSMENT AND SELECTION PERIODS

CALL PERIODS

Two call periods are established each year, in spring for the following whole academic year or the first semester, and in autumn for the second semester of the same academic year.

For any kind of dissemination, Universidad del Atlántico Medio will provide a communication kit with logos to be added to the publications, as well as news sketches for the presentation of the calls and the various projects.

Please note the need to make publications on social media and on your own institution's website to publicize the

project, give visibility and get students and faculty and staff interested in it.

The process for the call for proposals is as follows:

- The opening of a call is published in the telematic media well in advance, ensuring the University Community is aware of the projects, the partners, and the types of mobilities offered.
- The call for applications is opened, which usually lasts about 15-20 days, and this is the time when students, faculty and staff can submit the required documentation in order to obtain a mobility in the program. The specific dates are changed each year, but the call season remains the same.

Indicative dates of the calls:

- From the 1st to the 20th of October, to be able to start the second semester of the academic year.
- From the 1st to the 20th of March, to be able to start the first semester or the entire year of the academic year.

If we are going to do just one sitting per year, it will be done from the 1st of February to the 15th of March.

- During the previously mentioned dates, the partner university must collect the required documentation from the applicants registered for the call. Each document, organized by individual, must be stored in a shared cloud folder called Websocio. This platform is used by the Atlántico Medio University in collaboration with **other** European universities to securely collect and review student documentation.
- Each document will need to be uploaded, sorted by individual, into a shared cloud folder called Websocio. This platform is used by the Atlántico Medio University in collaboration with other European universities to securely collect and store student documentation, ensuring it is accessible at all times. Additionally, the partner university is responsible for evaluating this documentation according to the established criteria, a process detailed below.

It will be considered to extend the call dates or to hold another one during an intermediate period between the two mentioned if there are still places available.

DOCUMENTATION REQUIRED TO OBTAIN THE GRANT

Documentation is divided by type of person, whether student or teacher/staff.

For students, the following is required:

- Valid National Identity Card and Passport.

- Medical insurance covering travel, illness, death, liability, and civil liability
- Curriculum Vitae
- Letter of motivation
- Language certificate required by the host university or, failing this, a Declaration of Language Proficiency, which must be replaced by a certificate before the closing date of the call for applications
- Academic transcript

For teachers and staff, the following:

- Valid National Identity Card and Passport.
- Medical insurance covering travel, illness, death, liability, and civil liability
- Curriculum Vitae
- Letter of motivation
- Certificate of the language required by the host university or, failing this, a Declaration of Language Proficiency, which must be replaced by a certificate before the closing date of the call for applications.
- Project of the center, which is a document describing, with characteristics, objectives, methods and expected results, the activity to be conducted at the host institution.

It is reminded that the documentation, both this one and the next one, must be kept for a minimum of 5 years (from the end date of the Erasmus project to which the mobility is assigned).

MOBILITY ASSESSMENT

The ranking is a process of assigning points and evaluating the applications presented by the University Community. The scores are collected in an Excel file, to have the situation visible in a single document and to be able to evaluate each application in a transparent and timely manner. In Annex I an example of a table is added as it is usually done at Atlántico Medio University. Updated documents will be shared throughout the years of the project, with the latest developments and updates.

It is important to specify that Universidad del Atlántico Medio will always provide support to the partners and for every aspect of the projects to be developed together in the scope of KA171, starting from this regulation. The table is shared so that each partner can always make use of it. However, as required by the regulations and inter-institutional agreements, partners should be aware that they can add as many annexes as they want, but they cannot delete anything from the model documents provided, as our documentation contains the essentials for the project to go ahead.

Eligible criteria for students:

LANGUAGE	A1/A2	B1	B2	C1	C2
English	0,25	0,5	1	1,5	2
Target language	0,25	0,5	1	1,5	2

- Transcript of records: 5.5 is 0.5 points, 10 is 3 points;
- For tiebreaker: honours, each is 0.25 points up to 2;
- For tiebreaker: outstanding mark is 0.10 points up to 1.

