

CALL FOR APPLICATIONS TO SELECT TEACHING AND RESEARCH STAFF TO TAKE PART IN THE UPV/EHU's ERASMUS+ 2016 PROJECT FOR MOBILITY FROM UNIVERSITIES IN UKRAINE, GEORGIA, CHINA AND RUSSIAN FEDERATION TO UPV/EHU (SPAIN)

1.- Object of the process

The aim of this call for applications is to select teaching and research staff to take part in the UPV/EHU's Erasmus+ 2016 project for mobility from universities in Ukraine, Georgia, China and Russian Federation to UPV/EHU (Spain).

2.- Universities taking part

The mobility envisaged in this process can be from the following universities to UPV/EHU:

- **UKRAINE**
 - National Technical University of Ukraine
 - National Aerospace University
 - National Aviation University
 - Odessa National Polytechnic University
 - Zhytomyr State Technological University
- **GEORGIA**
 - Georgian Technical University
 - Georgian Aviation University
 - Sokhumi State University
- **CHINA**
 - Tianjin University of Science and Technology
- **RUSSIAN FEDERATION**
 - Lomonósov Moscow State University
 - Peoples' Friendship University of Russia

3.- Types of mobility

The mobility may be for one of the following purposes: teaching or training.

3.1.- Mobility for teaching

Teaching will be on an official undergraduate or postgraduate degree or postgraduate degree programme at UPV/EHU.

This measure has the following aims:

- To foster the pooling of experience in teaching methodologies.
- To enable students who cannot take part in mobility measures to benefit from the teaching knowledge of other countries, and where appropriate receive master/practical classes in a foreign language.

In this case at least eight hours must be taught in at least three sessions a week (even if the length of the stay is less than a week).

3.2.- Mobility for training

Training carried out at UPV/EHU must serve to meet and learn from colleagues in the same field or who hold the same position or job.

This measure has the following aims:

- To facilitate the observation of good practices in terms of ways of working and forms of organisation at UPV/EHU.
- To strengthen relations between the partner universities.

This option does not include attendance at conferences.

4.- Places offered

This call for applications aims to select teaching and research staff to take up the following available places:

FROM UNIVERSITIES IN	TO	NUMBER OF PLACES
Ukraine	UPV/EHU (the teaching and research staff that have as host faculty at UPV/EHU the Faculty of Engineering of Bilbao or the Faculty of Arts will have priority)	5
Georgia	UPV/EHU (the teaching and research staff that have as host faculty at UPV/EHU the Faculty of Engineering of Bilbao or the Faculty of Arts will have priority)	2
China (only for teaching and research staff of the Master in Mechanical Engineering of Tianjin University of Science and Technology)	UPV/EHU (master in Mechanical Engineering of UPV/EHU)	1
Russian Federation (the teaching and research staff in the fields of Philology and Translation and Interpreting will have priority)	UPV/EHU (the teaching and research staff that have as host faculty at UPV/EHU the Faculty of Arts will have priority)	4

5.- Features of the Erasmus+ grants

The maximum period financed by the Erasmus+ programme will be **five days, plus** additional two day for travel days, and an amount for **travel expenses** depending on the distance.

FROM UNIVERSITIES IN	TO	Individual support - Amount per day up to a maximum of 5 days	Amount for travel expenses	Maximum/minimum stay
Ukraine	UPV/EHU	€120 a day	€ 360	Minimum: 5 days' stay + 2 days for travel (1) (2)
Georgia	UPV/EHU	€120 a day	€ 530	Minimum: 5 days' stay + 2 days for travel (1) (2)
China	UPV/EHU	€120 a day	€ 1100	Minimum: 5 days' stay + 2 days for travel (1) (2)
Russian Federation	UPV/EHU (Faculty of Letters)	€120 a day	€ 530	Minimum: 5 days' stay + 2 days for travel (1) (2)

- (1) *For the days for travel to be counted among the days of individual support (€120 a day), they must be immediately before and after the days' actual stay at the destination university.*
- (2) *If the intention is to stay for longer than the authorised minimum, the Erasmus+ individual support will be for a 5-day stay; the rest of the stay will be without assistance or "zero grant".*

6.- Period in which the mobility can take place

Mobilities must take place between 1st March 2017 and 20th December 2017.

7.- Requirements to take part

Candidates must meet the following conditions:

- They must be on the payroll of one of the universities taking part, both at the time of applying and at the time of the mobility.
- They must have the approval of their university of origin and UPV/EHU for the work plan included in the provisional mobility agreement for teaching or training (Mobility Agreement for Teaching - Annexe I or Mobility Agreement for Training – Annexe II).
- They must have a good level in the language in which the work plan at UPV/EHU is to be carried out.

8.- Application

Applications are to be individual and for a single destination.

Each application must be made using the form available online on the following page belonging to UPV/EHU International Relations Office:

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-erasmus-partner-countries>

Incomplete applications will not be considered.

The following documents must be attached to the application:

1. Provisional work plan (Mobility Agreement for Teaching - Annexe I or Mobility Agreement for Training – Annexe II, **UNSIGNED**).
2. Report by the counterpart at UPV/EHU accepting the proposed work plan included in the provisional mobility agreement
3. Curriculum Vitae of the applicant.
4. Certificate proving knowledge of the language in which the mobility at UPV/EHU is to take place where this is required. *** *This certificate must be submitted in Spanish or English.* Native speakers need not submit this certificate.

