

GUIDELINES FOR THE SELECTION OF PARTICIPANTS

+ CALL FOR ERASMUS mobility between partner countries and the University of Huelva (UHU) Key Action 1 (KA 107)

PREAMBLE

The University of Huelva (UHU) approves the publication of this call for the realization of staff mobility in the UHU during the spring semester of the 2022/2023 academic year. This program is developed by the European Commission with financial support organized by the Spanish Service for Internationalization of Education (SEPIE) within the Erasmus + Program, approved by the European Parliament in the financial framework 2014-2020, which came into force on 1 January 2014. The new Erasmus + program is part of the Europe 2020 strategy, Education and Training 2020 *Rethinking Education* and encompasses all initiatives for education, training, youth and sport. This announcement takes place as part of ERASMUS Mobility Projects + Key 1 action in the field of Education, Training and Youth between **Programme Countries and Partner Countries (KA107)**.

Participants in the Erasmus Programme should read, respect and help to disseminate its fundamental principles which can be consulted at the following link:

http://sepie.es/doc/educacion-superior/informacion/charter-annotated-guidelines-feb2020_en.pdf

The purpose of this call will be granting 2 places for Erasmus Mobility for Training (STT) and/or for Teaching Assignment (STA), to be occupied by academic and/or administrative staff **from UCAD to the University of Huelva (UHU)**.

RULES OF THE CALL

1. GENERAL CONDITIONS

1. The number of available places in this call corresponds to funding granted by the European Commission to the University of Huelva, and is based on interinstitutional agreements signed between UHU and UCAD.

2. The mobility will take place during the spring semester of the 2022/2023 academic year, for a five working day period, preferably during the UHU International Week from 17th to 21st April, 2023. Candidates should send applications and supporting documents to UCAD **International Relations Office for screening**. : **candidatures.dc@ucad.edu.sn**

3. Participants will receive **financial assistance** to cover maintenance costs during the period of mobility as well as financial assistance to cover travel costs, as specified in paragraph 7.

4. UCAD will be responsible for selecting successful participants and will send nominations of the successful candidates, and the names of any candidates on a waiting list to the University of Huelva International Office (drinter@uhu.es).

5. UCAD shall publish this call on its website and give maximum publicity by any other suitable advertising medium.

6. All candidates are advised to read carefully the information contained in this document prior to completing and handing in applications.

2. GENERAL REQUIREMENTS OF PARTICIPANTS

To participate in this call for mobility Erasmus +, applicants must meet the following requirements:

- Teaching Staff: Being Employed at UCAD for educational purposes, both at the time of applying and when carrying out the mobility.
- Non-Teaching Staff: Being Employed at UCAD, both at the time of applying and when carrying out the mobility.
- The mobility must not take place in the country of residence of the participant nor where pursuing studies nor working.

3. EXECUTION OF APPLICATIONS.

Candidates should send the following documents to **UCAD International Office to : candidatures.dc@ucad.edu.sn**

- Motivation letter
- List of the activities proposed for the mobility
- Certificate, confirmation or self-evaluation of Spanish language level
- Document which shows that the candidate is an employee of DUT at the time of applying.
- CV
- Documents relating to other pertinent skills or professional formation

Deadline for applications:

December 17, 2022

4. SELECTION OF PARTICIPANTS.

The process of selecting participants in UCAD must guarantee the principles of transparency, competition and equal competitive opportunities for all participants. The criteria for selecting participants are described below:

a) Quality of proposed activities at UHU 60 points

b) Level of Spanish language 20 points

c) Motivation letter 10 points

d) Any other information specified by the candidate (additional skills or skills, specific academic interest, vulnerable socio-economic situation, etc.) 10 points

5. OBLIGATIONS OF BENEFICIARIES.

Selected applicants who accept + ERASMUS mobility shall comply with the following obligations:

1. **Acceptance:** Participants must send formal written acceptance of the assigned Erasmus place to **XXX**, in a maximum of seven days from the day of the communication to the applicant. A copy of the participant's passport should be sent as soon as possible.

2. **Commitment:** The recipient of Erasmus + grant shall comply with the following obligations:

1. Sign **Grant Agreement** between the participant and the University of Huelva and any later amendments. The International Office staff of the University of Huelva will provide the Grant Agreement before the start of the mobility period.

2. Sign the corresponding **Mobility Agreement** before departure.

3. Remain at UHU **the time indicated in the Agreement**. The participant must join the University of Huelva with full respect for its internal rules. Such residence shall be accredited by DUT on their return by filing **Certificate of Attendance** completed by the University of Huelva. The minimum **period** of stay is 5 days. Non completion of the established period may result in the loss of the right to receive the grant and, subsequent reclaiming of payments made, if applicable.

4. Participants **should contact Claire Martin drinter@uhu.es (after they have been selected and accepted the Erasmus place)** before departure to design the corresponding work plan and the mobility agreement.

5. All participants must complete the online **Final report** which will be requested by the University of Huelva, at the request of the European Commission, **upon departure**, within a maximum period of **thirty days of the completion** of stay.

6. It is the responsibility of the participant to procure the **health insurance coverage** for the purposes of sickness, accidents, occupational accidents and repatriation and civil responsibility, effective from arrival at the University of Huelva. Before departure, participants should **send evidence of** this to the Office of International Relations at the University of Huelva.

7. The selected participants must apply and formalize the corresponding **visa** in their country of origin. The University of Huelva will issue a letter of acceptance for this purpose.

8. Participants will receive the funds by bank transfer to their accounts, whenever possible, during the week preceding the mobility.

9. Participants will be responsible for finding **accommodation** in Huelva. The university will provide the support necessary to search for it through its various services.

11. **Disclaimers** Once **Acceptance document has been signed** the participant **shall be bound** to carry out the period of stay granted. Possible resignations submitted by participants will be penalized for future requests for international assistance from the University of Huelva, except those cases that have been justified as force majeure.

6. OBLIGATIONS University of Huelva

1. The University of Huelva **shall send a letter of acceptance** and the corresponding informative documentation participants following the final selection.

2. After completion of mobility, the University of Huelva will issue a **Certificate of Attendance** for each participant.

7. PAYMENT AND ALLOCATION OF AID

The aid granted to the participants of the mobility program Erasmus + is designed to partially cover the expenses incurred by them during their stay abroad.

Aid funds from the European Union under the next call include:

1. An aid to cover **subsistence expenses**: This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. Spain is included in Group 2 and mobilities contribution to this country is **160 EUR a day for staff**.

2. **an aid to help cover travel expenses**. The amount is calculated as a function of distance bands.

The distance should be calculated between the city of origin and University City University of destination, using the distance calculator European Union (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). In the case of Durban, the allocated travel fund per participant is 360 €.

The **maximum funding period** is **5 days** (Plus 2 travel days) for staff mobility visitors.

8. COMMUNICATION.

All communications by the candidates must be made to its home International Relations office. Once selected, beneficiaries may contact the University of Huelva through the addresses:

Drinter.uhu.es + 34 959 21 8221 Staff Mobility

inmacu@uhu.es + 34 959 21 9169

