



Universidad de Valladolid



Cofinanciado por el programa Erasmus+ de la Unión Europea

**(ENGLISH VERSION)**

**CALL FOR APPLICATIONS ERASMUS+ KA107  
UNIVERSITY OF VALLADOLID  
ACADEMIC YEAR 2022-2023  
INCOMING MOBILITY – ACADEMIC STAFF**

The Vice-rectorate for Internationalisation hereby issues a call for the following mobility grants within the framework of the ERASMUS+ Programme for the second semester of the 2022-2023 academic year within the scope of (EU) regulation no. 1288/2013 of the European Parliament and Council of 11 December 2013 creating the ERASMUS+ programme.

- **95 grants for academic staff** from the partner universities of the Erasmus+ KA107-ES01-80444 project to undertake five-day mobility stays + two travel days at the University of Valladolid

The present call describes the criteria for applicant participation in the various modalities following the guidelines established by the European Commission for this programme.

Point 6 of this call gives further details of the distribution of the financial support by destination countries.

**1<sup>ST</sup> POINT. GENERAL INFORMATION - ERASMUS+ PROGRAMME - INTERNATIONAL CREDIT MOBILITY PROJECT COORDINATED BY THE UNIVERSITY OF VALLADOLID:**

- 1.- This project coordinated by the University of Valladolid since 2015 is financed by the European Commission, through the Erasmus + Programme.
- 2.- Its main objectives are to establish cooperation links with partner countries as well as to exchange undergraduate, master and doctorate students and academic / administrative staff from the University of Valladolid and the Partners
- 3.- The Partners in the Project Erasmus+ KA107 are: <https://uvamobplus.uva.es/publico/partners>
- 4.- The contact person at each university within the project Erasmus+ KA107 can be found in the following website: <https://uvamobplus.uva.es/publico/contact>
- 5.- All the areas of study are eligible within this project Erasmus+ KA107.





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## 2<sup>ND</sup> POINT. AIM

- 1) **STA/STT combined mobility:** The aim is to promote one-week stays (five working days + two days for travel) for academic staff from partner institutions of the Erasmus+ KA107 project at the University of Valladolid (in accordance with the offer available at <https://uvamobplus.uva.es/publico/courses>) in order to teach at least four hours in official curricula at the University of Valladolid and at the same time to undertake training.
- 2) **STT mobility:** The aim is to promote one-week stays (five working days + two days for travel) for academic from partner institutions of the Erasmus+ KA107 project at the University of Valladolid (in accordance with the offer available at <https://uvamobplus.uva.es/publico/courses>) in order to undertake a training period.

In the STT training mobility, for both academic as well as administrative staff, the aim is for beneficiaries to learn from knowledge transfer and to acquire practical skills. A wide range of activities may be undertaken: workshops, periods of practical training, observation, etc...

## 3<sup>RD</sup> POINT. AMOUNT OF THE FINANCIAL SUPPORT AND BUDGET ITEM

1.- The maximum amount of support made available for each grant is 2,620 €.

2.- Beneficiaries will be given European financial support as a help towards the travel expenses and living expenses resulting from their stay in Spain during the period in which they engage in academic activities, based on the following parameters:

- **Grant:**
  - **Academic staff mobility:** 160 €/ day (5 days) + 2 days' travel (160€/day). **TOTAL: 1,120 €**
  - **Travel expenses:** return ticket from the home institution to the University of Valladolid up to the maximum amount according to the Erasmus+ distance calculator:
    - i. Between 100 and 499 km: 180 € per participant
    - ii. Between 500 and 1999 km: 275 € per participant
    - iii. Between 2000 and 2999 km: 360 € per participant
    - iv. Between 3000 and 3999 km: 530 € per participant
    - v. Between 4000 and 7999 km: 820 € per participant
    - vi. Between 8000 and 19999 km: 1,500 € per participant

3.- Supplementary financial support is available for beneficiaries with physical disabilities or special needs. Applicants may contact the International Relations Office for information about this.

