

# Regulatory bases for the internationalisation of teaching "co-teaching" programme of the University of León

The Vice-Rectorate for Internationalisation of the University of León, with the intention of promoting the international projection of the teaching staff of our university, sharing teaching methods and experiences and favouring the processes of internationalisation of our institution, is launching this programme of internationalisation of teaching "co-teaching" of the University of León (ULe), Spain.

## 1. Object

This programme of internationalisation of teaching "co-teaching" of the ULe (hereinafter: the Programme), aims to promote the international projection of the teaching staff of our University, share teaching methods and experiences and promote the processes of internationalisation of teaching in our institution, launches this programme to promote the internationalisation of teaching.

To this end, a procedure is established that allows, through the development of a collaboration agreement, the development of a joint teaching activity, by teachers from the ULe and their peers, belonging to higher education institutions abroad.

The Programme is based on the joint design, by the participating teaching staff, of a teaching proposal that will be developed within a subject taught at the ULe and another subject taught at the partner institution in which the teachers participate. This joint proposal will be reflected in the Teaching Guide of the subject or similar document of the partner institutions.

Once agreed and included in the Teaching Guide, the lecturer from the ULe will travel to the partner university to carry out, together with the lecturer from the partner university and his/her group of students, the activities agreed and included in the Teaching Guide. Subsequently, the teaching staff from the partner university will travel to the ULe to carry out the agreed activities, together with the teaching staff from the ULe and their group of students.

The minimum stay of each teacher at the host university is one week and the order in which these stays are carried out is indifferent, although both stays must take place during the same academic year.

### 1.1. General Objectives

- Promote international teaching cooperation.
- Encourage the exchange of teaching practices in international contexts.
- Strengthen or create cooperative relationships between universities.
- To develop students' intercultural and international competences.
- Facilitate scientific collaboration between teachers and institutions.
- Encourage collaboration on joint projects.
- To improve the communicative competences of students and teachers.

## 2. Characteristics of the Programme

Participants must carry out, at the host universities, the activities set out in their work plan, which will include, at least:

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- Teaching collaboration of at least one week on a subject of a subject included in the current curricula of the participating universities.
- Inclusion of this programme and collaboration in the teaching guides, programmes or curricula of both subjects.
- Design of joint activities and instruments, including assessable activities on the contents taught by the visiting lecturer.

### 3. Conditions

The conditions assumed by each of the institutions will be reflected in a Specific Agreement, in accordance with Annex I of these Rules. The minimum conditions assumed by the institutions signing the Specific Agreement are:

- The home institution undertakes to provide its teaching staff with a travel allowance to cover all or part of their return travel expenses, as well as medical insurance for the duration of the teaching period.
- The host institution undertakes to provide the teaching staff travelling to its institution with accommodation or board, or a grant to cover these expenses, for a minimum period of one week in the host city in order to be able to carry out the established teaching.

The signed Agreements must be signed by the participating institutions prior to the start of the planned activities in the first institution and must be valid until the end of the planned activities in the second institution. Any modification, in order to improve the minimum conditions established in these Agreements, must be made prior to the start of the first mobility and must have the consent/approval of the participating institutions. These modifications will be included as an Annex to the initially signed agreement.

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## ANNEX I - MODEL INTERINSTITUTIONAL AGREEMENT

### SPECIFIC AGREEMENT FOR PARTICIPATION IN THE "CO-TEACHING" PROGRAMME FOR THE INTERNATIONALISATION OF TEACHING BETWEEN THE UNIVERSITY OF LEÓN AND [INDICATE THE NAME OF THE ENTITY].

In León, on the \_\_\_ day of \_\_\_\_\_ of 20\_\_

#### MEETING

On the one hand, Mr. Roberto Baelo Álvarez, Vice-Rector for Internationalisation of the University of León, acting on behalf of the University of León (hereinafter ULE), with address in León, Avda. Facultad de Veterinaria No. 25 and C.I.F. No. Q2432001B, by virtue of the powers conferred by the Resolution of 13 March 2023, of the Rectorate of the University of León, delegating powers and attributions of the Rector to the Rector of the University of León.No. Q2432001B, by virtue of the powers conferred by Resolution of 13 March 2023, of the Rectorate of the University of León, delegating powers and responsibilities of the Rector to other unipersonal governing bodies and establishing the order in which the Vice-Rectors shall replace the Rector in the event of absence (BOCYL No. 54, of 20 March 2023),

On the other hand. Mr/Ms [Name and surname], acting on behalf of [name of the entity, type of entity in question, its tax or legal identification code, the corresponding registration number in the Register and its address for the purposes of notifications arising from the agreement], as [Position] of this entity, appointed by means of [act/regulation/deed recording the appointment].

