



RESOLUTION BY THE RECTOR OF THE UNIVERSIDAD CARLOS III DE MADRID, WHEREBY A CALL IS ISSUED FOR INTERNATIONAL MOBILITY POSTS IN TEACHING AND TRAINING AT HIGHER EDUCATION INSTITUTIONS OF ASSOCIATED COUNTRIES, FINANCED BY THE ERASMUS+ INTERNATIONAL CREDIT MOBILITY KA107 PROGRAMME, FOR THE ACADEMIC YEAR 2025/26.

With the aim of promoting the internationalisation of teaching, research and management as an essential element for adapting to the environment of the European Higher Education Area (EHEA), the Vice-Rectorate for Internationalisation and European University announces grants for the mobility of staff of Universidad Carlos III de Madrid (UC3M) and its partner universities, for the purpose of supporting the acquisition of professional skills, as well as improving the personal and linguistic development of participants; to increase awareness and understanding of other cultures and countries, offering the opportunity to build international networks of contacts; and to strengthen the synergies and international dimension of the participating institutions.

These grants will allow mobility periods at Higher Education Institutions (HEI) of associated countries, as well as the reception at the UC3M of staff from other HEIs, extending the geographical framework of Erasmus+ mobilities and promoting greater interrelation and mutual knowledge, to contribute to the internationalization of our University beyond the European area.

In order to guarantee and ensure compliance with the principles and provisions indicated above, the management and development of this call will be implemented by the International Relations of UC3M (SERINT).

On the basis of all this, the UC3M will offer mobility grants of the Projects 2023 and 2024 for teaching, training or both, for teaching and administrative staff, distributed between incoming and outgoing flows, with the Universities of the following regions:

- 1. Balkans:** Albania (Universiteti Aleksander Moisiu Durres, Universiteti i Tiranes), Bosnia y Herzegovina (Univerzitet u Istocnom Sarajevu, Univerzitet u Sarajevu), Kosovo (Universiteti i Prishtines, University of Mitrovica), Montenegro (Javna Ustanova Univerzitet Crne Gore Podgorica, Univerzitet Donja Gorica Podgorica).
- 3. Mediterranean:** Egypt (The American University in Cairo).
- 5. Asia:** The Philippines (Ateneo de Manila University and Mapua University).
- 8. Pacific:** Australia (University of Sydney and University of New South Wales).
- 11. Caribbean:** Cuba (Universidad de La Habana, Universidad de Oriente e Instituto Superior Minero-Metalúrgico de Mao).
- 12. US and Canada:** Canada (Waterloo University), US (University of Maryland).

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TERMS AND CONDITIONS OF THE CALL

First. - Purpose of the Call

The purpose of this call is to facilitate the mobility of staff of the UC3M and its partner universities by means of training and/or teaching stays.

- During mobility for teaching, staff should deliver at least 8 hours of teaching.
- During mobility for training, staff should receive training related to their professional activity, engaging in professional development activities such as seminars, training events (excluding conferences) or job shadowing at the receiving institution.
- Mobility can also be for teaching and training together. In this case, the minimum number of teaching hours is 4.

The mobilities of the Project 2023 announced in this call must be carried out in the 2025/26 and should end before 31 July 2026.

The mobilities of the Project 2024 announced in this call may be carried out in the 2025/26, or exceptionally 2026/27, and should end before 31 July 2027.

Staff mobility stays will last one week (five days of stay plus two days of travel).

Second. - Requirements for participants

To be eligible for Erasmus+ ICM support, candidates must meet the following requirements:

- Have a statutory or contractual relationship with the participating universities, at the time of application and throughout the period of mobility. Teaching grants are intended only for the academic staff of the participating institutions, while training-oriented grants may be requested both by academic and non-academic staff.
- In the case of outgoing UC3M staff, they will be eligible for grants:
 - Teaching Staff: applicants must perform teaching and research functions and be employed full-time by UC3M, both at the time of application and during the entire mobility period.
 - Administrative Staff: applicants must be in active employment at UC3M at the time of application and throughout the mobility period.
- Possess a level of language necessary for the correct performance of the activity, which must be confirmed by completing the working language box on the Mobility Agreement.
- Present the application in the established term, as well as the documents required in the fourth base.
- Only one grant may be awarded per applicant. In the case of multiple applications, applicants must indicate the order of priority of their applications.
- Not to have been awarded a KA131 or KA107 mobility to be carried out during the academic year 2025/26.

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Third. - Participating universities and distribution of posts

All the information regarding the number of places, their distribution, as well as the amount of grants is available in Annex I of this call.

