

RESOLUTION BY THE RECTOR OF THE UNIVERSIDAD CARLOS III DE MADRID, WHEREBY A CALL IS ISSUED FOR INTERNATIONAL MOBILITY POSTS IN TEACHING, TRAINING AND DOCTORAL STAYS AT HIGHER EDUCATION INSTITUTIONS OF ASSOCIATED COUNTRIES, FINANCED BY THE ERASMUS+ INTERNATIONAL CREDIT MOBILITY KA107 PROGRAMME, FOR THE ACADEMIC YEAR 2021/2022 AND 2022/2023.

With the aim of promoting the internationalisation of teaching, research and management as an essential element for adapting to the environment of the European Higher Education Area (EHEA), the Vice-Rectorate for Internationalisation and European University announces grants for the mobility of staff and doctoral students of Universidad Carlos III de Madrid (UC3M) and its partner universities, for the purpose of supporting the acquisition of professional skills, as well as improving the personal and linguistic development of participants; to increase awareness and understanding of other cultures and countries, offering the opportunity to build international networks of contacts; and to strengthen the synergies and international dimension of the participating institutions.

These grants will allow mobility periods at Higher Education Institutions (HEI) of associated countries, as well as the reception at the UC3M of staff and doctoral students from other HEIs, extending the geographical framework of Erasmus+ mobilities and promoting greater interrelation and mutual knowledge, to contribute to the internationalization of our University beyond the European area.

In order to guarantee and ensure compliance with the principles and provisions indicated above, the management and development of this call will be implemented by the International Relations and Cooperation Service of UC3M (SERIC).

On the basis of all this, the Universidad Carlos III de Madrid will offer mobility grants for doctoral students, mobility grants for teaching, training or both. for teaching and administrative staff, distributed between incoming and outgoing flows, with Universities in Morocco (Université Mohammed Premier Oujda and Université Cadi Ayyad), Cuba (Universidad de La Habana, Universidad de Oriente and Instituto Superior Minero-Metalúrgico de Moa), Mexico (Instituto de Energías Renovables de Cuernavaca and Instituto de Investigaciones en Ecosistemas y Sustentabilidad de Morelia), Peru (Pontificia Universidad Católica de Perú), Vietnam (International University - Vietnam National University Ho Chi Minh City), Philippines (Mapua University and Ateneo de Manila University), Singapore (Nanyang Technological University), Canada (Waterloo University) and Nicaragua (Universidad Nacional Autónoma de Nicaragua Managua).

TERMS AND CONDITIONS OF THE CALL

First. - Purpose of the Call

The purpose of this call is to facilitate the mobility of staff and doctoral students of the UC3M and its partner universities by means of training, teaching or research stays.

Mobilities announced in this call can be carried out in 2021-2022 and 2022-2023 academic years

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during the period of academic activity, and should end by 31 July 2022 or before 31 July 2023, as specified in Annex I of the call.

Mobility periods for staff will last one week (five days of stay plus two days of travel).

- During mobility for teaching, staff should deliver at least 8 hours of teaching.
- During mobility for training, staff should receive training related to their professional activity, engaging in professional development activities such as training events (excluding conferences) or job shadowing at the receiving institution.
- Mobility can also be for teaching and training together. In this case, the minimum number of teaching hours is 4.

Research stays for doctoral students will have a minimum duration of three months and a maximum of five months.

Second. - Requirements for participants

To be eligible for Erasmus+ ICM support, candidates must meet the following requirements:

- a) Have a statutory or contractual relationship with the participating universities, at the time of application and throughout the period of mobility. Teaching grants are intended only for the academic staff of the participating institutions, while training-oriented grants may be requested both by academic and non-academic staff. Applications for grants may also be made by doctoral students enrolled as regular students at the participating universities at the time of the call and throughout the period of mobility.
- b) For those universities where the working language is not Spanish, applicants must prove a level of language sufficient for the correct performance of the activity, in accordance with the CEFR (Common European Framework of Reference). To do so, they must submit:
 - A language certificate or
 - A responsible declaration (free model), indicating that they have the necessary language level to carry out the planned activities.
- c) Present the application in the established term, as well as the documents required in the fourth base.
- d) The Mobility Agreement (staff) or Study Agreement (PhD Students), which will be attached to the application, must indicate approximate dates for carrying out the stay

Third. - Participating universities and distribution of posts

All the information regarding the number of places, their distribution, the end date of the activity, as well as the amount of grants is available in Annex I of this call.

