

Erasmus + KA171 call for staff/teacher mobility in partner countries

UDG – Podgorica (Montenegro)

Academic year 2024/2025. CPIFP Los Enlaces

The Erasmus+ KA1 action allows organizations to enhance the quality of their teaching and learning processes through different mobility activities for both students and staff. In this way, they will improve those aspects of their organization that they consider necessary to provide quality education. Specifically, the KA171 action encourages mobility of students and teachers between EU countries and partner countries who cannot participate in the Erasmus+ program.

CPIFP Los Enlaces announces the availability of one incoming international mobility for visiting teachers/staff for the academic year 2024/2025 under project no. **2022-1-ES01-KA171-HED-000073840**. This opportunity is open to teachers from the University of Donja Gorica (UDG) in Podgorica, Montenegro, to visit CPIFP Los Enlaces in Zaragoza, Spain.

This call describes the submission procedure, deadlines, and distribution criteria of the incoming teacher/staff mobility.

General conditions

1. Requirements for applicants

1.1. Applicants of the Erasmus+ KA171 mobilities shall:

- A. Be members of the teaching staff (EQFM 5) or part of the internationalization/management staff at UDG during the academic year 2024/2025. Teachers who do not teach any EQFM subject are ineligible to participate, as no PhD or Master's subjects are taught at CPIFP Los Enlaces
- B. Demonstrate English proficiency at minimum B2 CEFR level, as defined under the Council of Europe's Common European Framework of Reference for Languages
- C. Submit the documentation indicated in sections 6 and 10.

2. Distribution criteria and tasks

2.1. Two types of participants can apply to the incoming mobility:

2.1.1. STT Staff: Internationalization, educational structure, and management.

2.1.2. STT Teacher: Digital marketing or computer science.

3. Duration of the stay

- 3.1. The mobility grant covers a period of 7 days (5 days in CPIFP Los Enlaces and 2 travel days from Montenegro).
- 3.2. The tentative mobility dates at CPIFP Los Enlaces are 5th till 9th May 2025.

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 that a visa is required, it must be paid individually by the beneficiaries, who must provide a copy to the CPIFP Los Enlaces mobility department prior to travel. The mobility department of CPIFP Los Enlaces will provide an invitation letter to the beneficiary upon request.
- 4.4. CPIFP Los Enlaces will acquire a liability, accident, and health insurance for the 7 days of the stay of the participants.
- 4.5. The full grant amount will be transferred to the selected participant before the start of the mobility period. The participant must provide the final documentation and surveys after the mobility.
- 4.6. Grant amounts will be transferred in euros. Any currency exchange fees applied by banks during the transfer will be the responsibility of the awarded participant and will not be covered by CPIFP Los Enlaces.

5. Participation in European mobilities

- 5.1. Awardees are expected to assist in hosting incoming Spanish teachers during their reciprocal visits to UDG in April or May 2025.

6. Submission of applications

- 6.1. Applications must be submitted online.
- 6.2. Applications must be submitted online using this [link](#) between 5th March 2025 and 14th March 2025 at 12:00 (noon) inclusive both dates.
- 6.3. In addition to the online form, applicants must submit the following supplementary materials before the application deadline:

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@cpiosenlaces.com.

6.3.3. Proof that the participant is an academic staff/teacher at UDG during the 2024/2025 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. 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 1.1. 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)

Applicants must submit a brief statement explaining how participation will enhance teaching at UDG and/or strengthen institutional ties between UDG and CPIFP Los Enlaces.

Applicants must provide a detailed description of expected impact and dissemination in order to be considered for selection. Applications without an impact statement will be disqualified.

8. Resolution of the call

- 8.1. The provisional list of selected participants will be published on 20th March 2025.
- 8.2. Between 21st March 2025, and 25th March 2025, inclusive, interested parties may submit appeals regarding the provisional resolution.
- 8.3. The final resolution of awarded applicants will be published on 28th March 2025.
- 8.4. Places will be allocated to applicants according to the criteria mentioned in section 7.
- 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 issue personalized invitation letters to support participants in completing UDG's required internal trip approval procedures.

9. Resignation

- 9.1. Applicants wishing to withdraw from the program must submit a written resignation via email to movilidad@cpilosenlaces.com no later than 23rd April 2025.
- 9.2. If a selected participant resigns, the grant will be offered to the first applicant on the waiting list, who will have one school day to accept or reject the mobility opportunity. If the applicant fails to accept the offer within the given time, the mobility will be awarded to the next candidate on the waiting list until all eligible applicants have been considered.

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 (required if applicable)
 - Copy of their insurance (liability, accident, travel and health insurance)

10.2. The mobility beneficiaries must sign the documentation provided by CPIFP Los Enlaces and from the Spanish Service for the Internationalization of Education (SEPIE) associated with the mobility.

10.3. Within 15 days after returning, beneficiaries must submit the following documents:

- Original travel tickets or boarding passes.
- Original stay certificate, signed and stamped by the host institution.
- A final report detailing the activities carried out during the mobility.

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

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