Eligible criteria for teachers and staff:

LANGUAGE	A1-B1	B2	C1	C2
Spanish	0,25	0,5	1	1,5
Other language related to the target country	0,25	0,5	1	1,5

SENIORITY	LESS THAN 3 YEARS	4-6 YEARS	6 YEARS+
	0,25	1	1,5

CV	TEACHING	RESEARCH	OTHER MERITS
	0-1	0-1,5	0,5

- Official certificates are accepted, preferably not older than 5 years.
- Centre project: 0 to 3 points.

SELECTION PROCESS

Once the Excel file of the ranking has been made, with the scores of all the participants, it will be shared with Atlántico Medio University. This will give an affirmative answer, confirming that the ranking has been processed in a transparent and objective way, according to the criteria explained above, and that the eligible candidates can indeed obtain the mobilities. The partner university then proceeds with the communication to these people, through the publication of the final list of places obtained. The people who have obtained the mobility may accept or reject them within 5 working days, by signing the document of acceptance or rejection.

The partner university will collect the acceptance documents from the participants and will share them, in the cloud, with Atlántico Medio University, which will be in charge of contacting students, teachers and staff, and discuss the next steps of the mobility. At all times the partner university will be aware of the communications, mails and documents that will be exchanged between the parties.

DOCUMENTATION REQUIRED FOR THE ERASMUS KA171 PROGRAM

The documentation required for the Erasmus KA171 program ranges from the inter-institutional agreement to the Transcript of Records and the summary that the participants have to hand in. It is very important to remember that Universidad del Atlántico Medio has to possess all kinds of documents, papers and material that are relevant to the mobility of each person involved in the projects.

The documentation can be found on our website in the following links, to download a copy and see what kind of information is required. This documentation is not yet official for the KA171 project, as it is subject to modifications in accordance with the regulations in force at the start of the program. We thank participants for their understanding and recommend they periodically check for updates.

- Students: [Outgoing](#) - [Incoming](#)
- Teachers and staff: [Outgoing](#) - [Incoming](#)

The following is a chronological summary of the documentation required for students in the Erasmus program. This summary ensures proper monitoring of the process, from enrollment to the completion and recognition of the Erasmus stay.

1. Opening of the call
 - Publication of destinations and available spots.
 - Collection of applications and documentation from each candidate.
 - Sharing of documentation in the cloud with Atlántico Medio University.
 - Scoring, approval, and publication of results on the website.
2. Acceptance or rejection document for the assigned spot.
3. Statement document (if applicable):
 - Phase for submitting additional documents after the publication of the provisional list.
 - Preference for those who have submitted the complete application before this phase.
4. Learning Agreement
5. Insurance arrangement:

- Verification that the student's information is included in the contract.
6. Erasmus Agreement:
- Required to receive de grant.

START OF THE MOBILITY

1. Certificate of Arrival
 - a. Confirms that the student has arrived at the Atlántico Medio University and that his/her mobility can start.
 - b. Allows the Administration Department to proceed with the payment of 70% of the grant.
2. Modifications to the Learning Agreement:
 - a. Can be made within 30 days of arrival
3. Rejection of Placement Document (if applicable):
 - a. In case of early termination of mobility, the student must return the full amount of the scholarship unless there is a valid justification
4. Mobility Extension Document (if applicable):
 - a. This document must be completed and signed at least 30 days before the end date specified in the contract and the Learning Agreement.
 - b. Examples of reasons for extending mobility include the need to take extraordinary exams during the summer.

BEFORE RETURNING TO THE HOME COUNTRY

1. Departure Certificate
 - a. Confirms that the student has completed the mobility period.
 - b. It must be issued after the exams and just before the return.
2. Transcript of Records
 - a. A document that lists the courses taken and the grades obtained.
 - b. It can be provided to the student in physical or digital format or sent directly to the home university.
3. Submission of Documentation Upon Return
 - a. The Transcript of Records must be submitted to the home university within 5 weeks of its issuance.

