

**DECISION OF 28<sup>th</sup> OF NOVEMBER 2024, OF THE VICE-RECTOR OF BASQUE, CULTURE AND INTERNATIONALIZATION, APPROVING THE TERMS AND CONDITIONS FOR PARTICIPATION BY STAFF OF PARTNER UNIVERSITIES OF COUNTRIES NOT ASSOCIATED TO THE ERASMUS+ PROGRAMME, IN STAYS AT THE UPV/EHU FOR TEACHING AND/OR TRAINING PURPOSES (2<sup>nd</sup> CALL FOR THE 2023 PROJECT, 1<sup>st</sup> CALL FOR THE 2024 PROJECT)**

This call from the Vice-rectorate of Basque, Culture and Internationalization, establishes the procedure for the awarding of grants and the conditions for the organization of Erasmus+ exchanges for teaching and/or training purposes at the UPV/EHU, on the part of the staff of partner universities from countries not associated to the Erasmus+ programme.

On this occasion, within the context of the 2023 and 2024 projects, this call is intended to award stays of one week at the University of the Basque Country (UPV/EHU) by staff from partner universities in Canada, the United States, Kenya, Tanzania, Mexico, Argentina, Uruguay, Chile, Peru, Colombia, Ukraine, India and Singapore, in accordance with the guidelines established by the European Commission through the SEPIE (Spanish Service for the Internationalization of Education).

Given the existence of credit derived from European funds for the subsidy contracts linked to the Erasmus+ projects KA171 2023, KA171 2024, KA131 2024-International, and in exercising the powers which I hold,

**I RESOLVE:**

**One:** To approve and publish the terms and conditions for the Erasmus+ mobility call to undertake exchanges of a one week duration for teaching and/or training purposes at the UPV/EHU, on the part of staff from partner universities in Canada, the United States, Kenya, Tanzania, Mexico, Argentina, Uruguay, Chile, Peru, Colombia, Ukraine, India and Singapore.

This is the 2nd call conducted for the 2023 KA171 and KA131-International projects and the 1st call conducted for the 2024 KA171 and KA131-International projects.

**Two:** The number of places awarded will correspond to the list published in Annex 1. Depending on the applications received and the availability of funds, the Selection Committee established in item 5 of this call, could add or slightly modify the spots of Annex I if no applicant harmed.

**Three:** This decision, which marks the conclusion of the administrative channel, may be appealed under administrative law litigation proceedings to be filed with the corresponding administrative law litigation courts within a period of 2 months of the day following publication, in accordance with the provisions of Act 29/1998, of 13 July 1998, governing Administrative Law Litigation Jurisdiction, notwithstanding the option of filing a petition for reconsideration with the body that issued the decision, within a period of one month, in the case of an explicit act, in accordance with Articles 123 and 124 of Act 39/2015, of 1 October 2015, on the Common Administrative Proceedings of Public Authorities.

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### 1. Object of the call

The object of this call is to award economic grants to the staff of partner universities in Canada, the United States, Kenya, Tanzania, Mexico, Argentina, Uruguay, Chile, Peru, Colombia, Ukraine, India and Singapore, to conduct Erasmus+ exchanges of a duration of one week, for teaching and/or training purposes, at the UPV/EHU.

In order for such exchanges to be conducted, an inter-institutional Erasmus+ KA171 / KA131-International agreement must be signed between the UPV/EHU and the home university of the individual concerned.

This is the 2nd call conducted for the 2023 KA171 and KA131-International projects and the 1st call conducted for the 2024 KA171 and KA131-International projects.

The stays of a duration of one week may be for one of the following purposes: a) teaching, b) training, c) combined teaching and training mobility.

### **a) Mobility for teaching**

The teaching delivered during the stay must form part of a programme of study leading to an official bachelor or postgraduate qualification at UPV/EHU, and must be set out in a Mobility Agreement for Teaching (Annex 3.1), agreed in advance between the two institutions.

