

GUIDELINES FOR THE SELECTION OF PARTICIPANTS

+ CALL FOR ERASMUS mobility between partner countries and the University of Huelva (UHU) Key Action 1 (KA 171)

PREAMBLE

The University of Huelva (UHU) approves the publication of this call for the realization of Teaching (STA) and/or Training Periods (STT) in the UHU during the 2024/2025 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 2021-2027. The new Erasmus Programme prioritizes inclusion (persons with special needs and persons from disadvantaged backgrounds), the environment, digitalization and European values).

The purpose of this call is to grant 2 places (to be occupied by academic/administrative staff employed at of Durban University of Technology (DUT) to carry out Erasmus Mobility for Training (STT) and/or Erasmus Mobility for Teaching Assignment (STA) in the **UHU**.

The mobility slots referred to in this Call will be funded by the 2022-1-ES01-KA171-HED-000076873 Erasmus Project.

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 DUT.

2. Academic staff can choose either teaching mobility or training mobility. Administration staff will carry out training mobility. In both cases, the mobility will take place for a 5 working day period, if possible during the UHU International Week

3 Candidates should send applications and supporting documents to DUT International Office for screening.

4. **Financial assistance** is assigned to help cover maintenance and travel costs during the period of mobility, as specified in paragraph 7.

5. DUT will be responsible for selecting and nominating the selected participant as well as organizing preparation for, and recognition of the mobility period.

2. GENERAL REQUIREMENTS OF PARTICIPANTS

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

- **Being Employed** at DUT at the time of applying and during the entire period of the mobility. The mobility must not take place in the country of residence of the participant nor where pursuing studies nor working.

3. APPLICATION PROCEDURE.

Candidates should send the following documents to DUT International Office to international@dut.ac.za

- CV
- List of activities proposed for the mobility
- Letter of Motivation
- Letter of Recommendation from your line manager
- Confirmation of employment at DUT (This can be obtained from Human Resources)

Deadline for applications: **14th February 2025**

4. SELECTION OF PARTICIPANTS.

A selection committee will review the applications for the Erasmus+ KA171 Staff Mobility to the University of Huelva and score them as follows

- Quality of proposed activities at UHU (40 points)
- Motivation letter (40 points)
- Letter of Recommendation (20 points)

5. OBLIGATIONS OF BENEFICIARIES.

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

1. **Acceptance:** The participant should inform DUT of acceptance of the mobility place by email to international@dut.ac.za
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. These agreements contain learning or teaching objectives and the rights and obligations of the parties. The UHU International Office will send this document to the selected participant for completion.

3. Remain at UHU **the time indicated in the Agreement**. 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. The selected participant **should contact Claire Martin** clrinter@uhu.es **(after selection)** before departure to design the corresponding work/teaching plan and the mobility agreement.

5. Participants selected for staff teaching assignment will teach a minimum of 8 hours per week, or 4 hours of teaching plus 4 hours of training activities. Participants selected for training will follow a programme of activities at UHU.

6. All participants must complete the online **Final report** at the request of the European Commission, within a maximum period of **thirty days following the mobility period**.

7. 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 students and staff participants should **send evidence** of this to the Office of International Relations at the University of Huelva.

8. 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.

9. Participants must organize and pay for travel in advance.

10. In order to receive the funds, participants must follow the instructions sent by the UHU International Office.

11. Participants will be responsible for finding **accommodation** in Huelva. UHU will provide support.

12. In the case of participants, nominated by DUT as special needs participants or participants from disadvantaged backgrounds, UHU will transfer the Erasmus funds before the start of the mobility period, if the required documents are submitted to UHU International Office 5 weeks before the start of the mobility period.

3. Cancellations: Participants should inform DUT and UHU of cancellations as soon as possible, so that the Erasmus mobility might be offered to the first candidate on a waiting list.

6. OBLIGATIONS University of Huelva

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

2. After completion of mobility, UHU will provide participants with a Certificate of Attendance, and DUT will issue a Certificate of Recognition.

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 this 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 Huelva (city), using the distance calculator European Union (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). In the case of DUT, the allocated travel fund per participant is 1500 €.

The UHU will send the funds by bank transfer.

The **maximum funding period** for each type of mobility will be **5 days** (Plus 2 travel days) for staff mobility visitors.

Provisions for Participants with special needs/disadvantaged backgrounds:

Participants who can provide official documentation showing special needs/disadvantaged backgrounds should declare this fact and include the corresponding documents when submitting their applications. If successful in obtaining an Erasmus mobility place in this Call, they should contact the International Office of the UHU as early as possible so that extra funding can be applied for on their behalf and so as to inform of the UHU might best facilitate their needs during the mobility period.

8. LANGUAGE PREPARATION

Selected participants are encouraged to avail of the Online Language Support tools provided by the European Commission:

<https://wikis.ec.europa.eu/display/NAITDOC/Online+Language+Support>

9. 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 Personal Mobility

inmacu@uhu.es + 34 959 21 9169