In accordance with the Erasmus+ programme, an Inter-institutional Agreement between the sending and host university must be signed before the start of the mobility.

Fourth. - Submission of applications and deadline

Applications shall consist of:

- Mobility Agreement, duly completed and signed by the interested person and the heads of the departments or services of the home and host institutions. In the event that the dates of the stay are modified after the application, these must again have the approval of both persons in charge.
- Abbreviated CV

All documents must be submitted in English except for Latin American countries that can be sent in Spanish.

Both documents will be sent by e-mail to erasmuska171@uc3m.es with the subject "Application to ICM 2025".

Applications may be submitted up to and including the deadline of 14 March 2025.

Applicants will receive an e-mail confirming that the application has been submitted in due time and form.

Tentative timeline:

	PDI/PTGAS
Call for Applications KA171	21/02/2025
Applications may be submitted up to and including the deadline of	21/03/2025
Resolution Provisionally Admitted & Excluded	28/03/2025
Resolution Final Admitted & Excluded	04/04/2025
Resolution of Grants Awarding	05/05/2025
Acceptance of the grant	7 calendar days

The University will remain closed on Easter vacation from April 14 to 21, 2025.

Fifth. - Selection procedure

Both the different resolutions and the final results of the process will be published on the UC3M website:

<https://www.uc3m.es/international/call-erasmus-credit-mobility-ka107>

Once the period to submit applications has expired and the applications have been reviewed, the list of provisionally admitted and excluded applicants will be published, indicating the corresponding grounds for exclusion and the deadline for applicants to correct errors or provide the required documents.

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Once the correction period has elapsed, the definitive list of admitted and excluded persons will be published in the same section of the website indicated above.

The final selection of the successful candidates will be carried out by an Evaluation Commission made up of:

- The Vice-Rector for Internationalisation and European University (or the person delegated by same), who will act as president
- The Vice-Dean of International Relations and Academic Exchanges of the Faculty of Social and Legal Sciences
- The Vice-Dean for Promotion, Academic Exchange and International Relations of the Faculty of Humanities, Communication and Library Science
- The Deputy Director of International Relations and International Cooperation at the School of Engineering
- The Director of Human Resources and Organisation
- The Director of the International Relations Service
- The UC3M ICM Technician, who will act as Secretary

Once the applications have been evaluated, the Evaluation Commission will draw up a report in which it will propose the selected applications to the competent body, establishing a reserve list ordered according to the score obtained, to be applied in the event of refusal. The resolution of the call will be carried out by means of Resolution by the Rector, in view of the proposal of the Commission of Evaluation.

The successful applicants will accept the grant by e-mail sent to erasmuska171@uc3m.es within 7 calendar days of the publication of the decision. In the subject of the e-mail applicants must indicate "Name and Surname_University of Origin", and in the body of the message the acceptance or non-acceptance of the grant.

Non-acceptance will be understood as a renunciation of the aid granted, which will be allocated to the candidate who occupies the next place on the reserve list, and so on.

Depending on the number and quality of received applications, the Evaluation Commission reserves the right to re-distribute grants between incoming and outgoing mobility flows within the same country.

The number of available grants is a minimum that will be awarded. Depending on the availability of credit, further grants may be generated or extensions may be granted. In the case that new grants are generated, candidates will be contacted from the reserve list resulting from the selection process described above.

Sixth - Evaluation criteria

Grants will be awarded on a competitive basis, based on the evaluation of quality of applications and following a procedure, which guarantees fairness and transparency.

Each section of the Mobility Agreement and the candidate's CV will be scored, with 60 points (out of a total of 100) being the minimum required to be eligible. The qualification will be made according to the following criteria:

- Paragraph 1: General objectives of mobility (from 0 to 15 points)

- That the proposal is framed within the lines of activity of the department/services of origin.
- Establish specific objectives for their stay, related to the proposed activities.

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- Paragraph 2: Added value of mobility (from 0 to 15 points)

- It prioritizes mutual institutional knowledge, with a view to establishing future collaborations.
- It sets out in detail the future application of the experience and knowledge acquired to the candidate's habitual activity at UC3M
- It identifies the sectors of the university community that will be able to benefit from this proposal, both at origin and destination

- Paragraph 3: Work plan (from 0 to 30 points)

- The project details both the deadlines and the activities (definition of their content and their duration).
- Justification is given of the choice of activities according to the candidate's experience and the needs/experience of the host university
- It accredits that there is communication with the person or persons of reference who are in charge of the reception and supervision of the teaching/training period at the host university, as well as the mechanisms by which such reception and supervision will be carried out.

