

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 Study periods (SMS), Teaching Periods (STA) and Training Periods (STT) in the UHU during the 2021/2022 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 student mobility undergraduate or at master level, 1 place (to be occupied by an academic staff member or an administrative employee) to carry out Erasmus Mobility for Training (STT), and 4 places (to be occupied by academic staff members) to carry out Erasmus Mobility for Teaching Assignment (STA) **from the University Cheikh Anta Diop of Dakar (UCAD) 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 agreements signed between UHU and UCAD .
2. The areas of knowledge of the eligible student participants will be those indicated in the interinstitutional Erasmus Bilateral Agreement signed between **UCAD** and UHU for the purposes of this call. (Engineering, Science, Nursing, Social Work, Humanities)
3. The mobility will take place during the 2021/2022 academic year, in the case of selected students for either the semester starting late September 2021 for a 5 month period, or for the semester starting mid-February 2022 for a 5 month period and in the case of the academic and/or administrative staff members for a 5 working day period during the 2021/2022 academic year, if possible during the UHU International Week. Candidates should send applications and supporting documents to **UCAD** International Relations Office for screening.
4. Students and staff (teaching and administrative) 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.
5. Student participants attend classes and make use of the facilities and infrastructure of UHU without paying tuition fees (except for minor issues which also apply to local students, for example the compulsory 1,13€ to cover school insurance). All activities and academic credits included in the Learning Agreement between participating universities will be transferred to the official home study programme at **UCAD** .
6. **UCAD** will be responsible for selecting and nominating the participants and send applications and supporting documents of all candidates who fulfill the minimum requirements to the University of Huelva International Office (drinter@uhu.es).
7. **UCAD** shall publish this call on its website and give maximum publicity by any other suitable advertising medium.
8. 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: **be enrolled** at **UCAD** in any of the degree or study programs included in the interinstitutional agreement signed between their home university and the University of Huelva. Students must be at least in their **second year** studies.

- Teaching Staff: Being Employed at UCAD for educational purposes. In the event that the place 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 UCAD . 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.

Candidates should send the following documents to UCAD International Office to

candidatures.dc@ucad.edu.sn

- Motivation letter (all applicants)
- List of the activities/content of classes proposed for the mobility (teaching and administrative staff)
- Certificate, confirmation or self-evaluation of Spanish/English language level (all applicants)
- Document which shows that the candidate is a full time student or an employee of UCAD at the time of applying. (all applicants)
- CV (teaching and administrative staff)
- Transcript of Records (student applicants)
- Documents relating to other pertinent skills or professional formation (all applicants)

Deadline for applications:

June 30, 2021

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:

1. Students:

- a) Average grade of academic records
- b) Level of language 20 points
- c) Motivation letter 10 points
- d) Any other information specified by the student (additional skills or skills, specific academic interest, vulnerable socio-economic situation, etc.)10 points

2. Applicants for Staff Mobility for Teaching Assignment:

- a) Quality of proposed activities/classes at UHU 60 points
- b) 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

2. Applicants for Staff Mobility for Training:

- a) Quality of proposed activities at UHU 60 points
- b) 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

UCAD will select participants and send the complete list of selected and other participants to the University of Huelva drinter@uhu.es and drinter02@sc.uhu.es.

5. OBLIGATIONS OF BENEFICIARIES.

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

1. **Acceptance:** Selected participants must send formal written acceptance of the assigned Erasmus place to ABDOULAYE NIANG, abdoulaye.niang@ucad.edu.sn, 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 **Learning Agreement** (For students) or **Mobility Agreement** (for academic and administrative staff mobility) 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 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 UCAD 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 is 3 months for students and 5 days for teachers. 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. Undergraduate **students** selected may complete include a maximum of **30 ECTS credits**, during their stay at the University of Huelva.

5. Staff 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/teaching plan and the mobility agreement.

6. **staff** participants who will carry out staff mobility for teaching assignment must meet a minimum of **8 hours teaching a week** while at UHU.

7. The stays for students and for staff mobility visits must take place during either semester of the 2021/2022 academic year, according to the Learning Agreement or subscribed Mobility, respecting the norms and practices governing the University of Huelva.

8. After the mobility period, student participants must submit the **Transcript of Records (which will include academic results of exams and activities undertaken at the UHU) to the appropriate department at UCAD. The academic credits and grades obtained at UHU must be transferred to the student's official study programme at UCAD, and documents showing the transfer of credits should be sent to the UHU Incoming Students coordinator drinter02@sc.uhu.es within a 2 month period following the end of the mobility in Huelva.**

9. 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.

10. 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.

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. In the case of student participants UHU will send tickets for flight and transfer by bus or train to Huelva for those students who request them by writing to drinter02@sc.uhu.es. The cost of travel expenses will be deducted from the first payment made to participants by UHU. Students should arrive in Huelva with sufficient funds to subsist during the first month, since, as indicated in paragraph 6, the University of Huelva will make payment to pay the maintenance support and travel after arrival at the University of Huelva. To receive the financial assistance, student participants must open a **Bank account** in Huelva, where payment, as indicated in paragraph 6 shall be paid.

13. Staff mobility visitors will receive full payment within the first three working days of their visit to Huelva, and if possible on the first working day of their mobility period.

14. Staff and student 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 a letter of acceptance** and the corresponding informative documentation to selected participants resolved following the final selection.
2. Upon arrival, participants will receive all the information and documentation necessary for the mobility period in the University of Huelva (Student card, Internet access codes, etc.).
3. University of Huelva shall designate an **academic coordinator** to the student. The academic coordinator will be responsible for signing the Learning Agreement and to support the participant in any academic issues.
4. After completion of mobility, University of Huelva send the **Transcript** (For students) and **Certificate of stay** (In the case of teachers), to UCAD .

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 **850 EUR per month for students, Y 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 Dakar, the allocated travel fund per participant is 360 €.

The University of Huelva shall pay the financial assistance to cover **subsistence expenses** after the arrival of the student participants in accordance with the following conditions:

1. A **down payment** check after receiving participant's arrival at the destination university corresponding to 70% of the total allocated amount. Also it is paid with the initial payment corresponding to the aid amount to cover **travel expenses**.
2. A **final payment** corresponding to 30% of the total amount allocated after submission of the final report.

The **maximum funding period** for each type of mobility will be a maximum of 5 **months** for undergraduates, and **5 days** (Plus 2 travel days) for staff mobility visitors, who will be paid in full after arrival in Huelva.

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 Personal Mobility

Drinter02@sc.uhu.es + 34 959 21 9494 Student mobility

inmacu@uhu.es + 34 959 21 9169