- b. This ensures that the mobility period is officially recognized and recorded in the student's academic record.

The following is a chronological summary of the required documentation for PDI/PAS (Teaching and Administrative Staff) in the Erasmus program. This summary ensures proper tracking of the process, from registration to the completion and recognition of the Erasmus stay.

1. Opening of the Call:

- Publication of available destinations and placements.
- Collection of registrations and documentation from each candidate.
- Information is shared via cloud storage with Atlántico Medio University.
- The process continues with the evaluation of applications, their approval, and the publication of results on the website.

2. Acceptance or Rejection Document for the Obtained Placement

3. Appeals Document (if applicable):

- After the publication of the provisional list, candidates who did not obtain a placement may submit appeals.
- Preference will be given to those who submitted a complete application before the start of this phase, even if new applications are received.

AFTER THE PUBLICATION OF THE FINAL LIST

1. Contact with the Host University or Institution:

- a. Professors and staff who have obtained a placement must coordinate with both the home and host institutions to determine suitable dates for the mobility.
- b. A program tailored to the assigned type of mobility is established.

2. Staff Mobility Agreement:

- a. This can be of the *Teaching* type (academic), *Training* type (professional development), or mixed if it combines both aspects.

3. Insurance Contract:

- a. The participant's details must be included in the insurance contract.

4. Signing of the Erasmus+ Contract:

- a. This is required to receive the corresponding grant.

START OF THE MOBILITY

1. Execution of Activities:

- a. The trip begins, and the participant arrives at the Atlántico Medio University, where they will carry out the activities outlined in the Staff Mobility Agreement.

BEFORE RETURNING TO THE HOME COUNTRY

1. Certificate of Stay:

- a. A document confirming the participation of the professor or staff member in the Erasmus+ mobility program on the agreed-upon dates.
- b. It must be signed by both the participant and the host institution.

2. Experience Summary (Final Report):

- a. A document of approximately 1,500 words that includes:
 - i. A description of initial expectations.
 - ii. Activities carried out.
 - iii. Knowledge acquired.
 - iv. Possible agreements or future projects discussed.
 - v. Overall evaluation of the experience.
- b. This summary must be submitted along with all required documentation to the Atlántico Medio University.

OTHER ASPECTS

PASSPORT

It is necessary that the person who will do the mobility within this project makes sure in advance that he/she has a valid passport for the whole duration of the mobility. It is the responsibility of the person concerned to check all his/her personal documents, to ensure that being valid and free of errors. It is important to say that without a passport it is not possible to start mobility, in fact, losing the grant as this is a type of international mobility.

VISA

The visa is another particularly important document without which it is not possible to do the mobility.

INCOMING

To make an appointment at the consulate and apply for the visa, teachers and staff of the university will be sent a

letter of invitation to participate in the Erasmus program at our university, indicating dates and reasons for this.

For students, a pro-forma enrolment form will be issued to be able to apply for the visa, and as soon as the visa is issued, enrolment will be strengthened. In this way, the visas can be issued correctly by the consulates, and we can continue with the bureaucracy of mobility, to allow everyone to receive the funding and to be able to arrive in Gran Canaria.

OUTGOING

Students departing from the Atlántico Medio University, will have to apply for a visa as well. As for the incoming students, there will be a need for a document proving the stay abroad, either a letter of invitation or the enrolment form of the university where they have been admitted for the stay.

TRAVEL AND ACCOMMODATION

The person who has a place on a mobility program is responsible for finding transport to and accommodation in the country of destination. As Atlántico Medio University, we provide assistance to Incoming students both by mail with the International Relations Office and by providing contacts or suggestions on topics.

Outgoing students, likewise, will book the flight and accommodation of their choice; if the partner universities have on-campus accommodation or have an agreement with the Universidad del Atlántico Medio, they will be able to book the flight and accommodation of their choice.