4.- In accordance with current on non-resident (Royal Legislative Decree 5/2004 of March 5, 2004, approving the revised text of the Non-Resident Income Tax Law) and in application of Article 14.1.b thereof, these





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allowances for travel and everyday living expenses are exempt from payment of tax.

5.- The present call will be charged to the University of Valladolid budget application 180UNB-322BB01-480.09/chapter 2 (Erasmus+ KA107 – 80444 Programme - Project 2020-23) to the 2023 financial year. Concession thereof will be subject to there being appropriate and sufficient budget allocation.

6.- The total amount of support provided in the calls is 248,900 euros.

#### **4<sup>th</sup> POINT. REQUIREMENTS FOR PARTICIPATION**

1.- The present call is open to academic staff of partner institutions of the Erasmus+ KA107-ES01-80444 project who must be on the payroll of the partner institutions involved in the Erasmus+ KA107 project both when submitting the application and for the period during which the mobility is undertaken.

#### **5<sup>th</sup> POINT. CONDITIONS APPLICABLE TO MOBILITY**

- **STA/STT combined mobility:**
  - The combined teaching and training stay will last for five working days at the University of Valladolid (plus two days' travel). Shorter stays may not be undertaken.
  - The courses taught at the University of Valladolid must form part of the curriculum that leads to the awarding of an official degree and must be reflected in a teaching programme agreed between the two institutions prior to the start of the stay.
  - A minimum of four hours teaching is required.
  - The period covered by the stay must coincide with the academic year at the University of Valladolid
  - Training activities that provide for a five-day work plan must be undertaken.
  - Financial support will be provided for activities at foreign institutions that take place **until 31 July 2023**
- **STT mobility:**
  - The training stay will last for five working days at the University of Valladolid (plus two days' travel). Shorter stays may not be undertaken.
  - The period covered by the stay must coincide with the academic year at the University of Valladolid
  - Financial support will be provided for activities taking place at the University of Valladolid **until 31 July 2023**





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**6<sup>TH</sup> POINT. DISTRIBUTION OF SCHOLARSHIPS:**

COUNTRY	UNIVERSITIES	AVAILABLE GRANTS FOR STAFF
ALBANIA	UET / UMB / UNITIR	3
ALGERIA	UALGER2	2
ARMENIA	ANAU	2
AZERBAIJAN	ATMU / BHOS / MSUAZ / NU	4
BELICE	UB	4
BOSNIA HERZEGOVINA	UNMO / UNSA / IBU	18
BRASIL	UFRGS	2
CAMBODIA	RUA	2
COLOMBIA	UMAG	1
COSTA RICA	UNACR	1
CUBA	CUJG / UO / UPR	3
EL SALVADOR	UES	3
ESTADOS UNIDOS	CSUSM	2
FIJI	FNU / USP	4
GHANA	UG	2
GUATEMALA	USAC	2
HONDURAS	UNAH	2
JAMAICA	UWI	2
JORDAN	AABU / TTU	2
KOSOVO	UNIVERSUM	8
MEXICO	UNAMMX	2
MOLDOVA	UASM / USARB	4
MONTENEGRO	UDG / MUM	4
PANAMA	UTP	1
PARAGUAY	UNI	1
SOUTH AFRICA	DUT / UP / UWC	5
TAJIKISTAN	TUT	2
TRINIDAD & TOBAGO	UWITT	2
TUNISIA	USFAX	2
URUGUAY	ORT	1
VIETNAM	TNUS / VNU-HUS	2
<b>TOTAL</b>		<b>95</b>





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### **7<sup>th</sup> POINT. WHEN, HOW AND WHERE TO SUBMIT APPLICATIONS:**

1.- The period for submission of applications commences the day after the publication of the present call on the notice board of the electronic office of the University of Valladolid and concludes on **15 November 2022** at 23:59 AM (Spanish time). Applications must be sent and confirmed through the portal <https://uvamobplus.uva.es/>

2- Those interested must submit their grant applications through the system created for handling the Erasmus+ KA107 programme by the International Relations Office, available through the following link <https://uvamobplus.uva.es/publico/apply> and must create a user name as well as fill in all the necessary details for the IN mobility (from any partner institution to the UVA).

