

UC Erasmus+ KA-107 call for incoming staff mobility for teaching and training of April 13, 2022

Resolution of April 13, 2022 of the Vice-Rectorate for Internationalisation and Global Engagement of the University of Cantabria, which approves the international call for incoming staff mobility for teaching and training from partner universities in the framework of the Erasmus+ KA-107 Action, 2019-1-ES01-KA-107-061847 and 2020-1-ES01-KA-107-078199

1. SPECIFIC OBJECTIVES

The goals of the Erasmus+ KA-107 action are to benefit from the exchange of teaching methods, approaches and expertise among partner universities participating in this project to foster student mobility and to contribute to the process of internationalization at home.

This call offers 24 incoming staff mobility grants for teaching and training funded by the Erasmus+ Programme, Action KA-107, for the 2021-2022 academic year within the scope of (EU) regulation no. 1288/2013 of the European Parliament and Council of 11 December 2013 creating the Erasmus+ programme and charged to the corresponding budget applications 73-(Z911-Z917)-226.90 (2019-1-ES01-KA-107-061847 Project) and 73-(ZA20-ZA26)-226.90 (2020-1-ES01-KA-107-078199 Project) of the Vice-Rectorate for Internationalization and Global Engagement of the University of Cantabria (UC), its award being conditional on the existence of an adequate and sufficient budget credit. This call complies with the criteria for the participation of candidates following the guidelines established by the European Commission for this action, as well as the guidelines established by the Spanish Service for the Internationalization of Education (SEPIE).

2. ELIGIBILITY REQUIREMENTS

- To be eligible, applicants must be included on the payroll of their sending university both when submitting their application and for the period during which the mobility will be undertaken.
- Applicants whose state of residence is the same as the destination country are not eligible.

The mobility should respect the duration and, preferably, the disciplines included in the terms laid down in the inter-institutional agreement signed between partner universities and the UC. The total number of mobility flows cannot exceed the number and budget authorized by the project.

3. GRANT

Selected participants will receive both a contribution to the travel costs from their place of origin to the venue of the activity and return and an individual support grant based on the duration of their stay.

3.1. Contribution to the travel costs

Travel distances and their corresponding maximum amounts to be financed, calculated according to the distance calculator supported by the European Commission, are as follows:

Maximum travel costs per country:

Morocco-Spain:	€ 275
Cape Verde-Spain:	€ 530
Egypt-Spain:	€ 530
Islamic Republic of Iran-Spain:	€ 820
Tajikistan-Spain:	€ 820
Uzbekistan-Spain:	€ 820
Colombia-Spain:	€ 1,500
Republic of India-Spain:	€ 1,500

3.2. Individual support:

The individual support offered **may not cover all expenses** and it is considered as a contribution to bearing the additional costs of staying abroad. From a partner country to Spain: **160 €/day** (minimum 5 working days of stay + if necessary for travel, 1 additional day before the stay + 1 additional day after the stay). In case the amount of the Erasmus+ individual support is insufficient, the participant is to find another source of funding.

This grant is incompatible with the receipt of other similar grants awarded by the UC or by any other European public or private body or entity. These grants may not be used to cover items already funded through other financial support or to undertake teaching or research activities linked to other programmes for which other grants, financial support, remuneration or salary is received from the university.

4. DESCRIPTION AND DURATION OF ACTIVITIES

- **HE-STA-T (Teaching):** intended for academic staff of partner institutions in the Erasmus+ KA-107 Projects Nr. 2019-1-ES01-KA-107-061847 and 2020-1-ES01-KA-107-078199 to undertake a period for the purpose of teaching at the University of Cantabria. In order to be eligible for this modality, a minimum of **8 hours** of teaching is required in courses that are part of an official curriculum at the UC, to complete a five-day teaching plan (**five working days + two days for travel**), in accordance with the offer available in *Annex 1* of this call.
- **HE-STT-T (Training):** intended for academic or administrative and service staff from partner institutions of the Erasmus+ KA-107 Projects Nr. 2019-1-ES01-KA-107-061847 and 2020-1-ES01-KA-107-078199 to undertake a one-week training period (**five working days + two days for travel**) at the University of Cantabria, in accordance with the offer available in *Annex 1* of this call. The aim is for beneficiaries to learn from knowledge transfer and to acquire practical skills. A wide range of activities may be undertaken: UC International Week participation, workshops, periods of practical training, observation, ...etc.

The programme does not allow attendance at conferences and congresses within the framework of this action.

