

## TERMS OF THE CALL FOR GRANT APPLICATIONS FOR ERASMUS+ PARTNER COUNTRIES KA107 PROGRAMME FOR STAFF MOBILITY FOR TEACHING (STA) AND TRAINING (STT) FROM ALBANIA, BOSNIA AND HERZEGOVINA, MOROCCO AND TUNISIA TO THE UNIVERSITY OF THE BALEARIC ISLANDS

In coordinating the **ERASMUS+ PARTNER COUNTRIES KA107** programme, the University of the Balearic Islands announces **13 grants** to support staff teaching mobility (STA) and staff training mobility (STT) from Albania, Bosnia and Herzegovina, Morocco and Tunisia to the UIB during the academic year 2022-23, under the framework of the ERASMUS+ Partner Countries programme.

This programme aims to accomplish the following:

### Staff teaching mobility (STA)

- Favour skill acquisition.
- Improve the educational development of university teaching staff and their abilities in foreign languages.
- Encourage the exchange of experiences related to teaching methods.
- Increase the international scope and capacities of the institution.
- Consolidate the links between universities that have bilateral agreements under the ERASMUS+ framework and offer the opportunity to build networks with international contacts.

This teaching activity may be combined with a training activity during the overseas stay. The training offers professional development for teaching staff in overseas training activities (except conferences) and observational learning, periods of observation, or training at a relevant overseas partner university or organisation.

### Staff mobility for training (STT)

- Allow administrative staff from institutions or organizations in partner countries to learn about the competences and good practices employed in the UIB.
- Internationalize and enrich the management at institutions or organizations in partner countries via an exchange of competences among administrative staff.
- Consolidate the links that exist between the universities that maintain bilateral agreements under the ERASMUS+ framework.

## 1. Purpose of the grant

The grant is designed to cover part of the travel and living expenses of staff from universities in Albania, Bosnia and Herzegovina, Morocco and Tunisia, countries with which there is an inter-institutional ERASMUS+ agreement signed for teaching and/or training at the UIB (**Annex I**. List of available places).

## 2. Duration of the teaching/training period

The length of the teaching/training period is five (5) business days, which should run consecutively.

Weekends, holidays and days where no classes are held at the host university shall be excluded from the calculations set out in the previous paragraph.

Teaching activities must be carried out for a minimum of 8 hours during the week or 4 hours when the mobility combines teaching and training activities.

## 3. Applicant requirements

— Applicants must have a contractual relationship at one of the partner universities (Albania, Bosnia and Herzegovina, Morocco and Tunisia) at the time of applying and during the overseas stay.

— They must also submit a staff mobility agreement for teaching, training, or a combined period for teaching and training.

— A minimum of 8 teaching hours is required for all teaching mobilities; or a minimum of 4 teaching hours for combined teaching and training mobilities. Both, teaching and training activities, must be fully specified and justified in the mobility agreement (only for university teaching staff).

## 4. Applications

1. Applicants must fill in the online ERASMUS+ Partner Countries Teaching/Training Staff-KA107 application form on the SRI website:

<https://internacional.uib.eu/Mobilitat-i-intercanvi/Programes-per-al-PDI/ERASMUS-P.-associats-entrants/>

2. Once the application is filled out, the following documentation must be sent to [erasmuska107@uib.es](mailto:erasmuska107@uib.es):

1. A photocopy of the applicant's passport.
2. An official certificate accrediting a B2 (or equivalent) level of English or Spanish. Knowledge of other languages shall be assessed by providing official certification.
3. A certificate issued by the home university stating the applicant's contractual relationship with the said university.
4. An updated Curriculum Vitae.
5. Letter of support or pre-acceptance fully signed by a professor/staff member of the UIB.
6. A proposal for the mobility agreement\* to be undertaken at the host university. All sections must be filled out in detail and the temporary basis of the activities must be specifically stated.