This action has the following goals:

- Provide the participating staff with opportunities for professional and personal development.
- Promote the exchange of experiences and innovation in teaching methodologies.
- Stimulate the universities to extend and enrich the scope and content of the courses that they offer.
- Improve language skills in a third language, where applicable.
- Allow those students at the host universities who cannot take part in mobility actions to benefit from the teaching knowledge of other countries and, where applicable, to receive masterclasses/practical experience in a foreign language.

The teaching activities must comprise a minimum of eight (8) teaching hours per week.

### **b) Mobility for training**

The training activities must be set out in a Mobility Agreement for Training (Annex 3.2), agreed in advance between the two institutions.

The main goal of this type of mobility is a brief stay at the UPV/EHU, which may be referred to in various forms (brief service engagement, professional observation, study visit, participation in a staff week...), and may cover other types of initiative, provided that due justification is set out in the work plan to be undertaken at the destination.

The specific goals of this initiative are:

- Support lifelong occupational learning.
- Improve language skills in a third language, where applicable.
- Foster the internationalization of all groups within the university community.
- Facilitate the observation of good practices in terms of ways of working and occupational environments at the partner institutions.
- Improve the skills required in the beneficiary's job.
- Strengthen relations with the partner universities.

### **c) Combined mobility for teaching and training**

Mobility may be undertaken to combine training and teaching. Under this modality, a minimum of four (4) teaching hours must be delivered on a study programme leading to an official bachelor or postgraduate qualification at the UPV/EHU.

The mobility agreement will correspond to teaching (Annex 3.1), indicating at least four (4) classroom hours per week.

The mobility may include the delivery of training for the development of the associated institution of higher education.

**IMPORTANT:** The object of this call is to promote the delivery of **teaching** or **training** (both giving and receiving), with the possible combination of these activities on the basis of a teaching mobility.

Within the context of this Erasmus+ initiative, research activities are not permissible and do not provide justification either for the interest in the stay, or the activities to be undertaken at the host university. Teaching and training activities for research are, meanwhile, permissible.

These mobilities do not include attendance at congresses, conferences or any other general event or activity not organised in accordance with a specific work plan (Mobility Agreement) arranged with the host organisation. The Selection Committee indicated in item 5 will evaluate the proposal and determine whether it meets the object of the call.

## 2. Participation requirements

### 2.1. Staff characteristics

1. The applicant must have a service relationship with his/her university of origin, whether as a public servant or employee, and must have active service status, both at the time when the application is submitted and when the mobility takes place.
2. The applicant will need to demonstrate that they have the required profile for the desired place, as indicated in Annex I to this decision.
3. The source and host institutions must sign the definitive teaching and/or training programme (Annex 3.1 or 3.2), presented by the applicant before the mobility takes place.
4. All applicants must have sufficient knowledge of English, Spanish or Basque in order to perform the agreed mobility plan at the UPV/EHU.
5. The Erasmus+ mobility for teaching and/or training is based on the existence of Erasmus+ inter-institutional agreements between the participating institutions.

If there is no bilateral Erasmus+ agreement between the UPV/EHU and the home university of the applicant before the mobility takes place, then the mobility cannot be performed and the applicant cannot receive any grant.

Annex I indicates those destinations that have a signed agreement, and those for which this is not yet in place.

After the grants are awarded, in those cases where no agreement is in place, no expense whatsoever must be incurred until confirmed, written notification of the signature of the agreement in question has been received.

## 2.2. Inclusion

The SEPIE establishes a procedure for the awarding of additional grants, which may be greater than those established in general, to staff with disability or other physical, mental or health conditions.

If you believe that this case may apply to you, please do not hesitate to contact [pc.international@ehu.eus](mailto:pc.international@ehu.eus) to examine any supplementary grants which may be available to you.

Both the UPV/EHU and its partner universities are firmly committed to helping applicants and participants with such a profile both during the call, and before, during and after the mobilities.

## 2.3. Initiatives promoting "COIL / Virtual Exchange" projects

This call will give particular consideration to mobility proposals for the launch of a "COIL / Virtual Exchange" project on a specific official bachelor or postgraduate subject.

"COIL / Virtual Exchange" is to be understood as an activity/project to be conducted jointly between students of the academic staff with an interest in conducting the mobility, and students of the academic staff of the UPV/EHU willing to host him or her.