In accordance with the Erasmus+ programme, an Inter-institutional Agreement between the sending and host university must be signed before the start of the mobility.

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Fourth. - Submission of applications and deadline

Applications shall consist of:

- Mobility Proposal in the case of staff, or Learning Agreement, in the case of doctoral students
- Abbreviated CV
- Recommendation letter (PhD students only)

They will be sent by e-mail to proyectos_internacionales@uc3m.es with the subject “Application to ICM 2021”.

Applications may be submitted up to and including the deadline of 12 December 2021.

Applicants will receive an e-mail certifying the date, time and form in which the application has been submitted.

Fifth. - Selection procedure

Both the different resolutions and the final results of the process will be published on the UC3M website:

<https://www.uc3m.es/ss/Satellite/cooperacion/castellano/TextoDosColumnas/1371250538493/%23personalyphd>

Once the period to submit applications has expired and the applications have been reviewed, the list of provisionally admitted and excluded applicants will be published, indicating the corresponding grounds for exclusion. Applicants will have seven working days to correct errors or provide the required documents.

Once the correction period has elapsed, the definitive list of admitted and excluded persons will be published in the same section of the website indicated above.

The final selection of the successful candidates will be carried out by an Evaluation Commission, whose composition will depend on the profile of the application.

The evaluation and selection of the staff and doctoral candidates will be carried out by a commission made up of:

- The Vice-Rector for Internationalisation and European University (or the person delegated by same), who will act as president
- The Vice-Dean of International Relations and Academic Exchanges of the Faculty of Social and Legal Sciences
- The Vice-Dean for Promotion, Academic Exchange and International Relations of the Faculty of Humanities, Communication and Library Science
- The Deputy Director of International Relations and International Cooperation at the School of Engineering
- The Director of Human Resources and Organisation of PDI
- The Director of Human Resources and Organisation of PAS, Prevention and Sustainability
- The Director of the International Relations and Cooperation Service
- The UC3M ICM Manager, who will act as Secretary

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When awarding grants, the Commission will take into account the quality of the mobility proposal, provided that the following minimum requirements are met:

- a) In the case of staff, mobility shall be aimed at training and/or teaching. The work plan presented must detail the activities and must include the approval of the departments or services of origin and destination, whose managers must sign the Mobility Agreement before the submission deadline for applications.
- b) For doctoral students, the Learning Agreement must include, in addition to the duration, a detailed work plan and the name of the faculty member who will be responsible for their supervision at the host university. In order to be eligible, the application of the incoming candidates must have the approval of the person in charge of the doctoral programme to which the candidate will be attached during the stay.

Once the applications have been evaluated, the Evaluation Commission will draw up a report in which it will propose the selected applications to the competent body, establishing a reserve list ordered according to the score obtained, to be applied in the event of refusal. The resolution of the call will be carried out by means of Resolution by the Rector, in view of the proposal of the Commission of Evaluation.

The successful applicants will accept the grant by e-mail sent to proyectos_internacionales@uc3m.es within 7 calendar days of the publication of the decision.

Non-acceptance will be understood as a renunciation of the aid granted, which will be allocated to the candidate who occupies the next place on the reserve list, and so on.

The Evaluation Commission reserves the right to re-distribute grants across categories (PhD, staff, and incoming and outgoing mobility flows) within the same country, depending on the number and quality of received applications. Likewise, and in case the same country has grants with different end dates for the mobility, the Committee reserves the right to redistribute the grants according to the mobility dates indicated in the Mobility or Learning Agreement.

