



Call for applications for direct grants for international mobility at the University of Oviedo, under the Erasmus +KA107 programme "Mobility of students and staff between programme and partner countries" aimed at:

- **Incoming students for Bachelor's, Master's or PhD studies and incoming staff (teachers and managers), during the academic year 2022-23.**

One. Features of the mobilities.

a) For incoming students:

- 1.1. Mobilities for undergraduate and postgraduate courses will be aimed at taking subjects from courses taught at the University of Oviedo.
- 1.2. For PhD studies, mobilities will be aimed at conducting research tasks, according to the work plan or research tasks agreed with the student's doctoral advisor.
- 1.3. Applicants' home institutions for this call are attached as Appendix I to this procedure.

b) For incoming staff:

- 1.4. Applicants' home institutions for this call applications are attached as Appendix II to this procedure.

Two. Eligibility. Applicants must meet these conditions:

- 2.1. Being a citizen of one of the countries listed in the Appendices for this call for applications.
- 2.2. Having sufficient working knowledge of Spanish or, if the planned activities are to be carried out in that language, of English
- 2.3. Undergraduates and graduate students need to be enrolled in their home institution at the time of making the application and throughout their stay.
- 2.4. In the case of teaching and research staff or administration and services staff, they must be actively working at their home institution and have academic permission from that institution.

Three. Duration and financing of mobility stays.

- 3.1. For study mobilities, minimum duration will be 3 months, with a maximum of 5 months per type of qualification (bachelor's, master's or PhDs). The maximum grant for the stay will be 5 months.
- 3.2. For teaching mobilities, the maximum duration of the stay will be 5 days, plus 2 travel days. It must include at least 8 hours of teaching per week. Mobilities can take place up until 31 July 2023.
- 3.3. For incoming staff, the maximum duration of the stay will be 5 days, plus 2 travel days.

Four. Amount of the grant.



4.1. The amount of direct grants will be as set out in Appendix 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 line with the Erasmus+ Programme Guide, selected participants will receive grants for the following areas:

4.2.1. Individual grant:

- a) Students: €850 per month.
- b) Staff: €160 per day.

4.2.2. Grant as a contribution towards travel costs based on the distance between the sending and recipient organisations, as follows:

| Distance in kilometres | Amount paid |
|------------------------|-----------------------|
| 10 - 99 km | €20 per participant |
| 100 - 499 km | €180 per participant |
| 500 - 1999 km | €275 per participant |
| 2000 - 2999 km | €360 per participant |
| 3000 - 3999 km | €530 per participant |
| 4000 - 7999 km | €820 per participant |
| 8000 or more: | €1500 per participant |

Please note: "distance in kilometres" represents the distance between the place of origin and the place where the activity is carried out. "Amount paid" covers a contribution both for the outward journey to the place where the activity is carried out as well as the return journey.

Five. Criteria for awarding the grant.

- **Erasmus+ mobilities for students:**

5.1. Applicants will be ranked based on 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 course being applied for) (30%).

Official certificates of language proficiency will be assessed according to the following criteria:

- 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 Evaluation Committee may take into account accreditation of language competence by means other than official certificates.

- **Erasmus+ mobilities for staff:**

5.2. Applicants will be ranked based on the following criteria:

5.2.1. Knowledge of Spanish or English.

5.2.2. Other requirements:

- In the case of teaching mobilities: a teaching programme accepted by the University of Oviedo.
- Letter of invitation from the University of Oviedo.

Six. Procedure and documentation.

6.1. Applications will be made online using the following online platform <https://sies.uniovi.es/pae>

6.2. This platform has a user area to which the following documents must be incorporated:

- CV
- Valid international passport.
- Language accreditation.
- Personal statement.

6.2.1. In addition to the documents above, students also need to provide the following:

- Academic certificate.
- For postgraduate courses and PhDs, University degree certificate or any other document proving they have access to postgraduate studies.
- For PhD students: a summary of their doctoral thesis and proposal for the research that they intend to carry out during their stay, as well as a letter of pre-acceptance by the University of Oviedo.

6.2.2. In addition to the documents above, staff also need to provide the following:

- Certificate stating their contractual status with the university of origin.
- In the case of teaching mobilities: a teaching programme accepted by the University of Oviedo.
- Letter of invitation from the University of Oviedo.

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

7.1. The submission, processing and pre-selection of applications will be carried out between 1 June and 30 June, 2022 via the <https://sies.uniovi.es/pae> platform, both by the applicants themselves and by their home universities.