The aim should be to facilitate an online exchange of learning and collaborative teamwork by the students, under the supervision of the academic staff wishing to conduct the mobility and the UPV/EHU staff willing to host him or her.

The mobility could serve to design the "COIL / Virtual Exchange" project. Ideally, the mobility would be part of the project, with the project thus being designed and begun prior to the mobility, and the academic staff taking advantage of the trip to teach the students involved in the activity, at the host university.

## 2.4. Duration and period of the stay

The mobility must take place after the publication of the final decision to award grants (scheduled for March 2025).

The stay at the UPV/EHU must take place by 31 July 2026. In any event, those with an interest are encouraged to agree the dates for their mobilities for the year 2025, or spring 2026 at the latest.

The following dates/periods of time are not valid for the Erasmus+ stays at the UPV/EHU:

- month of August,

- Christmas (from 22nd December 2025 to 9th January 2026),
- Easter (14-25 April 2025 / 30 March-10 April 2026),
- weeks containing the following public holidays, if they fall from Monday to Friday: 1 May, 25 July, 12 October, 1 November, 6 December and 8 December.

The duration of the stay at the host university will be five working days, from Monday to Friday, excluding the days of travel.

## 2.5. Destinations

Annex 1 to this call indicates those institutions that have an Erasmus+ inter-institutional agreement with the UPV/EHU, and the requirements to be fulfilled for each of the places.

If there is no Erasmus+ inter-institutional agreement between the two universities before the mobility takes place, then no expense whatsoever may be incurred, nor may the mobility take place, under any circumstances.

At the point at which the Erasmus+ agreement is signed, the International Relations Office of the UPV/EHU will send an email to those granted a destination which does not yet have an inter-institutional agreement, informing them of the precise date beyond which they may begin to organise their mobilities.

If no such notification is received, it will be understood that the negotiations for signature of the inter-institutional agreement have not proved fruitful, and the persons in question will be unable to undertake their mobility within the context of this call. Those opting for destinations without an inter-institutional agreement must be aware of the risk that the mobility granted to them might prove impossible to undertake.

## 3. Planned funding

The financial grants covered by this call will be calculated in accordance with the funding rules indicated by the SEPIE.

The staff will receive a European grant as a contribution towards their travel and living expenses during their stay in Spain. This grant is divided into two items:

- The travel grant** is a one-off amount calculated in accordance with the distance between the workplace location and the location where the corresponding activity takes place, by means of the computerised tool made available to users by the EACEA  
<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Travel distance	Amount (per participant)
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Between 2000 and 2999 km.	€395
Between 3000 and 3999 km.	€580
Between 4000 and 7999 km.	€1188
8000 km. or more	€1735

- b) **The maintenance grant** is an individual EU grant comprising €170 per day from Monday to Friday.

In addition, the Erasmus+ programme allows funding for one day of outbound travel before the activities begin and one day of return travel thereafter, provided that documented proof is presented (airline ticket).

The SEPIE establishes a procedure for the awarding of additional grants to staff with disability or other physical, mental or health conditions which may be greater than those established in general. See item 2.2 of this call.

## 4. Application procedure

### 4.1. Application and required documentation

Applications will be made individually. A maximum of one application may be filed per person under this call.

Each application must be completed on the standardised form published on the website together with this decision.

Incomplete applications, and those failing to demonstrate fulfilment of the required profile for each place in Annex I, will be disregarded, following the rectification period.

The following mandatory documentation must be submitted:

1. The duly completed and signed application form (Annex 2.1 for Teaching and for Teaching + Training; Annex 2.2 for Training).
2. Provisional work programme (Annex 3.1 for Teaching and for Teaching + Training; Annex 3.2 for Training), signed by the applicant.
3. Acceptance of the proposed Work Plan by the counterpart of the applicant at the UPV/EHU (Annex 4).
4. Curriculum Vitae of the applicant in English (in Spanish for applicants from Mexico and Argentina).
5. Documented accreditation of employment relationship with the university of origin.
6. Documented accreditation of fulfilment of the profile required for the place applied for, as indicated in Annex 1.

