



Universidad de Valladolid



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(ENGLISH VERSION)

**CALL FOR APPLICATIONS ERASMUS+ KA171
UNIVERSITY OF VALLADOLID
ACADEMIC YEAR 2023-2024
INCOMING MOBILITY FOR STAFF – 9th International Staff Week**

The Vice-rectorate for Internationalisation hereby issues a call within the framework of the ERASMUS+ KA171 Programme for the participation in the 9th International Staff Week which will be carried out between 6-10 November 2023, for the 2023-2024 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.

- **25 grants for academic and administrative staff** from the partner universities of the Erasmus+ 2022-1-ES01-KA171-HED-000072505 to undertake five-day mobility stays + two travel days at the University of Valladolid, within the activities of the 9th International Staff Week between 6-10 de November 2023.

The present call describes the criteria for applicant participation in the mobility exchanges 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.

1ST POINT. GENERAL INFORMATION - ERASMUS+ KA171 PROGRAMME - INTERNATIONAL CREDIT MOBILITY PROJECT COORDINATED BY THE UNIVERSITY OF VALLADOLID:

1.- This project is the initiative of the European Commission in its International Dimension for the period 2021-2027. It is the continuation of the Erasmus+ KA107 projects, in force between 2014-2020 and which have been coordinated at the University of Valladolid since 2015. The funding institution is 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+ KA171 are: <https://uvamobplus2.uva.es/publico/partners>

4.- The contact person at each university within the project Erasmus+ KA171 can be found in the following website: <https://uvamobplus2.uva.es/publico/contact>

5.- All the areas of study are eligible within this project Erasmus+ KA171 at the University of Valladolid.





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2ND POINT. AIM

- 1) **STT mobility (academic and administrative staff):** The aim is to promote one-week stays (five working days + two days for travel) for academic from partner institutions of the Erasmus+ KA171 project at the University of Valladolid in order to undertake a training period within the activities programmed for the 9th International Staff Week between 6-10 November 2023.

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...

3RD 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.- The Uva will deduct from the total scholarship payment the amount of 125 € per participant that will be used for the organization of social activities within the 9th International Staff Week.

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

5.- In accordance with the provisions of current legislation on non-resident income tax (Royal Legislative Decree 5/2004 of 5 March, approving the revised text of the Non-Resident Income Tax Act) and in application of Article 14.1.b thereof, this allowance for travel expenses and normal living and subsistence expenses shall be exempt from taxation.





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6.- The present call will be charged to the University of Valladolid budget application 180UNH-322BB01-480.09/chapter 2 (Programa Erasmus+ 2022-1-ES01-KA171-HED-000072505) to the 2023 financial year. Concession thereof will be subject to there being appropriate and sufficient budget allocation.

7.- The total amount of support provided in the calls is 65,500 euros.

4th POINT. REQUIREMENTS FOR PARTICIPATION

1.- The present call is open to academic staff of partner institutions of the Erasmus+ 2022-1-ES01-KA171-HED-000072505 project who must be on the payroll of the partner institutions involved in the Erasmus+ KA171 project both when submitting the application and for the period during which the mobility is undertaken.

5th POINT. CONDITIONS APPLICABLE TO MOBILITY

- **STT mobility (academic or administrative staff):**
 - 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 development of the activity (9th International Staff Week)





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6TH POINT. DISTRIBUTION OF SCHOLARSHIPS:

