



Universidad de Oviedo



Call for applicants for the awarding of direct grants for international mobility placements at the University of Oviedo, within the framework of the Erasmus+ programme “Mobility of students and staff between programme and partner countries” aimed at:

- **Incoming students who are taking undergraduate degree, master’s degree or PhD courses and incoming staff (teaching) during the second semester of the academic year 2018/2019.**
- **Incoming students who are taking undergraduate degree, master’s degree or PhD courses and incoming staff (teaching) during the academic year 2019/2020.**

One. Nature of the mobility.

a) For incoming students:

1.1. Mobility for undergraduate and postgraduate studies will be aimed at those studying degree subjects taught at the University of Oviedo.

1.2. In the case of PhD studies, mobility will be aimed at those doing research tasks in keeping with the study plan or the research tasks agreed upon with their thesis supervisor.

1.3. The places available for this call for applicants are attached to this announcement in Annex I.

b) For incoming staff:

1.4. The places available for this call for applicants are attached to this announcement in Annex II
Mobility for teaching.

Two. Requirements for applicants.

2.1. Each applicant must be a citizen of any of the countries listed in the Annexes to this call for applicants.

2.2. They must have knowledge of Spanish or the English language proficiency required, as given in section 5.2.b).

2.3. In the case of undergraduate and postgraduate students, they must be enrolled at their sending institution at the time of application and during the course when the mobility period occurs.

2.4. In the case of teaching and research staff, they must be in active service at the sending institution and must have received authorised academic permission from the sending university.

Three. Duration of mobility periods.

3.1. In the case of mobility for study, the stays will be for a minimum of 3 months and a maximum of 5 months per degree course (undergraduate, master’s or PhD).

3.2. In the case of mobility for teaching, the maximum stay will be for: 7 days for **Tunisia**.

The activity must include at least 8 hours of teaching per week.

Four. Sum of the grants.

4.1. The amount awarded for the direct grant will be as set out in Annex I. Section 2 of the grant agreement signed by the University of Oviedo and the Spanish Service for the Internationalisation of Education (SEPIE).

4.2. In accordance with what is stipulated in the Erasmus+ Programme Guide, the selected participants will receive the corresponding grants as follows:

4.2.1. Individual grant:

a) Students: €850 per month

b) Staff: €160 per day

4.2.2. Grants for travel expenses based on the distance between the sending organisation and the receiving organisation are as indicated below:

Distance in kilometres	Amount to be received
Between 10 and 99 km	€20 per participant
Between 100 and 499 km	€180 per participant
Between 500 and 1,999 km	€275 per participant
Between 2,000 and 2,999 km	€360 per participant
Between 3,000 and 3,999 km	€530 per participant
Between 4,000 and 7,999 km	€820 per participant
8,000 km or more	€1,500 per participant

Note: the "distance in kilometres" represents the distance between the sending institution and the one where the activity is to be carried out, while the "amount to be received" covers the contribution towards both the outbound journey to the place where the activity is to be carried out and the return journey.

4.3. In the case of mobility for study, the maximum funding for the stay will be for 5 months.

4.4. In the case of mobility for teaching, the maximum funding for the stay will be for: 7 days funded for Tunisia.

Five. Award criteria for the grant.

• **Erasmus+ Mobility for students:**

5.1. An order of priority for applicants will be established taking into account the following criteria:

5.1.1. Academic record (70%).

5.1.2. Knowledge of the language required to apply for mobility (Spanish or English, depending on the studies the applicant wishes to do) (30%).

The official certificate providing accreditation of the knowledge of the language will be scored according to the following scale:

§ Knowledge level A1: 1 point

§ Knowledge level A2: 2.5 points

§ Knowledge level B1: 7 points

§ Knowledge level B2: 8 points

§ Knowledge level C1: 9 points

§ Knowledge level C2: 10 points

The assessment committee may take into account language accreditation other than the official certificate.

• **Erasmus+ Mobility for staff:**

5.2. An order of priority for applicants will be established taking into account their knowledge of the language

Six. Process, documentation and deadline for submitting applications.

6.1. Applications must be made online via the website <https://ka107.em.uniovi.es> where applicants can apply for the mobility programme.

6.2. On this website there will be a form to which the following documents should be attached, where appropriate:

- ✓ CV
- ✓ Current international passport.
- ✓ Language accreditation.
- ✓ Cover letter.

6.2.1. In the case of students, in addition to the above documents, they must provide:

- ✓ University degree certificate: Postgraduate, PhD.
- ✓ Academic certificates.
- ✓ In the case of PhD students, the summary of their doctoral thesis and proposal of research to be

carried out during their stay and pre-acceptance letter from the University of Oviedo.

