

## ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAMME

### CALL FOR APPLICATIONS FOR STAFF MOBILITY AND INCOMING STUDENTS BETWEEN UPF AND PARTNER UNIVERSITIES IN ISRAEL AND LEBANON 2018-2020

Since its origins, Pompeu Fabra University (UPF) has woven cooperation ties with universities overseas and it has encouraged the mobility of students and staff, forging its profile as an international campus and becoming the first Spanish university in international outlook.

By studying and teaching abroad both students and lecturers improve their linguistic, cultural and training skills, building an open-minded and qualified community of junior and senior professionals. Moreover, inbound and outbound mobility actively contribute to pluralism and multiculturalism in the academia and in campus life.

UPF has lately diversified its international presence and intensified the collaboration and cooperation with countries of the Mediterranean region, especially with Israel and Lebanon. Such collaboration has been acknowledged by the Erasmus+ programme awarding funds to foster international mobility with both countries through the Project 2018-1-ESO1-KA107-049470.

Given that the competence to award grants and scholarships to students and staff participating in exchange programmes falls (by delegation of powers in accordance to Article 6 in the UPF Rector's order of May 24<sup>th</sup>, 2017) under the responsibility of the Vice-rector for internationalization projects,

#### **SHE RESOLVES:**

**First.** To open the call for applications under the Erasmus+ programme to grant scholarships for academic mobility to incoming students and staff mobility from UPF and partner universities in Israel and Lebanon.

**Second.** To approve the following guidelines.

#### **1. Purpose of the Call and funding**

Student and staff mobility is one of the key activities within the framework of the European Commission Erasmus+ programme in the field of education, youth and sport.

The present call is based on the funding awarded to UPF for mobility projects with EU associated countries under Key Action 1 of the Erasmus+ Programme.

The main purposes of this call are:

- To offer training, research and study development opportunities to students, and staff at the participating universities.

- To support students and staff achieve sustained improvements in knowledge, teaching and research skills.
- To forge and deepen lasting links between UPF and partner universities, thus enhancing transnational academic cooperation.
- To improve participants' language and culture skills, promoting mutual enrichment and understanding.

## 2. Participating Higher Education Institutions

COUNTRY	PARTNER UNIVERSITIES
ISRAEL	HUJI Hebrew University of Jerusalem TAU Tel Aviv University IDC Interdisciplinary Center Herzliya
LEBANON	AUB American University of Beirut

## 3. Grants to be awarded

The total number of mobility scholarships is **27**, distributed as follows:

### Incoming from partner countries to UPF

From	Mobility level	Number of grants	Duration of stay	Gran amount	
				Subsistence allowance	Travel aid (max)
Israel	Student	2 /IDC 2/TAU 2/HUIJ	3-4 months	850€/month	530€
	Staff	2	5 days (+2)	160€/day	
Lebanon	Student	4	3-5 months	850€/month	
	Staff	3	5 days (+2)	160€/day	

### Outgoing from UPF to partner countries

To	Mobility level	Number of grants	Duration of stay	Gran amount	
				Subsistence allowance	Travel aid (max)
Israel	Staff	1	5 days (+2)	180€/day	530€
Lebanon	Staff	2			

Effective mobility shall take place upon the resolution of this call, according to UPF academic calendar, and always before July 31<sup>st</sup>, 2020.

The call is open to all subject areas. However, the applicants must check that the requested mobility proposal matches the offer available at the host university.

The mobility grant consists of a travel allowance and a monthly/daily subsistence allowance according to the rates determined by the Erasmus+ Programme.

The mobility period for students can be from a minimum of 3 months to a maximum determined by the call guidelines.

The mobility period for staff is 5 days maximum plus 2 days for travel. During their mobility, teaching staff are expected to deliver at least 8 hours of teaching, or combine it with training (In such case the teaching hours/week will be 4h).

This Selection Committee, chaired by the Vice-rector for internationalization projects, will gather an academic representative of those involved departments at UPF appointed by its Director for this specific call. The Committee will be assisted by a member of the International Relations Service and shall decide on the award of the scholarships, issuing a formal invitation to successful applicants and informing the partner institutions.

#### **4. Application and selection**

**To be eligible**, applicants must fulfil the following general and specific requirements:

1. [Staff mobility] to be employed and have a contractual relationship with their home university.  
[Student Mobility] to be a student enrolled at and nominated by their home university.
2. If the planned mobility activities will be conducted in a language that is not the native language of the applicant, to have an appropriate level of the language of any of the working languages in order to conduct teaching or research or to take courses (being B2 the minimum level recommended for staff).
3. To submit a (Teaching/Training/Learning) Mobility Agreement proposal, approved by the proper academic authorities and duly signed.
4. To submit all the required documents before the application deadline.  
Since preparing and getting mobility agreement signed takes time, applicants are strongly advised to start preparing their application as early as possible. Staff applications should be submitted well before the deadline so that there is time to complete or improve them if necessary.

The fulfilment of these requirements will be verified by UPF in coordination with the applicants' home universities.

The selection process will be conducted with transparency, fairness and equity. Grants will be allocated within the limits of budget availability.

The applications will be assessed by the Selection Committee on the basis of the following criteria, and taking into account the proposal candidates by home universities.

