

CALL FOR APPLICATIONS TO SELECT STAFF TO TAKE PART IN THE UPV/EHU'S ERASMUS+ 2017 PROJECT FOR MOBILITY FROM UNIVERSITIES IN RUSSIAN FEDERATION AND JAPAN TO UPV/EHU (SPAIN)

1.- Object of the process

The aim of this call is to select the staff that will take part in the UPV/EHU's Erasmus+ 2017 project for mobility from universities in Russian Federation and Japan to UPV/EHU (Spain).

2.- Universities taking part

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

- **RUSSIAN FEDERATION**
 - Peter the Great San Petersburg Polytechnic University
- **JAPAN**
 - Tokyo University of Foreign Studies

3.- Type of mobility: 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 staff interested in the following vacancies:

FROM UNIVERSITIES IN	TO	NUMBER OF PLACES
Russian Federation and Japan	UPV/EHU: International Staff Training Week to be held on 4-8 June 2018	1 vacancy for each university

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 (+ 2 additional travel days in certain conditions are met)	Amount for travel expenses	Maximum/minimum stay
Russian Federation	UPV/EHU	€120 a day	€ 530	Minimum: 5 days' stay + 2 days for travel (1) (2)
Japan	UPV/EHU	€120 a day	€ 1100	Minimum: 5 days' stay + 2 days for travel (1) (2)

(1) The first travel day (additional €120) can only be paid if the person arrives to Spain the day before the first day of activity.¹

(2) The second travel day (additional €120) can only be paid if the person goes back to his/her country the day after the last day of activity.²

6.- Period in which the mobility can take place

Mobilities must take place between the 4th and 8th of June 2018, excluding travel days.

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 training (Mobility Agreement for Training – Annexe I).
- 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 following form:

<https://www.encuestafacil.com/RespWeb/Qn.aspx?EID=2378279>

¹ In the case of the International Staff Training Week the 3rd of June 2018.

² In the case of the International Staff Training Week the 9th of June 2018.

Incomplete applications will not be considered.

Besides, the following documents must be sent via email to pc.international@ehu.eus :

1. Provisional work plan (Mobility Agreement for Training – Annexe I, **signed by the home university and the applicant**).
2. Curriculum Vitae of the applicant in Spanish or English.

9.- Application period

The application period begins on the 12th of March 2018 and ends on the 21st of March 2018.

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 a project officer of the International Relations Office (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 Coordination 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).

17.- Information about this call for applications

UPV/EHU will publish the steps taken in this round of applications on the following web page (2017 project):

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

18. Signature of the Erasmus+ agreement

If an Erasmus+ agreement for mobility with partner countries has not been signed before the mobility date between the home university of the participant and UPV/EHU, the potential beneficiary will not be allowed to carry out the mobility and he/she will not be able to claim any Erasmus+ funding. In this case, the award of the Erasmus+ mobility to this person will be considered as revoked.

Annexe I- Mobility Agreement for Training