



MOBILITY CALL DATED 25TH APRIL 2024 FOR STAFF (TRAINING AND TEACHING) PLACEMENTS AT THE UNIVERSITY OF MALAGA WITHIN THE FRAMEWORK OF THE EUROPEAN PROGRAMME ERASMUS+ KA171

I. PURPOSE OF THE CALL

The current invitation for applications is based on the funding provided to the University of Malaga (from now on, UMA) for mobility projects with EU partner countries under Key Action 171 of the Erasmus+ Programme, intended for staff members.

The purpose of this application call is to establish the criteria for the selection process in partner institutions for staff members who, meeting the requirements, want to engage in mobility experiences for teaching and training at the UMA within the Erasmus+ KA 171 International Dimension mobility program. This is subject to the approval of the candidate by the UMA and in line with the agreements signed between the respective institutions and the UMA, as well as the nomination process outlined in this call.

The number of available placements may vary depending on the transfer of available places and vacancies in other countries within the same region, as well as the types of mobilities and funding allocated annually for Erasmus+ KA171.

Every year, the UMA will announce the number of available vacancies, subject areas, types of mobilities, and specific conditions (application process, timeline, and grant payment procedure) for ongoing projects.

All partner institutions will annually announce their own call with their specific selection process for staff.

Mobilities outlined in this call must take place within the validity period of Erasmus+ KA171 (from September 2024 to 31st July 2025).

II. VACANCIES AND PARTNER INSTITUTIONS

Interinstitutional Agreements

Before the mobility begins, an Interinstitutional Agreement between the home and host universities must be signed.

Each year, the available vacancies can be found in the corresponding Annex of the project and year, distributed by country, partner institution, subject areas, and type of mobility. You can access this information through the following link: <http://u.uma.es/eYY/>

III. GENERAL CONDITIONS

a) Period of Placements

The mobility period for staff members is 5 days, with 2 days allocated for travel, covering a total of 7 days.

Staff mobility can be for teaching, training, or both.

- During mobility for teaching (STA), staff should deliver at least 8 teaching hours per week.
- During mobility for training (STT), staff should receive training, engaging in professional development activities such as training events (excluding conferences), job shadowing, or observation periods at the receiving institution.
- Mobility can also be for both teaching and training. In this case, the minimum number of hours of teaching is 4 hours per week.





b) Finance

The mobility grant for staff consists of a travel allowance and payment for seven days according to the flat rates determined by the Erasmus+ Programme.

It's important to note that the grant is intended to cover a portion of the mobility costs, not the entire amount. Selected participants are responsible for covering their own expenses when arranging their stay, such as visa fees, insurance, flights, and accommodation, as the mobility grant will only be disbursed once the stay commences.

It's highly recommended to make bookings (flights, accommodation, etc.) with conditions that allow for reimbursement in case of travel cancellation.

The funds for mobility grants in this Call are provided by the European Commission and managed by the Spanish Service for the Internationalization of Education (SEPIE).

The financial aid includes:

- Individual support for staff: The amount is established according to the country of origin and the actual number of days of placement at the UMA. In Spain, the amount is 160 euros per day. The eligible period is 5 days of stay + 2 days of travel (1 day departure and 1 day return). In total, there are 7 eligible days, for an amount of 1,120 euros.
- Additional support for travel expenses: This amount is calculated based on the following distance bands:

The project will provide a return ticket from the home university to the host university for all grantees. The amount will be calculated based on the distance between the city of the home university and UMA. You can use the EACEA online tool at the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

| TRAVEL DISTANCE | AMOUNT PER PARTICIPANT |
|--------------------------|------------------------|
| Between 10 and 99 Km | 23 EUROS |
| Between 100 and 499 Km | 180 EUROS |
| Between 500 and 1999 Km | 275 EUROS |
| Between 2000 and 2999 Km | 360 EUROS |
| Between 3000 and 3999 Km | 530 EUROS |
| Between 4000 and 7999 Km | 820 EUROS |
| 8000 Km or more | 1.500 EUROS |

Grants will be disbursed to the beneficiaries by the UMA, in accordance with the actual arrival and departure dates and the academic calendar of UMA.