### 4.2. Deadline and form of presentation of the application

Applications may be submitted up until 28 January 2025, inclusive.

Applications must be sent by email to [pc.international@ehu.eus](mailto:pc.international@ehu.eus)

All applicants will receive confirmation of receipt of the application.

### 4.3. Rectification and improvement of the application

If the application does not fulfil the requirements indicated in Article 66 of Act 39/2015, or others imposed by the specific applicable legislation, the individual concerned will be called on to rectify the failing or to submit the required documents within a period of 10 days, being informed that if they fail to do so, their application will be disregarded, following a decision which must be issued on the terms set forth in Article 68 of Act 39/2015, of 1 October 2015, of the Common Administrative Proceedings of Public Authorities.

Those called on to proceed to rectify a failing must send the required documentation by email to the address [pc.international@ehu.eus](mailto:pc.international@ehu.eus)

## 5. Selection procedure

Those applications admitted for consideration will be evaluated by a Selection Committee created for this purpose, comprising the following persons: the Director of International Mobility, the Head of the International Relations Service and a member of the Technical Staff, who will serve as the secretary of the committee, with the right to speak but not to vote.

The UPV/EHU will in turn ask the applicants' universities of origin for their evaluation of the candidacies received from their staff.

Only complete applications presenting a work programme approved at the UPV/EHU will be evaluated. They must in all cases be appropriate, and pursue the purpose and objectives indicated in the call.

Mobilities will be granted on a competitive comparison basis, in accordance with the following qualitative evaluation of the applications received:

1. Evaluation by the UPV/EHU Selection Committee of the CV of the applicant and the work plan proposed in the provisional Mobility Agreement, from 1 to 10.
2. Evaluation passed on by the university of origin as to the CV of the applicant and the work plan proposed in the provisional Mobility Agreement, from 1 to 5.

Each applicant must obtain at least 11 points to be considered as a candidate for one of the available places.

The evaluations will be based on the following table:



<b>Qualitative evaluation</b>	<b>UPV/EHU (points score)</b>	<b>Partner university (points score)</b>
Excellent	From 9 to 10	5
Very good	From 7 to 8	4
Good	6	3
Adequate	5	2
Poor	From 1 to 4	1
Inadequate	0	0

With regard to the CV, consideration will be given to teaching and research experience, publications, etc.

The Mobility Agreement will be evaluated on the basis of its methodology, viability, teaching and/or educational innovation, and its validity for curricular development. Consideration will likewise be given to its relevance, impact and expected value added, both at the host university and the university of origin after the mobility. Particular value will be placed on mobility proposals for the launch of a "COIL / Virtual Exchange" project in a specific subject, as indicated in section 2.3 of the Terms and Conditions of this call.

In the event that there is only one applicant for a spot and this person is to be validated by both the UPV/EHU and the university of origin, they will not be obliged to argue their score, and may grant the maximum score.

Furthermore, in the event of a tie:

1. Consideration will first be given to applications by those participating for the first time in teaching and/or training mobilities under the Erasmus+ programme.
2. Consideration will next be given to the applications of those who have in the last five academic years<sup>1</sup> undertaken the fewest teaching and/or training mobilities under the Erasmus+ programme.
3. If the tie persists, the place will be awarded to the applicant with the greatest number of days worked at their university of origin. Should this circumstance arise, the Office of International Relations will request this figure only from those applicants involved in the tie.

The Vice-rector of Basque, Culture and Internationalization will, in light of the priority established by the Committee on the basis of its score and that received from the partner universities, issue the decision with the provisional lists of mobilities that have been confirmed, excluded, and those left on the reserve list, on the International Relations website. Individual notice will furthermore be sent to the persons concerned at the email address they indicated in their applications.

<sup>1</sup> From the academic year 2018/19 onwards.

## 5.1 Acceptance or waiver, and reserve list

Once the place is awarded, the individual concerned will be granted a period of 10 working days to accept (Annex 9) or waive (Annex 10) the mobility by sending the form by email to [pc.international@ehu.eus](mailto:pc.international@ehu.eus)

If the individual concerned does not present either Annex 9 or Annex 10 by the established deadline, the application will be disregarded.

