

**Resolution of 17 of December of 2018, by the Vice-Rector for Internationalization and Cooperation of University of Cantabria, which establishes the regulatory bases and approves the Call for applications for staff mobility for the purpose of training in the framework of the Erasmus+ Mobility Programme between Programme and Partner Countries (KA107) for the academic year 2018-2019 (2018-1-ES01-KA107-049471 project)**

The Vice-Rectorate for Internationalization and Cooperation of University of Cantabria (UC) announces 15 grants for representatives of the International Offices and/or staff directly involved in the Internationalisation Strategy and Actions of partner universities in the framework of the Erasmus+ 2018-1-ES01-KA107-049471 project.

This call outlines the selection criteria and process for participation at the “UC KA107 staff week” 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).

The mobility grants of this call are funded by the Erasmus+ Program and are charged to the budget application 73-Z812-226.90 of the Vice-Rectorate for Internationalization and Cooperation at UC, its concession being conditional on the existence of an adequate and sufficient budget credit.

**1. PURPOSE**

The “UC KA107 staff week” is open to representatives of the Erasmus+ 2018-1-ES01-KA107-049471 partner universities. The training will provide participants with key insights and practical advice on the management of KA107 activities as well as exchange of good practices with regards to university internationalization strategies and actions.

**2. DURATION & FUNDING**

The “UC KA107 staff week” will take place from March 11<sup>th</sup> to 15<sup>th</sup>, 2019 at University of Cantabria in Santander (Spain).

The grants offered through Erasmus+ Staff Mobility for Training do not necessarily cover all the expenses since they are conceived as a contribution to bearing the additional costs of the stay abroad. They cover:

**1) Individual support:**

For Spain, the daily contribution amounts to 160,00€ (max. 5 days + 2 travel days)

**2) Contribution to travel expenses**

The amount is calculated according to the distance band appearing below:

Travel distance	Amount
Between 500 and 1999 km	Up to 275€ per participant
Between 2000 and 2999 km	Up to 360€ per participant
Between 3000 and 3999 km	Up to 530€ per participant
Between 4000 and 7999 km	Up to 820€ per participant
8000 km and more	Up to 1.500€ per participant

The distance between the home city and University of Cantabria will be calculated through the Erasmus+ Distance calculator: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)



### 3. APPLICATION & SELECTION PROCEDURE

The selection requisites and requirements can be consulted at: <https://web.unican.es/en/Studying/admission/international-credit-mobility>

This call is open to staff directly involved in the internationalisation strategy and actions of the partner universities, with priority for staff of their International Office, as outlined in annex 1 of this call. Selection criteria are:

- Adequacy of the selected candidates for internationalisation of university process
- Language skills in English (and Spanish)

The sending university will announce this Call through their own website and will conduct the selection procedure on the basis of equity, fairness and transparency.

The sending university will submit the following documents to UC until **January 7, 2019**:

- Application form of selected candidate(s) (see annex 2)
- Copy of Passport of selected candidate(s)
- Short version of CV of selected candidate(s)
- Nomination letter of selected candidate(s) (see annex 3)

These documents are to be sent to: [pablo.diaz@unican.es](mailto:pablo.diaz@unican.es) and [kerstin.maier@unican.es](mailto:kerstin.maier@unican.es)

### 4. AVAILABLE GRANTS

This call announces **15 grants** for **staff of the International Offices** of the partner universities as outlined in annex 1 of this Call.

### 5. OBLIGATIONS OF UNIVERSITY OF CANTABRIA

The UC will send an acceptance letter and information package to the selected staff member(s) once all the applications have been received and validated (beginning of January 2019). The UC will then provide selected candidates with the grant agreement and support them with their accommodation and travel arrangements.

Upon arrival, "UC KA107 staff week" participants will receive an information package, internet access and other useful information in the welcoming session, and will receive grant payment.

At the end of the mobility the International Office will provide the "UC KA107 staff week" participants with a certificate of attendance. Travel will be preferably arranged by UC.

### 6. OBLIGATIONS OF THE SELECTED STAFF MEMBERS OF PARTNER UNIVERSITIES

The selected candidates will have to send the application form to his/her International Office in due time.

Once accepted by the UC, selected candidates will sign the grant agreement, contract a medical insurance covering also civil liability, accidents and repatriation and apply for the visa in their home country if needed. Accommodation will be arranged by selected candidates with the support of the UC.

At the end of their mobility, participants will provide their feed-back on the activity through the evaluation form, hand the required travel justification documents to UC and elaborate a staff activity report in English language as well as complete the EU survey.

## 7. DATA PROTECTION

The personal data provided by the participants in this call will be incorporated into the treatment of “Nóminas y Personal” of the University of Cantabria.

In accordance with the provisions of the General Data Protection Regulations, applicants will be informed, at the time submitting their application form to the UC, about the conditions under which their personal data will be processed and about the rights that may be exercised. The treatment and access to personal data will be subject to national legislation, to that of the country of destination and to international regulations.

The participants in this call, by the mere fact of participating by submitting their application, give their consent for the transfer of their personal and academic data to the University of Cantabria as well as to the Erasmus+ Mobility Tool, insurance providers and any other official body that requires statistical data on mobility.

Santander, 17 of December 2018



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University of Cantabria

