



**ERASMUS+ INTERNATIONAL CREDIT MOBILITY PROGRAMME  
CALL FOR APPLICATIONS FOR *INCOMING* STAFF & STUDENT MOBILITY  
BETWEEN UPF AND NON-EUROPEAN PARTNER UNIVERSITIES<sup>1</sup>  
2025-2026-2027**

Since its origins, Pompeu Fabra University (UPF) has woven cooperation ties with universities in Europe and worldwide, and it has encouraged the mobility of students and staff, forging its profile as a global university with an international community on 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 academia and in campus life.

UPF has been awarded funds under Erasmus+ International Credit Mobility Programme, which enables staff and students from UPF and its partner universities to undertake a mobility stay through the Erasmus+ awarded project 2024-1-ES01-KA171-HED-000240210.

Given that the competence to award grants and scholarships to students and staff participating in exchange programmes falls under the responsibility of the Vice-rector of Internationalization, Helena Ramalinho (by delegation of powers by Rector's resolution of 10<sup>th</sup> March 2023), she resolves to open the following Erasmus+ call for applications, which will be published on the UPF International website, and she approves the following general and specific guidelines.

**1. Purpose of the Call**

The main purpose of the call is:

- To forge and deepen lasting links between UPF and partner universities, thus enhancing transnational academic cooperation.
- To offer training, research and study development opportunities to staff and students at the participating universities.
- To support students and staff achieve sustained improvements in knowledge, teaching, research and professional skills.
- 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 Annexes for the country-specific information.

**3. General conditions**

The call is open to all subject areas, with priorities identified by country or region. Applicants must check that the requested mobility proposal matches the offer/expertise available at UPF.

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<sup>1</sup> See annex for list of participating countries and universities.



The mobility grant consists of a travel allowance and a daily subsistence allowance according to the flat rates determined by the Erasmus+ Programme. The grant is a **contribution** towards the costs of the planned Erasmus+ mobility period<sup>2</sup> rather than covering 100% of the involved costs.

The beneficiaries will need to advance their own funds when organizing their stay, such as visa, insurance, flights and accommodation, since the mobility grant will be paid only upon arrival to the host university (see procedures for grant payment)<sup>3</sup>.

### 3.1 Duration and conditions of mobility

The mobility period for **students** can be from a minimum of **2-3<sup>4</sup> months to a maximum of 5 months**. The number of grants announced in the annex is a minimum that will be awarded. If selected students' stays are shorter, additional scholarships may be generated or extensions in initially granted months may be possible, according to budget availability.

The mobility period for **staff** is for 5 days with 2 days for travel, covering **7 days** in total.

Mobilities announced in this call can be carried out in 2025-2026 and 2026-2027 academic years during the period of academic activity based on the academic calendar of the host university. All mobilities should end by 31 July 2027.

Grant amounts and conditions:

Type	Subsistence allowance	Length of stay	Travel aid per region/country
Staff IN	170€/day	5 days (+2 travel days)	<b>South Mediterranean region:</b> <i>Lebanon, Palestine (580€)</i> <i>Egypt (395 E€)</i> <i>Morocco, Tunisia (309€)</i> <b>Asia region:</b> <i>China, Hong Kong, Philippines (1.735€)</i> <i>Pakistan (1.188€)</i>
Student IN (all levels)	850€/month (inclusion top-up: 250€/month)	From 3 to 5 months (bachelor) From 2 to 5 months (postgraduate)	

Student candidates from **disadvantaged backgrounds** (recipient of state aid for studies or a fee waiver, having a refugee status, subsidiary protection or having applied for international protection in the sending country), with special needs or disabilities (certified disability equal to or greater than 33%) are encouraged to apply. They may receive additional funding in order to cover costs directly related to their participation in the mobility as an inclusion top-up (see Annexes) or based on real-costs.

<sup>2</sup> As a guideline, the average monthly living expenses in Barcelona are 400-600€ for accommodation in a shared flat (student residence can be even more expensive) and €250-350 for food.

<sup>3</sup> It is highly advisable to make bookings (flights, accommodation etc.) on conditions that allow full reimbursement in case of cancellation of travel.

<sup>4</sup> Postgraduate students minimum 2 months. Bachelor students minimum 3 months (academic term).



### 3.2 Types of mobility

During mobility, **Bachelor and Master Students** are expected to follow approved courses and take exams as required. The credit workload at the receiving institution should be comparable to a full-time credit workload at home institution.

**PhD students** should engage in research towards their doctoral thesis.

**Staff mobility** can be for teaching, training, or both. Teaching and administrative staff can apply.

- During mobility for teaching, staff should deliver at least 8 hours of teaching.
- During mobility for training, staff should 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 is 4 hours per week.