ERASMUS+ KA171 - STAFF WEEK 6-10 Noviembre 2023			
Distribución de becas dentro del proyecto Erasmus+ KA171-72505			
COUNTRY	PARTNER INSTITUTION	Number of Available Scholarships Staff 5 days	Region Erasmus+
Albania	EUROPEAN UNIVERSITY OF TIRANA	1	1
Albania	UNIVERSITY OF TIRANA	1	1
Albania	MARIN BARLETI UNIVERSITY	1	1
Albania	MEDITERRANEAN UNIVERSITY OF ALBANIA	1	1
Bosnia and Herzegovina	UNIVERSITY OF SARAJEVO	1	1
Bosnia and Herzegovina	DZEMAL BIJEDIC UNIVERSITY OF MOSTAR	1	1
Bosnia and Herzegovina	INTERNATIONAL BURCH UNIVERSITY	1	1
Kosovo	UNIVERSUM COLLEGE	1	1
Montenegro	UNIVERSITY DONJA GORICA	1	1
Montenegro	MEDITERRANEAN UNIVERSITY OF MONTENEGRO	1	1
Ukraine	TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV	1	2
India	AHMEDABAD UNIVERSITY PUBLIC TRUST	1	5
India	SRM INSTITUTE OF SCIENCE AND TECHNOLOGY	1	5
India	SISTER NIVEDITA UNIVERSITY	1	5
Taiwan	NATIONAL TAICHUNG UNIVERSITY OF EDUCATION	1	5
Cape Verde	UNIVERSIDADE DO MINDELO	1	9
Cape Verde	UNIVERSIDADE DE CABO VERDE	1	9
Ethiopia	HAWASSA UNIVERSITY, WONDO GENET COLLEGE OF FORESTRY AND NATURAL RESOURCES	1	9
Ghana	UNIVERSITY OF GHANA	1	9
Ivory Coast	UNIVERSITE FELIX HOUFHOUE BOIGNY	1	9
Nigeria	UNIVERSITY OF NIGERIA, NSUKKA	1	9
South Africa	DURBAN UNIVERSITY OF TECHNOLOGY	1	9
South Africa	UNIVERSITY OF PRETORIA	1	9
South Africa	UNIVERSITY OF THE WESTERN CAPE	1	9
Zambia	COPPERBELT UNIVERSITY	1	9
TOTAL		25	

7th 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 **18 August 2023** at 11:00 AM (Spanish time). Applications must be sent and confirmed through the portal <https://uvamobplus2.uva.es/>

2- Those interested must submit their grant applications through the system created for handling the Erasmus+ KA171 programme by the International Relations Office, available through the following link <https://uvamobplus2.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).





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3.- The required documents must also be submitted:

- Passport or national identity document
- Nomination letter provided by his/her home institution
- 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 special needs, 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.- 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://uvamobplus2.uva.es/>. Applications may not be sent by email or fax.

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

- Participation requirements and eligibility criteria.
- Distribution of financial support by the home country
- 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.

6.- 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.

7.- 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.

8th 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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9TH POINT. SELECTION CRITERIA AND PROCESS:

1.- Grants will be awarded on a direct award basis with nomination of the Home Institution of the selected candidates, provided that the number of grants distributed by country and University is sufficient to cover the number of applications, in accordance with the provisions of 6th Point.

2.- The selection process will comprise three stages:

- **Formal validation and evaluation of candidates:** it will be carried out by the home institution, by checking all the documentation provided. Validated candidates will be evaluated internally, according to their internal rules and following the rules of the Erasmus+ KA171 Programme:
 - Experience on internationalization: 60%
 - Motivation: 20%
 - Relevance of the proposal: 20%
- On the basis of the final score obtained, the International Relations Office of each sending institution must propose its selected candidates in order of priority, by nomination, and must also provide the list of reserves (if any).
- The International Relations Service will submit a reasoned proposal of resolution to the International Relations Commission of the University of Valladolid, which will issue a prior report before the final decision.

3.- In the event of a tie, preference will be given to disadvantaged academic staff, those with disabilities or socioeconomically disadvantaged applicants.

4.- 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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10th 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://uvamobplus2.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+ KA171 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 submit the Erasmus+ **Grant Agreement** for the 2023-2024 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. Beneficiaries 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 activities organised by the International Relations Service in the framework of the 9th International Staff Week
- To fill in the Erasmus+ survey sent by the European Commission at the end of the activity.
- 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.





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11th 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://uvamobplus2.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+ KA171 grant. This document may be accepted electronically signed

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.

12th 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. 125 Euros will be deducted for each participant for the organisation of the social activities at the 9th International Staff Week.
- 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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13TH 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.

14TH 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 15 October 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.

15th 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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16TH 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 26 August 2020 (BOCYL [official regional gazette] no. 181 of 2 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://uvamobplus2.uva.es/>

17TH 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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18TH 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.

19TH 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.





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20TH POINT. APPEALS:

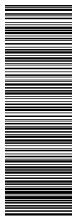
Against this decision, which concludes the administrative channel, a contentious-administrative appeal may be brought before the contentious-administrative court of Valladolid within two months, beginning the day after its publication on the previously mentioned electronic notice board of the university. 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 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

Data protection delegate: 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

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).