LEVEL	SELECTION CRITERIA	DOCUMENTS TO BE SUBMITTED
Student	-Academic qualifications of the candidate. -Motivation and interest	-Transcript of records -Motivation letter -Learning agreement as a proposal, duly signed by the home university
Staff	-Quality of the proposal in the mobility agreement, according to methodology, feasibility, teaching and learning innovation and/or in curriculum development, duly endorsed by the home and host proper academic authorities. -Curriculum of the candidate, including teaching experience, research, publications, etc. -Relevance and expected impact of the proposal for the host institution and added value upon return to the home institution	-CV -Mobility Agreement proposal duly validated both by the home and the host proper academic authorities, including a clear expression of motivation and interest, and the intended dates for mobility.

Incoming candidates are required to submit a **full on-line application duly filled in through the UPF website** and attach the documents above mentioned.

Outgoing candidates are required to present their applications as it is described in the UPF website through the General Registry.

The assessment will follow the standards of the “European Peer Review Guide”, by the European Science Foundation:

Qualitative assessment	Numeric score	Alphabetic score
Excellent	5	A
Very good	4	B
Good	3	C
Fair	2	D
Poor	1	E

A decision on the award of scholarships will be published on the UPF website and duly informed to applicants and their home universities. If selected applicants outnumber available scholarships, UPF will keep them on a waiting list to offer them a grant in case there is a drop out.

UPF reserves the right to consider them as Erasmus+ grantees with no financial aid, entitling them to the same rights and duties as funded grantees.

Applicants below a B general score will be considered candidates on reserve list and may be offered a scholarship in the following rounds if they improve their mobility proposal.

## 5. Rights and duties of the beneficiaries

### Rights:

1. To receive a scholarship allocation according to the amounts set in the Erasmus+ programme guidelines and calculated on the basis of the actual arrival and departure dates. All expenses not covered by the scholarship will be borne by the beneficiary.
2. To benefit from tuition fee waiver as student, notwithstanding other taxes for the use of certain services or activities that might be applicable.
3. To receive information and advice on the application procedure, as well as pre-departure and on-site orientation guidance from the host university.
4. To have the study or teaching period abroad recognized by their home university.

### Duties:

1. To carry out the mobility according to the proposal and the dates committed, and always before July 31<sup>st</sup>, 2020
2. To complete all procedures and fill in the required documentation as requested by the Erasmus+ programme, before, during and after the mobility period, meeting the deadlines established by UPF:
  - a. Before mobility: Signature of the Grant Agreement and the corresponding Learning/Teaching/Training Mobility Agreement.
  - b. After mobility: Submission of the Certificate of Assistance, submission of the final learning agreement (in case of Students), and filling in the online mobility final assessment survey.
3. To issue a valid visa (if required) for the mobility period
4. To hold an adequate insurance coverage throughout the mobility period, according to Erasmus+ programme rules.
5. To participate, if requested, in sharing their mobility experience
6. Any other obligation inherent to the Erasmus+ Programme and the internal regulations of UPF and home institutions.

Noncompliance with any of the aforementioned duties will result in revocation of the award.

## 6. Calendar

STAFF	STUDENT
<b>Call for applications opens:</b> Upon publication on the website	<b>Call for applications opens:</b> January 23 <sup>rd</sup> 2019
<b>Call for applications closes:</b> January 23 <sup>rd</sup> 2019	<b>Call for applications closes:</b> March 15 <sup>th</sup> 2019
Final awarding decision: <b>February 15<sup>th</sup> 2019</b>	<b>Final awarding decision:</b> April 29 <sup>th</sup> 2019
<i>[In case of remaining grants] New application period will open and applications will be accepted until March 15<sup>th</sup> 2019 and final awarding decision will be published on April 29<sup>th</sup> 2019</i>	

Exceptionally, in case of remaining funds available, a new application period will open and applications will be accepted on a rolling basis until all scholarships are granted.

## 7. Grant payment procedure

UPF will be responsible for all the payments.

In case of the incoming student mobility the payment will be done through 2 bank transfers to a Spanish account (70% at arrival, 30% by the end of the mobility, once the certificate of the attendance from the host university has been delivered, and the participant has completed the online EU Survey).

In case of incoming Staff, the payment will be done by 1 bank transfer to the provided bank account at the start of the mobility.

In case of outgoing staff, the payment will be done through direct provision of the required travel and individual support (provision of services) or by 1 bank transfer once the certificate of the attendance from the host university has been issued, and the participant has completed the online EU Survey.

## 8. Coordination and information of this call

The International Relations Service at Pompeu Fabra University will be in charge of the general coordination and management of this call, being the first contact point for applicants and beneficiaries.

The International Relations Service will provide full information on the procedures to be followed by the grantees, upon publication of the awarding decisions.

All the information regarding this call will be available on the UPF International Relations website.

Enquiries during the application process can be addressed via e-mail to:

Ms. [Silvia.vilanova@upf.edu](mailto:Silvia.vilanova@upf.edu)  
(for staff mobility)

Ms. [Laia.martinez@upf.edu](mailto:Laia.martinez@upf.edu)  
(for student mobility)

Should any doubt arise over the interpretation of this Call, the Vice-rector for internationalization projects will decide on the case and interpret it in the light of the guidelines of Erasmus+ Programme.

Signed by the Vice-rector for internationalization projects  
(by delegation of powers in accordance to article 6 in the UPF Rector's order of May 24<sup>th</sup>, 2017)



Maria Isabel Valverde Zaragoza  
Barcelona, November 15<sup>th</sup> 2018