

**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 2019/2020.**

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 mobilities are aimed at carrying out stays 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 carried out through the International Relations and Cooperation Service of UC3M (SERIC).

On the basis of all this, the Universidad Carlos III de Madrid will offer 11 mobility grants for doctoral students, 10 mobility grants for teaching and 12 mobility grants for the training of teaching and administrative staff, distributed between incoming and outgoing flows, with Universities in Morocco (Université Mohammed Premier Oujda and Université Cadi Ayyad), the United States (Purdue University), 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) and Vietnam (International University - Vietnam National University Ho Chi Minh City).

## **TERMS AND CONDITIONS OF THE CALL**

### **First. - Purpose of the Call**

The purpose of this call for proposals 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.

Staff stays will last one week (five days of stay plus two days of travel). If they are stays for teaching, they must accredit a minimum of 8 teaching hours in the host institution, while if they are for training, they may include *benchmarking* activities, *job shadowing*, visits to institutes or

laboratories or *training weeks* in departments, services or research groups related to the professional activity of the candidate, excluding, due to the bases of the programme, attendance at congresses and seminars.

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 teaching staff of the participating institutions, while training-oriented grants may be requested by teaching and administrative staff. Potential candidates will also be 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 accredit 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 or Study Agreement, which will be attached to the application, must indicate approximate dates for carrying out the stay, which in any case must end before 31 July 2020.

### **Third. - Participating universities and distribution of posts**

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

### **Fourth. - Submission of applications and deadline**

Applications shall consist of:

- Application Form (Annex II)
- Mobility Proposal (Annex III), in the case of staff, or Learning Agreement, in the case of doctoral students (Annex IV)
- Abbreviated CV (teaching staff and doctoral students only)
- Letter of motivation (PhD students only)

They will be sent by e-mail to [proyectos\\_internacionales@uc3m.es](mailto:proyectos_internacionales@uc3m.es)

Applications may be submitted up to and including the deadline of 10 January 2020.

Applicants will receive an e-mail certifying that 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 made public 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 staff and doctoral candidates will be carried out by a commission presided over by the Vice-Rector for Internationalisation and European University (or the person delegated by same) and made up of:

- 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 the International Relations and Cooperation Service, who will act as Secretary

For their part, Administrative Staff mobility proposals will be analysed and evaluated by an evaluation committee chaired by the Vice-Rector for Internationalisation and the European University (or the person delegated by same) and made up of:

- The Director of SERIC
- The HR Director
- ERASMUS+ KA107 ICM Programme Manager at SERIC
- One member of the Administrative Staff Board
- A member of the Administrative Work Council
- A member of the Human Resources Service, who will act as Secretary

When awarding grants, each 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 must have the approval of the person in charge of the doctoral programme to which the candidate will be attached during the stay, who will have to sign the Learning Agreement.

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](mailto: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 first place on the reserve list, and so on.

## **Sixth - Evaluation criteria**

### **Teaching staff**

Each of the four sections of the Mobility Agreement will be scored, with 60 points (out of a total of 100) being the minimum necessary to be eligible. The qualification will be made according to the following criteria:

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

- That the proposal is framed within the lines of activity of the department 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 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 stay 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 applicants who have not previously benefited from a mobility grant for teaching staff under any of the Erasmus+ Actions (KA103 or KA107).

**Administrative and service staff**

Proposals will be evaluated on a maximum of 15 points, which are distributed according to the following criteria:

**- Quality of the proposal (8 out of 15)**

The quality of the work agenda, the schedule of planned activities or the programme of the course or seminar will be assessed, as well as the general objective of mobility and points will be assigned to each of the different sections of the Mobility Agreement submitted, prioritising alignment with the Strategic Plan in force at UC3M.

**- Impact (6 points out of 15)**

Motivation to carry out mobility will be valued, as well as the impact it may have on the functions or tasks performed by the applicant in his/her Service or Unit.

**- Relations with representatives of civil society and other fields, as well as the promotion of ICT skills (1 point out of 15)**

All proposals defining and consolidating cooperation networks with representatives of civil society or the labour market, as well as all those proposals in which there is evidence of an improvement in ICT skills, will comprise this point.

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

**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 of the mobility proposal** as set out in the Study Agreement **(40 points)**

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

**-Impact of the stay**, as stated in the Agreement on Studies **(20 points)**

**-Letter of motivation (10 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:

- Carry out the stay before 31 July 2020.
- Sign the Grant Agreement for the payment of the grant.
- 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.

### **Eighth. - Method of payment of the grants**

Grants for the mobility of staff (Teaching and Administrative staff) leaving from UC3M, will be paid by bank transfer before the start of mobility, upon request of the corresponding Service Commission.

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 70% of the aid upon receipt of the Certificate of Arrival issued by the host university, and a second payment of the remaining 30% upon completion and submission of the Participant's Report (EU Survey) about two weeks before the end of their stay.

### **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

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 call of 2019: [http://sepie.es/doc/needs/Guia\\_NNEE\\_2019\\_21062019.pdf](http://sepie.es/doc/needs/Guia_NNEE_2019_21062019.pdf)

## **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](mailto: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](mailto: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>)

### **Additional Provision**

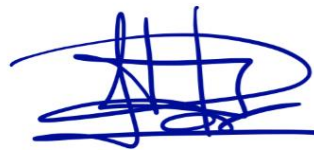
This call for proposals is accompanied by the following appendices:

- Annex I: List of available grants
- Annex II: Application Form

- Annex III: Mobility Agreement
- Annex IV: Learning Agreement

In Getafe, on the date of the electronic signature  
The Rector - By delegation of signature dated 17/09/2018)

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



In Getafe, 10/12/2019

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.