CEU Universidad San Pablo

20th CALL FOR APPLICATIONS FOR SCHOLARSHIPS UNDER THE INSTITUTIONAL MOBILITY PROGRAM 2026/2027

One of CEU San Pablo University's priority objectives is to promote the international mobility of faculty members with foreign universities with which it maintains—or aims to maintain—a strong institutional and academic relationship.

The Institutional Mobility Program is part of the initiatives promoted by CEU San Pablo University to advance its internationalization.

CALL FOR APPLICATIONS GUIDELINES

1. Eligibility

All faculty members affiliated with CEU San Pablo University during the current academic year are eligible to apply for and receive these grants, with preference given to those who are employed full-time or part-time.

2. Purpose

The primary and fundamental purpose of these grants is to promote and/or strengthen academic and institutional relationships of a strategic nature for CEU San Pablo University with foreign universities and institutions.

The Program is primarily aimed at supporting initiatives that, in coordination with the Office of the Vice Rector for Internationalization, contribute directly and verifiably to the development of the University's internationalization strategy through the creation or consolidation of institutional partnerships, the promotion of joint academic programs, dual degree programs, international projects, mobility initiatives, university networks, or other actions with institutional impact.

For the purposes of this call for proposals, the following will be considered strategic or priority partners:

universities and institutions whose relationship is of particular interest to the internationalization strategy of CEU San Pablo University, taking into account, among other factors, their quality, ranking position, and academic and institutional recognition; alignment with the University's mission, vision, and values; the existence of a well-established institutional relationship; the current or potential development of joint academic programs, dual degree programs, mobility initiatives, international projects, or networks; as well as their particular relevance in countries, regions, or fields considered priorities for the University's international outreach. The degree of reciprocity, institutional commitment, and potential to generate sustainable results for both institutions will also be taken into account.

These grants are not intended to fund activities of exclusively individual, teaching, or research interest to the applicant when there is no clear link to the University's institutional internationalization objectives.

3. Duration of Stays

The duration of stays by faculty members receiving these grants at foreign institutions or universities will not have a predetermined minimum or maximum length, provided that the mobility takes place with the clear objective of promoting academic and institutional relationships that represent an innovation or a novel academic and/or other type of relationship with the host university.

4. Funding

The financial support will take the form of a grant, and its amount will be determined for each call for applications, based on the duration and destination of the mobility and the budget allocated for this purpose.

5. Application Procedure

Interested applicants must submit their application to the Dean's Office of their faculty or to the Administration of the Higher Polytechnic School, which will forward the documentation to the University's Vice-Rector's Office for Internationalization.

The application must include an explicit justification of the institutional interest in the mobility, specifically identifying:

a) The objective of the mobility program and the activities to be carried out during the stay.

b) The relevance of the host university or institution to CEU San Pablo University's internationalization strategy, in accordance with the criteria established in this call for applications.

c) The connection between the mobility program and existing or planned institutional initiatives, such as the development or consolidation of agreements, joint academic programs, dual degree programs, international projects, networks and partnerships, mobility initiatives, or other internationalization efforts.

d) The specific results expected from the mobility program and its institutional benefits for CEU San Pablo University, identifying, where possible, the actions that will result from the visit and their subsequent continuation.

e) The individuals, academic units, or institutional representatives at the host university with whom meetings will be held or the planned activities will be carried out, where applicable.

The Dean or Director of the Center must approve the application and expressly assess the relevance of the mobility program for the Faculty or School and its contribution to its internationalization objectives, ensuring that the approval is not merely a formality.

Applications shall be submitted to the Office of the Vice Rector for Internationalization, which will assess their alignment with the University's strategic internationalization objectives and priorities and decide on the award of the grant in accordance with the criteria established in Section 9 of this call for applications. The submission of an application and the Center's approval do not guarantee the award of the grant. A favorable evaluation will take particular account of the institutional nature of the initiative, its alignment with the University's internationalization priorities, and the expected benefits of the mobility program.

6. Period of Eligibility

The grants covered by this Call for Applications may be requested for all mobility activities taking place during the 2026/2027 academic year, bearing in mind that, for the purposes of this grant, the academic year will end on September 30, 2027.

