



**ERASMUS+: KA171 / HIGHER EDUCATION STAFF MOBILITY BETWEEN
PROGRAMME COUNTRIES AND COUNTRIES NOT ASSOCIATED TO THE
PROGRAMME**

UNIVERSITY OF BURGOS

CALL FOR APPLICATIONS FOR INCOMING STAFF MOBILITY FOR TRAINING.

Within the framework of the ERASMUS+ Programme 2024-1-ES01-KA171-HED-000211331 with the participation of University of Burgos (UBU), Spain, as Coordinating Institution and as Partner Institutions those listed below, the present call **offers 17 grants for Academic and/or Administrative Staff to undertake a training period at University of Burgos within the framework of the Staff Week that will be held from October 5th to 9th, 2026:**

Country	Higher Education Institution	Number of grants
Argentina	Universidad Nacional del Centro de la Provincia de Buenos Aires (UNICEN)	1 GRANT
Argelia	Université de Tlemcen	1 GRANT
Brazil	Universidade Federal de Bahia	1 GRANT
Ivory Coast	Université Felix Houphouet Boigny	5 GRANTS
Ivory Coast	Université Alassane Quattara	5 GRANTS
Morocco	Université Abdelmalek Essaadi	1 GRANT
México	Sistema CETYS Universidad	1 GRANT
Ukraine	National Technical University of Ukraine Igor Sikorsky Kyiv Polytechnic Institute	1 GRANT
Ukraine	Taras Schevchenko National University of Kyiv	1 GRANT

Partners involved in this call are committed to make it public in their respective websites and/or other means that they consider to ensure fair, transparent and documented procedures and equal opportunities to participants eligible for mobility.

1º Aim of this Call:

The purpose of this mobility is the training and mutual knowledge of participating institutions, which will facilitate future strategic cooperation actions.

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2º Mobility Period:

The International Staff Week will be held at UBU from October 5th to 9th, 2026.

3º Candidates:

Academic or Administrative Staff from the above-listed Partner Institutions. The candidate must be a staff member on the Institution's payroll.

4º Training Activity:

The selected staff will participate in our International Week, which will offer activities on the internationalisation of universities, citizenship and the dissemination of European values, as well as the promotion of inclusion.

5º Financial Support:

Grants will be financed by the European Commission through the Spanish National Agency, SEPIE, with funds from the Erasmus-2024-1-ES01-KA171-HED-000211331 project from budget allocation 30.19K124.332AI-487.02 (2026 financial year).

Total Budget for this call: 39.000 €.

The financial allocation for each grant will be as follows:

- **Travel expenses:** travel aid from the home institution to the University of Burgos up to the maximum amount according to the [Erasmus+ distance calculator](#):
 - Between 100 and 499 km: 285 € per participant
 - Between 500 and 1999 km: 417 € per participant
 - Between 2000 and 2999 km: 535 € per participant
 - Between 3000 and 3999 km: 785 € per participant
 - Between 4000 and 7999 km: 1188 € per participant
 - 8000 km or more: 1735 € per participant
- **A daily allocation of 170 €** for maintenance during 5 training days and two travel days other than the days of activity, provided they are justified.
Maximum amount: 1.190 €
- **100 € will be provided in concept of medical and accidents insurance** that includes medical assistance and repatriation in the event of death. The University of Burgos has signed an agreement with [Seguros OnCampus](#). In order to be able to receive this aid, the grantee will contract this insurance and send a copy of it to the [International Relations Service of the UBU](#).
- **Support for inclusion for participants with special needs:** additional assistance aimed at covering expenses related to special needs due to duly accredited disabilities, physical and/or mental problems. You can apply for this through the call for applications found at the following [link](#), although it is advisable to contact the International Relations Service first.

These aids are intended to fulfil the mandate of internationalisation as indicated in the preamble and in Articles 23 and 27 of Organic Law 2/2023 of 22 March on the University System, and are therefore exempt from personal income tax, in accordance with Law 35/2006 of 28 November on personal income tax.

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6° Submission of applications:

Partners involved in this call are committed to make it public in their respective websites and/or other means that they consider to ensure fair, transparent and documented procedures and equal opportunities to participants eligible for mobility.

Partner Institutions will establish the way applications must be submitted.

Documents required:

- Application form.
- Staff Mobility Agreement
- Letter of motivation indicating your teaching or work area at your home institution and the relevance of the mobility programme for your home institution.

NOTE: All the documents must be provided in Spanish or English.

7° Application Deadline: February 28th, 2026.

The maximum resolution period shall be two months, after which administrative silence shall be deemed negative.

8° Selection criteria and process:

The selection process comprises three stages:

- **Evaluation and validation of candidates:** will be done by the evaluation committee composed of those responsible at the partner institution, through the verification of all the documents submitted. Candidates will be validated according to their Institution's internal rules and following the directions of the Erasmus+ KA171 Programme. The following criteria will be considered:
 - o Experience in internationalization: 40%
 - o Motivation: 20%
 - o Relevance of the proposal for the home Institution: 20%
 - o Seniority: 20%
- **The evaluation committee of each Institution will propose a list of candidates** that meet the requirements established in this call and a reserve list.
- **This proposal will be sent to University of Burgos**, where applications selected by the Partner Institution will be afterwards evaluated by an Evaluation Committee:
 - Dr. José María Cámara Nebreda, Director of International Outreach.
 - Mr. Simón Echavarría Martínez, General Manager
 - Ms. Cristina Zaldivar, Head of the International Office.
 - Ms. Asunción Albuín, Responsible for Incoming Students.