5. CALL PUBLICATION

Partner universities should publish this call and its specific application procedures, on their website under the heading 'Erasmus+ KA-107 Projects'. Both partner and coordinating institutions will guarantee, by means of its publication on their websites, that the information provided to the university community concerning this call is carried out in a fair, transparent and documented way, fostering equal opportunities to participants eligible for mobility in accordance to the Inter-institutional Agreement signed by both the home and host institutions.

6. GENERAL SELECTION PROCEDURE AND CRITERIA

The main criteria for selection in all cases will be the professional profile of the participants and the adequacy of the teaching and research or training interest to the project and the internationalisation strategy of both universities. Proficient language skills in English and/or Spanish are required.

The relevant Selection Committee, Department, Vice-rectorate or equivalent at the sending university will evaluate and rank those applications that meet the requirements established in the call, indicating selected applicants, applicants included in the reservation list and excluded applicants. Once assessed and ranked, the resulting applications will be validated and the grants awarded by the UC Internationalisation Committee according to the main criteria for selection, the grants available and the following additional criteria:

- Teaching and research experience (academic staff) or professional experience (administrative staff): 60%
- Relevance of the activities foreseen in the Mobility Agreement and in accordance with the project proposal: 20%
- Motivation: 20%

Additionally, selection will be granted according to the following participation criteria, in order of importance:

- a) Applicants who were already accepted in previous Erasmus+ KA-107 calls whose mobility couldn't be carried out due to the COVID-19 pandemic.
- b) Applicants who participate for the first time in the Erasmus+ KA-107 Programme.
- c) Applicants who have already participated in the Erasmus+ KA-107 Programme in previous academic years and whose mobility was not affected by the COVID-19 pandemic.
- d) Applicants who have already participated in the Erasmus+ KA-107 Programme during in the same academic year but in a different type of mobility.
- e) Applicants who have already participated in the Erasmus+ KA-107 Programme during in the same academic year in the same type of mobility.

By participating in this project, both coordinating and partner universities undertake to meet the criteria of transparency and equal opportunities for all applicants who submit their applications.

7. APPLICATION PROCEDURE, DEADLINES

Participants who were selected in previous Erasmus+ KA-107, whose mobility couldn't be carried out due to the COVID-19 pandemic and who continue to meet the admission requirements at present time will be considered to be still selected and their International Relations Offices will only be required to confirm their availability and update their Mobility Agreement.

New applicants must submit their application package according to the procedure described as follows:

- a) Application form (*Annex 2*).
- b) Mobility agreement/Staff mobility (*Annex 3A or 3B*), duly signed by the applicant and by the sending institution including the teaching plan, goals and expected results.
- c) Personal data consent form.
- d) Copy of Passport (in force within the whole period of the stay).
- e) Short version of the CV.
- f) Additionally, participants who choose to purchase their flights by their own means (who will request their travel costs reimbursement to the UC) instead of by means of the UC supporting travel agency, will also include in their application a supporting document confirming that they have taken out an insurance policy during the mobility, including the following information: the policy number, name and surname of the insured person, the period of validity of the insurance and the guarantees covered (medical costs, accidents and repatriation).
- g) The partner university's International Office will send to the UC a nomination sheet (*Annex 4*) including the whole list of selected candidates together with each selected candidate's application package **via e-mail to: ka107@unican.es according to these deadlines:**
 - Applications submitted **until April 20, 2022**
 - Applications submitted **until May 20, 2022**

Applications received after the last deadline could be assessed for its potential acceptance, in order to fill possible vacancies that might be available after the application period. In any case, all mobility activities, including travelling days, will necessarily have to finish by **July 20, 2022**.

Documents referenced in sections 7.a), 7.b), 7.c) and 7.g) above can be downloaded from the website of the UC: <https://web.unican.es/en/Studying/admission/erasmus-ka-107-application-documents>. The submission of the applications entails the obligation to comply with the Erasmus+ legal and administrative requirements.

The UC reserves the right to publish new future calls in case of budget and mobility flows availability.

8. COMMUNICATION OF RESULTS

The results of the call will be published in the website of the Vice-rectorate for Internationalisation and Global Engagement of the UC. Three days will be left for appeal after this publication and a new list of selected candidates will be published should there be any variations.

