



Erasmus+ Call for Proposals for Training of PTGAS and PDI Staff Under Project [2025-1-ES01-KA131-HED-000307509](#)

Clarification:

The mobility periods will take place between September 1, 2026, and July 31, 2027, as part of the Erasmus+ project [2025-1-ES01-KA131-HED-000307509](#).

GENERAL INFORMATION:

This Call for Applications is intended for Technical, Management, Administrative, and Service Staff (PTGAS) and Teaching and Research Staff (PDI) at Universidad CEU San Pablo who wish to undertake a short-term training stay at universities under the European Commission's Erasmus+ Program.

Its objective is:

- To support the acquisition of skills and enhance personal development and employability.
- To improve foreign language proficiency
- To increase awareness and understanding of other cultures and countries, offering the opportunity to build international networks.
- To enhance the capabilities, appeal, and international dimension of participating institutions.
- Strengthen synergies and transitions between formal education, non-formal education, vocational training, employment, and entrepreneurship.
- Ensure better recognition of skills acquired during periods of learning abroad.

1. Requirements.

1.1 To be eligible for an exchange scholarship, you must be a member of the PTGAS or PDI at Universidad CEU San Pablo during the current 2026/2027 academic year.



1.2 Additionally, to participate in an Erasmus exchange, you must hold citizenship, permanent or temporary residency, or refugee or stateless status in one of the countries participating in the Erasmus+ program.

1.3 The applicant must be enrolled or plan to enroll in a training program or course at the time of submitting the application; in any case, the application must have been approved by the institution offering the training in order to effectively receive the funding.

1.4 The relevance of the training program to the applicant's profile must be demonstrated, specifically regarding its usefulness for the duties they perform at Universidad CEU San Pablo. Training options can be viewed, by way of example, at the following link: [Staff weeks search | IMOTION \(staffmobility.eu\)](https://staffmobility.eu). This list is not exhaustive, and other training programs may be requested. Under no circumstances is Universidad CEU San Pablo responsible for paying the tuition for the requested course or training program; it is the responsibility of the PDI or PTGAS to pay this fee.

1.5 In the case of administrative and support staff (PTGAS) participating in a *job shadowing* program, they must have received acceptance from the host university at the time of submitting the application.

2. Duration of Stays.

2.1 Dates: Erasmus+ training mobility stays under this call for applications may take place through July 31, 2027.

2.2 Duration: Training mobility stays will last from 2 to 5 days. An additional 2 days for travel may be requested if specified in the Erasmus+ Mobility Agreement. The maximum period to be funded by SEPIE is 7 days.

3. Expected outcomes:

Erasmus+ mobility activities supported by this key action must lead to one of the following **outcomes for participants**:

- improvement in the competencies related to their professional profiles;
- a better understanding of educational practices, policies, and systems in the field of youth in different countries;
- greater capacity to bring about changes in terms of modernization and international openness within their own educational organizations;
- a better understanding of the interconnections between formal and non-formal education, vocational training, and the labor market, respectively;
- improved quality of work and activities benefiting students;
- greater understanding of and ability to respond to all types of diversity (social, ethnic, linguistic, cultural, disability, or other);
- greater capacity to address the needs of people with fewer opportunities;
- greater support for mobility activities;
- greater opportunities for professional development;



- improved knowledge of foreign languages and digital skills;
- greater motivation and satisfaction in daily work.

In addition, the activities supported by this initiative are expected to produce some of the following **outcomes at the University**:

- greater capacity to operate at the EU/international level: improved management capabilities and internationalization strategies, and strengthened cooperation with partners in other countries;
- educational improvements and innovation;
- a more modern, dynamic, engaged, and professional environment within the organization;

Furthermore, the objective is also for staff to participate in mobility abroad as part of their **professional development** in order to:

- **share their specialized knowledge;**
- **experience new teaching environments;**
- **acquire new innovative teaching and curriculum design skills, as well as digital skills;**
- **connect with their counterparts abroad to develop joint activities aimed at achieving the Program's objectives;**
- **exchange best practices and strengthen cooperation among higher education institutions;**
- **better prepare students for the workforce.**

Additionally, the goal is to promote the **development of transnational and transdisciplinary curricula**, as well as **innovative learning and teaching methods**, in order to address social challenges.

4. Deadlines

Given the open nature of the call for applications, submissions will be processed and decided upon in the order in which they are received by the Vice-Rectorate for Internationalization.

The duration of the call for applications will depend on the availability of funds.