- Paragraph 4: Expected results and impacts (from 0 to 15 points)

- Results and impacts for the university of origin.
- Results and impacts for the host university.

The **curriculum vitae** will be evaluated with a maximum of **25 points**.

- 1) In the case of equal scores, priority will be given to applicants who have not previously benefited from a mobility grant for staff under any of the Erasmus+ Actions (KA103/131 or KA107) of the UC3M.
- 2) In the case of equal scores, priority will be given to incoming applicants who have a better score in the Mobility Agreement.

Seventh - Obligations of the beneficiaries

Acceptance of the aid by the beneficiaries implies compliance with the rules laid down in this call for proposals, and in particular the following:

- Finish the stay before 31 July 2026 (Project 2023) or 31 July 2027 (Project 2024).
- Sign the Grant Agreement Erasmus + before starting the mobility.
- Book flights and accommodation in the country of destination that best suits their needs. For this purpose, the beneficiaries must advance it through their own funds, since the mobility grant will only be paid once the stay has begun, in accordance with the Eighth base.
- In the case of outgoing UC3M participants and prior to the start of the mobility, they must have the approved Service Commission for the corresponding mobility period.
- Present the Certificate of Stay accrediting the completion of mobility, signed and stamped by the host university.
- Complete the EU+ Participant Report (EU Survey), which the European Commission will request by e-mail to the participant.
- Comply with any other obligations inherent in the Erasmus+ ICM programme and in the internal rules of the participating entities.

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- To be in possession of adequate insurance throughout the mobility period according to Erasmus+ programme rules. The insurance must cover:
 - ✓ Travel insurance, including damage to or loss of baggage,
 - ✓ Medical expenses and accidents, including permanent or temporary incapacity,
 - ✓ Death, including repatriation,
 - ✓ Third party liability.

In the case of outgoing UC3M participants, the cost of the insurance will always be paid by the participant him/herself. UC3M recommends the [OnCampus](#) insurance. However, the participant can also choose a different insurance as long as he/she fulfils the above requirements.

Only in the case of incoming participants at UC3M will the cost of the insurance be paid by UC3M.

Eighth. - Payment of the grants

Outgoing staff from UC3M:

- Grants will be paid in the participant's payroll, after sending the Certificate of Stay and filling out the EU+ Participant Report.
- The amounts paid as aid are paid to compensate for travel outside the workplace, for a period not exceeding 9 months, the beneficiaries being tax residents in Spain.
- The beneficiary must keep the receipts of the expenses incurred to prove, where appropriate, that they are within the limits established by the legislation on compensation for travel, maintenance and accommodation expenses.

Incoming staff from partner universities:

- The staff of the partner universities will receive the payment of the grant by bank cheque on arrival at UC3M to carry out the mobility.
- The amounts paid will be subject to withholding tax under the Non-Resident Income Tax, except as provided in the applicable double taxation treaties in each case.

Ninth. - Reimbursement of Erasmus+ grants

In the event of failure to comply with any of the obligations laid down in the terms and conditions of this call, except in cases of force majeure, the total sums received shall be reimbursed.

Tenth. - Participants with Special Needs

A person with special needs is a potential participant whose individual physical, psychological, mental or health situation would prevent him or her from participating in a mobility activity without additional financial support.

To access the grants established in the Erasmus+ Programme for persons with special needs in the field of Higher Education, participants must have a disability legally recognised and qualified to a degree of 33 per cent or more, as well as complying with the rest of the admissibility criteria established in the Programme, and must apply for such aid through the International Relations Service of the Carlos III University of Madrid.

For more information on aid to support special needs, consult the [guide](#) for beneficiaries of Higher Education in the SEPIE.

Eleventh. - Protection of personal data

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Responsible for data processing: Universidad Carlos III de Madrid.

Identification of the data processing: International Mobility - Non-European; Erasmus International Mobility.

Purpose: Non-European Mobility Programmes and Erasmus, aimed at students, teaching and research staff and administration and services staff. To manage the selection of applicants for the periodical calls for mobility programmes corresponding to each group. To manage the execution and awarding of the mobilities corresponding to each of the mobility programmes for each group, as well as their subsequent follow-up with the institutions, entities and organisations targeted by the mobility, and all additional issues arising from the mobility.

Exercise of rights: You may exercise your rights of access, rectification, suppression, limitation, portability and opposition to data processing by sending an email to the following address: dpd@uc3m.es.

