



**University of Balamand**

**ICM Reference Guidebook**

**Last update: December 2017**



# ERASMUS+ International Credit Mobility<sup>1</sup> (ICM)

## ICM Procedure at the University of Balamand (UOB)

### Introduction and general guidelines

International Credit Mobility (ICM) is one of the actions run by the ERASMUS+ Program funded by the European Union. Through ICM, European Universities have the opportunity to set up mobility agreements with other Universities around the world. Mobilities can be practiced in two directions, e.g., UOB could be both a sending institution and a receiving institution. Student mobilities may be practiced at the undergraduate, Master and PhD levels. Starting in 2018, student mobilities will also be offered for traineeships. Staff mobilities are offered for teaching purposes (for academic staff) and for training purposes (for academic and administrative staff members).

To obtain an ICM, the European University (Beneficiary Institution, or BI) should submit an application to the National Erasmus+ Office in its country. This application requires the collection of a lot of information from the different HEIs participating in this project. UOB, being one of the partners, is responsible for providing accurate data to build, with the whole consortium, a solid file. At this stage, UOB should study, together with the European University in charge of this project, the opportunities offered to and taken by UOB because, once the commitment is made, changes will be very hard to implement.

Once the ICM project has been accepted and the grant awarded, and before the implementation of the different mobilities and “the start of the first exchange” (ICM Handbook, page 13), the Beneficiary Institution must sign an inter-institutional agreement with the Partner Institution (UOB in our case). UOB and the BI should “discuss the content of this agreement while preparing the project application” (ICM Handbook, page 13) and NOT after the grant is awarded. “Only the central authority at the institution can officially apply for ICM and sign related documents, and not individual faculties” (ICM Handbook, page 14).

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<sup>1</sup> Information in this text is mainly taken from *The Erasmus+ ICM Handbook*; Version 1.0 – February 2017.

In the case of a new venture with a European HEI with which UOB has no previous experience, UOB should ensure that this HEI holds the Erasmus Charter for Higher Education (ECHE). Without this charter, HEIs are not eligible to apply for Erasmus+ grants (ICM Handbook, page 5). The EU Partner Search Tool may be helpful whenever there is a need to look for new partnerships.

The point should be emphasized, finally, that UOB is committed to respecting fundamental principles of non-discrimination and, within the guidelines set by the EU Commission, ensuring equal access and opportunities to all students and staff members eligible for mobility. UOB is also committed to a fair, transparent and documented selection process.

## **Procedure**

### ***Application submission***

- 1) At UOB, the Faculty or Research Institute interested in an ICM partnership identifies the European University, i.e., the potential Beneficiary Institution, with which cooperation is envisaged.  
If the initiator of the idea is a Faculty member, he/she should seek the approval of his/her Chair of Department and Dean of Faculty. If the Faculty member is working in a Research Institute, the approval of the appropriate Director is needed.
- 2) The Faculty Dean or Research Institute Director should contact the UOB Office of European Projects at the Office of the Vice-President for Planning and Educational Relations, expressing the intention of the Faculty or Institute in question to submit an ICM application jointly with the identified potential Beneficiary Institution in order to obtain UOB approval.
- 3) The Office of European Projects contacts the European Institution to obtain the needed information in order to confirm official UOB acceptance, along with the data needed to fill out the ICM application.

After the grant is awarded, the Beneficiary Institution informs all partners and starts preparing and implementing each mobility application. At this stage, the inter-institutional agreement is signed. The Office of European Projects then sends a copy of the signed agreement to the Office of the Comptroller and the Office of Admissions and Registration at UOB.

**N.B.** UOB Faculty should, of course, be aware of the financial cost associated with the ICM partnership.

## **UOB outgoing mobility**

### ***Mobility for UOB outgoing students***

Having learnt about the ICM Project from the announcement made by the UOB Office of European Projects, any UOB student wishing to take advantage of the mobility opportunities offered by the Project should proceed as follows:

- 1) Identify the courses/research that he/she would like to register for at the host university (about 30 credit ECTS/per semester). To do so, the student should visit the website of the host university to identify the courses offered under the framework of the ERASMUS+ program.
- 2) Discuss the selected courses with his/her Chair to identify the corresponding courses at UOB.
- 3) Seek the approval of the Chair and Dean to validate the courses to be taken at the host university with their equivalent at UOB. A special ICM Validity Form should be completed for this purpose.
- 4) Submit the ICM Validity Form to the Office of Admissions and Registration (OAR) to confirm with them the conditions of transfer of the selected completed courses at the host university.
- 5) Submit to the Office of European Projects the needed documents (check below).
- 6) Perform at the OAR the Cross-Registration procedure for those courses, once the student mobility is accepted by the host university.

