

## 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 **2025/2026 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 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 **5 places** (to be occupied by academic/administrative staff employed at UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR to carry out Erasmus Mobility for Training (STT) and/or Erasmus Mobility for Teaching Assignment (STA) in the UHU, **preferably during the International Week from 04/05/2026 to 08/05/2026**. The funding allocated for the mobility periods corresponds to the following Erasmus KA171 Projects:

2 Mobility slots (Project 2023-1-ES01-KA171-HED-000131668)

3 Mobility slots (Project 2025-1-ES01-KA171-HED-000326309)

#### 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 UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR.

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, **preferably** during the UHU International Week.

3 Candidates should send applications and supporting documents to UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR [candidatures.dc@ucad.edu.sn](mailto:candidatures.dc@ucad.edu.sn) 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. UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR will be responsible for selecting and nominating selected participants as well as organizing preparation for, and recognition of the mobility period.

### 3. GENERAL REQUIREMENTS OF PARTICIPANTS

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

- **Being Employed** at UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR 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 UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR [candidatures.dc@ucad.edu.sn](mailto:candidatures.dc@ucad.edu.sn)

- Motivation letter
- List of the activities/content of classes proposed for the mobility.
- Certificate confirmation of Spanish and/or English language level
- Document which shows that the candidate is an employee of UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR at the time of applying.
- CV
- Documents relating to other pertinent skills or professional formation (if applicable)

Link to application form and procedures

<https://cooperation.ucad.sn/>

Deadline for applications:

**January 31, 2026**

### 4. SELECTION OF PARTICIPANTS.

The process of selecting participants in UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR 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/classes at UHU 60 points
- b) certified level of 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:** The participant should inform UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR of

acceptance of the mobility place by email : [drci@ucad.edu.sn](mailto:drci@ucad.edu.sn) CC [rahmatoulah.ndiaye@ucad.edu.sn](mailto:rahmatoulah.ndiaye@ucad.edu.sn)

**2. Commitment:** Participants must 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. The UHU International Office will send this document to participants for completion.
3. Remain at UHU **the time indicated in the Agreement**. The **minimum period** of stay and maximum funded is 5 working 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 Mariluz Capelo (drinter09@sc.uhu.es) after selection** 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, in case of combined mobility**. Participants selected for training will follow a programme of activities at UHU.
6. Participants must complete the online **Final Report** University of Huelva, at the request of the European Commission, within a maximum period of **thirty days following the mobility period**.
7. Participants must 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.
8. 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 UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR 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 UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR 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 UNIVERSITÉ CHEIKH ANTA DIOP DE DAKAR 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:

**Project 2023-1-ES01-KA171-HED-000131668 – 160 EUR a day for staff**

**Project 2025-1-ES01-KA171-HED-000326309 – 170 EUR a day for staff**

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

**Project 2023-1-ES01-KA171-HED-000131668 – travel funding per participant is 360€**

**Project 2025-1-ES01-KA171-HED-000326309 – travel funding per participant is 395€**

The distance should be calculated between the University city of origin and University City of destination, using the distance calculator European Union ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)).

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 take an online language level test (before departure) through the Online Language Support provided by the European Commission, as well as to use 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 International Relations office. Once selected, beneficiaries may contact the University of Huelva through the addresses:

Mariluz Capelo (Responsible for Staff Mobility)

[drinter09@sc.uhu.es](mailto:drinter09@sc.uhu.es)

+ 34 959 21 8221