6.2.2. In the case of staff, in addition to the above documents, they must provide:

- ✓ Proof of their contractual relationship with the sending university.
- ✓ Teaching programme accepted by the University of Oviedo, in the case of teaching staff.
- ✓ Letter of invitation from the University of Oviedo.

Seven. Submitting, processing and pre-selection of applications.

7.1. Applications will be submitted, processed and pre-selected by the interested candidates and the sending universities via the website <https://ka107.em.uniovi.es> from 2nd until **28th January 2019**.

7.2. During this period, applications for mobility stays must be made and processed both for the second semester of the academic year 2018/2019 and for the academic year 2019/2020.

In the event of places remaining, a new application period will be opened in the month of June for the academic year 2019/2020.

7.3. Each of the participating universities will pre-select their students and staff, and upload the results of the pre-selection of each applicant to the website; they will send the University of Oviedo a report with the results of that pre-selection, also via the website <https://ka107.em.uniovi.es>

7.4. The final selection of the participants and the list of reserve candidates will be determined by the committee named in section 8.1. respecting the order of priority indicated in the report sent via the website by each of the participating universities.

7.5. The final selection will be announced to the participating universities and the applicants on the website <https://ka107.em.uniovi.es>

Eight. Assessment committee.

8.1. The assessment committee will be made up of the following members:

- Chair: The Vice-rector for University Extension and International Development. Alternate: The Area Director for Spain and Latin America.

- Members:

o The Area Director for North America and the Rest of the World. Alternate: Professor Felipe Lombó Brugos

o The Area Director for Europe. Alternate: Professor Salvador Ordoñez García.

o A student member of the Governing Council, proposed by the Vice-rector for University Extension and International Development

o The Head of the Internationalisation and Development Cooperation Service. Alternate: The Head of the International Programmes Finance Department.

o Regular secretary: The Head of the International Programmes Department. Alternate: The Head of the International Services Department.

Nine. Resolution of the process.

9.1. The competent body to order and dictate the granting process is the Vice-rector for University Extension and International Development, who, having seen the applications and the report of the assessment committee, will draw up the provisional resolution proposal, made by reasoned decision, which will include the list of people proposed as beneficiaries of grants and the list of reserve candidates, as well as the assessment of the merits of the applicants, and it will be published at the following link on the University of Oviedo website:

<http://www.uniovi.es/internacional/extranjeros/movilidadaserasmus>

9.2. The Vice-Chancellor will declare the resolution within a maximum of 15 days from the date of the definitive resolution proposal, and it will be published at the intranet address above.

Ten. Acceptance and rejection.

The beneficiaries of the grants will have a period of 10 days from the day following the one on which the awarding of the grant is announced to indicate, via the website <https://ka107.em.uniovi.es> whether they accept it or turn it down. If no acceptance is received within the period stated, it will be understood that the beneficiary turns down the mobility grant awarded, resulting in the offer being archived and the next candidate on the list being notified.

Eleven. Beneficiaries' obligations.

11.1. The following are obligations of the beneficiaries, according to article 14 of the General Subsidies Act, Law 38/2003, of 17 November:

- a) The grant must be used for the purpose for which it is awarded.
- b) Accepting the Erasmus+ mobility grant commits the beneficiary to complying with all the requirements established, where applicable, for specific mobility programmes. Failure to comply with the stipulations of the programme will imply the obligation on the part of the beneficiary to reimburse the mobility grants received, except for reasons of force majeure.
- c) The beneficiary agrees to be subject to precise verification processes in order to check, as appropriate, their compliance with and the effectiveness of the conditions for the awarding of the grant.
- d) The beneficiary must notify the awarding body if they obtain other subsidies, grants, income or resources that fund the activities being subsidised. This notification must be given as soon as the other funding is known about and, where appropriate, prior to approval of the application for the funds received.

11.2. Before arriving, the student:

- a) Must contact the professor responsible for the exchange agreement at their university, to establish their undergraduate, master's or PhD study programme/learning agreement during the mobility, and also to be given information about the receiving university, infrastructure and academic recognition of the studies to be carried out during the period of stay.
- b) The student's study programme/learning agreement must be signed prior to the mobility by the agreement coordinator at the sending university and by the agreement coordinator at the receiving university and will be uploaded by the party concerned to the website <https://ka107.em.uniovi.es>

11.3. On arriving at the University of Oviedo.

The student must register at the International Services Office and submit the documents required in relation to the mobility.

- a) Compulsory medical insurance, accident insurance and/or civil liability insurance covering the entire period of stay at the University of Oviedo. Insurance covering repatriation and specific medical care is also advisable.
- b) The student must also sign the grant agreement.
- c) The student must enrol at the Administration office of the Faculty of the University of Oviedo where he/she will carry out the studies corresponding to the mobility, to gain the number of credits required according to the period of stay.

11.4. During the stay at the University of Oviedo, if the student gives up the mobility, he/she must inform the coordinators of the agreement and the International Services Office of the University of Oviedo.

