

Resolution of 11 June 2015, convening the ceiA3 open call for Mobility grants for Teaching in the English Language (STAGE 2). This call is for international teaching staff to participate in courses from Undergraduate and Master's Degrees at ceiA3 universities during the first semester of the academic year 2015/2016.

The Agrifood Campus of International Excellence ceiA3, a joint initiative by the universities of Almería, Cádiz, Córdoba, Huelva and Jaén, aims to modernize and internationalize its participating universities, achieving an excellence level in all their activities.

Answering to its international character, the ceiA3 promotes knowledge capture programmes for teaching and research staff of excellence from all around the world, while at the same time driving the academic offer in English at the participating universities that make up the Campus, through its *ceiA3 Plan for the Promotion of Multilingualism*.

The mobilities offered in this call are an effective instrument to promote quality and diversity in teaching, as well as a factor of integration and cohesion within the context of a global strategy of the European Higher Education Area (EHEA). On the other hand, the grants contribute to the promotion of inter-institutional agreements, allowing for a better connection between centers, institutions and companies, with the aim of increasing the mobility and the employability of graduates.

Under this rationale, the present call for grants in the ceiA3 Universities is approved, with the following

Terms of the call

1. Purpose and modalities of the call

1. The purpose of this call is the concession of grants, in a system of competitive submission, for mobility stays of visiting professors of foreign universities, to teach in the English language in official courses within the Undergraduate and Master's programs in the five ceiA3 universities. Stays shall be carried out during the first quarter of the 2015/2016 academic year, contributing to the internationalization of training and the development of the European Higher Education Area (EHEA).
2. The grants shall be employed exclusively for the partial financing of the expenses related with the mobilities of the visiting professors, in the terms defined in point 2 of the present call, to teach in the official Undergraduate and Master's programs offered in the five ceiA3 universities during the first quarter of the 2015/2016 academic year.
3. To the effects of the present call, the mobility stays will be developed between 21 September 2015 and 6 December 2015. No applications for stays outside of this period will be eligible.



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2. Beneficiaries

1. The beneficiaries of the grants called must:

- Be Professors, Lecturers and/or Researchers, who stand out for their curricular excellence and who are in possession of a PhD.
- Have a minimum B2 English level, according to the Common European Framework of Reference for Languages (CEFR).
- Be professionally dedicated to teaching and research activities related to the Agrifood sector at tertiary level.
- Have developed their academic activity during a minimum period of three years in research centres or universities located outside of Spain.

2. For the purposes of the present call, the term "Visiting Professors and Researchers" refers to persons having a contractual relation with another university of the European Union, EHEA country, or other countries.

3. The present call excludes the modality of visiting professors linked to the applicant university for Stays in centres of this university with Campus in different provinces.

3. Funding, characteristics and amounts of the grants

1. This public call is funded by ceiA3, under the *Plan for the Promotion of Multilingualism*, specifically with Action 4: "Participation of international visiting professors." ceiA3 will have a maximum amount of 25,000€ for this call.

2. The provision of grants shall be based on the following criteria:

a. The amount of the grant is **maximum 1,200€ per week of stay**, and **4 weeks is the maximum** of the stay, with a **maximum total grant of 4,800€ per stay**. The grant is intended to cover the cost of the stay, the teaching and an accident and health care insurance, for mobilities of visiting professors in the official Undergraduate and Master's programs offered in the five ceiA3 universities during the **first quarter of the academic year 2015/2016, and in any case, before 6 December 2015**.

b. An additional amount of **up to 1,000€** for travel fees shall be paid upon adequate presentation of the corresponding justification documents, after completion of the stay:

- **From European Union countries:** up to 500€.
- **From other countries:** up to 1.000€.

3. For the purposes of this call, the consideration of the *weekly period* shall refer to a period equal to five continuous teaching days. Holidays may coincide with the academic calendar, if so established, which should properly credited. The minimum period of stay is one week, and the maximum, four weeks.

4. Participants will teach in one or more courses of the Undergraduate and/or Master's Degrees of one of the 5 universities composing ceiA3: Universities of Almeria (UAL), Cadiz (UCA), Cordoba (UCO), Huelva (UHU) or Jaen (UJA). Eligible programmes are available in the following links:

- Undergraduate: <http://www.ceia3.es/en/academic-programs/grades>
- Master: <http://www.ceia3.es/en/academic-programs/masters>

5. The minimum number of teaching hours per week is 8. Participants may teach in more than one course during their stay.



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4. Application submission and deadline

1. The Application submission period is from **11 June 2015 until 6 July 2015**.
2. Applications should be addressed to the Vice-Chancellor for Internationalization in each of the ceiA3 participant Universities, indicating the name of this call (*ceiA3 Mobility for Teaching in the English Language*). Application forms should be submitted, together with the rest of the required documentation, through the Central Registry (*Registro General*) of any of the 5 ceiA3 Universities, delivered by any of the means set out in Article 38.4 of Spanish Law 30 /1992 of 26 November (BOE of 27 November), within the Spanish Legal Regime of Public Administrations and the Common Administrative Procedure. When using a means different from a physical delivery at the Registry, the applicant must notify the submission of the application by email (to the email address of the concerned ceiA3 university. The complete application in PDF format should accompany this email as an attachment). Failure to meet this requirement may result in exclusion from the application process.