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\* See: Documents/Staff mobility agreement for teaching/Staff mobility agreement for training  
<https://internacional.uib.eu/Mobilitat-i-intercanvi/Programes-per-al-PDI/ERASMUS-P.-associats-entrants/>

This documentation must be sent by email within the time frame established in point 5 “Call deadlines” of this call

## 5. Call deadlines

Application period	Amendments	Provisional decision	Accept/renounce/claim	Final decision
14-30/10/2022	31/10/2022 - - 4/11/2022	22/11/2022	23 - 29/11/2022	2/12/2022

## 6. Selection process

Once the application deadline for application submissions has passed, the International Relations Office of the UIB shall undertake the corresponding review and a new deadline of five calendar days shall be established for possible amendments.

The appropriate assessment commission at both the home and host universities shall consider the submitted applications. This *ad hoc* commission will be made up of at least two members of staff – academic and/or non-academic –, appointed by the institution.

These commissions will assess the submitted applications guaranteeing, at all times, the principles of equality, merit, capacity and publicity. The assessment criteria to be taken into consideration when assessing submitted applications shall include the following:

- The appropriateness of the position that applicant holds at his/her home university for the activity that s/he will undertake at the host institution. 35 points
- The strengths of the submitted activities (mobility agreement): objectives of the stay, proposed activities or work plan, and the benefits and improvements that will result from the exchange. 35 points
- Accreditation of language(s) qualifications. 20 points (recommended but not mandatory)
- First time participation in the programme. In order to promote the mobility of staff, priority will be given to applicants who submit an application in the framework of this programme for the first time. 10 points
- An equitable geographical distribution of mobility between institutions or organizations in partner countries.

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Official records (in writing) of the commission's decision shall be kept at all times.

Once the home and host institutions have assessed the applications, a provisional decision (*provisional list*) with the awarded applicants will be published on the Internet.

The programme coordination can transfer and distribute any vacant places to/from Morocco-Tunisia & to/from Tunisia-Morocco and universities in Bosnia and Herzegovina so as to award the maximum number of places allotted to this call, as per the instructions of Spanish National Agency (**SEPIE- Servicio Español para la Internacionalización de la Educación**) which allow for budget transfers between granted Partner Countries in the same region.

## 7. Procedure for accepting, renouncing the mobility and/or for making a claim

Once the provisional decision has been published, a 5 business day period will be opened for the selected applicants to accept or renounce their placement or make a claim by email. Applicants who have not been awarded a mobility have the same 5 day period to make a claim if they deem necessary.

Concluded the above stated period, if necessary, an additional 3 business day period will be opened for candidates who were on the waiting list to accept or renounce their placements.

The final decision (*final list*) will be published once all applicants awarded a mobility have accepted or renounced them and all claims have been answered.

Notification of the final decision shall be sent to each awardee by email and published on the universities websites.

## 8. Grant amount

The European Commission has established a European grant in order to contribute to the travel and living expenses during the stays, in accordance with the following criteria:

A) Travel grant: a contribution to travel expenses based on the distance between the UIB and the home university.

Grant amount: **€275** (Albania, Bosnia and Herzegovina, Morocco and Tunisia) per participant ([http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)).

B) Individual grant: **€160 per day of the stay** (5 days of work + a maximum of 2 travel days).

## 9. Staff with physical, mental or health related conditions

Those beneficiaries with physical, mental or health related conditions legally recognized will be entitled to apply for an additional scholarship for staff with special needs.

[https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals/physical-mental-conditions\\_en](https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals/physical-mental-conditions_en)

The International Relations Office of the UIB will inform the beneficiary about the procedures and deadlines to apply for this additional scholarship.

## 10. Grant payment

The University of the Balearic Islands shall pay grants to the awardees as per their actual arrival and departure dates. Payment is subject to UIB regulations and Spanish Law, which may include tax deductions on the final amount received.