3.- The required documents must also be submitted:

- Photograph
- Passport or national identity document
- Curriculum vitae following the EUROPASS model (<https://europass.cedefop.europa.eu/es/documents/curriculum-vitae>)
- Letter of recommendation
- Certificate position at their home institution
- Certificate of a command of languages
- Signed mobility proposal
- Letter of motivation
- In cases of economically or socially disadvantaged applicants, this must be accredited by providing the pertinent documents in their home country.
- In the case of applicants with disabilities, applicants must upload the documents required to accredit said situation in their home country.
- Declaration of compliance with tax and national insurance obligations in the matter of grants. This declaration must be signed by the applicant.

4.- Taking into account that the assessment process is carried out the by University of Valladolid and home institution, the application and must be filled in and the documents must be submitted in Spanish or English.

5.- Once all of the information has been provided and the documents uploaded, a receipt will be generated which must be signed and also upload onto the UVAMOBPLUS platform in order to conclude the application. The whole process should be carried out online through the webpage <https://uvamobplus.uva.es/> . Applications may not be sent by email or fax.





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6.- Before sending the application, make sure the following have been checked:

- Participation requirements and eligibility criteria.
- Distribution of financial support by the home country
- Courses available at the University of Valladolid. Only courses which are available and only one may be applied for.
- All the required documents have been scanned and are in English or Spanish.
- The signed application receipt has been uploaded and the online application procedure has been completed.

7.- The University of Valladolid will register candidates' applications in accordance with Law 39/2015 of 1 October, concerning the common administrative procedure governing public administration.

8.- Any notification that should have been linked to this call will be made electronically in accordance with the provisions of art. 41.1 of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations and of the Regulation of Electronic Notifications and Communications of the University of Valladolid, approved by the Governing Council in session of June 28, 2019, BOCyL (official regional gazette) No. 120 of July 8.

### **8<sup>th</sup> POINT. FALSE INFORMATION IN THE APPLICATIONS**

1.- Incomplete information, false information in the documents or missing documents will lead to the financial support applied for being rejected or rescinded and will, in the latter case, entail the return of any amounts paid, in addition to any other responsibilities which such circumstances may give rise to.







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### 9<sup>TH</sup> POINT. SELECTION CRITERIA AND PROCESS:

- 1.- Grants will be awarded under a competitive system.
- 2.- The selection process will comprise three stages:
  - **Formal validation** of formal requirements on the part of the home institution, by conducting a check on all the documents provided. Candidates who are validated will then form part of the evaluation process.
  - **Double evaluation** of each application by the home institution and the University of Valladolid based on the following criteria:
    - Teaching and research experience: 60%
    - Motivation: 20%
    - Relevance of the proposal: 20%
  - The final score obtained, derived from the double evaluation of each application, will then pass to an **assessment committee** by country of origin that shall be made up of those in charge at all the partner institutions and who shall propose the final allocation of places.

In all instances, the assessment committee shall, as far as possible, ensure a balanced distribution of the grants, seeking to make sure that each home institution is allocated at least one grant, and shall seek to ensure a balanced distribution thereof in University of Valladolid areas of knowledge.

The assessment committee shall submit a reasoned proposal for resolution to the University of Valladolid International Relations Committee who shall issue a prior report before the final decision.

- 3.- Should the offer of academic place entail a language requirement, this will be specified in the list of places offered. Language requirements will not be taken into account in the selection but are a sine qua non requirement.
- 4.- In the event of a tie, preference will be given to disadvantaged academic staff, those with disabilities or socioeconomically disadvantaged applicants.
- 5.- The evaluation committee's actions shall comply with the stipulations set down in articles 15 et seq. of Law 40/2015, of 1 October, of the Legal System governing the Public Sector.





