

GUIDELINES FOR THE SELECTION OF STAFF 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 study periods in the UHU during the spring semester of 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 a 5days mobility and (2) days of travel to UHU for 2 non-teaching staff from University of Dschang .

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 University of Dschang .

2. The mobility will take place for a 5 days period and (2) days of travel from April 2024 a date set by UHU.

3 Candidates should send applications and supporting documents to University of Dschang, Extra African Cooperation Service at the Rectorate (office 110), for screening.

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

5. University of Dschang will be responsible for nominating the participants 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:

Application conditions :

- - **Write an application to the Rector of the University of Dschang ;**
- - **Download and fill the candidate sheet Erasmus+ KA171 at www.univ-dschang.org;**
- - **Testify of an effective attendance to work;**
- **Candidate must have a valid passport;**
- - **Candidate must speak and write currently English and/or Spanish;**
- - **Candidate should provide his/her current CV and one (1) ID photo..**

3. APPLICATION PROCEDURE.

Candidates should send the following documents to University of Dschang, Extra African Cooperation Service (office 110 at the Rectorate).

- For more information contact +237 674 44 02 88 (WhatsApp)

Link to - form and procedures

<https://www.univ-dschang.org/wp-content/uploads/2024/11/Erasmus-non-enseignant.pdf>

Deadline for applications: 10 open days after the date of online publication

4. SELECTION OF PARTICIPANTS.

The process of selecting participants in University of Dschang guarantees the principles of transparency, competition and equal competitive opportunities for all participants. The criteria for selecting participants are described below:

- a) Certified level of second language(English or Spanish) 05 points
- b) Motivation letter 05 points
- c) Any other information specified by the candidate (additional skills or skills, specific academic interest, vulnerable socio-economic situation, etc.) 05 points
- d) Candidates who have not previously carried out Erasmus Mobility 05 Points

5. OBLIGATIONS OF BENEFICIARIES.

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

1. **Acceptance:** The participant should inform University of Dschang of acceptance of the mobility place by email to : udsrektorat@univ-dschang.org and ismaila.datidjo@univ-dschang.org
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 **Learning Agreement** before departure. These agreements contain learning 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 participant must join the University of Huelva with full respect for its internal rules. Such residence shall be accredited by University of Dschang 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. The selected participant **should contact Juan José Gómez Boullosa** gestionrrii@uhu.es (*after selection*) before departure. see paragraph 9 (Communication)
5. 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**.
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 of staff 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 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 University of Dschang as special needs participants/ participants from disadvantaged backgrounds, and who have provided all documents required by UHU International Office within the deadlines, UHU may organize and pay for travel to UHU in advance. The costs incurred would be deducted from the total amount of the Erasmus funding allocated the mobility place.

13. The participants in mobility will attend training workshop organized by the UHU;

3. Cancellations: Participants should inform University of Dschang 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.

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 1650€ **per 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 University of Dschang, the allocated travel fund per participant is **530 €**.

The **maximum funding period** for this type of mobility will be **5 days and 2 days for travel**.

The funding for these mobility places corresponds to Erasmus Project 2022-1-ES01-KA171-HED-000076873 .

Staff should arrive in Huelva with sufficient funds to cover accommodation and living costs for a 1 week period.

In the case of staff, every effort will be made to send the bank transfer so that funds arrive the week before the start of their mobility. This cannot be guaranteed as unforeseen delays in our accounts Department or due to bank procedure can occur.

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 and 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 not to take an online language level test (before departure) through the Online Language Support provided by the European Commission, but are encouraged to avail of the Online Language Support tools:

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

9. COMMUNICATION.

All communications by the candidates must be made to its home Extra African Cooperation Service office (door 110, Rectorate). Once selected, beneficiaries may contact the University of Huelva through the addresses:

drinter02@sc.uhu.es Staff mobility issues
gestionrrii@uhu.es + 34 959 21 9169