7. Application Deadline

Faculty members wishing to participate in this scholarship call must submit their applications two months prior to the start of the mobility period. In exceptional and duly justified cases,

applications may be accepted outside the established deadline.

8. Documentation

The application for participation in institutional mobility calls for proposals must include the following documents:

a) Completed application form
b) Letter of invitation, if applicable, from the academic director of the host university (to be submitted before the start of the mobility period, if possible for the candidate)
c) A commitment from the applicant's department to cover their teaching load. This commitment must be documented in a letter signed by the Department Chair and approved by the Dean or Director of the School. If the applicant is the Department Chair, this letter must be signed directly by the Dean or Director of the School.

   In the event that it is not possible to cover the applicant's teaching load with available faculty—either because the applicant belongs to a field of study with a limited number of faculty members or because there are no available teaching hours— the Department Chair, or the Dean where applicable, must provide a reasoned justification for this circumstance, including the distribution of teaching responsibilities within the field of study among the faculty members in the standard forms provided by the Office of the Vice Rector for Faculty and Research.

d) A justification report for the mobility, which must include the objective, planned schedule, contacts at the host institution, strategic interest, expected results, and institutional benefits for CEU San Pablo University.

To apply for a mobility grant:ivana.miceta@ceu.es .

9. Grant Award

In evaluating applications, special attention will be given to their alignment with CEU San Pablo University's internationalization strategy and the anticipated institutional benefit of the mobility.

To this end, priority will be given to mobility programs that: a) are carried out with universities or

institutions considered strategic or priority partners for the University;

b) are linked to the creation, negotiation, development, or consolidation of joint academic programs, dual degree programs, partnerships, networks, or international projects;

c) contribute to the increase or qualitative improvement of international mobility for students and faculty, or to the development of new international opportunities for the university community;

d) align with institutional initiatives previously identified or coordinated with the Office of the Vice Rector for Internationalization;

e) set forth specific objectives, expected outcomes, and an identifiable institutional impact beyond the individual benefit to the applicant.

The existence of an invitation from a foreign university, occasional teaching assignments, participation in academic meetings, or the establishment of individual contacts will not, in and of themselves, constitute sufficient grounds for awarding the grant unless their contribution to the University's strategic internationalization objectives is demonstrated.

The award will also be subject to budget availability, and the Office of the Vice Rector for Internationalization may prioritize certain applications over others based on their strategic relevance and institutional impact.

10. Obligations of Grant Recipients

Recipients must submit the following documents to the Office of the Vice Rector for Internationalization within 30 calendar days from the date of return from the stay:

a) A final report on the work carried out, specifying the degree to which the objectives outlined in the progress report were met, with the approval of the beneficiary's Department Chair.

c) Proof, in the form of invoices and receipts, of expenses incurred during the mobility period (transportation, meals, lodging).

11. Non-compliance

Failure to comply with the provisions of this call for applications, or insufficient use of the grant, may result in the termination of the grant, as well as the obligation to return the funds awarded, without prejudice to any other actions the University deems appropriate.

12. Data Protection Policy.

In accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, concerning the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, as well as Organic Law 3/2018 of December 5 on the Protection of Personal Data and the Guarantee of Digital Rights, we hereby inform you that the personal data collected during the application process will be processed under the responsibility of the "Fundación Universitaria San Pablo-CEU," the entity that owns the University, for the purpose of processing and managing your application.

Furthermore, please be advised that you may contact the Data Protection Officer of the "Fundación Universitaria San Pablo-CEU" by sending a written request to the postal address C/ Tutor No. 35 - 28008 Madrid or to the email addressdpd@ceu.es . In accordance with the rights granted to you under current data protection regulations, you may contact the competent supervisory authority to file any complaint you deem appropriate, and you may also exercise your rights of access, rectification, restriction of processing, erasure, data portability, and objection to the processing of your personal data, as well as the right to withdraw the consent you have provided for the processing of such data, by sending your request to the Office of the Vice Rector for Students and University Life at C/ Julián Romea 18, or via email to vrecalum@ceu.es

Madrid, October 6, 2026