The definitive lists will be published on the International Relations website and be sent by email to the universities participating in this call.

The reserve list with the applicants not selected will be published on the International Relations website, and in the event of any waiver, they will be contacted by email, following the order established in that list.

## 5.2 Definitive award

Once the period of 10 working days has passed for acceptance or waiver, the decision with the final list will then be published for the mobilities selected, excluded, and those left on the reserve list.

## 5.3 Dates

1. Start of the period for presentation of applications	28 November 2025
2. End of the period for presentation of applications	28 January 2025
3. Publication of provisional lists of applications and start of the rectification period	31 January 2025
4. Publication of definitive list of applications to take part in the selection process.	21 February 2025
5. Publication of provisional list of those confirmed, excluded and those left on the reserve list, and start of the period for acceptance or waiver of the grant awarded.	3 March 2025
6. Publication of definitive list of those selected and excluded. Publication of the definitive reserve list,	18 March 2025

## 6. Participation commitments

Those selected within the context of this Call take on the following participation commitments:

### 6.1. Before the mobility begins

They must send the following to [pc.international@ehu.eus](mailto:pc.international@ehu.eus) at least fifteen days before the start date:

1. **Definitive** work programme signed by the home institution and the applicant (Annex 3.1 or Annex 3.2).
2. A copy of the passport.
3. A copy of the airline ticket and/or chosen means of transport.
4. Proof of arrangement of travel insurance, including a description of the cover provided in English or Spanish, and the corresponding payment.

The participant under this mobility must have travel assistance insurance in place, including cover for medical and pharmaceutical care for illness (including Covid-19) or accident, repatriation and medical transfer. Arrangement of the travel insurance is an obligation under the Erasmus+ programme, and a mandatory condition to receive the funding grant.

5. Copy of the bank account, indicating all relevant information to make an international transfer from Spain, postal address of the bank and home postal address of the applicant.

***Upon presentation of the documentation listed above, the International Relations Office:***

- ***will support the participant in completing the mobility Grant Agreement (which must be signed by the applicant using an official digital signature, or a hand-signed original must otherwise be sent to the postal address indicated in item 7), and***
- ***will send them the Certificate of Attendance template, Final Report link and the template for the minutes of the meeting to be held at the centre/service of origin after the stay.***

Any mobilities that take place without insurance or without the Mobility Agreement and/or the Subsidy Agreement signed prior to the start date by all parties involved will receive no funding.

### 6.2. After the mobility takes place

To process the settlement, [pc.international@ehu.eus](mailto:pc.international@ehu.eus) must be sent the following within one month of the stay:

1. EU SURVEY, to be completed online within 30 calendar days of receipt of the invitation to complete it. If it is not completed, the Office of the Vice-rector of Basque, Culture and Internationalization may demand a refund of the grant.

2. Certificate of attendance (Annex 5). This will place on record the effective days of the activity, bearing in mind that the certification date must be on or after the stay funding date. The certificate must be the original, with no deletions or corrections, and must be signed and stamped by the management of the host unit at the host institution.
3. UPV/EHU final mobility survey: The participant must answer the UPV/EHU final mobility survey.  
<https://www.ehu.eus/es/web/forms/shared/-/form/54315158>
4. Copy of the minutes of the meeting, which must be held at the centre/service of origin after the stay (Annex 8).
5. Testimonial: On a voluntary basis, mobility participants can leave a testimony of their experience to encourage new applicants to apply for future Erasmus+ calls.  
<https://www.ehu.eus/es/web/forms/shared/-/form/53001664>

## 7. Payment of the grant

The grant will be paid in two (2) instalments, on the terms indicated in the subsidy agreement:

1. Before the mobility: one first payment equivalent to 70% of the maximum amount of the European grant, and
2. After the mobility: a second payment corresponding to the remaining amount.