Central Registries post address of ceiA3 universities:

- University of Almeria (UAL):

REGISTRO GENERAL
Servicio Central - ARATIES
UNIVERSIDAD DE ALMERÍA
Planta baja, Despacho 0.35.0
Carrera de Sacramento, s/n
La Cañada de San Urbano (Almería)
04120 Almería (Spain)
Email: cein@ual.es

- University of Cadiz (UCA):

REGISTRO GENERAL
Rectorado, Planta baja
UNIVERSIDAD DE CÁDIZ
Calle Ancha, 16
11001 Cádiz (Spain)
Email: internacional.ceia3@uca.es

- University of Cordoba (UCO):

REGISTRO GENERAL
Rectorado
UNIVERSIDAD DE CÓRDOBA
Avda. Medina Azahara, 5
14071 Córdoba (Spain)
Email: internacional-ceia3@uco.es

- University of Huelva (UHU):

REGISTRO GENERAL
Secretaría General
UNIVERSIDAD DE HUELVA
Universidad de Huelva
Calle Dr. Cantero Cuadrado, 6
21071 Huelva (Spain)



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Email: rrii@uhu.es

- University of Jaen (UJA):

REGISTRO GENERAL

UNIVERSIDAD DE JAÉN

Campus Las Lagunillas s/n

Edificio B-1. Rectorado

23071 Jaén (Spain)

Email: chica@ujaen.es

3. Required documents:

- Official Application form (Annex I, attached).
- Copy of applicant's official identification document (national ID or passport, in the case of EU citizens, and passport for citizens of other countries).
- Invitation Letter from the Host Institution.
- Work Program or summary of teaching activities to be developed during the stay.
- Summary of the most outstanding teaching and scientific activities in the last 3 years (2011-2014), especially noting those related to the object of participation in the mobility.
- Official certificate of a minimum B2 English level, according to the Common European Framework of Reference for Languages (CEFR), or any other document certifying that minimum language level (only for non-native English speakers).
- Copy of the PhD Degree.
- Proof of being currently professionally dedicated to teaching and research activities related to the Agrifood sector at tertiary level.
- Proof of having developed an academic activity during a minimum period of three years in research centres or universities located outside of Spain.
- Copy of the facts and merits established in Section 5 (Evaluation and Selection) in accordance with the instructions provided therein.

5. Evaluation and Selection

- These mobilities will be awarded based on criteria of academic excellence of the applicants, in accordance with the following scale:

¹ In order to get the Invitation Letter from the Host institution, candidates must:

- Select the Degree which they would like to take part in from one of the 5 universities composing ceiA3: Universities of Almeria (UAL), Cadiz (UCA), Cordoba (UCO), Huelva (UHU) or Jaen (UJA). (Eligible Degrees are available in the links appearing in Section 3.5)
- Contact the academic coordinator of the selected Degree programme (this information can be obtained by clicking on the "www" button available for each Degree and University in the links above, or just by searching for the degree and university name on the internet), and ask him/her for the signature of the invitation letter, indicating the purpose of the present call.



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a) Teaching Experience: university teaching related to the area of the grant. 1 point per certified year (24 credits). Up to **5 points**.

b) Scientific and professional experience: up to **10 points**.

b.1) Articles in journals with an international impact, where the applicant is listed as principal author or co-author (2nd position). (Candidates must provide the first and last page of the article and a screenshot of the JCR (Journal Citation Report) where the quartile of the publication in that journal appears). **1.5 points** each.

b.2) Books of international impact where the applicant is listed as principal editor, author or co-author (2nd position). (Candidates must provide the first and last page of the book where the ISBN and the publisher appear). **1 point** each.

b.3) Book chapters of international impact where the applicant is listed as principal author or co-author (2nd position). (Candidates must provide the first and last page of the book where the ISBN and the publisher appear). **0.5 points** each.

b.4) Communications in International Conferences. (Candidates must provide a copy of the certificate of submission of oral communication / poster). **0.2 points** each

b.5) Research stays in other universities / research centres. (Candidates must provide a copy of the certificate of stay). **0.3 points** per month.

c) Quality and interest for ceiA3 of the proposed work plan, up to **5 points**.