9.- Application period

The application period begins on 2nd November 2016 and ends on 10th February 2017.

10.- Assessment committee

The committee to assess the applications received will be made up of the following people: The Director of International Mobility, the Head of the International Relations Service and an expert from UPV/EHU, to act as secretary to the committee.

UPV/EHU will ask applicants' universities of origin for their assessment of each of the candidatures received.

11.- Assessment criteria

The following criteria will be used to select participants:

1. Rating of the work plan proposed in the provisional mobility agreement, from 1 to 10.
2. Rating of the candidate sent by the university of origin, from 1 to 5.

Each applicant must score at least 11 points in order to be a candidate for one of the places available.

12.- Resolution

The Vice-Rector for Postgraduate Studies and International Relations will, in view of the list of priorities prepared by the committee, order publication of the mobility applications accepted and those placed on the waiting list.

However, applicants will be notified individually at the email address they gave in their application and given a period of 10 working days to accept or waive the mobility.

13.- Erasmus+ grant agreement

People selected to take part in the mobility must first sign a Grant Agreement setting forth the rights and obligations they must take on as beneficiaries of an Erasmus+ grant for staff.

14.- Obligatory insurance for participants

Before travelling, the participant must send UPV/EHU a copy of a document proving they have travel insurance, including accident cover, medical expenses, medical transfer and repatriation.

15.- Beneficiaries' duties

Non-compliance with the rules and/or periods shown in the call for application, or any concealment, alteration or tampering with information may be grounds for rejection, suspension or cancellation of the grant awarded, leading to an obligation to return any sums handed over.

The International Relations Office may ask beneficiaries and universities of origin for whatever documents it sees fit in order to verify that the mobility has taken place in accordance with the spirit of the round of applications.

16. Contact to find a place at UPV/EHU

People interested in taking part can contact the International Relations Office at their university of origin, or UPV/EHU at the email address pc.international@ehu.eus

UPV/EHU will try to cooperate in finding counterparts for the people interested (colleagues who work at UPV/EHU in subject areas or posts with similar responsibilities to the person interested).

People who need help to contact their counterparts at UPV/EHU must ask for help in November, specifying their university of origin, subject area and the work plan they propose.

17.- Information about this call for applications

UPV/EHU will publish the steps taken in this round of applications on the following web page:

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-erasmus-partner-countries>

Annexe I.- Mobility Agreement for Teaching

Annexe II- Mobility Agreement for Training

Annexe III- Template - Report by the counterpart at the host university accepting the proposed work plan included in the provisional Mobility Agreement (for Teaching or Training)

APPLICATION FORM

**CALL FOR APPLICATIONS TO SELECT TEACHING AND RESEARCH STAFF TO
TAKE PART IN THE UPV/EHU'S ERASMUS+ 2016 PROJECT FOR MOBILITY FROM
UNIVERSITIES IN UKRAINE, GEORGIA, CHINA AND RUSSIAN FEDERATION TO
UPV/EHU (SPAIN)**

1. PERSONAL DETAILS

First name:

Surname(s):

Passport number:

Gender (male or female):

Date of birth:

Nationality:

Address:

Telephone:

Email:

If you have any special needs (some kind of disability, etc.), please specify it:

2. PROFESSIONAL DETAILS

University of origin:

Position or post:

Department to which the position is attached:

School or faculty of origin:

Number of years in this position:

Date of end of relationship with the university of origin (give this information only
if your contract ends during the year 2017):

Functions you perform in your position:

3. MOBILITY DETAILS AT THE LA UPV/EHU

Name of school/faculty/department at UPV/EHU:

Contact person at UPV/EHU:

Email of the contact person at UPV/EHU:

Mobility for teaching or training:

In the case of mobility for teaching, specify the undergraduate or postgraduate degree programmes on which you will be teaching:

Number of days' stay at UPV/EHU (effective work):

In the case of teaching, number of teaching hours planned (minimum 8 hours in 3 sessions):

Brief description of the intended mobility:

Language in which the work plan is to be carried out:

Knowledge of the language in which the work plan is to be carried out (native speaker, very good, good or intermediate):

4. INFORMATION ABOUT ANY PREVIOUS AIDS/GRANTS RECEIVED FOR STAFF MOBILITY UNDER THE ERASMUS PROGRAMME

In the event that you have benefited from Erasmus aid/grants for mobility in the past, specify the last year and destination:

In the event that you have benefited from more than one Erasmus aid/grant for mobility in the past, specify the total number of mobility trips undertaken with finance of this kind:

5. ANNEXES

1. Provisional work plan (Mobility Agreement for Teaching - Annexe I or Mobility Agreement for Training – Annexe II **UNSIGNED**).
2. Report by the counterpart at UPV/EHU accepting the proposed work plan included in the provisional mobility agreement (Annex III)
3. Curriculum Vitae of the applicant in English or Spanish.
4. Certificate proving knowledge of the language in which the mobility at UPV/EHU is to take place where this is required. *** This certificate must be submitted in Spanish or English. Native speakers need not submit this certificate.

The applicant agrees to the conditions and requirements for this mobility, which are published on UPV/EHU web page

<http://www.ehu.eus/en/web/nazioarteko-harremanak/en-erasmus-partner-countries>