Call for Applications – Erasmus+ Staff Mobility at the Universidad de Huelva

**Host institution**: Universidad de Huelva  
**Host country**: Spain  
**Funding type**: Erasmus+  
**Mobilities available**: 1 staff mobility for teaching or training  
**Specific eligibility requirements**:  
**Staff Mobility for Training**: There are no restrictions for individuals applying for staff mobility for training, other than the general criteria outlined below (under ‘Eligibility Requirements’).  
**Staff mobility for Teaching**: Applicants must teach in the following fields: language, literature and/or linguistics.  
**Timeframe for mobility**: Prior to July 1, 2019  
**Deadline for applications**: October 24, 2018

The purpose of this call is to grant one staff mobility for either training or teaching, which must take place prior to July 1, 2018.

**Notes for teaching mobilities**:  
- The teaching mobilities are reserved for full-time teaching staff who teach in the fields covered under the Erasmus+ inter-institutional agreement signed between the University of Ottawa and the Universidad de Huelva: language, literature and/or linguistics.  
- There is a minimum of 8 teaching hours per week required for teaching staff.

**ELIGIBILITY REQUIREMENTS**

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

- **Teaching staff**: be employed **full-time** by the University of Ottawa for educational purposes with teaching subject areas that include **language, literature and/or linguistics**.  
- **Non-teaching staff**: be employed as a **full-time, regular support staff member** of the University of Ottawa.

**FUNDING**

Selected participants will receive **financial assistance** to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

1. 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. For the Universidad de Huelva, this equates to **120 EUR per day** for staff.
2. Aid to help cover travel expenses. The amount is calculated based on distance bands between the home and host universities. For a mobility between Ottawa and Huelva, this amounts to 820 EUR.

Note: selected participants must purchase their flight themselves and will only be reimbursed by the Universidad de Huelva.

The Universidad de Huelva shall pay the funding outlined above according to the terms agreed upon by the participant and the Universidad de Huelva as host institution.

The maximum funding period will be a maximum of 5 days (plus 2 travel days) for teaching or training staff.

HOW TO APPLY

Applications must include:

For training staff
- CV
- Letter of motivation explaining how the mobility opportunity would benefit their current position at uOttawa as well as their personal and professional development. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- Letter of support from immediate supervisor
- Draft mobility plan including the identification of a potential host department and possible activities, meetings, etc. to be done during the mobility stay.

For teaching staff
- CV
- Letter of motivation explaining how the mobility opportunity would benefit their teaching and career at uOttawa as well as any desired outcomes. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- Letter of support from Head of Department/School, Dean or Vice Dean
- Proposed mobility and teaching plan for potential meetings as well as activities to fulfill the minimum 8 hours of teaching time per week. This does not have to be traditional teaching time; it could involve guest lectures, small group seminars or facilitating other teaching-related activities.
  Note: The teaching plan should reflect the preferred mobility duration.

Deadline for applications:

Teaching and non-teaching staff must email their complete application to Janine Denis Gonzalez at uointl@uOttawa.ca by 11:59 p.m. on October 24, 2018.
EVALUATION

Teaching and/or non-teaching staff will be evaluated based on the following criteria:

a. Previous experience / research (CV): 20 points
b. Letter of motivation: 40 points
c. Proposed mobility / teaching plan: 40 points

Priority will be given to individuals who have not yet completed an Erasmus+ staff mobility stay.

Following the evaluation of applications and selection of a top candidate by an impartial selection committee, the uOttawa International Office will nominate the selected candidate to the Universidad de Huelva for final confirmation. Once the Universidad de Huelva validates the nominated candidate, the uOttawa International Office will communicate the results of the selection process to applicants.

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to the Universidad de Huelva, and is based on inter-institutional agreements signed between the University of Ottawa and the Universidad de Huelva in Spain.

2. The areas of knowledge of the eligible participants will be those indicated in the inter-institutional agreement signed between the University of Ottawa and the Universidad de Turku for the purposes of this call.

3. All activities included in the Learning or Teaching / Work Agreement between participating universities will be recognized at the home university.

4. As the sending institution, the University of Ottawa is responsible for nominating their selected participants to the Universidad de Huelva.

5. The University of Ottawa shall publish this call on its website as well as the selected candidate of this call, once a selection has been made.

6. Participants must agree to the Mobility Agreements provided by the University of Ottawa and the Universidad de Huelva as well as complete any required steps by these institutions in order to participate in the mobility stay.

7. Once the 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 or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.