

Resolution of 17 April 2019, of the Vice-Rectorate for Internationalization and Cooperation of the University of Cantabria, Spain, which approves of the international call for staff mobility for teaching and training from partner universities in the framework of the Erasmus+ KA107 action, project 2018-1-ES01-KA107-049471

1. Specific Objectives

The goals of this 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 10 staff mobility grants for teaching and training (as outlined in *Annex 1*) funded by the Erasmus+ Program and charged to the budget application 73-Z812-226.90 of the Vice-Rectorate for Internationalization and Cooperation of the University of Cantabria (UC), its concession being conditional on the existence of an adequate and sufficient budget credit. This call gathers 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, outgoing applicants from partner universities must be employed at their sending university.
- Applicants whose state of residence is the same as the destination are not eligible.

The mobility should respect the duration and 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. Economic endowment

Selected participants will receive a contribution to the travel costs from their place of origin to the venue of the activity and return together with 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€
Israel-Spain:	530€
Colombia-Spain:	820€
USA-Spain:	820€
Uzbekistan-Spain:	820€
Japan-Spain:	1,500€

3.2 Amount of individual support:

The individual support offered does not cover all expenses, but 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 + 2 additional days for travel if necessary). In case the amount is insufficient, the participant is to find another source of funding.

4. Duration of the activities

Teaching activities must include a minimum of 8 hours of teaching per week (5 working days). The start date of the mobility period is the first day of activity of the participant in the receiving institution, and the end date is the last working day when the participant has to be in the receiving institution in compliance with the dates previously agreed between both institutions and the available budget.

Mobility activities are to be carried out by **November 30, 2019** at the latest.

5. Call publication

Specific calls and its application procedures must be published on the partner university website under the heading 'Erasmus+ KA107 Projects' together with this call. Both partner and coordinating institutions will guarantee, by means of its publication on their website that the corresponding information is provided to the university community 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.

A reference of the url where this call is published in the website of the partner university is to be provided to the UC in order to link it from its own website and for future follow-up in case of an audit carried out by the relevant authorities.

6. Application procedure and deadlines

Each selected candidate's application package must contain at least:

- 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) Copy of Passport or National Identification document (in force within the whole period of the stay).
- d) Short version of the CV.

Documents referenced in sections 6.a) and 6.b) above can be downloaded from the website of the UC: <https://web.unican.es/en/Studying/admission/international-credit-mobility>.

The submission of the applications entails the obligation to comply with the Erasmus+ legal and administrative requirements.

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: kerstin.maier@unican.es and pablo.diaz@unican.es according to these deadlines:

- Applications submitted until **April 30, 2019**: for activities carried out before September 15, 2019.
- Applications submitted until **September 16, 2019**: for activities carried out before November 30, 2019.

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

7. Selection procedure and criteria

The main criteria for selection 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. 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 and the grants available.

The entire selection process at both universities will need to meet the criteria of transparency and equal opportunities for all applicants submitting their applications. The specific selection criteria will be clearly established and published on the website of the partner university and by any other means used to spread and announce the call. A reference to these means will be provided to the co-ordinating university.

8. Insurance

Selected participants are to take out an insurance policy that covers medical costs, accidents and repatriation. A copy of the policy will be sent to the UC as a previous condition to participate in the mobility.

9. Communication of results

The results of the call will be published in the website of the Vice-rectorate for Internationalisation and Co-operation 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.

10. Obligations of the University of Cantabria/ Partner Institution and rights

10.1. 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.
- Buy the selected participants' flight tickets preferably through the travel agency the UC works with.
- Provide selected participants with an Erasmus Grant Agreement after their submission of the 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.

10.2. The partner university commits to:

- Disseminate, announce and publish this call in its website and to provide the UC with a reference of all the means used for its diffusion.
- Provide support to its selected participants in the preparation of their mobility.
- Recognize the activities carried out during the mobility and included in the Mobility agreement/Staff mobility.
- Contribute to the dissemination of the Erasmus+ program among the university community.

10.3 The selected participant commits to:

- Submit all the required documentation, both by the UC, and by the Erasmus + Program, 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.
- Duly justify to the UC the expenditure, both upon arrival and after the mobility, by means of the submission of the original boarding cards within 30 days after finishing the mobility (and the corresponding invoices if applicable).
- Contribute to the dissemination of the Erasmus+ program upon return to the partner university.

10.4. 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 his/her work plan.

11. Other obligations of the participants

- The participant may not accept during the exchange period any other similar mobility grant awarded by the European Union.
- 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 program.
- 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 program or the duration of the stay at the host university.
- Within 30 days after finishing the mobility, the grantee agrees to complete the Participant Report online 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.

12. Special needs

Applicants with special needs may apply for additional funding.

Santander, 17 April 2019.



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Annex 1: Academic areas and grants available

The following mobility flows, between HEIs from partner countries and the UC, for staff Mobility for teaching (HE-STA-T) and training (HE-STT-T) are part of this Erasmus+ International Credit Mobility Call (Project 2018-1-ES01-KA107-049471):

1. Colombia

Partner university	Staff mobility incoming (1 grant)	
	Type of mobility	Priority academic area
Universidad del Norte	HE-STA-T	Engineering, Business Administration and Economics

2. Israel

Partner university	Staff mobility incoming (2 grants)	
	Type of mobility	Priority academic area
Sami Shamoon College of Engineering	HE-STA-T	Chemical Engineering

3. Japan

Partner university	Staff mobility incoming (2 grants)	
	Type of mobility	Priority academic area
National University Cooperation Yamaguchi	HE-STA-T/ HE-STT-T	Chemical Engineering

4. Morocco

Partner university	Staff mobility incoming (2 grants)	
	Type of mobility	Priority academic area
Institut National des Postes et Télécommunications, Rabat	HE-STA-T	Chemical Engineering

5. USA

Partner university	Staff mobility incoming (2 grants)	
	Type of mobility	Priority academic area
University of North Carolina at Charlotte	HE-STA-T	Education, Business Administration and Economics

6. Uzbekistan

Partner university	Staff mobility incoming (1 grant)	
	Type of mobility	Priority academic area
Tashkent Chemical-Technological Institute	HE-STA-T	Chemical Engineering