



ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAMME CALL FOR APPLICATIONS FOR STUDENTS AND STAFF MOBILITY 2019

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

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 by promoting cooperation with the Mediterranean region and Africa by raising **Erasmus+ funds** to foster international mobility through the Project 2019-1-ESO1-KA107-063586.

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 24th, 2017) under the responsibility of the Vice-rector for internationalization projects, Maria Isabel Valverde Zaragoza, she resolves to open the following Erasmus+ European and International calls for applications, which will be published on the UPF International website, and approve the **following general and specific guidelines**.

GENERAL GUIDELINES

1. Purpose of the Call

The main purpose of the call is:

- 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, research and professional 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 and number of available grants

Please see the annex for the country-specific information.



3. General conditions

The call is open to all subject areas. However, 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 Erasmus+ Programme. The grant is a contribution towards the costs of the planned Erasmus+ mobility period.

3.1 Duration of mobility

The mobility period **for students** is a minimum of 3 months and a maximum determined by the call specific guidelines. Please check the annex for country-specific information.

The mobility period for **staff** is maximum 5 days plus 2 days for travel, 7 days will be funded by the grant.

Mobilities announced in this call should be carried out in 2019-2020 and 2020-2021 during the period of academic activity at the host university and should end before 31 July 2021.

3.2 Types of mobility

Undergraduate students are expected to engage in their international studies.

PhD students are expected to engage in research for their doctoral thesis.

Staff mobility can be for teaching, training or both. Teaching and administrative staff can apply, but priority will be given to the former.

During mobility *for teaching*, staff are expected to deliver at least 8 hours of teaching.

During mobility *for training*, staff are expected to engage in professional development activities such as training events (excluding conferences), job shadowing, observation periods or training at the receiving institution.

Mobility can also be for teaching and training. In this case, the minimum number of hours of teaching per week is 4 hours per week.

4. Eligibility requisites

To be eligible, applicants must fulfil the following conditions:

1. [Staff mobility] to be employed and have a contractual relationship with their home university at the time of the application and during the whole mobility period.
[Student Mobility] to be a student enrolled at their home university at the time of the application and during the whole mobility period.
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, research or to take courses.

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.

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

5. Application

This call and the application form can be found on the [UPF International website](#). All partner universities will refer to it by publishing an announcement.

Applicants must complete an online application form and attach the necessary documentation in order that the Selection Committee can assess the candidacies on the basis the corresponding selection criteria:

LEVEL	SELECTION CRITERIA	DOCUMENTS TO BE SUBMITTED
Undergraduate student	-Academic qualifications of the candidate. -Motivation and interest	- Academic record of the candidate, according to GPA - Learning agreement as a proposal, duly signed by home and host universities.
PHD student	- Scientific quality of the mobility proposal to conduct research at UPF (methodology, innovation, and feasibility, among others). - Research experience of the candidate -Fit with the main research areas at UPF and expected impact of the research stay.	-CV -Learning agreement as a proposal (project of research to be conducted at UPF), duly signed by home and host universities, including a clear expression of motivation and interest, and intended dates for mobility -Recommendation letter
Teaching and administrative 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 (teaching staff: including teaching experience, research, publications, etc.; administrative staff: professional role that justifies his/her application) -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 universities, 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](#) or [Electronic Registry](#)*.

*Should you use the [general electrònic form](#), on the part "Demano" you should type "Sol·licitud per participar en la convocatòria internacional Erasmus+ per la mobilitat del personal i dels estudiants (2019).



Please check the calendar of the application procedure on the country-specific information.

6. Selection and awarding decision

The selection process will be conducted with transparency, fairness and equity.

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

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

Qualitative assessment	Numeric score
Excellent	5
Very good	4
Good	3
Fair	2
Poor	1

Applicants below 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.

If two or more applications are of similar quality, the decision will be guided by:

- giving priority to applicants from disadvantaged backgrounds, according to the information provided by partner institutions,
- seeking gender balance
- applicants who have not been previously beneficiaries of the Erasmus+ grants.