IV. REQUIREMENTS AND APPLICATION PROCEDURE

a) General requirements- Eligibility

In order to participate in this process, applicants must meet the following requirements by the end of the application submission period:

- All incoming grants at the UMA during the validity period must align with the Interinstitutional Agreement previously signed with partner institutions and published on the UMA website in the corresponding annex of placements for a given academic year.
- Applicants must have an appropriate level of proficiency in the language of instruction, with B2 being the minimum level required in Spanish or English. The UMA will not require a language proficiency certificate from applicants; however, each university will ensure that its candidates meet the language requirements necessary to benefit from the mobility period.

Mobilities and grants will be subject to the regulations and restrictions issued by the authorities regarding the health situation and the continuity of exchange programs. Acceptance will also be contingent upon approval by the UMA Department/Faculty.

b) Prior acceptance procedure for a placement offered by UMA

The nomination does not guarantee the awarding of grants, as it is contingent upon available funding and the pre-selection and final admission of the staff, as published in the Resolution (Clause V).

Even if the candidate is nominated by their Home University, the placement for which they are applying has received multiple applications. In this scenario, the coordinator of the home institution will determine which of the received applications is the most suitable for the intended activity.

c) Selection procedure by the home university

The participant must be nominated by the Home University and selected by the UMA to process their admission to UMA. The entire pre-selection process (call) at the home university will adhere to criteria of transparency and equal opportunities for all applicants. Specific pre-selection criteria will be developed and published on the websites and social media platforms of each home university, based on this call. These criteria will be disseminated, to the extent possible, through local and regional media channels.

Proposed Evaluation Criteria

Grants will be awarded on a competitive basis, following the assessment of applications by the home institution. The Home University will provide a list of pre-selected candidates based on the criteria outlined in the internal call of the Home University.

In order for the Evaluation Committee of the Vice-Chancellor's Office for Internationalisation at UMA to assess the suitability of the profile of the staff nominated to UMA, we recommend the following scale criteria. These criteria align with the principles of transparency, inclusion, and equal opportunities for applicants, as established in the Interinstitutional Agreement previously signed and EU recommendations.





| SELECTION CRITERIA | | |
|-------------------------------------|--|--------|
| Requirement | Details | Points |
| Academic requirements | Grades above average-higher than 8 on a 1/10 scale | 1 |
| First participation in Erasmus+ | First stay in Erasmus+ | 1 |
| Spanish certificate | Spanish certificate (B2/C1 or higher level) B1- 1 point B2 – 2 points C1 or C2 -3 points Only one certificate with the highest qualification will be evaluated | 1-3 |
| <u>Inclusion</u> | Disabilities | 3 |
| <u>Fewer Opportunities/Barriers</u> | Fewer Opportunities | 2 |

d) Procedure for nominating participants from partner universities to the UMA

The partner universities may nominate a maximum number of staff as stipulated in their Interinstitutional Agreement (IIA). However, the nomination of candidates does not guarantee the awarding of a scholarship. The granting of scholarships is contingent upon meeting the specified requirements, providing supporting documents, availability of funding, and the pre-selection and final admission of the staff by UMA.

Additionally, partner universities have the option to establish a reserve list of staff in the "Letter of Nomination and Absence of Conflict of Interest" document. In the event that all places are not filled, UMA will proceed to evaluate the reserve list of each university.