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## **10<sup>th</sup> POINT. OBLIGATIONS OF GRANTHOLDERS:**

1.- Grantholders have the following obligations:

- To accept in writing the grant award, the rules and conditions set out in the call as well as the criteria established by the University of Valladolid within 15 natural days, commencing the day after publication of the decision governing the call. The model of acceptance for the grant will be available in the beneficiary's private area on the platform of the <https://uvamobplus.uva.es/> programme and, once it has been signed, should be uploaded in the same place within the period stipulated.
- To follow the steps indicated in the Erasmus+ KA107 Orientation Guide to prepare the mobility, and that will be available in each beneficiary's private area.
- The beneficiary should prepare a Mobility Agreement, for the activities to carry out at the University of Valladolid. Activities undertaken at the University of Valladolid must have recognition at the home institution. This mobility agreement will be available in each beneficiary's private area and must be completed and duly signed at least 30 days prior to the start of the activities.
- To give the International Relations office at least 15 days prior notification of the day of their arrival at the University of Valladolid by sending an email to [ka107.erasmusplus@uva.es](mailto:ka107.erasmusplus@uva.es) so that they may be called to a welcome and orientation meeting.
- To submit the Erasmus+ grant agreement for the 2022-2023 academic year signed at the welcome and orientation meeting. The model of the Erasmus+ grant agreement will be available in each beneficiary's private area once the grant has been accepted. Students must also hand in the originals of the boarding cards together with the travel tickets used to get to the University of Valladolid from the home institution.
- To commence the programme activities at the University of Valladolid. Those who fail to begin the course within the stipulated period shall be understood to have renounced the grant.
- To attend all the follow-up meetings to which they are convened and which are organised by the International Relations Office.
- To fill in the Erasmus+ survey sent by the European Commission at the end of the activity.







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- To notify the International Relations Office in writing of their decision to renounce the grant, as well as any other relevant changes that might affect its conditions.

### **11<sup>th</sup> POINT. PROCEDURES BEFORE AND AFTER THE MOBILITY**

1.- Each beneficiary will be notified by email for them to accept their grant and they will be informed of the details required to access their private area at <https://uvamobplus.uva.es/>, where they will find a section with the documents related to their mobility as well as full guides on information and help.

2.- Before the start of the mobility, the beneficiary must upload in their private area the following documents duly filled in and signed:

- The Mobility Agreement
- Proof of having purchased a medical, travel and accident insurance valid for Spain

3.- At the start of the mobility, each beneficiary must, after making an appointment, go to the International Relations Office at the University of Valladolid with the Erasmus+ Grant Agreement duly completed and with the original signature to be submitted in person at said service's offices. This will signal the official start of the Erasmus+ KA107 grant.

4.- At the end of their stay, the beneficiary of the grant must fill in and send the online EU survey within 30 calendar days after having received the invitation to complete it. The institution may require participants who fail to fill in and send the online EU survey to reimburse in part or in full the amount of financial support received.

### **12<sup>th</sup> POINT. PROCEDURE FOR PAYMENT OF THE FINANCIAL SUPPORT**

1.- The grant will be paid in one payment by cheque, in accordance with the regulations set out in Law 5/2008, of 25 September governing grants in the autonomous region of Castilla y León, in the regulations governing the execution of the university budget, in the following terms:

- 100% of the individual support by cheque, at the start of the stay
- 100% of Travel costs, according to the Erasmus+ Distance Calculator, by cheque
  - i. If travel tickets are managed by the University of Valladolid support, this payment will be the difference between travel ticket invoice and travel unit costs (if any)

2.- In order to receive payment, the documents required by the Erasmus+ programme, and which those selected will be notified of together with the letter of concession, must be submitted.