2. An Evaluation Committee appointed by the Internationalization Commission of ceiA3 will carry out the assessment of applications and the allocation of the mobility weeks for each proposal. The Committee will carry out the assessment and selection of all applications in accordance with the above scale and criteria and will duly record and publish its prioritized proposals.

3. Once the submission deadline is closed, applications will be verified to check that they meet all participation requirements of the call and contain the mandatory documentation. Subsequently, a preliminary list of Admitted and Excluded applications will be published, including the cause in case of exclusion. A period of ten working days will be open for claims, starting from the day after publication of the list.

4. Once this deadline for submission of corrections or additional documents is closed, a final list of Admitted and Excluded applications will be published. The Evaluation Commission will then assess all requests and will proceed to the publication of a preliminary list of Selected Candidates. A subsequent period of ten working days will be open for receipt of claims, starting the day after the publication of the list. Once the claims are studied, the Evaluation Commission will proceed to a Final Resolution with the announcement and publication of the final list of Selected Candidates, who will be offered a mobility grant in accordance with the terms defined in this call. A waiting list of candidates will also be published. The Evaluation Committee is empowered to establish specific criteria within the general criteria, where appropriate.

5. The Evaluation Committee will present their proposal of final beneficiaries to the ceiA3 General Coordinator, who will approve the final resolution of beneficiaries.

6. Acceptance and Payment of the grants

1. Selected candidates must sign the official Acceptance Document (Annex II) and submit it to the Central Registry (*Registro General*) of any of the 5 ceiA3 Universities, as established in Section 4 (Application submission and deadline) within the next five calendar days counting from the day after the publication of the final list of Selected Candidates. Additionally, a signed, scanned copy of this document in PDF format should be forwarded by email to the email address of the concerned ceiA3 university (appearing in Section 4).



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2. Payment of the grants shall be carried out by bank transfer to the account indicated by the beneficiary, according to the following terms:

- **At the beginning of the stay**, upon presentation of the Certificate of Incorporation (Annex III): 60% of the total amount of the grant.
- **After completion of the stay**: the remaining 40% of the total amount of the grant, as well as travel expenses, upon correct presentation of the following justification documents:
 - a) **Certificate of Attendance** (Annex IV) issued by the Host Institution where the teaching stay was carried out, explicitly indicating that the teaching language was English.
 - b) **Report of the teaching activity** carried out during the stay, according to the model provided (Annex V).
 - c) Original invoices, tickets, boarding passes and any other receipts for the justification of airline and other travel expenses of the beneficiaries between their cities of origin and their ceiA3 host Universities.

The deadline for the submission of final justification documents of the grants will be 7 working days from the end of their stay, and in any case, no later than December 13, 2015.

Failure to comply with requirements regarding justification documentation will result in the obligation of refunding the amount advanced by ceiA3 for the stays.

These amounts are subject to tax deductions by virtue of the current legislation in the Spanish territory. Likewise, the payment of these amounts may suffer some exceptional delay due to internal management issues.

7. Obligations of the beneficiaries

1. Visiting professors receiving the mobility grants accept the following obligations:

- a) To allocate the awarded mobility grant to the teaching activity for which it was granted, in accordance with the weekly length awarded, at the Host University indicated, and within the first quarter of the 2015/2016 academic year.
- b) To submit to the corresponding verification proceedings, where indicated, of the application and effectiveness of the conditions for the awarding of the grant.
- c) To notify the Host University in the event that they should obtain any other grants for the same purpose, from any public or private, national or international administration or entity.

8. Incompatibility of the grants

1. The mobility grants awarded under the present call shall be incompatible with the perception, by the beneficiary, of any other grant or contract funded by any public or private administration or national entity, from a European Union or any international organization, with a similar purpose, whose periods of stay fully or partially coincide with those of this grant.

9. Legal framework of the call



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1. The present call is carried out on a competitive basis and it is subject to the current Spanish regulations for grants and subsidies.
2. Publications regarding the procedural measures relating to the present call, including the lists of Admitted, Excluded, and Selected candidates, shall be posted in the "Calls" section of the ceiA3 website, also accessible in the *Internationalization / International Mobility* section. Such publications will serve as official notice to the parties concerned, in accordance with Article 59.5 b) of the Act 30/92 of 26 November, in the Spanish Legal Regime for Public Administrations and the Common Administrative Procedure.
3. The Governing Council of the ceiA3 shall be competent for the resolution of matters that are not expressly referred to in the Terms set forth in the present call.
4. The submission of the corresponding application implies the express acceptance of the Terms set forth in the present call.

Cordoba, 11 June 2015

ceiA3 GENERAL COORDINATOR

Signed: ENRIQUE QUESADA MORAGA



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