To formalize the nomination, the partner universities must complete the on-line application form ([STAFF](#)) on UMA website and upload the required documents (table below) for candidates selected in the application form

The documents that need to be uploaded to the platform are as follows:

- Personal data submitted through the Google Form
- Copy of Passport
- Annex I-A Letter of nomination and absence of conflict of interest (signed and stamped in PDF format)
- Proof of candidates' merits and inclusion criteria
- Proof of employment
- Annex I-D Mobility Agreement for teaching, training or both, signed by the applicant, the home and host coordinator. Scanned signatures are accepted.
- Proof of dissemination of the call for applications at home university





Staff members not participating in any of the international staff weeks organized by the International Relations Office who want to undertake a placement at the UMA should contact the lecturers of the School of their interest to organize and obtain their admission:

- University contact at UMA: <http://u.uma.es/cZP/>
- • UMA Departments: <http://u.uma.es/cZS/>

e) Inclusion

Candidates from disadvantaged backgrounds, with special needs, or disabilities are encouraged to apply. They may receive additional funding according to EU regulations to cover costs directly related to their participation in the mobility.

f) "Zero grant"

In the event that the number of applications exceeds the number of grant places assigned to each country, or if there are no places available for the requested mobility, participants who have not been awarded a grant can apply for a "Zero Grant".

Participants with a "Zero Grant" will have the same rights and obligations as participants with a full grant but will not receive Erasmus+ funding (neither individual support nor travel support).

V. RESOLUTION OF THE MOBILITY CALL

Once the nomination period has closed, the Evaluation Commission of the International Relations Office at UMA will distribute the grants equitably, considering the score assigned to each staff by the home university, the supporting documentation provided in the nomination, and the funds available (Interinstitutional agreements) for each partner university. The nominations and documents received from partner institutions will be submitted to the selection commission comprised of:

| | |
|------------------|---|
| President | Prof. Zaida Díaz-Cabrera, Vice-Chancellor for International Affairs |
| Chair 1 | Prof. Miriam Seghiri, Pro-Vice-Chancellor for International Cooperation and Language Policy |
| Chair 2 | Ms. Virginia Escriche-Retamero, Responsible for Erasmus+ KA171 Mobility |
| Secretary | Mr. Ricardo del Milagro-Pérez, Head of Service of International Affairs |

The UMA will distribute grants and publish a provisional list of selected and excluded candidates, indicating the reasons for exclusion. There will be a period of 5 natural days starting from the day after the publication of the provisional list to correct and improve the application. Relevant allegations must be sent by email to icm@uma.es.

Once the nomination period ends and all requirements are fulfilled, the UMA will confirm the acceptance of the nominated candidates by publishing a definitive list of selected participants (including those with full grants and "Zero Grants") and excluded candidates on its official website.

Selection results will be published at <http://u.uma.es/eYX/> and will be communicated to the beneficiaries and partner universities via email.





Reserve candidates will be placed on a waiting list and contacted if a grant becomes available. The UMA will send an email to selected participants confirming acceptance and providing instructions on how to proceed to organize their mobility at the UMA. Final acceptance will be contingent upon the admission of the mobility period by the UMA, following the guidelines and timetable of a given year and project. Candidates must comply with the requirements of both the home and host universities regarding all requested documents and proofs of the placement.

In case of a lack of applications, the Evaluation Committee reserves the right to redistribute grants:

- Across student and staff categories and IN and OUT flows within the same country.
- Across different countries within the same region.

VI. ADMISSION FORMALITY PROCEDURE TO THE UMA FOR ELIGIBLE CANDIDATES

The selected candidates must contact the UMA at icm@uma.es to start the admission process, where the following documentation must be provided:

Before mobility, participants should proceed as follows:

- To sign and send the Grant Agreement.
- To sign the Mobility Agreement with the respective home and host academic coordinators, at least 10 days prior to the start of the mobility.
- To apply for the visa in the country of origin. To facilitate obtaining it, UMA will issue a letter of invitation to each participant.
- To send a copy of the flight ticket.
- To be in possession of adequate insurance throughout the mobility period according to Erasmus+ programme rules. The cost of the insurance will be covered by the participants themselves.
- It is mandatory to adhere to one of the insurance policies subscribed by the UMA for travel and healthcare that have the coverage required in the Erasmus+ programme:
 - ▶ Travel insurance, including damage or loss of luggage.
 - ▶ Medical expenses, accidents, and serious illness (including permanent or temporary incapacity).
 - ▶ Death, including repatriation.
 - ▶ Third-party liability.