The International Relations Service will be the instructing body which, after evaluating the applications and receiving the report from the Evaluation Committee, will draw up the list of proposals for the award of grants, naming the selected candidates and a reserve list for each of the places offered.

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The Vice-Rectorate for Internationalisation, Cooperation and Strategic Alliances will issue the resolution, which will be published on the official notice board of the University of Burgos (e-Office) and on those of the institutions participating in this call, within two months of the deadline for submitting applications. Outside this deadline, administrative silence will be considered negative.

No candidate will be discriminated against on grounds of sex, race or any circumstances other than their academic merits or motivation.

In the event that any places at any university remain unfilled, these may be allocated to another university in the same country.

9º Processing of the file and obligations of the selected personnel:

The International Relations Service will process the administrative file.

Within a maximum period of two months from the submission of the application, having reviewed the report of the Evaluation Committee, the Vice-Rectorate for Internationalisation, Cooperation and Strategic Alliances will publish a provisional resolution with the proposals for accepted and rejected applications on the University of Burgos notice board (e-Office) and on those of the institutions participating in this call, and will establish a period of 10 working days from the day following publication to correct errors and/or provide documentation. Once this period has expired, the final resolution on the award or rejection will be published, with the list of selected candidates and alternates.

Once this period has expired, administrative silence will be deemed to be negative.

10º Grantee's Commitments:

- Accept the grant.
- Comply with the Erasmus+ regulations and fill in and provide all the required documents in terms of admission and grants payment.
- Make trip and insurance arrangements.

11º Cancellations:

Once the grant has been awarded, and if the mobility is not going to be carried out on the planned date, the resignation must be communicated as soon as possible to the International Relations Service of the University of Burgos. Resignations that may be detrimental to the participation of other members who have been left as substitutes or that involve the return of funds to the National Erasmus Agency (SEPIE), may result in the non-awarding or consideration as "non-preferential" in the awarding of other Erasmus grants in subsequent editions, except in the case of force majeure.

Refunds:

If a participant is unable to fulfil his/her obligations due to force majeure and has already received part of the grant, the Erasmus National Agency (SEPIE) will be consulted as to whether a full or partial refund of the funds obtained is appropriate. If the activity does not take place, it is not possible to compensate the expenses incurred by the participant (flights issued or hotel cancellation costs).

12º Privacy Policy:

The personal data of this call will be incorporated into our information systems for the purpose described. You can exercise your rights of access, rectification, deletion, portability, limitation or opposition, or revoke the consent to the treatment by writing to the

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General Secretariat of the University of Burgos, Rectorate Building, C/ Hospital del Rey, s/n, (09001 Burgos) providing a copy of an official document that prove your identity or the representation you make. If your rights were exercised by sending an email to sec.secretariageneral@ubu.es they will only be accepted if the electronic address is the same as the one provided to the University or when it comes from a University account. More information about the Data Protection Policy can be found in <https://www.ubu.es/servicio-de-relaciones-internacionales/informacion-general/politica-de-privacidad/politica-de-privacidad-convocatorias-del-servicio-de-relaciones-internacionales>

13° Regulatory Bases

RESOLUTION of 18 December 2019, of the Rectorate of the University of Burgos, publishing the regulatory bases for the awarding of scholarships and grants by the University of Burgos, published in the Boletín Oficial de Castilla y León No. 9, of 15 January 2020.

14° National Subsidy Database

This call for applications, grants and payments will be published on the website of the National Subsidy Advertising System <https://www.pap.hacienda.gob.es/bdnstrans/GE/es/index>, in accordance with Royal Decree 130/2019, of 8 March, regulating the National Subsidy Database and the advertising of subsidies and other public aids.

15° Final Regulations:

All provisions of the ERASMUS+ teaching staff mobility agreement signed between SEPIE and the University of Burgos for the Erasmus-2024-1-ES01-KA171-HED-000211331 project shall apply.

The Erasmus-2024-1-ES01-KA171-HED-000211331 project is co-funded by the Erasmus+ programme of the European Union. The content of this call for applications is the sole responsibility of the University of Burgos, and neither the European Commission nor the Spanish Service for the Internationalisation of Education (SEPIE) are responsible for the use that may be made of the information contained herein."

The Evaluation Committee is authorised to interpret any circumstances arising in the applications that are not reflected in this call for applications.

An appeal may be lodged against this call for applications, which exhausts the administrative proceedings, before the contentious-administrative jurisdiction within two months from the day following its publication on the University's Official Electronic Notice Board (e-Office). An appeal for reconsideration may be lodged with the Rector within one month from the day following its publication. In this case, the aforementioned contentious-administrative appeal may not be lodged until the express resolution or presumed dismissal of the appeal for reconsideration.

Likewise, any actions arising from this Call for Applications and from the actions of the Evaluation Committee may be challenged in the cases and in the manner established by Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

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Candidates are subject to the bases established in this call and to the decisions adopted by the Selection Committee, without prejudice to the claims or the pertinent appeals. The signature of the application implies declaring that the data contained in it and in the documentation provided are true, assuming, otherwise, the responsibilities that may arise from the inaccuracies or falsehoods that they could have incurred.

This call is ruled by the terms of the Erasmus+ programme.

Place and date: Burgos, December 15th, 2025.

Signed:

Ileana M. Greca Dufranc

The Vice-Rector for Internationalization, Cooperation and Strategic Alliances of University of Burgos.

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