### ***Submission of documents by UOB outgoing students***

These e-documents should be submitted to [european.projects@balamand.edu.lb](mailto:european.projects@balamand.edu.lb) by the student prior to the deadline:

- i) Language proficiency
- ii) Transcript
- iii) Previous degrees, if any

- iv) CV – in the Europass format as given on this link:  
<https://europass.cedefop.europa.eu/editors/en/cv/compose> )
- v) The preliminary learning agreement (to be provided by the UOB Office or downloaded from the website of the host university)
- vi) The approval of the Dean of the relevant Faculty
- vii) A letter explaining his/her motivation

The selection process will first be carried out by the home institution (UOB) in a fair, transparent and documented manner. The selection criteria, as per the conditions stipulated in the preliminary learning agreement, include: academic quality, transcript, language proficiency, and previous mobility experience. Subsequently, a nomination list of the selected students will be prepared and sent to the host institution before the given deadline. As soon as the host university receives the nomination list, each nominated candidate will be contacted and asked to submit the required documents, along with the signed student learning agreement that he/she will have downloaded from the website of the host university. The host university will indicate acceptance or rejection within a period of time defined in the inter-institutional agreement between the two universities.

N.B. According to the ICM Student Handbook, “Once students are selected they should receive from their sending institution the Erasmus+ Student Charter, setting out the student’s rights and obligations with respect to his/her period of study abroad, and explaining the different steps to be undertaken before, during and after mobility” (p. 16).

### *Mobility for UOB outgoing academic staff*

The Office of European Projects at UOB informs Faculty staff members about the ICM Project. Those wishing to take advantage of it should, before the given deadline, submit to the Office at [european.projects@balamand.edu.lb](mailto:european.projects@balamand.edu.lb) the following documents:

- 1) CV in the Europass format as given on this link:  
<https://europass.cedefop.europa.eu/editors/en/cv/compose>
- 2) The preliminary teaching agreement (to be provided by the UOB Office or downloaded from the website of the host university)
- 3) The approval of the Dean of the appropriate Faculty
- 4) A letter explaining his/her motivation

The selection process will first be carried out by the home institution (UOB) in a fair, transparent and documented manner. The selection criteria, as per the conditions stipulated in the preliminary learning agreement, include: academic quality, transcript,

language proficiency, and previous mobility experience. Subsequently, a nomination list of the selected Faculty staff members will be prepared and sent to the host institution before the given deadline. As soon as the host university receives the nomination list, each nominated candidate will be contacted and asked to submit the required documents, along with the signed staff teaching agreement that he/she will have downloaded from the website of the host university. The host university will indicate acceptance or rejection within a period of time defined in the inter-institutional agreement between the two universities.

### ***Mobility for UOB outgoing administrative staff***

The Office of European Projects at UOB informs administrative staff members about the ICM Project. Those wishing to take advantage of it should, before the given deadline, submit to the Office at [european.projects@balamand.edu.lb](mailto:european.projects@balamand.edu.lb) the following documents:

- 1) CV in the Europass format as given on this link:  
<https://europass.cedefop.europa.eu/editors/en/cv/compose>
- 2) The preliminary training mobility agreement (to be provided by the UOB Office or downloaded from the website of the host university)
- 3) A letter explaining his/her motivation

The selection process will first be carried out by the home institution (UOB) in a fair and transparent manner. The selection criteria, as per the conditions of the preliminary Training mobility agreement, include: previous mobility experience, professional experience, and language proficiency. Subsequently, a nomination list of the selected administrative staff members will be prepared and sent to the host institution before the given deadline. As soon the host university receives the nomination list, each nominated candidate will be contacted and asked to submit the required documents, along with the signed staff training mobility agreement that he/she will have downloaded from the website of the host university. The host university will indicate acceptance or rejection within a period of time defined in the inter-institutional agreement between the two universities.

### **Incoming Mobility to UOB**

The ERASMUS+ International Credit Mobility (ICM) allows the direction of the mobility to be from a university in the program countries to a university in the partner countries, e.g., to the University of Balamand. In this case, the University of

Balamand becomes the receiving institution and the European university the sending institution. The latter will thus submit a request, perform the selection, and prepare a nomination list, which it then sends to the host university, i.e., UOB.

