

**CALL FOR INVITING STAFF FROM ENTERPRISES OR
RESEARCH INSTITUTES TO TEACH UNDER THE ERASMUS+
2019-2020 PROGRAMME**

EXPLANATORY MEMORANDUM

With the aim of encouraging innovation in the consortium's universities and encouraging the creation of university-industry links from an international perspective, these mobility grants are announced in accordance with the guidelines established by the European Commission for the Erasmus+ Programme.

I. Purpose

The purpose of this call for grants for international mobility within the framework of the Erasmus+ Programme is to award financial aid to company's staff, institutions or research institutes from other European countries (except university staff), in order to give lectures invited by staff of Campus Iberus universities within the framework of official studies, following these objectives:

- To promote knowledge transfer and experience on pedagogical methods between university staff and guest company staff from other European countries.
- To facilitate that students at our universities benefit from the knowledge and experience of guest staff from European companies;
- To establish links between universities and companies that allow the development of research in specific fields or collaboration in European projects.

2. COMMON PROVISIONS

The applications will be submitted by the teaching staff of Campus Iberus, the person making the application will be responsible for welcoming the participant and fulfilling the proposed work plan.

Guest staff must work in any public or private organisation in a programme country (except Spain) that is active in the labour market or in the fields of education, training or youth.

The invitation to university teaching staff is excluded from the call.

For example, staff from the following organisations are eligible:

- A public or private, small, medium or large enterprise (including social enterprises);
- A local, regional or national public body;
- A social partner or other representative of working life, including chambers of commerce, craft or professional associations and trade unions;
- A research institute or centre;
- A foundation;
- A school, institute or educational institution (at any level, from pre-school to upper secondary, including vocational education and adult education);
- A non-profit organisation, association or NGO;
- A body for academic advice, career guidance and information services.

Countries included in the Erasmus+ programme: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, United Kingdom, Republic of Northern Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey.

The invited staff must give at least 2 hours of teaching within the framework of official studies of one of the universities. During the stay the invited staff will carry out the rest of the activities described in the work plan of the application. 17 mobility grants will be allocated under this call.

Stays must have a minimum duration of 2 days and a maximum of 2 months, excluding days of travel. This call will finance a maximum of 5 academic day without prejudice to the fact that the scheduled visit by the staff may have a longer duration. The certificate of stay must state the effective days of the development of the activity.

Stays may take place between 1 January 2019 and 31 May 2020. Each applicant may submit a maximum of two applications in this call.

3. REQUIREMENTS

- a) Guest staff are employees of a company located in an Erasmus+ country that meets the requirements set out in point 2.
- b) The applicant must be part of the staff of one of the universities of Campus Iberus (contracted staff or civil servant) both at the time of submitting the application and at the time of enjoying the stay.
- c) Doing the mobility within the period indicated in the call.
- d) Provide the documentation indicated in the Call.

4. FINANTIAL CONDITIONS

Teacher mobility activities are funded by the Erasmus+ programme. The funding of this call has a total endowment of 17 mobilities.

4.1 Medical Insurance

During the stay, the beneficiary will be covered by an insurance that provides for health care, accidents, civil liability and repatriation. This insurance will be processed and paid by Campus Iberus.

4.2 Aid amount

Guest staff who are beneficiaries of an Erasmus+ grant under this call will receive the following financial support:

- a) *Travel aid*: Contribution to the travel expenses of participants from the place of origin to the place where the activity takes place (round trip). Distance calculation will be done using the European Commission's distance calculator and available on the web:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Taking into account the distance between the place of origin and the place of destination, the beneficiary will receive a unit amount of travel aid according to the following table:

Travel distances ⁶	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1500 EUR per participant

b) Accommodation and meals aid:

The total amount of accommodation and meals aid will be calculated on the basis of the stay justified by the beneficiary, taking into account the dates reflected in the Certificate of Stay. For the purpose of calculating the total amount of aid, the duration of the stay will in no case exceed 5 days. The daily amount of the aid will be 105€.

Example: A guest staff from a company in Rome who stays from Monday to Friday at the University of Lleida (983Km) will receive 275€ for travel assistance and 525€ for accommodation and food assistance.

4.3 Payment method

The payment of the total amount of aid will be split in two:

1. 70% of the total amount at the beginning of the mobility;
2. 30% of the total amount after ayuda after the beneficiary has sent the EU online questionnaire.

5. APPLICATIONS

The application forms and complementary information are available through the website: www.campusiberus/atracionalento

Applications must be accompanied by the following documentation:

- a) CV of the guest staff of the company or entity.
- b) Anticipated mobility agenda that will have been designed jointly with a PDI/PAS of a Campus Iberus university in which the work plan of the stay is included. (Annex I)
- c) Acceptance letter signed by the applicant and the guest. (Annex II)

The granting of this aid does not exempt university staff from notifying their university of the stay of company or entity guest staff in accordance with the regulations of each university.