The number of available grants is a minimum that will be awarded. Depending on the availability of credit, further grants may be generated or extensions may be granted. In the case that new grants are generated, candidates will be called from the reserve list resulting from the selection process described above.

The number of available grants is a minimum that will be awarded. More grants may be generated or extensions granted if selected students' stays are shorter than 5 months.

Reserve candidates will be placed on a waiting list and called upon if a grant becomes available.

Sixth - Evaluation criteria

Grants will be awarded on a competitive basis, based on the evaluation of quality of applications and following a procedure, which guarantees fairness and transparency.

Mobilities for Staff

Each section of the Mobility Agreement and the candidate's CV will be scored, with 60 points (out of a total of 100) being the minimum required to be eligible. The qualification will be made according to the following criteria:

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- Paragraph 1: General objectives of mobility (from 0 to 15 points)

- That the proposal is framed within the lines of activity of the department/services of origin.
- Establish specific objectives for their stay, related to the proposed activities.

- Paragraph 2: Added value of mobility (from 0 to 15 points)

- It prioritizes mutual institutional knowledge, with a view to establishing future collaborations.
- It sets out in detail the future application of the experience and knowledge acquired to the candidate's habitual activity at UC3M
- It identifies the sectors of the university community that will be able to benefit from this proposal, both at origin and destination

- Paragraph 3: Work plan (from 0 to 30 points)

- The project details both the deadlines and the activities (definition of their content and their duration).
- Justification is given of the choice of activities according to the candidate's experience and the needs/experience of the host university
- It accredits that there is communication with the person or persons of reference who are in charge of the reception and supervision of the teaching/training period at the host university, as well as the mechanisms by which such reception and supervision will be carried out.

- Paragraph 4: Expected results and impacts (from 0 to 15 points)

- Results and impacts for the university of origin
- Results and impacts for the host university

The **curriculum vitae** will be evaluated with a maximum of **25 points**.

In the case of equal scores, priority will be given to UC3M applicants who have not previously benefited from a mobility grant for staff under any of the Erasmus+ Actions (KA103 or KA107).

In the case of equal scores, priority will be given to incoming applicants who have a better score in the Mobility Agreement.

Mobilities for Doctoral students

Student proposals must receive a minimum of 60 out of 100 points to be eligible. The assessment will be made on the basis of the following criteria:

-Quality and Impact of the mobility proposal as set out in the Study Agreement **(50 points)**

-Academic merit and research experience, as reflected in the CV **(30 points)**

- Recommendation letter (20 points)

Seventh - Obligations of the beneficiaries

Acceptance of the aid by the beneficiaries implies compliance with the rules laid down in this call for proposals, and in particular the following:

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- Carry out the stay before 31 July 2022 or 31 July 2023, depending on the deadline for the end of the assigned grant.
- Sign the Grant Agreement for the payment of the grant.
- Book flights and accommodation in the country of destination that best suits their needs. For this purpose, beneficiaries will have to advance their own funds, as the mobility grant will only be paid once the stay has started.
- Present the Certificate of Stay accrediting the completion of mobility, signed and stamped by the host university.
- Complete the EU+ Participant Report (EU Survey), which the European Commission will request by e-mail.
- Comply with any other obligations inherent in the Erasmus+ ICM programme and in the internal rules of the participating entities.
- To be in possession of adequate insurance throughout the mobility period according to Erasmus+ programme rules. The insurance must cover:
 - ✓ travel insurance, including damage to or loss of baggage,
 - ✓ medical expenses and accidents, including permanent or temporary incapacity,
 - ✓ death, including repatriation,
 - ✓ third party liability.

In the case of outgoing UC3M participants, the cost of the insurance will always be paid by the participant him/herself. UC3M recommends the [OnCampus](#) insurance for staff and the [OnCampus Estudia](#) insurance for students. However, the participant can also choose a different insurance as long as he/she fulfils the above requirements.

Only in the case of incoming participants at UC3M will the cost of the insurance be paid by UC3M.