11.5. At the end of the stay, the student:

- a) Will receive via email an invitation to complete the EU Survey online, 30 days before the end of the mobility period. The participant must complete this before leaving. Completing this process is mandatory for the second part of the grant to be received.
- b) 20 days before the end of the stay, the student must go to the International Services Office to give notification of their date of departure and collect the Certificate of Attendance which accredits the mobility as having been completed.
- c) The Transcript of records will be sent to the party concerned and to the sending university via the website <https://ka107.em.uniovi.es>

11.6. During the mobility, staff:

- a) Must register on arrival at the International Services Office and submit the documents required in relation to the mobility.
- b) Will be provided with compulsory medical insurance, accident insurance and/or civil liability insurance covering the entire period of stay at the University of Oviedo. Insurance covering repatriation and specific medical care is also advisable.
- c) Must sign the grant agreement.
- d) Will receive via email an invitation to complete the EU Survey online, before the end of the mobility period. The participant must complete this, since the completion of this process is mandatory for the grant to be received.
- e) Must go to the International Services Office to collect the Certificate of Attendance which accredits the mobility as having been completed.

11.7. The University of Oviedo will not be liable for damages caused and debts incurred by the beneficiary of the grant during the period in question.

Twelve. Payment of the grants.

12.1. To students:

The Erasmus+ mobility grant will be paid to the beneficiary by bank transfer, into the account registered by the beneficiary in the University of Oviedo's database of its third-party creditors' bank details, in two instalments: a first instalment for 70% of the total amount, once the student has registered at the International Services Office of the University of Oviedo; the rest (30%) at the end of the stay, via bank transfer. NOTE: In no case will the University of Oviedo make payments in cash.

12.2. To staff:

The Erasmus+ mobility grant will be paid to the beneficiary by bank transfer, into the account registered by the beneficiary in the University of Oviedo's database of its third-party creditors' bank details, at the end of the stay. NOTE: In no case will the University of Oviedo make payments in cash.

Thirteen. Revocation and reimbursement.

13.1. In the following cases, it will be necessary to reimburse the amounts received and to pay the corresponding interest on arrears counted from the moment the grant was paid until the date on which the reimbursement is agreed.

- a) Obtaining the subsidy by falsifying the conditions required for it or concealing anything that would have prevented it.
- b) Failure to comply, totally or partially, with the object of the activity to be carried out.
- c) Failure to comply with the approval obligation once the mobility has ended, or an insufficient approval.
- d) In general, failure to comply with the obligations imposed on the beneficiary, as well as the commitments assumed by them, on the awarding of the grant.
- e) The other cases provided for in the General Subsidies Act.

13.2. Partial failure to fulfil the activity for which the grant is awarded or failure to meet the approval obligation will result in the reimbursement of a percentage of the grant corresponding to the activity not carried out or not approved.

13.3. Failure to comply with the other obligations will result in the reimbursement of 100 percent of the grant awarded.

13.4. The agreement initiating the reimbursement procedure must indicate the cause that determines its initiation, the unfulfilled obligations and the amount of the subsidy affected.

13.5. Once notification of the initiation of the reimbursement procedure has been received, the party concerned may present allegations and documentation that he/she considers pertinent within a period of 15 days. The Resolution by which the reimbursement is agreed must be adopted by the competent body, and the party concerned must be notified.

13.6. The amounts to be reimbursed will be considered as public income, and they will be received subject to the provisions for this class of income in the consolidated text of the economic and budgetary system of the Principality of Asturias, approved by Legislative Decree 2/1998, of 25 June.

Fourteen. Penalty system and corresponding laws.

14.1. The system for infractions and sanctions in the matter of subsidies and grants will be governed by the provisions of the General Subsidies Act, Law 38/2003, of 17 November, as well as what is established in Chapter VI of Legislative Decree 2/1998, of 25 June, which approves the revised text of the economic and budgetary system.

14.2. Anything not stipulated in this call for applicants and its rules, will be subject to the provisions of the General Subsidies Act, Law 38/2003, of 17 November; the Regulation of the same, approved by Royal Decree 887/2006, of 21 July; Decree 71/1992, of 29 October, of the Principality of Asturias, by which the General System for the Awarding of Grants is regulated, modified by Decree 11/2000; Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations; and Law 40/2015, of 1 October, on the Legal System of the Public Sector.

Oviedo, 14 December 2018

The Vice-rector for University Extension and International Development.

Signed: Francisco José Borge López

ANNEX I

Sending institutions with the right to participate in this call for applicants for grants to pursue undergraduate, master's or PhD studies during the second semester of the academic year 2018/2019 and during the academic year 2019/2020, in institutions under framework of the Erasmus+ programme "Mobility of students and staff between programme and partner countries".