Important: all documents have to be typed. Handwritten documents would not be accepted.

During the mobility participants should proceed as follows:

- To stay at UMA during the period provided for in the grant agreement (exceptionally and with prior justification, at least 7 days -5 days of activity+2 of travel-). Exceptional circumstances will allow for a longer extension but should be duly justified and authorized by the International Relations Office. Otherwise, the candidate will have to return the entire grant.
- To carry out the mobility stay according to the proposal and dates committed established every year. In the event of force majeure, the mobility period must be modified by signing an addendum to the agreement.





- To participate, if requested, in sharing their mobility experience.
- To assume responsibility for performing the mobility during the period established in the corresponding annex (Project and Call).

After the mobility participants should proceed as follows:

- To present, within a maximum of 10 working days after the return of the stay, a copy of boarding passes or the means of transport used from the point of origin to the destination.
- To complete the Erasmus+ EU Survey within ten business days after receiving the link.
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions.

VII. COMPATIBILITY

Grants under the Erasmus+ Partner Countries KA171 program are not compatible with any other Erasmus+ grants granted for the same exchange mobility period.

VIII. RIGHTS OF THE BENEFICIARY

- To perform the entire mobility period awarded in the framework of Erasmus+ KA171.
- To receive the grant according to the rates and conditions set out in the Erasmus+ Programme guidelines.
- To receive information and advice on the application procedure from the home university, as well as pre-departure and on-site guidance from the host university.

IX. INFORMATION

All information regarding this Call will be available on the UMA website.

Should any doubt arise over the interpretation of this Call, the Selection Committee will decide on the case and interpret it in the light of the guidelines of the Erasmus+ Programme.

X. DISSEMINATION

The partner institutions (home universities) will announce this call through their own websites and launch their selection process (specific call) through their own web pages and social networks. They will also report the news about this call in local and regional media.

XI. DATA PRIVACY

In compliance with article 11 of the Organic Law 5/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights, which regulates the right to information in data collection, we inform that personal data will be processed by the UMA in its capacity as data controller in order to carry out the administrative management and enrolment of students, teaching and research staff, and administration and services staff for mobility programs with foreign universities or companies.

Those interested may exercise the following rights: access, rectification, opposition, abolition, limitation, portability, and the right not to be subject to automated individual decisions, including profiling, as well as filing a complaint with the Data Protection Delegate of the UMA or with the "Transparency and Data Protection Board (<https://www.ctpdandalucia.es/es>)".





XII. REVOCATION OF AN AWARD

The selected candidates who do not ultimately participate in the Mobility Program, without providing a written withdrawal, except for justified reasons of force majeure evaluated by the Commission, may face penalties, including being excluded from future mobility calls organized by the Vice-Rectorate of Internationalization at the UMA.

The University reserves the right to revoke a granted placement and request a full or partial refund of any aid if the conditions for admission to the award are not met or if irregularities or fraud in the award process are discovered.

XIII. JURISDICTION

This call will be subject to the specific regulations outlined in this publication and the rules that are currently in effect.

XIV. ACCEPTANCE OF THE RULES

The nomination by the partner universities and the nomination of the candidates represents the acceptance of the requirements and rules of the selection process established in this Call.

XV. FIRST ADDITIONAL PROVISION

All the administrative actions related to this call will be published on the UMA website (<http://u.uma.es/eVK/>).

Malaga, 25th April 2024

THE CHANCELLOR

Signed by proxy: Vice-Chancellor for International Affairs

Zaida Díaz-Cabiale