For accommodation, for example, the University has reserved rooms in the residence, which is right next to the university campus. If you wish, by contacting us, you can receive all the necessary information about the structure and book a room, if you wish so.

FINANCING

The beneficiary of the project with the European Union is responsible for collecting, allocating and sharing the money in a transparent and appropriate way for the program. There is a fixed amount of money set in advance for each project partner university. This money is calculated on the number of mobilities that have been requested from the European Union when the project has been submitted.

As the money is limited to the number of mobilities, and is managed by the beneficiary, who is obliged to respect the previous agreements and to justify each expense, the way in which this money will be shared with the partners will be to give the corresponding amount to each person chosen for a mobility.

The amounts are divided by number of incoming and outgoing mobilities and by region. The following tables explain how the money is divided and who can receive how much.

STUDENTS

LONG-TERM PHYSICAL MOBILITY (2 TO 12 MONTHS)	STUDIES		TRAINEESHIP	
	Ordinary aid	Fewer opportunities	Ordinary aid	Fewer opportunities
From Atlántico Medio to Partners	700€/month	950€/month	700€/month	950€/month
From Partners to Canarias	850€/month	1100€/month	850€/month	1100€/month

SHORT-TERM PHYSICAL MOBILITY (5 TO 30 DAYS)		STUDIES		TRAINEESHIP	
		Ordinary aid	Fewer opportunities	Ordinary aid	Fewer opportunities
From and to Canarias	Until day 14	70€/day	100€ additional for the entire mobility	70€/day	100€ additional for the entire mobility
	From day 14	50€/day	150€ additional for the entire mobility	50€/day	100€ additional for the entire mobility

Less opportunities refers both to situations of justified poverty, as well as to situations of certified and recognized disability and invalidity. In order to obtain the grant for people with fewer opportunities, it is necessary to hand in, at the moment of the application for the place, the official documentation accrediting the condition(s) that the person presents.

TEACHERS AND STAFF

PHYSICAL MOBILITY UP TO 60 DAYS	UNTIL DAY 14	FROM DAY 15 TO 60
From Atlántico Medio to Partners	180€/day	126€/day
From Partners to Canarias	160€/day	112€/day

TRAVEL AID

DISTANCE	STANDARD JOURNEY	GREEN JOURNEY
Between 10 and 99 km	23€	
Between 100 and 499 km	180€	210€
Between 500 and 1999 km	275€	320€
Between 2000 and 2999 km	360€	410€
Between 3000 and 3999 km	530€	610€
Between 4000 and 7999 km	820€	

More than 8000 km	1500€	
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Green travel refers to journeys where more than 50% of the distance is covered by sustainable means of transport. In order to receive this type of support, the participant has to submit to the Atlántico Medio University the tickets and invoices of the means of transport used to reach the destination, including at least the name and surname, date and time of the journey.

ADDITIONAL CONTRIBUTIONS

The Atlántico Medio University has developed a number of additional programs, events and support for incoming students, and considers it appropriate that partner universities take part in them, to ensure equal opportunities for both incoming and outgoing students from all universities and institutions.

For teachers and staff, since the stay is shorter and the programs of the stays are made ad hoc, all additional arrangements are organized while creating the program for the Staff Mobility Agreement document and including in the development of the program and plan of the visit to the host university or institution.

BUDDY PROGRAM

Support Program for Incoming Students

Incoming students are offered, from a few months before their arrival, the support of a student from the Atlántico Medio University. The main objective of this program is to provide support and guidance to facilitate the integration of international students.

The assigned student from the Atlántico Medio University has the following responsibilities:

- Assist the incoming student with managing university-related matters.
- Provide advice on the city and life in the Canary Islands.
- Guide the student in selecting courses, subjects, and navigating academic life on campus.

Main objectives of the program:

1. Facilitate the integration of the incoming student:
 - Ensure the student does not feel alone by providing an initial connection with other local students.
 - Provide a point of reference for questions and assistance when needed.
2. Promote cultural exchange and broaden horizons:

- Encourage students from Atlántico Medio University to meet people from diverse parts of the world.
- Spark their interest in future mobility projects or motivate their active participation in university life.