MOBILITIES FOR UNDERGRADUATE AND POSTGRADUATE STUDIES

Number of mobilities and places with the right to participate in this call for applicants for grants to pursue undergraduate, master's or PhD studies during the second semester of the academic year 2018-2019 and the academic year 2019-2020.

Country: Tunisia

Number of mobilities: 5, for a maximum of 5 months each.

Participating universities

University of Sfax (Undergraduate, Master's and PhD)

Degrees which can be studied at the University of Oviedo:

Undergraduate:

- Degree in Business Administration and Management (Faculty of Economics and Business)
- Degree in Economics (Faculty of Economics and Business)
- Degree in Engineering of Industrial Technologies (Polytechnic Engineering School of Gijón)
- Degree in Mechanical Engineering (Polytechnic Engineering School of Gijón)
- Degree in Electrical Engineering (Polytechnic Engineering School of Gijón)
- Degree in Industrial Electronic Engineering and Automated Control (Polytechnic Engineering School of Gijón)
- Degree in Software Computer Engineering (School of Computer Science Engineering of Oviedo)
- Degree in Chemistry (Faculty of Chemistry)

Master's:

- Master's Degree in Business Administration and Management
- Master's Degree in Electrical Energy Conversion and Power Systems
- Master's Degree in Geotechnology and GIS Project Development
- Master's Degree in Mining Engineering
- Master's Degree in Industrial Engineering
- Master's Degree in Nautical and Management of Maritime Transportation
- Master's Degree in Chemical Engineering
- Joint Master's Degree in Mechatronic Engineering

- Erasmus Mundus Master's Degree in Sustainable Transportation & Electrical Power Systems

PhD:

- PhD Programme in Electrical and Electronic Engineering
- PhD Programme in Computer Science
- PhD Programme in Production, Mining-Environmental and Project Engineering
- PhD Programme in Chemical, Environmental and Bio-Food Engineering
- PhD Programme in Economics and Enterprise
- PhD in Humanistic Research

Tunis El Manar University (Master's and PhD)

Degrees which can be studied at the University of Oviedo:

Master's:

- Master's Degree in Spanish Language and Linguistics

PhD:

- PhD in Humanistic Research

University of Carthage (Master's and PhD)

Degrees which can be studied at the University of Oviedo:

Master's:

- Master's Degree in Spanish Language and Linguistics

PhD:

- PhD in Humanistic Research

University of La Manouba (Master's and Doctorate)

Degrees which can be studied at the University of Oviedo:

Master's:

- Master's Degree in Spanish Language and Linguistics

PhD:

- PhD in Humanistic Research

Private International Polytechnic School of Sfax (Master's and PhD)

Degrees which can be studied at the University of Oviedo:

Master's:

- Master's Degree in Business Administration and Management
- Master's Degree in Industrial Engineering

PhD:

- PhD Programme in Economics and Enterprise

- PhD Programme in Chemical, Biochemical and Structural Analysis and Computational Modelling
- PhD Programme in Computer Science

ANNEX II

Sending institutions with the right to participate in this call for applicants for grants to carry out the mobility of professors and staff for training during the second semester of the academic year 2018/2019 and during the academic year 2019/2020, in institutions under framework of the Erasmus+ programme "Mobility of students and staff between programme and partner countries".

MOBILITIES FOR TEACHING

Number of mobilities and places with the right to participate in this call for applicants for grants to carry out the mobilities for teaching during the second semester of the academic year 2018-2019 and during the academic year 2019-2020.

Country: Tunisia

Number of mobilities : 2, for a maximum of 7 days.

Participating universities

University of Sfax

Departments for which mobility has been requested:

- Materials Science and Metallurgical Engineering
- Construction and Manufacturing Engineering
- Energy
- Mining Exploitation and Prospecting
- Electrical, Electronic, Computers and Systems Engineering
- Functional Biology
- Molecular Biochemistry and Biology
- Organisms and Systems Biology
- Cellular Morphology and Biology
- Organic and Inorganic Chemistry
- Physical and Analytical Chemistry

Tunis El Manar University

Departments for which mobility has been requested:

- Spanish Philology

University of Carthage

Departments for which mobility has been requested:

- Spanish Philology

University of La Manouba

Departments for which mobility has been requested:

- Spanish Philology

Private International Polytechnic School of Sfax

Departments for which mobility has been requested:

- Materials Science and Metallurgical Engineering
- Construction and Manufacturing Engineering
- Energy
- Mining Exploitation and Prospecting
- Electrical, Electronic, Computers and Systems Engineering
- Business and Administration
- Mathematics
- Statistics and Operational Research and Mathematics Didactics
- Computer Sciences
- Organic and Inorganic Chemistry
- Physical and Analytical Chemistry
- Department of Chemical and Environmental Engineering