An Interinstitutional Agreement between the home and the host universities must be signed before the start of the mobility.

### 4. Eligibility requisites

To be eligible, applicants must fulfil the following general conditions, which will be verified by UPF in coordination with the partner universities.

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 for a recognized Bachelor, Master or doctoral degree at their home university at the time of the application and during the whole mobility period.
2. If the planned mobility activities are conducted in a language that is not the native language of the applicant, to have an appropriate level 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.

Lower priority will be given to applicants who already received grants under Erasmus+ International Credit Mobility (KA107) Programme.



## 5. Timeline

Call opens	<b>Upon publication</b>
Call closes	<b>30/09/2025</b>
Publication of provisionally admitted applications	<b>6/10/2025</b>
Correction period: candidates can remedy their applications in case of any clerical errors or incomplete documentation	<b>6/10/2025- 20/10/2025</b>
Publication of final list of admitted applications	<b>21/10/2025</b>
Publication of selection results	<b>31/10/2025</b>

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.

## 6. Application process

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

Applicants must complete an online application form and attach the following documentation:

Bachelor and Master students	<ul style="list-style-type: none"> <li>- <b>Nomination letter</b> signed by the sending university, indicating accumulative average grade of the applicant's, and confirming applicant's level of language (minimum B2 English/Spanish)</li> <li>- <b>Transcript of records</b></li> <li>- <b>Learning agreement (LA)</b> signed by the candidate and sending university: <i>Applicants should complete ONLY the first 3 pages of the Learning Agreement. Scanned signatures are accepted.</i></li> <li>- <b>Recommendation letter by MA coordinator</b>, only for Master Students</li> <li>- <b>Proof of disadvantaged background</b>, if applicable.</li> </ul>
PHD students	<ul style="list-style-type: none"> <li>- <b>Acceptance Letter</b> by hosting university</li> <li>- <b>Learning agreement (LA)</b> signed by the candidate and sending university. <i>Applicants should complete ONLY the first 3 pages of the Learning Agreement. Scanned signatures are accepted.</i></li> <li>- <b>Recommendation letter</b> by PHD supervisor</li> <li>- <b>Proof of disadvantaged background</b>, if applicable.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>- <b>Abridged CV</b></li> <li>- <b>Mobility Agreement proposal</b> (teaching/training) duly signed by the applicant, the home and the host universities, including a clear expression of motivation and interest, and the intended dates for mobility. Scanned signatures are accepted.</li> <li>- <b>Invitation letter/message</b> signed by the hosting staff at UPF</li> <li>- <b>Endorsement letter</b> signed by the academic/administrative head at the sending university</li> </ul>



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

## 7. Evaluation criteria and selection

Grants will be awarded on a competitive basis, based on the qualitative evaluation of applications by the Selection Committee consisting of the Vice-Rector for Internationalization, who will act as its chairman, the International Mobility delegate and the director of the International Relations Office.

A member of the International Relations Service, who will act as secretary and technical support, with voice but without vote, designated by the head of the International Relations Service.

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

Evaluation criteria:

Bachelor and Master students	<ul style="list-style-type: none"> <li>- Academic qualifications of the candidate based on the transcript of records (70% of the total score)</li> <li>- Candidate's profile based on nomination letter and recommendation letter in case of MA supervisor (30% of the total score)</li> <li>- Priority given by home institution*</li> </ul>
PhD students	<ul style="list-style-type: none"> <li>- 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 (70% of the total score)</li> <li>- Recommendation by PhD supervisor (30% of total score)</li> </ul>
Staff	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Academic record of the candidate, including teaching experience, research and publications, etc. according to CV ( administrative staff: professional role that justifies application)</li> <li>- Relevance and expected impact of the proposal for the host institution and added value upon return to the home institution.</li> <li>-Motivation according to the statement in the mobility agreement.</li> </ul>

*\*Only for MA students a previous selection will be carried out by the host institution's master coordinator, which will follow the MA general requirements.*

Staff mobility candidacies 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



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

- giving priority to applicants from disadvantaged backgrounds or with special needs/disabilities, according to the certificate provided by partner institutions or other official means,
- seeking gender balance,
- seeking a balanced distribution of grants among participating universities.

In case of lack of applications, the Selection Committee reserves the right to re-distribute grants across STUDENT and STAFF categories and IN and OUT eligible flows within the same country and across different countries within the same region.

Reserve candidates will be placed on a waiting list and called upon if a grant becomes available.

The number of grants announced in the annex is a minimum that will be awarded. More grants may be generated or extensions granted if selected students' stays are shorter than 5 months.

## 8. Grant payment procedure

UPF will be responsible for all the payments.