6. LOCATION AND DEADLINE FOR THE SUBMISSION OF APPLICATIONS

Applications, together with the required documentation, must be sent by 25 November at 12:00 noon in PDF format to:

movilidad@campusiberus.es

6.1 Applications resolution

At the end of the deadline for submission of applications, the provisional list of accepted and excluded applications, as well as the reasons for this decision, will be made public on the website www.campusiberus.es/movilidades

6.2 Selection procedure

The criteria for the selection of participants will follow the following scale:

- Content of the work plan of the stay, any complementary activity to the training that generates impact in more than one university of the consortium (up to 15 points) will be evaluated positively.
- Participation in an inter-university research consortium Iberus Campus (10 points)
- University staff who have participated in projects and/or actions linked to the Campus Iberus consortium, excluding Erasmus+ mobility grants. (5 points)

In order to guarantee the participation of a greater number of staff, only a second mobility request per person will be considered in the event that 100% of the scholarships applied for are not given.

7. OBLIGATIONS OF EXECUTORS

Participation in this call will mean that teachers accept their rules and, consequently, the specific conditions of participation in the programme for which they have been selected.

The staff of the Iberus Campus universities must comply with the following obligations:

1. Accept the place written within the period indicated in accordance with the conditions of the preceding paragraph
2. Once the candidates have been selected and before starting mobility, they must formalise the work agenda in the "Mobility Agreement" document that will be provided by Campus Iberus, any change in the document will require written authorisation.
3. To carry out the activities for which aid is granted.
4. Before the arrival of the invited staff, sign the grant agreement required by SEPIE and present the Mobility Agreement that must be formally approved by Campus Iberus and the corresponding university.
5. At the end of the stay and within one month after completing the stay, it is compulsory to send by post the original official certificate of the stay of the invited personnel issued by the person directly responsible for the applicant to the offices of Campus Iberus. This certificate will specify the exact number of days. The payment of the aid will be made according to the days of stay indicated on the certificate.
6. Invited company staff has to complete the EU online questionnaire at the end of their stay.



7. Communicate in writing to Campus Iberus any justified cause that could prevent the beneficiary from making the agreed teaching visit.

Non-compliance with the terms of the call , as well as the concealment of data, its alteration or manipulation may be cause for the rejection or annulment of the aid and , where appropriate, repayment of sums wrongly received , or receivables.

8. OBLIGATIONS OF CAMPUS IBERUS

Campus Iberus shall carry out the administrative formalities involved in the management of the mobility and will advise all stakeholders.

9. DATA PROTECTION

In accordance with current legislation on the protection of personal data (Regulation (EU) 2016/679, of 27 April), the personal data provided by applicants will be processed by the Consortium of Campus Iberus as responsible for processing, being its President the competent body in the matter (campusiberus@campusiberus.es) to whom access rights, rectification, limitation, opposition or portability may be exercised, specifically indicating the cause of the request and attaching a copy of the identity document.

If not satisfied in the exercise of their rights, the applicants can go to the Data Protection Delegate of the Consortium (dpd@unizar.es) or in claim to the Spanish Data Protection Agency through the forms that this entity has enabled for this purpose and that are accessible from its website: <https://www.aepd.es>.

10. APPEAL

A contentious-administrative appeal may be filed against this Resolution, which exhausts the administrative route in accordance with the provisions of article 6.4 of Organic Law 6/2001, of 21 December, on Universities, within a period of two months starting from the day following the publication of this Resolution, before the Administrative-Contentious Court of Zaragoza, in accordance with the provisions of articles 8.3 and 14.2 of Law 29/1998, of 13 July, regulating the Administrative-Contentious Jurisdiction, in accordance with the provisions of articles 8.3 and 14.2 of Law 29/1998, of 13 July, regulating the Administrative-Contentious Jurisdiction, in accordance with the provisions of Law 29/1998, of 13 July, regulating the Administrative-Contentious Jurisdiction.

Alternatively, this Resolution may be appealed before this same body within one month from the day following the publication of this resolution, in which case the aforementioned contentious-administrative appeal may not be filed as long as there is an express Resolution or there has been a presumed rejection of the replacement appeal filed, in accordance with the provisions of articles 30.4, 123 and 124 of Law 39/2015, of 1 October, on Common Administrative Procedure of Public Administrations.

In Zaragoza on September 11, 2019

Julio Rubio
President of Campus Iberus

*In case of discrepancy between different language versions, the Spanish version shall prevail.