Both parties mutually recognise the legal capacity necessary for the signature of this agreement, on behalf of the entities they represent, and

#### MANIFEST

That [name of the undersigned entity] has as its object and purpose  
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That the University of León is a public law institution, endowed with legal personality and autonomy, in accordance with the provisions of Article 3 of Organic Law 2/2023, of 22 March, on the University System, and Article 1 of the University Statutes, approved by Agreement of the Junta de Castilla y León No. 243/2003, of 23 October (B.O.C. y L. No. 210, of 29 October). Among its general functions, the University of León has that corresponding to the preparation for the exercise of professional activities that require the application of scientific knowledge and methods, and the dissemination, valorisation and transfer of knowledge at the service of culture, quality of life and economic development (article 2.2 of Organic Law 2/2023, of 22 March, on the University System).

That both institutions consider that mutual collaboration can contribute to the better performance of each other's activities, as well as to the optimisation of their material and human resources.

That in order to implement these objectives, both parties have agreed to sign this Agreement, subject to the following.

#### STIPULATIONS

##### One. - Purpose of the agreement

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The purpose of this agreement is to establish the conditions and commitments that both institutions acquire to promote the participation of their teaching staff in the programme for the internationalisation of teaching "co-teaching" at the University of León (hereinafter the programme).

## **Second. - Commitments**

In order to achieve the objectives pursued by the signing of this Agreement, both parties undertake to the following:

1. The University of León (ULe) undertakes to allocate a travel grant of [financial amount] from the budget line [indicate budget line] to cover the costs of travel from the University of León to the [partner institution] and the purchase of medical insurance with the required coverage in the country of destination, which must be valid for the duration of the stay at the destination institution.
  2. The University undertakes to provide board and lodging for a period of [minimum one week] to the teachers coming from the [partner institution]. This commitment will be made effective through the [specify whether access to accommodation and board will be provided by the University in its own facilities or those provided by the University, indicating the characteristics of these or whether financial assistance will be provided to cover these expenses, indicating in this case the amount of this and assuming that the partner institution must help in obtaining the accommodation].
  3. In the event that the accommodation is in an area that requires a medium/long journey to the place where the teaching will take place, ULe will provide the [partner institution] teacher with the means to make the journey or will give him/her a financial supplement to enable him/her to make the journey.
  4. The [partner institution] undertakes to provide a travel grant of [financial amount] to cover the costs of travel from the [partner institution] to the University of León and the purchase of a medical insurance policy with the required coverage in the country of destination, which must be valid for the duration of the stay at the destination institution.
  5. The [partner institution] undertakes to provide board and lodging for a period of [minimum one week] to the teachers coming from the ULe. This commitment will be made effective through the [specify whether access to accommodation and board will be provided by the partner institution in its own facilities or those provided by the same, indicating the characteristics of these or whether financial assistance will be provided to cover these expenses, indicating in this case the amount of this and assuming that the partner institution must help in obtaining the accommodation].
  6. In the event that the accommodation is in an area that requires a medium/long journey to the place where the teaching will take place, the [partner institution] will provide the ULe lecturer with the means to make the journey or will give him/her a financial supplement to enable him/her to make the journey.
  7. In any case, the grants for the development of the trips and the coverage of subsistence and living expenses may not be less than those established by the distance calculator of the Erasmus+ programme and those established for Group 2 of the allowances referred to in Royal Decree 462/2002, of 24 May, on allowances for reasons of service.
  8. ULe will issue an accreditation certificate to the teacher of the [partner institution] stating the teaching developed in the corresponding subject with indication of the period in which it was developed.
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9. The [partner institution] will issue an accreditation certificate to the lecturer at the University, stating the teaching carried out in the corresponding subject with an indication of the period in which it was carried out.

### **Third - Participants**

Participants in the programme must provide proof of their status as lecturers at their home institution. This agreement recognises the commitment of each of the parties to assume the costs established for the participation in the programme of a maximum of [number] pairs of teachers per semester.

Each of the pairs of teachers participating in the programme must comply with the provisions of the programme's Regulations and with the conditions set out in this agreement.

### **Fourth: Selection of participants**

When the number of applications exceeds the number of places available, a joint committee for the selection of participants (hereinafter referred to as the Committee) will be formed.