This program is managed by the ESN Las Palmas Association (Spain), which is responsible for coordinating local students with incoming students, ensuring an enriching experience for both parties.

WELCOME DAY

The Atlántico Medio University organizes a Welcome Day to greet and warmly welcome all incoming mobility students. This event includes participation from faculty, administrative staff, and the Buddies assigned to the incoming students. During this day, a warm reception is provided, offering an opportunity to meet the new students and introduce the university both physically and administratively.

Additionally, it serves as a chance to address students' questions and help them make their first connections within the university, enabling them to start their mobility experience with confidence and ease.

LANGUAGE COURSES

Students are offered the opportunity to participate free of charge in Spanish language courses, designed to enhance their language skills and facilitate their integration during their stay. These courses are designed to help students make the most of their academic experience and achieve full integration both within the university environment and their daily lives. The available courses are as follows:

1. Intensive course prior to the start of classes:
 - This course takes place one week before the start of the academic term.
 - It lasts 5 days, with daily sessions of 1.5 hours.
 - The focus is on reinforcing grammar and vocabulary, as well as addressing any language-related questions.
 - The goal is to prepare students to begin their classes with a solid foundation in their language.
2. Course during the stay:
 - This course runs throughout the entire semester, with weekly sessions of 1.5 hours.
 - Its purpose is to improve students' language skills, ensuring they reach the necessary level to actively participate in classes and communicate in their daily lives.
 - It is designed to help students pass exams with ease.

3. Spanish Language Semester:

- A more advanced course that covers in-depth topics of the Spanish language, including morphology, syntax, and cultural aspects.
- It focuses on the study of the multiculturalism of the Canary Islands, providing a more comprehensive understanding of the context in which the academic stay takes place.

ANNEX I: GLOSSARY

- OUTGOING: Outgoing students from the Universidad del Atlántico Medio.
- INCOMING: Outgoing students from partner Universities and Institutions.
- PARTNERS: The University or Institution with whom the Universidad del Atlántico Medio will work, and with which a bilateral/inter-institutional agreement will be signed.
- INTERINSTITUTIONAL AGREEMENT: Bilateral agreement between Universidad del Atlántico Medio and a partner, where the dates of the project, contact details of the two institutions, scope of the program, and number of mobilities will be included. There will be as many agreements as the number of partners with whom the University will collaborate with.
- MOBILITY ACCEPTANCE OR REJECTION: Document to be filled in once the provisional list has been published; those who have obtained mobility can accept it already (or reject it, if they can no longer go on mobility). Those who have a mobility on the provisional list and accept it, have priority over those who obtained their place after the period of allegations.
- ALLEGATIONS: Period, between the publication of the first provisional list and the definitive list, in which people who have not obtained the mobility can hand in the missing documentation and get an explanation of the reasons why they have not been included in the list. With the definitive list, the names of all those who have accepted mobility on the provisional list will appear, as well as those who have accepted mobility after submitting documents in the allegations.
- LEARNING AGREEMENT and STAFF MOBILITY AGREEMENT: Documents that include subjects and projects to be developed, respectively, for students and teachers and staff, throughout their stay. In the students' document, they report the subjects of the host university that correspond to those of the home university that the student wants to do abroad. Because some issues may arise, (such as timetable clash among subjects) students have 30 days from arrival at the destination (the certificate of arrival is a proof of arrival) to make changes to the Learning Agreement. For teachers and staff, the document contains an explanation of the tasks and projects to be carried out at the host university.
- CONTRACT: Financial document stating the amount of the scholarship that corresponds to the signatory.

It includes the dates of mobility, the amount for travel and stay, bank account and insurance details.