5. Selection Criteria

5.1 Selection Scale

The following selection criteria will be applied (100 points):

- **INTERNATIONAL EXPERIENCE.** The candidate's prior international experience relevant to successfully carrying out their project or training, and/or language proficiency, will be evaluated. Up to 15 points



- **FIRST MOBILITY EXPERIENCES.** Applications submitted by staff who have not previously participated in an international mobility program will be viewed favorably. 10 points
- **PROJECT.** Quality of the proposed project or teaching training (alignment with the applicant's field of expertise or work, innovation, USPCEU's international presence at the host institution, and application of what is learned to the applicant's job). Up to 50 points
- **HOST UNIVERSITY.** Quality, relevance, and strategic importance of the host university (rankings, prominence in the field of study, prior collaborations in the field, strategic partnerships, etc.). Up to 10 points
- **INSTITUTIONAL INTERNATIONALIZATION.** Priority will be given to applications that are best suited to promoting the internationalization of the University of San Pablo CEU (development of new educational projects, sharing of best practices, improvement of management models, signing of collaboration agreements, etc.). Up to 15 points

The Vice-Rectorate for Internationalization will give priority to faculty members who have not previously participated in a mobility program and to those whose proposal is focused on innovation or on areas of particular current relevance and/or relevance to their position.

5.2. Evaluation Committee:

The committee evaluating the applications will consist of:

- The Vice-Rector for Internationalization (serving as Chair)
- A faculty member attached to the Vice-Rectorate for Internationalization (serving as a member)
- A member of the administrative and support staff from the Vice-Rectorate for Internationalization (acting as Secretary)
- The Head of the International Mobility Office may serve as a substitute for the Members and/or the Secretary.

6. Financial Support.

This is the contribution toward the travel expenses of the administrative and support staff member or faculty member, based on the distance between their place of work and the location where the corresponding activity takes place.

1. Travel Expenses:



Distancias de viajes	Desplazamientos ecológicos - Importe	Desplazamientos no ecológicos - Importe
Entre 10 y 99 km:	56 EUR por participante	28 EUR por participante
Entre 100 y 499 km:	285 EUR por participante	211 EUR por participante
Entre 500 y 1 999 km:	417 EUR por participante	309 EUR por participante
Entre 2 000 y 2 999 km:	535 EUR por participante	395 EUR por participante
Entre 3 000 y 3 999 km:	785 EUR por participante	580 EUR por participante
Entre 4 000 y 7 999 km:	1 188 EUR por participante	1 188 EUR por participante
8 000 km o más:	1 735 EUR por participante	1 735 EUR por participante

2. Living Expenses

Group 1	Germany, Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, the Netherlands, and Sweden. Countries not associated with the program in Regions 13 and 14: Andorra, Vatican City State, Monaco, San Marino, the Faroe Islands, the United Kingdom, and Switzerland. 120 €/day
Group 2	Czech Republic, Cyprus, Slovakia, Slovenia, Spain, Estonia, Greece, Latvia, Malta, and Portugal. 107 €/day
Group 3	Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, and Turkey. 93 €/day

7. Submission of Applications.

To apply for an Erasmus+ teaching mobility grant, you must submit the [application form](#) to the following email address: ivana.miceta@ceu.es



8. Additional Information: Documents related to this mobility action:

8.1. Before beginning the mobility period:

AUTHORIZATION FROM THE HOST UNIVERSITY: Once the PTGAS or PDI has received preliminary approval for the grant, they must contact the university they have chosen for their mobility to confirm authorization to proceed.

HEALTH INSURANCE: The mobility recipient must purchase health insurance. The insurance must include, at a minimum, medical coverage, liability coverage, and accident coverage. To purchase the insurance, the interested party may do so on their own or through ERGO, with which CEU has an agreement. Mobility grants will not be paid without documented proof of the insurance policy.

ERGO Insurance Conditions

- Medical Expenses Coverage: 60,000€. Medical care for any pre-existing medical conditions the insured may have is not covered.
- Accident Coverage Limit: 6,000€
- Civil Liability Coverage: 60,000€.
- Trip cancellation expenses are not

covered.

- Premiums:

PERIOD	PREMIUM
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2 DAYS	€15.13
3 DAYS	€15.13
4 DAYS	€15.93
5 DAYS	€15.93



Cofinanciado por
la Unión Europea



6 DAYS	€17.20
7 DAYS	€17.20

If you wish to purchase ERGO insurance, please contact:

- Nuria Ordoñez (nordonez@ersmgrupo.com)
- Olga Torrent (otorrent@ersmgrupo.com)

In any case, staff participating in the mobility program must submit the Mobility Agreement signed by all parties, the grant agreement, and the multi-assistance insurance policy to the Vice Rector's Office for Internationalization at Universidad CEU San Pablo.

8.2. At the end of the stay

Proof of the stay will be provided by submitting the following documentation to the Vice-Rectorate for Internationalization:

- Certificate of stay, signed and stamped by the host institution.
- Participant's report: At the end of the stay, each faculty member will receive an email with instructions on how to complete the EU report

In Madrid, on September 15, 2026