7.2. The application period stated in 7.1. is valid for semester 1 and for the full academic year 2022-23.

7.3. If there were still places remaining, a new nomination period will open in November 2022 (1 to 30) for stays to take place during the second semester of academic year 2022-23.



7.4. Each participating university will pre-select their students and staff and upload the result of the pre-selection for each applicant to the platform. They will also send the University of Oviedo a report with the result of the pre-selection process via the <https://sies.uniovi.es/pae> platform.

7.5. The final selection of participants and list of substitutes will be determined by the committee as stated under Section 8.1., in line with the priority order stated in the minutes sent via the platform by each of the participating universities.

7.6. Participating universities and applicants will be notified of the final selection via the <https://sies.uniovi.es/pae> platform.

Eight. Evaluation Committee.

8.1. The Evaluation Committee will be made up of the following people:

- Chair: The Vice-rector for International Development. Substitute: the Vice-rector for University Extension.
- Members:
 - o The director of University Mobility. Substitute: The director of University Extension.
 - o The director of International Development. Substitute: The director of Cooperation, Third Sector and Social Responsibility.
 - o A student, member of the Governing Council, as proposed by the Vice-rector of International Development.
 - o The head of the International Development Service. Substitute: head of the International Programmes Economics Section.
- Incumbent secretary: The head of the International Programmes Section. Substitute: The head of the Collective Agreements and Calls for Applications Unit.

Nine. Decisions arising from the procedure.

9.1. The competent body for arranging and managing the procedure to award grants is the Vicerector Department for International Development, whose duly substantiated provisional decisions will be based on the file and report from the Evaluation Committee. This will include the list of proposed beneficiaries of grants, the list of substitutes and an evaluation of the merits of the applicants. It will be published on the following University of Oviedo website address: <http://www.uniovi.es/internacional/extranjeros/movilidadaserasmus>

9.2. The Rector will issue a decision within 15 days from the date of the definitive proposed decision, and this will be published on the aforementioned website.

Ten. Acceptance and rejection.

Grant beneficiaries have 10 days from the day after grant is published to communicate whether they accept or reject the offer via the <https://sies.uniovi.es/pae> platform. If no acceptance is received within this period, it will be deemed that the beneficiary is turning down the mobility grant, and it will be offered to the next person on the list of substitutes.

Eleven. Obligations of grant recipients



11.1. In accordance with Article 14 of the General Subsidies Act 38/2003, of 17 November, recipients must adhere to the following requirements:

- a) Use the grant for the purpose for which it is intended.
- b) By accepting the Erasmus+ mobility, the beneficiary agrees to comply with any applicable requirements established by specific mobility programmes. Failure to comply with the stipulations of the programme will imply that the beneficiary must repay any mobility grant(s) received, except for situations of force majeure.
- c) Agree to any necessary checks to verify, where appropriate, that the conditions relating to the grant have been met.
- d) Notify the awarding body of any other subsidies, grants, income or resources that finance the subsidised activities. This notification must be made as soon as it is known and, where appropriate, prior to the justification of the use made of the funds received.

11.2. Before arriving, students must:

- a) Contact the agreement coordinator at their home university, to establish the study programme/learning agreement for the bachelor's degree, master's degree or PhD during the the mobility, as well as for receiving information about the host university, infrastructure and academic recognition of any studies to be carried out during their stay.
- b) Make sure their study programme/learning agreement is agreed and signed, prior to the mobility, by both the home university agreement coordinator and the agreement coordinator at the University of Oviedo. The agreement will then be uploaded by the student to the platform, <https://sies.uniovi.es/pae>.

11.3. Upon arrival at the University of Oviedo, students will

- a) Register at the International Support Office.
- b) Sign the grant agreement forms and present any required documents relating to their mobility – including proof of compulsory medical insurance, accident and/or civil liability insurance covering the entire period of the stay at the University of Oviedo. It is also advisable for students to take out insurance for repatriation and specific medical treatment.
- c) Enrol for the required number of credits (depending on the period of stay) through the Administration Department of the University of Oviedo campus where they will be conducting their mobility-related studies. If, during their stay at the University of Oviedo, they should give up their mobility, they must notify the agreement coordinator and the International Support Office.

