

# General Information for Staff Mobility for Training

Within the framework of the KA107 project approved, the Erasmus+ Programme offers the possibility for staff from the partner universities to take part in a training mobility at the UC and vice versa. The goals of this action addressed to non-teaching staff are to facilitate the exchange of expertise and good practices by means of training weeks and/or job observation and shadowing.

This action facilitates a better inter-institutional knowledge and contributes to foster mobility of students.

## 1. Eligibility Requirements

To be eligible, applicants have to be employed at the sending institution.

Applicants whose state of residence is the same as the destination are not eligible.

The mobility should respect the duration and discipline of the inter-institutional agreement signed between the sending and the receiving institutions. The total number of mobility flows should not exceed the number and budget authorised by the project.

## 2. Financing of the stays

Selected teaching staff will receive a grant for travel cost and for individual support.

The grants offered do not cover all expenses, but is a contribution to bearing the additional costs of the period abroad. In case the amount is insufficient, the staff will need to find another source of funding.

### a) Travel costs:

From Morocco to Spain: 275€.

From Spain to Israel or from Israel to Spain: 530€.

### b) Amount of Individual support:

From partner country to Spain: 120 €/ day (maximum 5 working days + 2 travel days).

From Spain to partner country: 160 €/day (maximum 5 working days + 2 travel days).

The UC as administrator of the grants is available either to buy directly, through its travel agency, the flight tickets or to reimburse the cost to the grantee in the case he/she is responsible to buy his/her own flight ticket, always respecting the dates of the exchange established and within the budget available.

The individual support will be transferred to the grantees bank account or paid by any other means in compliance with the UC financial regulations and procedures.

The starting date of the mobility period is the first day of the teacher's presence at the receiving institution. The end date is the last working day when the member of staff has to be present at the receiving institution.

Staff that have been selected with special needs may apply for additional financial support.

### **3. Application procedure**

Specific calls and application procedures are published on this Website under the Heading Projects Approved.

The application package should contain:

- a) Application form.
- b) Original Mobility Agreement/ Staff Mobility for Training duly signed by the applicant and by the sending and receiving institutions including the working plan, goals and expected results.
- c) Copy of Passport or National Identification document.

The submission of the application entails the obligation to comply with the Erasmus+ legal and documentary requirements.

Application packages should be sent both in electronic format and by post to:

- E-mail address: [relint@unican.es](mailto:relint@unican.es)
- Postal address:

Universidad de Cantabria  
Oficina de Relaciones Internacionales  
Facultad de Ciencias Económicas y Empresariales  
Avda. de los Castros s/n. 39005 Santander (Cantabria) – Spain

### **4. Selection procedure and criteria**

The applications will be evaluated by the selection committee, Department or the Vicerectorate or equivalent at the sending university and will need to have the authorization of the receiving university.

All the selection process at the home university 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 and by any other means used to spread and announce the call.

The main criterion will be the professional profile of the member of the staff and the adequacy of the work plan to the contents and objectives of the mobility action.