Additional information: For additional and detailed information about our privacy policy, please visit (<https://www.uc3m.es/home/data-protection>).

The participant, by means of his or her registration in the present call, consents to his or her personal data being processed for the purpose of managing the allocation of grants from the Carlos III University of Madrid call for the international mobility of staff in the academic year 2025/26 and 2026/27. The application of one of the previously indicated types of data processing will be carried out according to the type of mobility requested by the beneficiary.

In compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April on the protection of individuals with regard to the processing of personal data and the free movement of such data, and Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights, the personal data provided in the application and contained in the documentation as appropriate, will be processed and incorporated into the International Mobility file owned by the International Relations Service of the Carlos III University of Madrid, the entity responsible for processing, with headquarters at C/ Madrid 126, 28903 Getafe (Madrid), for the purpose of managing the process and payments of Erasmus+ grants and the university's own grants during this call for the academic year 2025/26 and 2026/27. Your data may be transferred to other Units and Services of this University, Bodies and institutions of the European Union, Public Administrations, Universities and Autonomous Bodies of European Educational Programmes; or transferred internationally to those countries with which agreements have been signed outside the European area, within each non-European mobility call.

Additional Provision

This call for proposals is accompanied by the following appendices:

- Annex I: List of available grants and universities

In Getafe, on the date of the electronic signature

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The Rector
By delegation of signature dated 19/05/2022, Matilde Sánchez Fernández,
The Vice-Rector for Internationalization and European University
(BOEL of 20 May 2022)

The present Resolution exhausts the administrative route and against same the following appeal may be made: Optional Appeal for Replacement before the Rector, within one month from the day following the publication of this Resolution, in accordance with the provisions of Section 3 of Chapter II of Title V of Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations; or, Contentious-Administrative Appeal before the Contentious-Administrative Court of Madrid, within two months from the day following the publication of this Resolution, in accordance with the provisions of Article 46 of Law 29/1998, of 13 July, regulating the Contentious-Administrative Jurisdiction.

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ANNEX I: LIST OF AVAILABLE GRANTS AND UNIVERSITIES

Region	From	To	Level	Nº Grants	Duration of stay	Substance	Travel	Universities
1. Balkans	Albania	Spain	Staff	2	5+2 days	170 €/day	309 €	Univeriteti Aleksander Moisiu Durres
	Spain	Albania	Staff	2	5+2 days	190 €/day	309 €	Univeriteti i Tiranes
	Bosnia and Herzegovina	Spain	Staff	2	5+2 days	170 €/day	309 €	Univerzitet u Istočnom Sarajevu
	Spain	Bosnia and Herzegovina	Staff	2	5+2 days	190 €/day	309 €	Univerzitet u Sarajevu
	Kosovo	Spain	Staff	2	5+2 days	170 €/day	395 €	Univeriteti i Prishtines
	Spain	Kosovo	Staff	2	5+2 days	190 €/day	395 €	University of Mitrovica
	Montenegro	Spain	Staff	2	5+2 days	170 €/day	309 €	Javna Ustanova Univerzitet Crne Gore
	Spain	Montenegro	Staff	2	5+2 days	190 €/day	309 €	Podgorica
								Univerzitet Donja Gorica Podgorica
3. Mediterranean	Egypt	Spain	Staff	1	5+2 days	170 €/day	580 €	The American University in Cairo
	Spain	Egypt	Staff	1	5+2 days	190 €/day	580 €	
5. Asia	The Philippines	Spain	Staff	1	5+2 days	170 €/day	1.735 €	Ateneo de Manila University Mapua University
	Spain	The Philippines	Staff	1	5+2 days	190 €/day	1.735 €	
8. Pacific	Australia Project 2023	Spain	Staff	1	5+2 days	160 €/day	1.500 €	University of Sydney University of New South Wales
11. Caribbean	Cuba Project 2023	Spain	Staff	1	5+2 days	160 €/day	820 €	Universidad de Oriente Universidad de la Habana Instituto Minero-Metalúrgico de Mao
	Cuba Project 2024	Spain	Staff	1	5+2 days	170 €/day	1.188 €	Universidad de Oriente Universidad de la Habana Instituto Minero-Metalúrgico de Mao
12. US and Canada	Canada	Spain	Staff	1	5+2 days	170 €/day	1.188 €	Waterloo University
	Spain	Canada	Staff	1	5+2 days	190 €/day	1.188 €	Waterloo University
		EEUU	Staff	1	5+2 days	190 €/day	1.188 €	University of Maryland

* The mobilities of the Project 2023 must end before 31 July 2026.

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