Eighth. - Payment of the grants

Grants for the mobility of staff (Teaching and Administrative staff) leaving from UC3M and provided that they have previously requested the corresponding Service Commission, will be paid in the participant's payroll.

The staff of the partner universities will receive payment of the grant by bank cheque on arrival at UC3M to carry out the mobility.

Grants for the mobility of doctoral students will be paid by bank transfer to an account in Spain, as follows: a first payment of 80% of the aid upon receipt of the Certificate of Arrival issued by the host university, and a second payment of the remaining 20% at the end of the stay and upon completion and submission of the Participant's Report (EU Survey).

Ninth. - Reimbursement of Erasmus+ grants

In the event of failure to comply with any of the obligations laid down in base 7, except in cases of force majeure, the total sums received shall be reimbursed.

Tenth. - Participants with Special Needs

A person with special needs is a potential participant whose individual physical, psychological, mental or health situation would prevent him or her from participating in a mobility activity without additional financial support.

To access the grants established in the Erasmus+ Programme for persons with special needs

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in the field of Higher Education, participants must have a disability legally recognised and qualified to a degree of 33 per cent or more, as well as complying with the rest of the admissibility criteria established in the Programme, and must apply for such aid through the International Relations and Cooperation Service of the Carlos III University of Madrid.

For more information on aid to support special needs, consult the guide for beneficiaries of Higher Education in the SEPIE.

Eleventh. - Protection of personal data

Responsible for data processing: Universidad Carlos III de Madrid.

Identification of the data processing: Erasmus+ KA107 PAS&PDI&PHD

Purpose: To manage the selection of candidates in the mobility calls corresponding to each of the groups. Moreover, to manage the execution of the mobility program, corresponding to each group, through the application and monitoring of the mobility of the successful bidder in the organization, institution or entity of destination.

Exercise of rights: You may exercise your rights of access, rectification, suppression, limitation, portability and opposition to data processing by sending an email to the following address: dpd@uc3m.es

Additional information: For additional and detailed information about our privacy policy, please visit (<https://www.uc3m.es/protecciondedatos>)

The participant, by means of his or her registration in the present call, consents to his or her personal data being processed for the purpose of managing the allocation of grants from the Carlos III University of Madrid call for the international mobility of administrative and service staff in the academic year 2019/2020. The application of one of the previously indicated types of data processing will be carried out according to the type of mobility requested by the beneficiary.

In compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April on the protection of individuals with regard to the processing of personal data and the free movement of such data, and Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights, the personal data provided in the application and contained in the documentation as appropriate, will be processed and incorporated into the International Mobility file owned by the International Relations and Cooperation Service of the Carlos III University of Madrid, the entity responsible for processing, with headquarters at C/ Madrid 126, 28903 Getafe (Madrid), for the purpose of managing the process and payments of Erasmus+ grants and the university's own grants during this call for the academic year 2019-20. Your data may be transferred to other Units and Services of this University, Bodies and institutions of the European Union, Public Administrations, Universities and Autonomous Bodies of European Educational Programmes; or transferred internationally to those countries with which agreements have been signed outside the European area, within each non-European mobility call. You can exercise your rights of access, rectification, cancellation and opposition by sending an email to the following address: dpd@uc3m.es

All of which is reported in compliance with the General Data Protection Regulations. More information in the data protection section of the website of the Universidad Carlos III de Madrid (<https://www.uc3m.es/ss/Satellite/Internacionalizacion/es/TextoDosColumnas/1371236732837/Movilidad>)

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Additional Provision

This call for proposals is accompanied by the following appendices:

- Annex I: List of available grants and universities

In Getafe, on the date of the electronic signature
(The Rector - By delegation of signature dated 09/06/2021)

The Vice-Rector for Internationalisation and the European University
(Rector's Resolution of 17/09/2019)

Matilde Sánchez Fernández

The present Resolution exhausts the administrative route and against same the following appeal may be made: Optional Appeal for Replacement before the Rector, within one month from the day following the publication of this Resolution, in accordance with the provisions of Section 3 of Chapter II of Title V of Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations; or, Contentious-Administrative Appeal before the Contentious-Administrative Court of Madrid, within two months from the day following the publication of this Resolution, in accordance with the provisions of Article 46 of Law 29/1998, of 13 July, regulating the Contentious-Administrative Jurisdiction.