It is an essential requirement in order to begin the administrative procedures for both payments that the required documentation be presented (**Section 6**), to be sent to:

[pc.international@ehu.eus](mailto:pc.international@ehu.eus)

Erasmus+ Mobility Call for countries not associated to the programme  
International Relations Office at the Gipuzkoa Campus  
Centro Ignacio María Barriola  
Plaza Elhuyar 1  
20018 San Sebastian, Gipuzkoa  
Spain

## 8. Modifications, waiver and withdrawal

The stays must take place on the authorised dates. Notice of any modification affecting the scheduled dates must be sent by email to [pc.international@ehu.eus](mailto:pc.international@ehu.eus), in all cases prior to the start date authorised for the mobility.

A waiver of the place awarded must be sent to [pc.international@ehu.eus](mailto:pc.international@ehu.eus) (Annex 10).

The participating staff must appear at the UPV/EHU on the established date, failure to appear being understood as a waiver of the mobility. Notice of this circumstance must be sent immediately to the aforementioned email address, since this will otherwise give rise to exclusion from the selection process for the next mobility call under this modality.

Those voluntarily withdrawing from the mobility once it has begun must likewise give notice at the aforementioned email address. Any withdrawal not notified that has given rise to the payment of grants will be understood to be in bad faith. In any event, staff withdrawing from their mobility without authorisation must refund the grants received.

## 9. Reimbursements and breaches

Any breach of the terms and conditions and/or the deadlines indicated in the call, or the concealment, alteration or manipulation of data, could give rise to the rejection, suspension or cancellation of the grant awarded, and the obligation to refund the amounts paid.

The UPV/EHU International Relations Office may request that beneficiaries and universities of origin provide any documents it might deem necessary to verify that the mobility has been conducted in accordance with the spirit of the call.

In the event that the beneficiaries of grants incur any of the circumstances of Article 53.1 of the Consolidated Text of the Act on Guiding Principles of General Public Finance of the Basque Country, approved by Legislative Decree 1/1997, of 11 November 1997, or are in breach of any of the conditions established in this Call, or in the Award Decision, the Vice-rector of Basque, Culture and Internationalization will issue the corresponding decision of forfeiture of the right to receive the pending amounts, and also a reimbursement obligation, as the case may be, without prejudice to any other applicable actions, in accordance with the provisions of Decree 698/1991, of 17 December 1991, governing the general regime of guarantees and reimbursements of grants and establishing the requirements, regime and obligations of Partner Entities involved in the administration thereof.

## 10. Information about this call and support in the search for contacts

The UPV/EHU will publish the steps being taken under this call on the following website:

<https://www.ehu.eus/en/web/nazioarteko-harremanak/en-projects-outside-of-europe-2021-2027>

Those needing assistance in the search for contacts at the UPV/EHU may get in touch with the UPV/EHU International Relations Office at the email address [pc.international@ehu.eus](mailto:pc.international@ehu.eus) or call the phone number +34 943 015738.

Those requiring assistance to identify potential counterparts at the UPV/EHU willing to host them should contact the UPV/EHU International Relations Office by 20 December 2024.

Leioa, 28<sup>th</sup> of November 2024.

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MARIA JUNCAL  
GUTIERREZ (R:  
Q4818001B)

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34086833M MARIA  
JUNCAL GUTIERREZ (R:  
Q4818001B)  
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**M. Juncal Gutiérrez Mangado**

Vice-rector of Basque, Culture and Internationalization

## List of Annexes

- Annex 1** List of mobility places
- Annex 2.1** **Application sheet for Teaching**  
*(also valid for combined mobility for Teaching + Training Mobility)*
- Annex 2.2** **Application sheet for Training mobilities**
- Annex 3.1** **Mobility Agreement for Teaching**  
*(also valid for combined mobility for Teaching + Training Mobility)*
- Annex 3.2** **Mobility Agreement for Training**
- Annex 4.** **Acceptance of the proposed Work Plan by the counterpart of the applicant at the UPV/EHU**
- Annex 5** **Certificate of attendance**
- Annex 8** **Minutes of meeting after the stay**
- Annex 9** **Place acceptance form**
- Annex 10** **Place waiver form**