- STAY CERTIFICATE (TEACHERS AND STAFF): It is a certificate that must be signed before the end of the stay at the host university or institution, so that it can be recognised and it can be certified that the person has done an Erasmus + mobility at the host university.
- CERTIFICATE OF ARRIVAL (STUDENTS): Certificate attesting that the student has arrived at the destination and has started his/her mobility. It is important to see when it starts, to calculate the grant, and to be able to validate the stay in the academic transcript. This certificate must be signed on the first day of class, or on the first day of a language course in which the student wants to participate, or on the Welcome Day.
- CERTIFICATE OF DEPARTURE (STUDENTS): This certificate must be signed just after finishing the exams at the host university and before returning. This is also very important to give the scholarship to the student, and so that the stay and the marks obtained can be recognized in the student's academic transcript.
- EuAcademy LANGUAGE TEST: It is an online language test, shared by the European Union and free of charge, which allows students to measure their language level of the host country both before and after the mobility.
- WELCOME DAY: Day of presentation of the university and the infrastructures that is usually done when all the Incoming students arrive at the university or institution, at the beginning of the mobility, so that they can integrate and get to know the people and the place.
- FINAL REPORT: This is a personal report that must be done at the end of the mobility and must be handed in to the Universidad del Atlántico Medio, as well as to the home university. In the report, which is about 1500 words long, details about mobility experiences, expectations and reality of each project/lecture/class, opinions about the management of the mobility, possible new agreements or projects, general report about the host university must be provided.
- TRANSCRIPT OF RECORDS: This is a document that only students will have, where the marks of the exams taken during the stay abroad are reported. It is issued by the international relations office at each university and can be given to the student if he/she is still at the university, or it can be sent directly to the home university. The document must contain the names of the subjects, the date of the exams, the exam credits, and the mark obtained by the student. Without this certificate, the student's exams cannot be recognized.

ANNEX II

EXAMPLE OF A TABLE FOR THE ASSESSMENT AND SELECTION FOR STUDENTS

LANGUAGE OF DESTINATION	B1. 0,5 points
	B2. 1 point
	C1. 1,5 points
	C2. 2 points
OTHER LANGUAGE RELATED	A1- B1. 0,25 points
	B2. 0,5 points
	C1. 0,75 points
	C2. 1 point
	No (0 points)
ACADEMIC TRANSCRIPT	Average mark 5 or less: 0 points
	Average mark 5,5: 0,5 points
	AM 6-6,4: 0,75 points
	AM 6,5-6,9: 1 point
	AM 7-7,4: 1,25 points
	AM 7,5-7,9: 1,5 points
	AM 8-8,4: 1,75 points
	AM 8,5-8,9: 2 points
	AM 8-9: 2 points
	AM 9-9,4: 2,5 points
	AM 9,5-10: 3 points
FOR TYEBREAKERS	
HONOURS	Number of Honours
OUTSTANDNG MARK	Number of outstanding

EXAMPLE OF A TABLE FOR THE ASSESSMENT AND SELECTION FOR STAFF AND TEACHER

ENGLISH LANGUAGE	B1 (0,25 points)	1,5	Official certificate as per CRUE or internal certificate
	B2 (0,5 points)		
	C1 (1 point)		
	C2 (1,5 points)		
LANGUAGE OF DESTINATION	A1- B1. 0,25 points	1	
	B2. 0,5 points		
	C1. 0,75 points		
	C2. 1 point		

WORKING YEARS	Less than 2 years: 0,25 points	1,5	
	Until 3 years: 0,5 points		
	4- 6 years: 1 punto		
	More than 6 years: 1,5 points		
CV	Teaching: 0- 1points	3	just teaching 0,5; thesis 0,8, PhD 1 point
			Research, published articles, Participation in conferences, national or international projects (0,3 for each)
	Research: 0- 1,5 points		PhD (0,5), Accredited PhD (0,3)
	Other merits: 0,5		Other merits (management 0,3)
			Management – just STAFF
			Teaching – just TEACHERS
PROJECT	0- 3 points	3	Reasons for selection of the destination work to be carried out (classes, projects)
TOTAL:		10	
FOR TYEBREAKERS	Number of previous stays, personal interview		