The Commission shall be composed of three representatives from each institution, plus one member of the ULe, who shall act as secretary, with voice but without vote. The representatives of the ULe in the Commission shall be appointed by the Vice-Rector for Internationalisation. The representatives of the [partner institution] in the Commission shall be appointed by [indicate who will be responsible for appointing the representatives].

The Commission will meet prior to the start of each semester to evaluate the applications made and to allocate the places available. The selection of beneficiaries will be made according to principles of publicity, transparency, objectivity, equality and non-discrimination. To this end, the following criteria will be pre-established:

- Preference for pairs composed of faculty members in joint or double degrees.
- Preference will be given to peers who have collaborated in previous years and have a positive evaluation of their performance. In the event of a higher number of applications than places available per semester, priority will be given to the largest possible number of peers, so that a peer who has enjoyed the experience in the previous semester will not have preference over those who have done so in the previous semester.
- Preference for pairs composed of full-time faculty.
- In the event of a tie, the Commission shall establish and publish the criteria to be used.

### **Fifth - Derived results**

The results derived from the development of this Agreement not included in the scope of application of the intellectual and/or industrial property regulations correspond to both parties, who may reproduce and disseminate them for their own purposes.

In the dissemination of results, reference shall always be made to this Agreement.

Those results obtained that are susceptible to protection with respect to their intellectual and/or industrial property shall be brought to the attention of the persons responsible for the Convention, who shall take the measures within their power to ensure that the rights arising from the regulations in force in this area are respected.

### **Sixth: Entry into force, validity, extension, termination and amendment of the Agreement**

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This agreement is valid for [maximum four years] from the date on which the last signature is made. The actions to be carried out under this agreement shall be governed in accordance with the provisions of the regulatory bases of the programme.

At any time before the end of the period provided for in the previous paragraph, the signatories to the agreement may agree to extend it for a period of [additional years, maximum four], an agreement which must be formalised in writing, prior to the expiry of the initially agreed period.

Notwithstanding the foregoing, either of the signatory parties may terminate it by giving the other party reliable notice three months prior to the proposed date of termination. Those responsible for the agreement shall be responsible for determining the effects of the termination of the agreement on the activities or actions in progress.

The amendment of this Agreement shall require the unanimous agreement of the signatories, which shall be expressed in writing and attached as an Annex to this Agreement.

### **Seventh: Grounds for termination**

These are causes for termination of this Agreement, in accordance with the provisions of art.51 of Law 40/2015, of 1 October:

- The expiry of the term of the Agreement without an extension having been agreed.
- The mutual agreement of the signatory parties, expressed in writing.
- The manifestation of either party to terminate the agreement, with 6 months' notice.
- Failure of either party to comply with its obligations within thirty days of written notice by the other party; in this case, it may unilaterally terminate this Agreement.
- By a court decision declaring the Convention null and void.
- The causes provided for in the Agreement and those established in the legislation in force.

### **Eighth - Settlement**

The fulfilment and termination of the agreement will give rise to the settlement of the agreement in order to determine the obligations and commitments of each of the parties as stipulated in art. 52 of Law 40/2015. If, when any of the causes for termination of the agreement occur, there are actions in progress, the parties, at the proposal of those responsible for monitoring the agreement, may agree on the continuation and completion of the actions in progress that they deem appropriate, establishing a non-extendable period for their completion, after which time they must proceed to their liquidation.

### **Ninth - Parties responsible for the agreement**

For the implementation and monitoring of the Agreement, the persons responsible for the Agreement on both sides shall be:

- a) On behalf of the University of León:
    - The Vice-Rector for Internationalisation of the University of León, Mr. Roberto Baelo Álvarez or the person he delegates.
  - b) On behalf of the [partner institution].
    - [indicate].
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These officers shall be responsible for the programming, promotion, monitoring and evaluation of the actions arising from this Agreement and for submitting reports and proposals to the appropriate decision-making bodies. They shall also be responsible for proposing the amicable settlement of any disputes that may arise in the interpretation and application of the Agreement.

They shall meet at the request of either party and in any event at least once a year.

### **Tenth: Transparency**

The Agreement signed may be made available to citizens on the corresponding Transparency Portal in application of the provisions of Law 19/2013, of 9 December, on Transparency, Access to Public Information and Good Governance, as well as Law 3/2015, of 4 March, on Transparency and Citizen Participation of Castilla y León.