Grants will be allocated within the limits of budget availability. 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.

The awarding decision 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.

The 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.

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 instalments via 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 arrival.

In case of outgoing Staff, the payment will be done through direct provision of the required travel and individual support (provision of services).

8. Rights and obligations of the beneficiaries

Rights:

1. To receive the grant according to the rates and conditions set out by the Erasmus+ programme 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 fees 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, during 2019-2020 and 2020-2021 academic years, always ending before 31 July 2021.
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 attendance, submission of the final learning agreement (in case of students), and completion an online EU survey.
3. To obtain a valid visa (if required) for the mobility period and bear the costs of obtaining it.
4. To hold an adequate insurance throughout the mobility period, according to the Erasmus+ programme rules*. The cost of the insurance will be covered by the participants themselves.
5. To secure flights and accommodation arrangements in the country of destination.
6. Any obligation inherent to the Erasmus+ Programme and the internal regulations of the home and host institutions.
7. To contribute to dissemination and sharing their mobility experience.

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

**The insurance must cover: medical expenses and accidents, including permanent or temporary incapacity; death, including repatriation; third party liability.*



9. Calendar

Call for applications opens upon publication on the website	
Call for applications closes for staff and PhD students: February 14 th 2020	Call for applications closes for undergrad students: March 31 st 2020
Final awarding decision for staff and PhD students: March 20 th 2020	Final awarding decision for students: May 8 th 2020

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

10. Coordination and information of the 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 silvia.vilanova@upf.edu.

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 24th, 2017)

Maria Isabel Valverde Zaragoza
Barcelona, December 17th 2019



ANNEX. COUNTRY SPECIFIC INFORMATION

SOMALIA [Outgoing and Incoming Staff Mobility]

1. Participating Higher Education Institutions

Universitat Pompeu Fabra (UPF) and the Addoun University (AU) in Somalia.

2. Grants to be awarded

The total number of mobility scholarships is 2, distributed as follows:

From	Mobility level	Number of grants	Duration of stay	Gran amount	
				Subsistence allowance	Travel aid (max)
AU	Teaching staff	1	5 days (+2 travel days)	160€/day	820€
UPF	Teaching Staff	1	5 days (+2 travel days)	180€/day	

The call is open to all subject areas. However, higher priority will be given to the applications from the Humanities field, CaSEs (Complejidad y Dinámica Socio-ecològica) research group, and/or related to UN Sustainable Development Goals (SDGs).



ANNEX. COUNTRY SPECIFIC INFORMATION

LEBANON

[Outgoing and Incoming students and Staff]

1. Participating Higher Education Institutions

Universitat Pompeu Fabra (UPF) and the American University of Beirut (AUB).

2. Grants to be awarded

The total number of mobility scholarships is minimum **8**, distributed as follows:

From	Mobility level	Number of grants	Duration of stay	Gran amount	
				Subsistence allowance	Travel aid
AUB	Undergrad Student	4	3 to 5 months	850€/month	530€
	Teaching Staff	2	5 days (+2 travel days)	160€/day	
UPF	Teaching Staff	2	5 days (+2 travel days)	180€/day	

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.



ANNEX. COUNTRY SPECIFIC INFORMATION

KENYA

[Outgoing and Incoming PhD students and Staff]

1. Participating Higher Education Institutions

Universitat Pompeu Fabra (UPF) and the University of Nairobi (UoN).

2. Grants to be awarded

The total number of mobility scholarships is **8**, distributed as follows:

From	Mobility level	Number of grants	Duration of stay	Gran amount	
				Subsistence allowance	Travel aid (max)
UoN	PhD Student	2	4 months	850€/month	820€
	Staff	2	5 days (+2 travel days)	160€/day	
UPF	PhD Student	1	3 months	700€/month	
	Staff	3	5 days (+2 travel days)	180€/day	

The call is open to all subject areas. However, higher priority will be given to the applications from the ICT field and/or related to UN Sustainable Development Goals (SDGs).