3.- Beneficiaries are required to inform the International Relations Office of any changes in the conditions taken into account that led to the awarding of the grant and which were included in the decision, such as those concerning the conferring of the grants set out in the following section.





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### **13<sup>TH</sup> POINT. INCOMPATIBILITIES:**

1.- The support provided in the present call is compatible with any other public or private grant or support awarded for the same purpose, except those from the European Union.

### **14<sup>TH</sup> POINT. RENOUNCEMENT**

1.- Should a beneficiary renounce a grant awarded to them, they should do so in writing and through the register, in accordance with article 16.4 of Law 39/2015, governing common administrative procedure for public administration, in which case the vacant position may be allocated to a replacement, as set out in the stipulations for the decision governing this call.

2.- The deadline for submission of renouncement is 31 January 2023. Should the renouncement not be submitted before said date and/or should the grant not have been used within the established deadline, the beneficiary may be penalised by being denied an ERASMUS + grant during the following academic year.

3.- Should voluntary renouncement be submitted outside the deadline, said penalty shall not be applied in the event of one of the causes listed below:

1. Illness or serious accident suffered by the applicant.
2. Illness or death of an immediate family member.
3. Obligation to fulfil a public duty.
4. Any other cause that is sufficiently accredited and justified in the opinion of the International Relations Committee.

### **15<sup>th</sup> POINT. FAILURE TO COMPLY ON THE PART OF THE BENEFICIARY AND PENALTY SYSTEM:**

1.- Should the beneficiary fail to comply with the terms stipulated for the grant, the relevant legislation set out in Section IV of Law 5/2008, of 25 September, governing grants in the autonomous region of Castilla y León shall apply.

2.- Given the nature of the grant, recipients shall be obliged to reimburse in full the amount received and shall be required to pay the corresponding late interest, as stipulated in article 37.1 of general Law 38/2003, of 17 November, governing grants.

3.- The amounts to be reimbursed shall be considered public duty revenue rights, for repayment of which the stipulations set out in the regulations governing the law on public treasury and public sector duty revenue rights in the region of Castilla y León shall apply.

4.- The system covering infringements and penalties in the matter of grants set out in Section V of Law 5/2008, of 25 September shall apply.





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## **16<sup>TH</sup> POINT. DECISION ON THE CALL.**

1. The procedure for awarding the grant shall be deemed to have commenced *ex officio* through the present call.
- 2.- The competent body for managing and organising the procedure as well as for dealing with the grants is the International Relations Office.
- 3.- The competent body for issuing decisions is the Vice-rectorate's office for Internationalisation, by delegation from the Rector's office, in accordance with Rectorate Resolution of 9 May 2022 (BOCYL [official regional gazette] no. 94 of 18 September) delegating the Rector's competences to various single-person bodies at the University of Valladolid, subsequent to a binding report issued by the International Relations committee based on the reports received from the assessment committee.
- 3.- Against this decision, which concludes the administrative channel, a contentious-administrative appeal may be brought before the contentious-administrative court of Valladolid within two months, beginning the day after its publication on the previously mentioned electronic notice board of the university. Optionally, an appeal for reversal may be filed with the rectorate within the period of one month commencing on the same date (articles 8.2 and 13 of Law 29/1998, of 13 July, of contentious-administrative jurisdiction, with regard to article 123 of Law 39/2015, of 1 October, governing common administrative procedure for public administration). In said instances, the previously mentioned contentious-administrative appeal may not be filed until such time as a specific decision has been taken or until the implied rejection concerning the appeal for reversal.
- 4.- The decision on the call shall be taken within a period of no more than three months after the day on which the deadline for submission of applications concludes. Once said period has concluded without the decision having been published, applications may be deemed to have been rejected in the terms set out under Law 39/2015, governing common administrative procedure for public administration.
- 5.-The International Relations Office will publish the decision concerning the present call in the electronic office of the Uva and, for the purposes of information, on its webpage <http://www.relint.uva.es> and on <https://uvamobplus.uva.es/>

