

Erasmus+ KA171 call: mobility for academic and administrative staff in partner countries

2022/2023 Academic year. CPIFP Los Enlaces

The Erasmus + program is the European exchange program in the fields of education, training, youth, and sport. Within the Erasmus+ programme, the International Credit Mobility (ICM) KA171 action encourages mobility of students, teachers and administrative staff between EU countries and partner countries who cannot participate in the Erasmus+ programme.

The CPIFP Los Enlaces was awarded 5 incoming international mobility for visiting staff or teachers/lecturers for the academic year 2022/2023, from University of New York Tirana in Albania to Centro Público Integrado de Formación Profesional (CPIFP) Los Enlaces in Zaragoza (Spain). 4 of those incoming mobilities have been awarded, and there is one mobility pending of international staff office.

This notice of competition describes the submission procedure, deadlines, and distribution criteria of the incoming staff mobility under the Erasmus+ KA171 Programme **2022-1-ES01-KA171-HED-000073840**.

General conditions

1. Requirements for applicants

- 1.1. Applicants of the Erasmus+ KA171 mobilities shall:
 - A. Be administrative or teaching (EQFM level 5) staff at UNYT in the academic year 2022/2023. **Master's or PhD administrative or teaching staff will not be accepted.**
 - B. Accredit a B2 English level, under the Council of Europe's Common European Framework of Reference for Languages (CEFR).
 - C. Hand in the documentation indicated in sections 6 and 10 of this call.

2. Distribution criteria and tasks

- 2.1. Each of the mobilities has the following restrictions and actions to be performed during the stay at CPIFP Los Enlaces:
 - 2.1.1. Type 1: administrative mobility staff from the international office at UNYT doing a job-shadowing at CPIFP Los Enlaces regarding the study of cooperation between the organizations for further teacher and student mobilities. As it is the first project between the organizations, this type of mobility is prioritized, to a maximum number of 2 mobilities.
 - 2.1.2. Type 2: lecturer of the undergraduate programmes in "Software Engineering", "Graphic design", "Marketing", "Business informatics" doing a job-shadowing at CPIFP Los Enlaces. This type of mobility could teach 8 hours of teaching matched in student's curricula.
- 2.2. This list could be subject to change during the selection process as amendments may occur to the bilateral agreement signed between the CPIFP Los Enlaces and UNYT.

3. Duration of the stay

- 3.1. The mobility provides a grant for 7 days (5 days in CPIFP Los Enlaces and 2 travel days to the destination). As part of the mobility, an internal trip in Zaragoza may occur to company placements.

- 3.2. Provisionally, the mobility period in CPIFP Los Enlaces will take place between **15th May 2023 until the 19th May 2023**. These dates are subject to change if the mobility departments at both organizations agree on the change.

4. Amounts and payment modalities

- 4.1. The mobilities are funded by the European Union, through the Spanish Service for the Internationalization of Education (SEPIE).
- 4.2. The grant contributes the following amounts to travel and subsistence costs:
- Travel aid: 275 euros.
 - Subsistence cost: 160 euros per day, up to 7 days.
- 4.3. In the case the beneficiaries require a visa, it must be paid individually, and provide a copy of the visa to CPIFP Los Enlaces mobility department. The mobility department of CPIFP Los Enlaces will provide an invitation letter to the beneficiary upon request.
- 4.4. Beneficiaries must acquire liability, accident, and health insurance for the stay and provide a copy of the visa to CPIFP Los Enlaces mobility department.
- 4.5. 80% of the aid will be transferred to the awarded participant before the mobility, and 20% when the mobility has finished and the participant has handed in all reports.
- 4.6. Transfers will be done in euros. Rate exchanges applied by banks during the transfer are responsible of the awarded participant and will not be paid by CPIFP Los Enlaces.



5. Submission of applications

- 5.1. The submission of applications will be done online, using this [link](#).
- 5.2. The applications shall be sent from the 13th of February 2023, until the 15th of February 2023 at 14:00 both inclusive.
- 5.3. Applications submitted after the deadline will not be considered.

6. Documentation of the procedure

- 6.1. In addition to the online submission, the participants must send before the deadline of the application:
- 6.1.1. A list of merits, submitted using this [link](#).
- 6.1.2. All merits, numbered and scanned, sent in a compressed file by email to movilidad@cpilosenlaces.com.
- 6.1.3. Proof that the participant is staff at UNYT during the 2022/2023 academic year and the type of tasks developed by the participant (as of the types described in section 2.1 of this document).
- 6.2. Applications submitted after the deadline will not be considered

7. Selection procedure

7.1. Among all participants who submitted the request, they made three prioritized listings:

- A. List A: List of participants of type 1 as listed in section 2, and participants with special needs. A maximum of 4 participants could be included in this list.
- B. List B: List of participants of type 2 as listed in section 2. A maximum of 4 participants could be included in this list
- C. List C: List of participants who are not part of the academic departments listed in section 2. These participants are subject to participate only if CPIFP Los Enlaces has the possibility of providing a job-shadowing for their stay.

