

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 1 Study period (SMS) and 1 Teaching Period (STA) and 1 Training Period (STT) in the UHU during the 2019/2020 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)**.

The purpose of this call will be granting 1 place for student mobility and 2 places for staff mobility during the 2019/2020 academic year, to be occupied by a student at Master and 1 lecturer and 1 member of staff (academic or administrative) **from Durban University of Technology to the University of Huelva**.

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 agreement signed between UHU and Durban University of Technology.
2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between DUT and the University of Huelva for the purposes of this call.
3. The mobility will take place during either semester of the 2019/2020 academic year. Candidates should send Applications to cecileg@dut.ac.za

5. Teaching and Training staff mobility 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.

6. Participants in mobility may make use of the facilities and infrastructure of the receiving university.

7. DUT will be responsible for nominating their selected participants, as well as organizing the preparation, monitoring and recognition of mobility period.

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

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

3. GENERAL REQUIREMENTS OF PARTICIPANTS

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

- Students: **Students must be enrolled at the DUT's Faculty of Engineering and the Built Environment** at the time of application. Only Master level students can apply.
- **Teaching Staff: Being employed at DUT at for educational purposes.** In the event that the place assigned for teaching mobility is not filled by a lecturer, it could be occupied by teaching or non-teaching staff for training purposes. This circumstance would be subject to the prior approval of SEPIE.
- **Non-Teaching Staff: Being employed at DUT.** In the event that the place is not filled by a member of the university administrative staff, it could be occupied by teaching staff for training purposes.

The mobility must not take place in the country of residence of the participant nor where pursuing studies nor working.

3. EXECUTION OF APPLICATIONS.

STUDENTS:

Students are required to contact Cecile Garcon cecileg@dut.ac.za in order to obtain an **application form** that must be returned with the following documents:

1. Motivation letter (200-300 words).
2. CV
3. Transcript of Records.
4. Recommendation letter signed and stamped by your HoD
5. Clear copy of your ID or passport (South African students and permanent students)
6. Clear copy of your passport with valid study visa (International students).

The official language of the application is English. At the time of application diplomas, transcripts and other official documents must be submitted in English.

STAFF:

The Staff is required to contact cecileg@dut.ac.za to get an **application form** that must be returned with the following documents:

1. Motivation letter explaining why you want to take part in the programme and your expectations (200-300 words).
2. Short CV including the list of projects/ topics which you would be willing to present as part of staff for training or staff for teaching
3. Areas of expertise in which lectures will be given (staff for teaching)

DEADLINE FOR APPLICATIONS

Students, First term : 1st April 2019

Students, Second Term term : 15 September 2019

Staff for Training: 15th April 2019

Staff for Teaching: 15th April 2019

Any application received after the deadline will not be considered.

A confirmation e-mail will be sent after the application has successfully been submitted

4. SELECTION OF PARTICIPANTS.

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

STUDENTS

- | | |
|--|-----|
| - Academic performance | 50% |
| - Relevance of capstone project | 30% |
| - Any other information specified by the student (additional skills or skills, specific academic interest, vulnerable socio-economic situation, recommendation letters etc.) | 20% |

STAFF

- | | |
|---|------|
| Education and work experience related to the mobility focus | 60 % |
| Relevance of visit Programme | 40 % |

5. OBLIGATIONS OF BENEFICIARIES.

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

1. **Acceptance form** which will be available on the website of DUT to Cecile Garçon in a maximum of seven days from the day of the communication to the applicant.: To formalize the acceptance of the grant, the participant must complete an Acceptance
2. **Commitment:** The recipient of Erasmus + grant shall comply with the following obligations:
 1. Sign **Grant Agreement (provided by the University of Huelva International Office)** between the participant and the University of Huelva and any later amendments.
 2. Sign the corresponding **Mobility Agreement** before departure. These agreements contain learning objectives or teaching the period of stay, as well as formal recognition provisions and the rights and obligations of the parties.
 3. Remain at university **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 stay** completed by the University of Huelva, available on the website of the University of Huelva. The **minimum period** of stay for staff 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. Staff candidates **should contact the International Office at the University** before departure to design the corresponding work plan and the mobility agreement.
 5. Lecturers carrying out Staff Mobility for Teaching Assignment (STA) must meet a minimum of **8 hours teaching a week** while in the university.
 7. The stays must be made during either semester **of the 2019/2020 academic year, ending at the latest by 10thJuly 2020**, respecting the norms and practices governing the University of Huelva.
 8. All participants must complete the form **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.
 9. 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 the participant should **send evidence of** this to the Office of International Relations at the University of Huelva.
 11. 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.
 12. Student participants selected will receive tickets for flights to Spain and transfer to Huelva in advance of the mobility period, the price of which will be deducted from the first payment of the allocated funding. The first payment will be made within the first two

working days of arrival in Huelva. The final payment will be made in the last week of the student's study abroad period in Huelva.

13. Staff participants selected will receive tickets for flights to Spain and transfer to Huelva in advance of the mobility period, the price of which will be deducted from the payment of the allocated funding. The payment will be made within the first two working days of arrival in Huelva. Each staff participant will receive a check which they are advised to cash in Huelva with the help of the International Office staff.

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

3. 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** the corresponding informative documentation to selected participants resolved following the final selection.

2. Upon arrival, participants will undergo a period of orientation for their mobility period in the University of Huelva.

3. After completion of mobility, University of Huelva sends the **Certificate of stay** to the corresponding university.

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 and 850 EUR per month for students** (maximum 5 month period)

2. **an aid to help cover travel expenses**. The amount is calculated as a function of distance bands that in the case of South Africa is **1,100 euros**.

The **maximum funding period** for staff mobility will be **5 days** (Plus 2 travel days) for teachers and administrative staff members.

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:

Drinter06@sc.uhu.es + 34 959 21 8221 Personal Mobility

inmacu@uhu.es + 34 959 21 9169

ANNEX I.

LIST OF ELIGIBLE UNITS WITHIN THIS CALL

| COLLEGE | MOBILITY FOR STUDENTS | | MOBILITY FOR TEACHER OR ADMINISTRATIVE STAFF MEMBER | |
|----------------------------|-----------------------|----------------------------|--|---------------------------|
| | No. mobilities | Duration (months) mobility | No. mobilities | Duration (days) mobility) |
| National Chiayi University | 1 | 5 months | 1 Academic Staff member 1 Administrative staff member | 5 days each |