## **17<sup>TH</sup> POINT. LINKS AND DATA PROTECTION.**

- 1.- Personal data shall be processed in strict adherence to the stipulations set out under (EU) regulation 2016/679 of the European Parliament and Council, of 27 April 2016, on 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/CE (General Data Protection Regulation) and Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guaranteeing of digital rights.
- 2.- Further information concerning the handling of personal data may be found in Annex 1





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### **18<sup>TH</sup> POINT. LEGAL RULES:**

1.- This call is based on the Regulatory Bases of the Calls for Erasmus mobility grants aimed at University of Valladolid Staff and Professionals from companies located in the EHEA, approved by Agreement of the Governing Council in session held on 26 September 2019 and published in the Official Gazette of Castilla y León number 193 of 7 October 2019.

2.- Likewise, the Constitution of 1978, the Organic Law 6/2001, of 21 December, on Universities, the Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, the Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, the Statutes of the University of Valladolid, approved by Agreement 104/2003, of 10 July, of the Government of Castile and León, as well as the Law 38/2003, of 1 October, on the Common Administrative Procedure of Public Administrations, the Law 40/2015, of 1 October, on the Legal Regime of the Public Sector, the Statutes of the University of Valladolid, approved by Agreement 104/2003, of 10 July, of the Government of Castile and León, as well as Law 38/2003, of 17 November, General Subsidies, Royal Decree 887/2006, of 21 July, approving the Regulations of Law 38/2003, of 17 November, General Subsidies, in its basic aspects, and Law 5/2008, of 25 September, on Subsidies of Castilla y León, the Budgetary Execution Rules of the University Budget as well as the remaining rules applicable by reason of the matter.

### **19<sup>TH</sup> POINT. FINAL PROVISION:**

1.- For any matters not regulated in these bases, Law 39/2015, governing common administrative procedure for public administration, Law 38/2003, of 17 November, governing general grants, Law 5/2008, of 25 September, governing grants in the region of Castilla y León, and the regulations governing execution of the university budget, as well as any other pertinent legislation shall be applied.

2.- Consistent with the values of gender equality assumed by the university, any names which appear in this call in the masculine gender, when they have not been replaced by generic terms, shall be understood to refer also indistinctly to the feminine gender.

3.- Participation in the call applying for support shall entail the applicant's full acceptance of the content thereof.

### **20<sup>TH</sup> POINT. APPEALS:**

Against this decision, which concludes the administrative channel, a contentious-administrative appeal may be brought before the contentious-administrative court of Valladolid within two months, beginning the day after its publication on the previously mentioned electronic notice board of the university. Optionally, an appeal for reversal may be filed with the rectorate within the period of one month commencing on the same date (articles 8.2 and 13 of Law 29/1998, of 13 July, of contentious-administrative jurisdiction, with regard to article 123 of Law 39/2015, of 1 October, governing common administrative procedure for public administration). In said instances, the previously mentioned contentious-administrative appeal may not be





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filed until such time as a specific decision has been taken or until the implied rejection concerning the appeal for reversal.

In Valladolid, date of electronic signature  
THE RECTOR

By delegation (decision by the Rector on 9 May 2022 (BOCYL [official regional gazette] no. 94 of 18 May))

VICE-RECTOR FOR INTERNATIONALISATION

Signed: Paloma Castro Prieto





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## ANNEX I.

### Further information on the handling of personal data

#### 1. Body responsible for handling the data.

University of Valladolid

CIF: Q4718001C

Address: Plaza del Colegio de Santa Cruz, 8 - 47002 Valladolid

Person/body responsible for privacy: [responsable.privacidad@uva.es](mailto:responsable.privacidad@uva.es)

Data protection delegate: [delegado.proteccion.datos@uva.es](mailto:delegado.proteccion.datos@uva.es)

#### 2. Data protection delegate

This is the professional figure who oversees and gives advice concerning compliance with personal data protection on the part of the University of Valladolid. If you have any doubts or wish to enquire about how your details are handled, you may contact us by writing to [delegado.proteccion.datos@uva.es](mailto:delegado.proteccion.datos@uva.es)

#### 3. Purposes for which personal information is gathered

Data are used for the purposes of administrative handling of information related to participants and beneficiaries, and for processing the grants set out in this call.