11.4. At the end of the stay, students will:

- a) Receive an email inviting them to complete an online *EU Survey* questionnaire 30 days before the end of their mobility period. This must be completed by the participant prior to leaving. Completing this process is mandatory in order to receive the grant.
- b) The International Support Office will provide a Certificate of Stay (either digital or on paper) that confirms that the mobility has been completed.
- c) The *Transcript of Records* will be sent to students and to their home university.



11.5. For staff mobilities, upon arrival, grant holders must:

- a) Register at the International Support Office.
- b) Sign the grant agreement forms and present any required documents relating to their mobility – including proof of compulsory medical insurance, accident and/or civil liability insurance covering the entire period of the stay at the University of Oviedo. It is also advisable for visitors to take out insurance for repatriation and specific medical treatment.

11.6. At the end of their stay, visiting staff will:

- a) Receive an email inviting them to complete a mandatory online *EU Survey* questionnaire before the end of their mobility period. No grants will be paid should the survey not be completed.
- b) The International Support Office will provide a Certificate of Stay (either digital or on paper) that confirms that the mobility has been completed.

11.7. The University of Oviedo will not be responsible for any damages or debts incurred by the grant beneficiary during the period of the grant.

Twelve: Payment of the grant.

12.1 For students:

The Erasmus+ KA107 mobility grant will be paid by bank transfer to the beneficiary's bank account, the details of which are to be provided on the University of Oviedo's third-party creditors bank details form. The payment will be made in two instalments: the first instalment covering 70% of the individual support grant plus the amount for the travel grant, which will be paid within 30 days of the grant agreement being signed; and a second instalment, covering 30% of the individual support, which will be paid once the mobility period has been completed and it has been confirmed that the *EU Survey* questionnaire has been filled in (this is an essential condition for receiving the second part of the grant payment).

12.2 For staff:

The Erasmus+ KA107 mobility grant will be paid to the beneficiary in one single instalment at the beginning of the stay, once the grant agreement has been signed by both parties. Likewise, the participant must complete and send the online *EU Survey* questionnaire within 30 calendar days of receiving the invitation to complete it (this is an essential condition for receiving the grant).

Thirteen: Withdrawal of and repayment of the grant.

13.1. Reimbursing the amounts paid, plus applicable interest for late payment from the time of payment of the grant up until the date on which it is agreed that the reimbursement is applicable, will be demanded under the following circumstances.

- a) Where the grant has been obtained by falsifying any of the requisite conditions or concealing any that would have prevented it from being granted.
- b) Total or partial non-fulfilment of the purpose of the activity.
- c) Failure to comply with the requirement to provide evidence of use, or insufficient evidence, at the end of the mobility.
- d) In general, failure to comply with the obligations required of the beneficiaries or the commitments they assume, arising from the grant being awarded.
- e) Any other reasons provided for under the General Subsidies Act.



- 13.2. Partial failure to comply with the purposes for which the grant was given or to provide evidence shall mean that a percentage of the grant, proportional to the activity not done or for which no evidence is provided, will need to be re-paid.
- 13.3. Failure to meet the other obligations will result in 100% of the grant having to be repaid.
- 13.4. The agreement through which the repayment procedure is initiated must state its reason, along with the requirements that have not been met and the amount of the grant in question.
- 13.5. Upon receipt of the start of the refund procedure, the grant recipient has up to 15 days to present any allegations and documentation they consider relevant. The Resolution confirming the requirement to repay must be made by the competent body and be notified to the grant recipient.
- 13.6. Amounts to be reimbursed will be treated as income under public law, and are to be collected in accordance with the provisions laid down for that type of revenue under the revised text of the Principality of Asturias' economic and budgetary regime, approved by Legislative Decree 2/1998, of 25 June.

Fourteen: Sanctioning regime and supplementary regime.

- 14.1. The infringements and penalties regime for subsidies and grants shall be governed by the General Subsidies Act 38/2003, of 17 November, and by Chapter VI of Legislative Decree 2/1998, of 25 June, which approved the consolidated text of the economic and budgetary regime.
- 14.2. For anything not covered in this call for applications and its rules, the provisions of the General Subsidies Act 38/2003, of 17 November, shall apply along with its regulations, approved by Royal Decree 887/2006, of 21 July; Decree 71/1992, of 29 October, of the Principality of Asturias, which governs the General Regime for Awarding Grants, as amended by Decree 11/2000; the Common Administrative Procedure of Public Administrations Act 39/2015 of 1 October; and the Public Sector Legal Regime Act 40/2015, of 1 October.