### ***Mobility for incoming students to UOB***

The ICM Program allows EU students to practice their mobility at UOB. The mobility can be practiced at the undergraduate, Masters, or PhD level. The type of mobility should be clearly stated in the inter-institutional agreement between UOB and the European university. The process will be as follows:

1) The nomination list will be received by the UOB Office of European Projects at the Office of the Vice-President for Planning and Educational Relations since it will be highlighted in the signed inter-institutional agreement. If the list is received by the corresponding Faculty, it shall be forwarded to the above UOB Office.

2) The Office of European Projects will contact each nominated candidate (i.e., student) and request the latter to send the following documents to this email address: [european.projects@balamand.edu.lb](mailto:european.projects@balamand.edu.lb)

i) The Student Learning Agreement – This Agreement mainly illustrates the courses to be taken at UOB and the courses to be validated by the sending institution.

NB: The courses offered at UOB (Fall and Spring semesters) can be found under **Course Offering** at:

<https://www.balamand.edu.lb/Offices/AdministrativeOffices/AdmissionandRegistration/Registration/Pages/Registration.aspx>

The content of the courses of the various programs can be found at the following link:

<https://www.balamand.edu.lb/Offices/AdministrativeOffices/AdmissionandRegistration/Catalogue/Pages/default.aspx>

ii) CV – in Europass CV Format, which can be found at:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

iii) Transcript

iv) Previous degrees, if any

v) A letter of English proficiency

- vi) A letter showing motivation
- 3) The Office of European Projects will send the documents to the Dean of the Faculty (or Director of the Research Institute) in which the candidate is interested in practicing his/her mobility.
- 4) The Dean (or Director), after consultation with the corresponding Department, will indicate his/her acceptance or rejection to the Office of European Projects.
- 5) Based on the Dean's (or Director's) response, the Office of European Projects will convey the decision to the candidate and proceed accordingly.

### ***Mobility for incoming academic staff to UOB***

The ICM Program allows EU academic staff to practice their mobility at UOB. The mobility can be practiced at the teaching level or the training level. The type of the mobility should be clearly stated in the inter-institutional agreement between UOB and the European university. The process will be as follows:

- 1) The nomination list will be received by the UOB Office of European Projects since it will be highlighted in the signed inter-institutional agreement. If the list is received by the corresponding Faculty, it shall be forwarded to the above UIOB Office.
- 2) The Office of European Projects will contact each nominated candidate (i.e., academic staff member) and request the latter to send the following documents to this email address: [european.projects@balamand.edu.lb](mailto:european.projects@balamand.edu.lb)
  - i) The Teaching or Training Agreement – This agreement mainly illustrates the teaching or training activities to be undertaken at UOB.
  - ii) CV – in Europass CV Format, which can be found at: <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>
- 3) The Office of European Projects will send the documents to the Dean of the Faculty (or the Director of the Research Institute) in which the candidate is interested in practicing his/her mobility.
- 4) The Dean (or the Director), after consultation with the corresponding Department, will indicate his response to the Office of European Projects.

- 5) Based on the Dean's (or the Director's) response, the Office of European Projects will convey the decision to the candidate and proceed accordingly.

### ***Mobility for incoming administrative staff to UOB***

The ICM Program allows EU administrative staff to practice their mobility at UOB. The process is as follows:

- 1) The nomination list will be received by the UOB Office of European Projects since it will be highlighted in the signed inter-institutional agreement. If the list is received by the corresponding administrative office, it shall be forwarded to the above Office of European Projects.
- 2) The Office of European Projects will contact each nominated candidate (i.e., administrative staff member) and request the latter to send the following documents to this email address: [european.projects@balamand.edu.lb](mailto:european.projects@balamand.edu.lb)
  - i) The Mobility Agreement – This Agreement mainly illustrates the activities to be undertaken at UOB.
  - ii) CV – in Europass CV Format, which can be found at: <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>
  - iii) A paragraph expressing his/her area of interest and expectations from his/her mobility practice.
- 3) The Office of European Projects will send the documents to the Dean (or Director) of the corresponding administrative office in which the candidate is interested in practicing his/her mobility.
- 4) The Dean (or the Director), after consultation with the appropriate personnel, will indicate his/her acceptance or rejection to the Office of European Projects.
- 5) Based on the Dean's (or the Director's) response, the Office of European Projects will convey the decision to the candidate and proceed accordingly.