**For student mobility.** The grant is calculated according to the real arrival and departure dates reported by the host institution, taking into consideration its academic calendars. The payment will be done in 2 instalments via bank transfers to a Spanish/European account<sup>5</sup>. The 1<sup>st</sup> instalment being the 70% of the total grant will be paid once students have reported their arrival to UPF and submitted the Grant Agreement. The 2<sup>nd</sup> instalment of the remaining 30% of the total grant will be paid at the end of the mobility period when UPF issues the certificate of attendance and the student has completed an online EU survey and handed in all the program required documents.

**For incoming staff to UPF,** the grant will be paid by bank transfer upon arrival in Barcelona to the bank account provided by the beneficiary once the participant has signed the grant agreement, and has completed the online EU Survey.

## 9. Rights of the beneficiary

1. To receive the grant according to the rates and conditions set out by the Erasmus+ programme guidelines and proportionate to the duration of the mobility. All expenses not covered by the scholarship will be borne by the beneficiary.
2. To benefit from tuition fee waiver as a 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.
5. For disadvantaged participants that receive top-up funding: to receive a pre-financing of the grant so that the costs that they need to cover upfront are reduced.

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<sup>5</sup> For incoming students, they need to open a Spanish bank account upon their arrival in Barcelona.



## 10. Obligations of the beneficiary

- To carry out the mobility stay according to the proposal and dates committed, during 2025-27 academic years, and ending by 31 July 2027.
- To be in possession of adequate insurance throughout the mobility period according to Erasmus+ programme rules. All participants must be insured against the risks linked to their participation in mobility activities. The insurance must cover:
  - medical expenses and accidents, including permanent or temporary incapacity;
  - death, including repatriation;
  - third party liability.

The cost of the insurance will be covered by the participants themselves. UPF recommends [OnCampus](#) (staff) / [OnCampus \(student\)](#) insurance but the participant is free to choose a different product as long as it meets the above requirements.

- To obtain the visa for the stay in the host country and bear the costs of obtaining it.
- To book flights and accommodation in the country of destination. For this, beneficiaries need to advance their own funds since the mobility grant will be paid only once their stay begins advancing own funds.
- To complete the required procedures and fill in the necessary documents as per Erasmus+ Programme before, during and after the mobility period, meeting the deadlines established by UPF. Before mobility: signature of the mobility agreement and grant agreement. After mobility: submission of the certificate of attendance and completion and online EU survey.
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the home and host institutions.
- To take ONLINE Language Training before starting their mobility, if applicable
- To participate, if requested, in sharing their mobility experience.

## 11. 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 period can be addressed via e-mail to:

[silvia.vilanova@upf.edu](mailto: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 the Erasmus + Programme.

Signed by the Vice-rector of internationalization  
(by Rector's resolution of 10<sup>th</sup> March 2023)

Helena Ramalhinho



## ANNEX: COUNTRY-SPECIFIC INFORMATION

### PROGRAM REGION: SOUTH MEDITERRANEAN

#### 1. Mobility grants by country and partner institutions

There are **16** mobility scholarships distributed as follows:

<i>Countries</i>	<i>Participating HEIs</i>	<i>Students IN*</i>	<i>Staff IN</i>
Palestine	Bethlehem University	2 Master/PhD	5
	Birzeit University		
Tunisia	Université de Tunis El Manar	1 Undergrad/PhD	
Morocco	Mohammed VI Polytechnic University	1 Undergrad/PhD	
	National Institute of Social Action (INAS)	2 PhD	
	National Institute of Statistics and Applied Economics (INSEA)		
Egypt	The American University of Cairo	2 Undergrads	
Lebanon	American University of Beirut	3 Undergrads/PhD	
	Université Saint-Joseph		

#### 2. Priority

The call is open to all subject areas. However, priority will be given to applications from the Humanities, Social Sciences and Communication field.

In staff mobility applications priority will be given to teaching staff.



**PROGRAM REGION: ASIA**

**1. Mobility grants by country and partner institutions**

There are **8** mobility scholarships distributed as follows:

<i>Countries</i>	<i>Participating HEIs</i>	<i>Students IN*</i>	<i>Staff IN</i>
China	Beijing Foreign Studies University (BFSU)	1 PhD	1
	Beijing Language and Culture University (BLCU)	1 Master	
	The Chinese University of Hong Kong		
Hong Kong	City University of Hong Kong		1
Philippines	Ateneo de Manila	1 PhD	1
Pakistan	Shah Abdul Latif University Khairpur	1 PhD	1

**2. Priority**

The call is open to all subject areas. However, priority will be given to applications from the Humanities and Translation and Language Sciences.

In staff mobility applications priority will be given to teaching staff.

\* Funds for inclusion available