

Erasmus+ KA107 notice of competition: mobility for academic and administrative staff in partner countries

Academic year 2021/2022. CPIFP Los Enlaces

The Erasmus + program is the European exchange program in the fields of education, training, youth, and sport for the period 2014-2020. Within the Erasmus+ programme, the International Credit Mobility (ICM) KA107 action encourages mobility of students, academic and administrative staff between EU countries and partner countries who cannot participate in the Erasmus+ programme.

The CPIFP Los Enlaces was awarded 1 incoming international mobility for administrative or academic staff for the academic year 2021/2022, from Ivane Javakhishvili Tbilisi State University (TSU) to CPIFP Lo Enlaces.

This notice of competition describes the submission procedure, deadlines, and distribution criteria of the incoming staff mobility under the Erasmus+ KA107 Programme **2020-1-ES01-KA107-080654**.

General conditions

1. Requirements for applicants

1.1. Applicants of the Erasmus+ KA107 mobilities shall:

- A. Be administrative or academic (EQFM level 5) staff at TSU in the academic year 2021/2022.**
- B. Accredited 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 notice of competition.**

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 at TSU doing a job-shadowing at CPIFP Los Enlaces regarding the study of cooperation between the organizations for further teacher and student mobilities in “Commerce” and “IT” and implementation, follow-up, and evaluation of mobility programs. **As it is the first project between the organizations, this type of mobility is prioritized.**
 - 2.1.2. Type 2: academic staff of “Marketing” and “IT” departments, doing a job-shadowing at CPIFP Los Enlaces. This type of mobility may teach 4 hours of class (partial mobility in teaching) if the candidate provides a subject of interest to CPIFP Los Enlaces that could be 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 TSU.

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 the region may occur to company placements.
- 3.2. Provisionally, the mobility period in CPIFP Los Enlaces will take place between 31st January 2022 and 4th February 2022. 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: 530 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. Participation in European mobilities

5.1. Beneficiaries in these mobilities should participate in the reception of the Spanish teacher's mobilities that will take place in April or May 2021.

6. Submission of applications

6.1. The submission of applications will be done online, using this [link](#).

6.2. The applications shall be sent from the 1st of November 2021, until the 19th of November 2021 at 12:00 both inclusive.

6.3. In addition to the online submission, the participants must send before the deadline of the application:

6.3.1. A list of merits, submitted using this [link](#).

6.3.2. All merits, numbered and scanned, sent in a compressed file by email to movilidad@cpilosenlaces.com.

6.3.3. Proof that the participant is an administrative staff at TSU during the 2021/2022 academic year and the type of tasks developed by the participant (as of the types described in section 2.1 of this document).

6.4. 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 of participants of type 1 as listed in section 2.

B. List of participants of type 2 as listed in section 2.

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 centers 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 TSU or substantially increase the relationship between TSU and CPIFP Los Enlaces.

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

8. Resolution of the notice

- 8.1. The provisional resolution of awarded applicants will be published on November 26th, 2021.
- 8.2. Between November 29th, 2021, and December 3rd, 2021, inclusive, interested parties may claim the provisional resolution.
- 8.3. The final resolution of awarded applicants will be published on December 9th, 2021.
- 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, 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. Applicants not awarded will form a waiting list, sorted according to priority listings and points indicated in section 7.
- 8.6. CPIFP Los Enlaces will provide an invitation letter for the participants individually, so they can apply for the TSU's internal procedures for the trip.

9. Resignation

- 9.1. Applicants may resign from participation in the program by writing their resignation until 23rd December 2021 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. Documentation to be submitted by awarded participants in mobility

- 10.1. In addition to the merits listed in section 7, 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)
- 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.

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

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