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ANNEX I: LIST OF AVAILABLE GRANTS AND UNIVERSITIES

From	To	Level	Nº Grants	Duration of stay	Subsistence	Travel	End Date of Mobility	Universities	Areas for teaching and research*
Cuba	Spain	PhD	1	3-5 meses	850 €/mes	820 €	31 de julio de 2023	Universidad de La Habana Universidad de Oriente Instituto Minero-Metalúrgico de Moa	Engineering
		Staff	2	5+2 dias	160 €/dia	820 €	31 de julio de 2023		
		Staff	2	5+2 dias	180 €/dia	820 €	31 de julio de 2023		
Spain	Cuba	PhD	1	3-5 meses	850 €/mes	1.500 €	31 de julio de 2022	Instituto de Energías Renovables (Cuernavaca) de la UNAM	Engineering
		Staff	2	5+2 dias	160 €/dia	1.500 €	31 de julio de 2023		
		PhD	1	3-5 meses	700 €/mes	1.500 €	31 de julio de 2022		
Spain	Mexico	PhD	1	3-5 meses	700 €/mes	1.500 €	31 de julio de 2022	Instituto de Investigaciones en Ecosistemas y Sustentabilidad (Morelia) de la UNAM	Engineering
		PhD	1	3-5 meses	700 €/mes	1.500 €	31 de julio de 2023		
		Staff	2	5+2 dias	180 €/dia	1.500 €	31 de julio de 2023		
Peru	Spain	Staff	1	5+2 dias	160 €/dia	1.500 €	31 de julio de 2023	Pontificia Universidad Católica del Perú	Engineering
Spain	Peru	Staff	1	5+2 dias	180 €/dia	1.500 €	31 de julio de 2023		Engineering
Filipinas	Spain	Staff	1	5+2 dias	160 €/dia	1.500 €	31 de julio de 2022	Mapua University	Engineering
		Staff	1	5+2 dias	180 €/dia	1.500 €	31 de julio de 2022		
Singapur	Spain	Staff	1	5+2 dias	160 €/dia	1.500 €	31 de julio de 2022	Nanyang Technological University	Engineering
Spain	Singapur	Staff	1	5+2 dias	180 €/dia	1.500 €	31 de julio de 2022		Engineering
Spain	Vietnam	Staff	1	5+2 dias	180 €/dia	1.500 €	31 de julio de 2022	International University-Ho Chi Minh City	All areas
Canada	Spain	Staff	1	5+2 dias	160 €/dia	820 €	31 de julio de 2023	Waterloo University	Social Sciences & Engineering
		Staff	1	5+2 dias	180 €/dia	820 €	31 de julio de 2023		
Morocco	Spain	PhD	2	3-5 meses	850 €/mes	275 €	31 de julio de 2023	Université Mohammed Premier Oujda	All areas
		Staff	3	5+2 dias	160 €/dia	275 €	31 de julio de 2023		
		PhD	2	3-5 meses	700 €/mes	275 €	31 de julio de 2023		
Spain	Morocco	PhD	2	3-5 meses	700 €/mes	275 €	31 de julio de 2023	Université Cadi Ayyad	All areas
		Staff	2	5+2 dias	180 €/dia	275 €	31 de julio de 2023		
Nicaragua	Spain	Staff	2	5+2 dias	160 €/dia	1.500 €	31 de julio de 2023	Universidad Nacional Autónoma de Nicaragua	Computer science
Spain	Nicaragua	Staff	2	5+2 dias	180 €/dia	1.500 €	31 de julio de 2023		Computer science

* Administrative and service staff may apply for mobilities for training in any of the areas related to their professional activity.



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