9. OBLIGATIONS OF THE UNIVERSITY OF CANTABRIA, PARTNER INSTITUTION AND SELECTED PARTICIPANT AND RIGHTS

9.1. The UC, as coordinator of the project and administrator of the grants, commits to:

- Pay selected participants their individual support grant by the quickest and most adequate way allowed by the UC Financial Service, in compliance with the UC financial regulations and procedures, preferably by means of a bank check upon arrival.
- Purchase to the selected participants their travel tickets through the UC travel agency. This will be the preferred option. However, should participants purchase their own travel tickets, the University of Cantabria will reimburse their travel expenses in accordance with the terms and limits set out in section 3.1 of this call.
- Provide selected participants with an Erasmus Grant Agreement after the submission of their Mobility agreement/Staff mobility prior to the arrival at the UC.
- Provide selected participants with a Certificate of Stay at the end of their mobility, once the planned activities have been successfully completed.

9.2. The Partner Institution commits to:

- Disseminate, announce and publish this call in its website in the terms laid down in section 5 and to provide the UC with a reference of the means used for its diffusion.
- Provide its selected participants with support in the preparation of their mobility.
- Recognize the activities carried out during the mobility and included in the Mobility Agreement/Staff Mobility and provide the UC with a documentary proof of this recognition after the mobility.
- Contribute to the dissemination of the Erasmus+ Programme among its university community.

9.3. The selected participant commits to:

- Submit all the required documentation, both by the UC and by the Erasmus+ Programme, in time and manner, before, during and after the mobility.
- Apply for his/her visa if applicable.
- Take out his/her insurance policy covering medical costs, accidents and repatriation as stated in section 7 of this call.
- Duly justify to the UC the travel costs expenditure, both upon arrival and after the mobility, by means of the submission of the original boarding cards after finishing the mobility (and the corresponding invoices if applicable).
- Contribute to the dissemination of the Erasmus+ Programme in their partner university.

9.4. The UC has the right to suspend the payment of the grants if:

- The participant withdraws from the project in case of force majeure.
- The participant does not comply with the internal regulations of the partner university or the coordinating university.
- The participant does not fulfil the requirements of the Erasmus+ Programme or his/her work plan.

10. OTHER OBLIGATIONS OF THE PARTICIPANTS

- The participant may not accept any other similar mobility grant awarded by the European Union during the exchange period.
- The participant is to sign, prior to the initiation of the mobility, his/her Staff Mobility Agreement and a Grant Agreement and to complete all the administrative and report requirements of the programme.

- The grantee has the obligation to inform the coordinating institution about any change regarding the teaching/research or training period abroad, namely the work/research programme or the duration of the stay at the host university.
- Within 30 days after finishing the mobility, the grantee agrees to complete online the Participant Report (EU Survey) addressed by the Mobility Tool+ System. UC is entitled to partly or totally require the reimbursement of the Erasmus+ grant if this requirement is not properly and timely fulfilled.

11. RENOUNCEMENT AND PENALTY SYSTEM

Should beneficiaries resign a grant awarded to them, they should renounce in writing, in which case the vacant position may be allocated to a replacement. Should the renouncement not be submitted before the mobility takes place, or shouldn't the resignation be due to a justified reason, the beneficiary may be penalized by being denied an Erasmus + grant during the project eligibility period.

The following causes will be considered as justified reasons:

- Illness or serious accident suffered by the applicant.
- Illness or death of an immediate family member.
- Obligation to fulfil a public duty.
- Any other cause that is sufficiently accredited and justified in the opinion of the UC Internationalisation Committee.

12. LINKS AND DATA PROTECTION

Personal data shall be processed in strict adherence to the stipulations set out under (EU) regulation 2016/679 of the European Parliament and Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/CE (General Data Protection Regulation) and Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guaranteeing of digital rights. Further information concerning the handling of personal data may be found in the following website: <https://web.unican.es/consejo-direccion/gerencia/rgpd/politica-general-de-proteccion-de-datos-en-la-universidad-de-cantabria>

13. FALSE INFORMATION IN THE APPLICATIONS

Incomplete or false information in the documents or missing documents will lead to the financial support applied for being rejected or rescinded and will, in the latter case, entail the return of any amounts paid, in addition to any other responsibilities which such circumstances may give rise to.

14. SPECIAL NEEDS

Applicants with special needs may apply for additional funding.

15. DISCLAIMER BY THE EC AND THE SPANISH NATIONAL AGENCY (SEPIE)

The Erasmus+ KA-107 projects 2018-1-ES01-KA-107-049471 and 2019-1-ES01-KA-107-061847 are co-financed by the Erasmus+ Programme of the European Union. The content of this call is the sole responsibility of University of Cantabria and neither the European Commission, nor the Spanish Service for the Internationalization of Education (SEPIE) are responsible for the use that may be made of the information disclosed here.

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