#### 4. Legal basis for data handling

Regulations (EU) 1288/2013 through which the «Erasmus+» programme is created are designed to promote employability, internationalisation and interregional social cohesion, facilitating mobility and cooperation in the world of education.

The University of Valladolid, within the framework of Organic Law 6/2001 governing universities, implements its internationalisation and cooperation for development plans. Amongst the programmes it is involved in is the Erasmus+ mobility programme.

In addition, official publication of personal information in official journals and/or on official noticeboards of the University of Valladolid, is based on:

- Law 39/2015, of 1 October, governing common administrative procedure for public administration.
- Law 19/2013, of 9 December, governing transparency, access to public information and good governance.
- Law 3/2015, of 4 March, governing transparency and citizen participation in the region of Castilla y León.
- Law 38/2003, of 17 November, governing general grants.
- Law 5/2008, of 25 September, governing grants in the region of Castilla y León
- Law 2/2006, of 3 May, governing the public treasury and public sector in the region of Castilla y León.







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## 5. Recipients of the data

Data will be sent without consent to:

- the applicant's home institution.
- EU institutions and bodies, in accordance with the regulations inherent to this call.
- judges and courts, in the terms set out by the applicable legislation for handling related appeals. In such instances, before making data available to third parties, the university ensures that said authorities request such data and access them in accordance with the law.
- in addition, the names of those awarded grants will be published on the official notice board of the electronic office of the University of Valladolid and on the International Relations Office webpage.

Optionally, data will be sent with consent to:

- Mentor programmes and the International Relations Office service for help with finding accommodation.

## 6. Period for which data are held

The personal data provided will be held, depending on the nature thereof, in accordance with the following criteria:

- Information relating to persons taking part will be kept for the period required for any administrative or legal appeals filed, pursuant to the regulations set out under Law 39/2015, of 1 October, governing common administrative procedure for public administration and Law 38/2003, of 17 November, governing general grants.
- Information relating to beneficiaries of grants will be kept for the duration of their association with the University of Valladolid.
- Nevertheless, in general, the information may be stored, duly blocked, for the additional three-year period foreseen until such time as the legal responsibilities in the matter of data protection have prescribed.
- The University of Valladolid is a public institution subject to the obligations of Law 16/1985, of 25 June, governing Spanish historical heritage, and Castilla y León Law 6/1991, of 19 April, governing archives and document heritage and may, therefore, keep the information for an indefinite period for archive purposes in the public interest.





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### 7. Rights of interested parties

In order to maintain control at all times over their personal data, those interested may exercise their right to access, amend, delete, transfer, limit or express their opposition to the handling thereof by writing to the Registry of the University of Valladolid or by normal mail to:

Responsable de privacidad.

Plaza del Colegio de Santa Cruz, 8 - 47002 Valladolid

They should provide, where applicable, supporting documentation:

- Accreditation of the identity of the interested party through any valid document, such as a national identity card or passport.
- First name(s) and surname(s) of the interested party or, where applicable, the person representing them, together with the document supporting said representation.
- A request specifying the application.
- An address for the purpose of notifications, date and signature of the applicant.
- Supporting documents of the request being submitted, if applicable.
- In the case of amendment or cancelation, indication of which data are to be amended or cancelled and the cause justifying this.

### 8. Competent authority for the submission of appeals.

Should you wish to file a complaint or obtain further information concerning the regulations governing the handling of your personal data in Spain, the competent authority is the Spanish Data Protection Agency (Jorge Juan, 6 28001-Madrid).

