ERASMUS+ HIGHER EDUCATION STUDENTS AND STAFF MOBILITY

Call for Applications for Student mobility for studies

Art. 1 Purpose of the call and general regulations

This call regulates the application procedure for student mobility in the framework of the **Erasmus+ International Credit Mobility project** between **Universitat Politècnica de Catalunya,** Spain and **Kyoto Institute of Technology**, Japan. Erasmus+ is the EU programme for education, training, youth and sport covering the period 2021-2027. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits, which are then recognized by the sending institution.

Art. 2 Mobility types and available places

Under this call for applications, the following places are available for prospective candidates from Kyoto Institute of Technology
UNDERGRADUATE (3rd year and above), MASTER and DOCTOR in the fields of the following list,: 1 places

> *-Chemical Engineering*
> *-Mechanical Engineering*
> *-Electronics and automation*
> *-Textile Engineering*
> *-Industrial Engineering*
> *-Industrial Design*

The present call for applications provides mobility grants for *the 2024 academic year.*

Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be *enrolled* at *Kyoto Institute of Technology* at the moment of application and for the whole duration of the mobility.

In addition

3.2 Language proficiency

Applicants are required to be proficient *in English or Spanish at level B2* of the CEFR respectively, and to provide certifications of the required level.

3.3 Ineligibility

- If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

- Students who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad to a case of force majeure.

Art. 4 Activities

Mobility for studies:
Erasmus+ grants for study are awarded for full time study activities, including thesis preparation. The studies in which the beneficiaries are enrolled must be leading to a recognized degree or another recognized tertiary level qualification.

Art. 5 Grants

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility. They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Student	850€ per month

	TRAVEL
Student	1,500€

5.2 Erasmus+ selected students will continue to pay fees to their sending university but will benefit from tuition waiver from their host university.

5.3 The mobility period must be carried out continuously and it must not be split into different periods.

5.4 Selected candidates accepting the scholarship will sign a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

Art. 6 Admission procedure

6.1 Application

- Prospective applicants should submit their **application form** and **required documents** (6.2) via e-mail to the address: *go@jim.kit.ac.jp* **by September 6, 2024**. Any application received after the deadline will not be accepted;
- A confirmation e-mail will be sent after the application has successfully been submitted;
- The official language of the application is *English*. At the time of application diplomas, transcripts and other official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non certified translations are accepted. In case you are selected, you may have to provide certified translations of all relevant documents.

6.2 Required Documentation

1. *Students* must provide the following documents:

   Ⅰ   Copy of a proof of registration at the Kyoto Institute of Technology (certificate of enrollment);
   Ⅱ   Copy of the transcripts of records, indicating university grades/marks for finished and/or cycles of study;
   Ⅲ   Copy of official language certifications.
   Ⅳ   Curriculum Vitae (max 2 pages) in English including extracurricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of knowledge of the course.
        Please use the European template on https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml;
   Ⅴ   Motivation letter (max 2 pages) explaining the background of the candidate and the reasons for applying to the programme;
   Ⅵ   Copy of a valid passport;
   Ⅶ   Proposed Learning Agreement signed by the applicant *and* the Erasmus+ Academic Coordinator of the sending institution *(Prof. SAKUMA Atsushi)*;

   Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

Art. 7 Selection process

7.1 The Selection process includes the following steps:
   a. Eligibility check by Kyoto Institute of Technology;
   b. 2-step evaluation process (pre-evaluation by Kyoto Institute of Technology Selection Committee and final evaluation by **Universitat Politècnica de Catalunya** Selection Committee) in order to guarantee maximum transparency and equal treatment in the selection procedure;
   c. Scholarships awarding.

Kyoto Institute of Technology will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates. Only valid and eligible applications will be pre-evaluated and ranked by Kyoto Institute of Technology Selection Committee and finally evaluated by the Coordinating Univeristy Selection Committes, according with the following criteria:

Type of Mobility /Criteria(0-90 points)	KIT Scholarship GPA.*	Language Skills	Motivation	Mobility plan	Post-mobility plan
Undergraduate (3rd year and above) /Master/Doctor	30	30	10	10	10

*Note that the "KIT GPA" and the "KIT Scholarship GPA" are calculated differently. The "KIT Scholarship GPA" is calculated using the following chart and calculation formula. In the caluculation, only the previous academic year's grades are referenced.

4-Level Evaluation		Excellent	Good	Pass	Fail
4-Level Evaluation		A	B	C	F
4-Level Evaluation		100-80 pts.	79-70 pts.	69-60 pts.	59-0 pts.
5-Level Evaluation	100-90 pts.	89-80 pts.	79-70 pts.	69-60 pts.	59-0 pts.
5-Level Evaluation	S	A	B	C	F
5-Level Evaluation	A	B	C	D	F
KIT Scholarship Grade Points	3	3	2	1	0

* If a credit system is not used at the institution concerned, convert each class to one credit.

<Calculation Formula>
[(Number of grade 3 credits × 3) + (Number of grade 2 credits × 2) + (Number of grade 1 credits × 1) + (Number of grade 0 credits × 0)]
÷ Total Number of Credits
*Calculate your KIT Scholarship GPA using the transcript you submitted with your application.

7.2 In the framework of Erasmus+ regulations the first criterion for selecting students must be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

7.3 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.4 The Partner University and/or the Coordinating University Selection Committees may decide to invite the candidates whose average score is above the threshold for a structured interview, either face-to-face or via Skype.

7.5 At the end of the selection procedure the Kyoto Institute of Technology Selection Committee will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates that may be awarded a grant in case of withdrawals/drop-out of selected students or in the case of additional funding.

7.6 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded.

7.7 Selected candidates will receive a **scholarship offer** and are required to **accept or reject it in written withing 7 days.** For every selected candidate who will renounce or not accept within the deadline, the Kyoto Institute of Technology will nominate a candidate from the reserve list.

Art. 8 Data protection

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".