### **Eleventh - Data protection**

The parties undertake to use the personal data arising from the execution of the Agreement confidentially and to process them in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), Organic Law 3/2018 of 5 December 2018 on the Protection of Personal Data and the guarantee of digital rights, as well as the rest of the regulations in force on the protection of personal data.

Likewise, the parties undertake to adopt the necessary technical and organisational measures to guarantee the security of personal data and prevent its alteration, loss, processing and unauthorised access.

Individuals whose data are processed may exercise the rights provided for in the GDPR before the following bodies:

- Delegate for Data Protection of the ULE: Start Up, SL., through the following e-mail address: dpd@unileon.es
- (Controller of personal data or, where applicable, Data Protection Officer of the other party and e-mail address)

### **Twelfth - Nature**

This Agreement is excluded from the Public Sector Contracts Act, in accordance with the provisions of Article 6 of Law 9/2017, of 8 November, and is of an administrative nature, with the Contentious-Administrative Jurisdiction being competent to resolve any litigious issues that may arise in relation to the same.

And in witness whereof, both parties have signed this Agreement in duplicate on all its pages, at the place and on the date indicated in the heading or electronic signature.

For the University of León  
THE VICE-CHANCELLOR

For the [Partner Institution].  
LA/EL.....

Mr. Roberto Baelo Álvarez

S.D. D.

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## ANNEX II. MODEL AGREEMENT TO CARRY OUT A CO-TEACHING PROGRAM

### The staff member from University of León (Ule) Institution 1

Last name (s)		First name (s)	
ID Card/DNI/NIE		Department/Unit	
Nationality <sup>1</sup>		Sex [M/F/Undefined]	
E-mail		Phone number	
Area of expertise			

### The Staff Member from Institution 2

University name			
Address		Country	
Last name (s)		First name (s)	
ID Card/DNI/NIE/passport		Department/Unit	
Nationality <sup>1</sup>		Sex[M/F/Undefined]	
E-mail		Phone number	
Area of expertise			

### Section to be completed BEFORE THE MOBILITY

#### I. PROPOSED TEACHING ACTIVITY AT THE FIRST PHASE (MEMBER FROM INSTITUTION 1 TEACHING AT INSTITUTION 2):

Subject:.....

Degree:.....

Number of students benefiting from the teaching programme: .....

Total number of teaching hours (online + face-to-face teaching): .....

Planned period of the physical mobility: from ..... to .....

Number of teaching hours during the mobility: .....

Language of instruction: .....





**Overall objectives of the teaching activity:**

**Added value of the teaching activity (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Content of the teaching programme (including the virtual component):**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

**Describe the activities and instruments as well as the evaluation of the contents taught by the professor of the Institution 1 in Institution 2.**

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**II. PROPOSED TEACHING ACTIVITY AT THE SECOND PHASE (TEACHER FROM INSTITUTION 2 TEACHING AT INSTITUTION 1):**

Subject: .....

Degree: .....

Number of students benefiting from the teaching programme: .....

Total number of teaching hours (online + face-to-face teaching): .....

Planned period of the physical mobility: from ..... to .....

Number of teaching hours during the mobility: .....

Language of instruction: .....

**Overall objectives of the teaching activity:**

**Added value of the teaching activity (in the context of the modernisation and internationalisation strategies of the institutions involved):**





**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

**Content of the teaching programme:**

**Describe the activities and instruments, including evaluable activities on the contents taught by the professor of the Institution 2 in Institution 1.**

### **III. COMMITMENT OF THE PARTIES**

By signing<sup>2</sup> this document, both teaching staff member confirm that they approve this activity.

It is understood that both teachers are aware that their institutions have signed a prior agreement stipulating that both institutions undertake to provide their faculty with a travel allowance to cover all or part of the expenses derived from the round trip, in the case of travel to teach at the host university indicated in this agreement, and the hiring of medical insurance during the period of teaching. And when they act as host institution, they undertake to provide the faculty who travel to their institution with sufficient and appropriate accommodation and meals, or a bag to cover these expenses for the time stipulated, at least one week in the city of destination in order to develop the teaching established, as reflected in this specific agreement.

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By signing this document, it is understood that both professors have informed their respective Departments of their intention to carry out this activity, since they are responsible for the teaching given.

The faculty members will share their experience, particularly its impact on their professional development and on their home institution of higher education, as a source of inspiration for others. Both faculty members agree to comply with the requirements set forth in the grant agreement signed between them.

<sup>1</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution.

**The teaching staff member Institution 1**

Name:

Signature:

Date:

**The teaching staff member Institution 2**

Name:

Signature:

Date:

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