7.2. Participants will be ordered, in each list, according to the following criteria

Criteria 1 - Academic merits (maximum 10 points)

Section 1	Description	Awarded points
Section 1.Ph.D. and Master	Ph.D. or Doctorate	3 points
	Extraordinary prize in a Ph.D.	1 point
	For every official master's degree	2 points
1.2. University degrees	For each 4-year degree	3 points
	For each 3-year degree	2 points

Criteria 2 - Languages (maximum 7 points)

Section 2	Description	Awarded points
Section 2.1. English level	Level C2 CEFR	3 points
	Level C1 CEFR	2 points
	Level B2 CEFR	1 point
Section 2.2. Spanish level	Level C2 CEFR	4 points
	Level C1 CEFR	3 points
	Level B2 CEFR	2 points
	Level B1 CEFR	1 point

Criteria 3 - Publications (maximum 3 points)

Section 3	Description	Awarded points
Section 3.1. Publications in books	Author	0.5 points
	Co-author	0.25 points
	3 or more authors	0.1 points
Section 3.2. Publications in scientific journals, magazines, or artistic outcomes	Author	0.2 points
	2 or more authors	0.1 points

In the case of books, in addition to the copy corresponding must submit a certificate from the publisher stating the title of the book, author/s, ISBN, legal deposit and date of first publication, and dissemination of these has been in bookstores or distribution centres in the case of educational books.

In the case of magazines, in addition to the copy corresponding must present a certificate stating the number of copies, distribution sites, and selling or scientific and educational association legally constituted to which the journal is the publication title, author / s, ISSN, or ISMN, legal deposit, and release date.

Criteria 4 – Expected detailed impact and dissemination (maximum 2 points)

Brief report in which the participant indicates how this mobility is expected to improve teaching in UDG or substantially increase the relationship between UDG and CPIFP Los Enlaces.

In case no impact is described, the candidate will not be considered in the selection process.

8. Resolution of the notice

- 8.1. The provisional resolution of awarded applicants will be published on February 16th, 2023.
- 8.2. Between February 16th, 2023, and February 20th, 2023, inclusive, interested parties may claim the provisional resolution.
- 8.3. The final resolution of awarded applicants will be published on February 21st, 2023.
- 8.4. Places will be allocated to applicants on priority list A, according to the criteria mentioned in section 7. Once this allocation is done, with a maximum of one mobility, the remaining mobilities will be assigned to applicants at the prioritized list B, also according to the criteria mentioned. Finally, the remaining mobilities will be assigned to the applicants in the prioritized list C.
- 8.5. In case of tie in any list, a special needs teacher will be selected, if any. If there are no teachers with special needs, equal participation of male and female in the process will be selected. In case of final tie, a public draw will be held.
- 8.6. Applicants not awarded will form a waiting list, sorted according to priority listings and points indicated in section 7.
- 8.7. CPIFP Los Enlaces will provide an invitation letter for the participants individually, so they can apply for the UNYT's internal procedures for the mobilities.

9. Resignation

- 9.1. Applicants may resign from participation in the program by writing their resignation until 25th February 2023 inclusive and emailing movilidad@cpilosenlaces.com.
- 9.2. In the case of the resignation of a participant, the grant will be awarded to the first applicant on the waiting list, which will have a school day to accept the mobility. Failure to accept it, the mobility will be awarded to the next applicant on the waiting list until the end of the list of candidates in all waiting lists.

10. Additional documentation

- 10.1. In addition to selection list, one month before the mobility the participants shall send to movilidad@cpilosenlaces.com:
 - Copy of their visa (if needed)
 - Copy of their insurance (liability, accident, travel and health insurance)

Proof that the participant is staff at UNYT during the 2022/2023 academic year and the type of tasks developed by the participant (as of the types described in section 2.1 of this document).
- 10.2. The beneficiaries of mobility must sign documentation of the Spanish Service Internationalization of Education (SEPIE) associated with mobility.
- 10.3. At the end of the stay, beneficiaries must submit, within 15 days after the return date, the **original tickets or boarding cards**, original stay certificate signed and stamped by the host institution, and **memory** of the activities.

11. Recognition of the stay

- 11.1. Participants will receive, at the end of their stay, a certificate from CPIFP Los Enlaces with the main activities performed.
- 11.2. Participants will receive the Europass mobility document

11.3. Participants will receive professional recognition at UNYT, in the means of a diploma

12. Dissemination of the stay

The visit will be shown in social network, media and websites of both CPIFP Los Enlaces and UNYT. The participants will also disseminate their stay at UNYT upon return.

The submission of the application implies acceptance of all the terms of the bases present in this call.

The Erasmus+ KA171 project is funded by the Erasmus+ program of the European Union. The content of this call is the sole responsibility of the CPIFP Los Enlaces and neither the European Commission nor the Spanish Service for the Internationalization of Education (SEPIE) are responsible for the use made of the information contained therein.