## 11. Rights of recipients

1. To complete the awarded mobility stay in its entirety without the possibility of extending the grant.
2. To receive the financial aid (grant) as established in the programme and these terms and conditions. Expenses that are not covered by the grant are to be paid by the recipient.
3. To receive all necessary information and guidance for preparing for the stay from both the home and host universities.
4. Recognition of the stay as part of the participant's professional development, as set out in the agreements established between the home and host universities.

## 12. Obligations of recipients

1. To take out the insurance policy set out by the coordination of the programme and present the receipt of payment and a copy of said policy.
2. To hold a visa that allows the recipient to undertake the stay, where applicable.
3. To complete the mobility stay during the agreed period and fulfil the commitments made in the application.
4. To complete the required procedures and fill in the necessary programme documentation, including signing the **Grant agreement for staff teaching or training mobility** and the **Mobility Agreement**.
5. To complete the corresponding questionnaires to improve programme coordination, including the online evaluation of the mobility programme requested by the European Commission as sponsor of the Erasmus+ programme.
6. To process the required documents needed for the end of the stay.

### 13. General data protection regulation

1. In compliance with the Regulation 2016/679 of April 27, 2016 regarding the protection of natural persons with regard to the processing of personal data and the free movement of these data, we inform you that the person responsible for the processing of these data is the University of the Balearic Islands and that your personal data will be treated in order to manage the awarding of grants through public calls.

2. Such treatment is carried out according to the legal bases set forth in clause 6.1. of the GDPR for being necessary for the fulfillment of a legal obligation applicable to the person responsible for the treatment.

3. No international transfers or transfers of the processed data are planned.

4. The communication of data is foreseen through the publication of lists and results in accordance with the provisions of this call.

5. The personal data will be processed and kept by the University for as long as necessary in accordance with current legislation, including, where appropriate, the resolution of claims and remedies.

6. Any applicant may exercise the rights of access, rectification, opposition, deletion, portability, limitation of processing, and not be subject to automated individual decisions regarding the data provided, by sending a request to the University of the Balearic Islands, Cra. de Valldemossa, km 7.5, 07122 Palma (Balearic Islands).

In case of not having obtained satisfaction in the exercise of the own rights, the applicants can contact the delegate of data protection at the University (dpo@uib.cat) or make a claim to the Spanish Agency for Data Protection through the forms that this entity has enabled for that purpose and that are accessible from its website: <https://sedeagpd.gob.es>.

### 14. Acceptance

Participation in this call implies acceptance of all of these terms and those of the Erasmus+ KA107 programme.

### 15. Responsibility

This call reflects the views only of the author, the Commission and *Sepie* - Servicio Español para la Internacionalización de la Educación cannot be held responsible for any use which may be made of information contained therein.

Programme coordination

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### Annex I. List of available places.

Country	University	School/ faculty/ studies at the UIB	STAFF mobility	Places	Duration
Albania	University of Vlora "Ismail Qemali"	-Literature and Linguistics	STA	1	5 days (+2 travel days)
Bosnia and Herzegovina	University of East Sarajevo	-Language -Social Sciences -Business Administration -ICTS	STA/STT	4	5 days (+2 travel days)
	University of Sarajevo	-Engineering -Administrative Staff	STA/STT	4	
Morocco	Ibn Zohr University, National School of Business and Management, Agadir	-Economics -Tourism -Information & Communication Technologies -Administrative staff	STA/STT	1	5 days (+2 travel days)
	Sultan Moulay Slimane University	-Geography -Earth Sciences -Administrative staff	STA/STT	1	
Tunisia	University of Kairouan	-History of Art (Prehistory)	STA	2	5 days (+2 travel days)
	University of Sousse	-Administrative staff -Agronomy	STA/STT		
	Sfax University				
	-Sfax University -Tunis El Manar University -Higher School of Communication (SUP'COM)	- Information & Communication Technologies	STA		

(\*) Mobilities must be developed before 10<sup>th</sup> July 2023

### Annex II. Language abilities

Country	University	Language	Level
Spain	University of the Balearic Islands	Spanish / English	B2