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) and Teaching Periods (STA) or Training Periods (STT) in the UHU during the Spring Semester of the 2017/2018 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 2014-2020 financial framework, 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 Action 1 in the field of Education, Training and Youth between Programme Countries and Partner Countries (KA107).

The purpose of this call will be granting 1 place for student mobility and 1 place for staff mobility during the Spring Semester of the 2017/2018 academic year, to be occupied by students at Bachelor, Master or Doctorate level Doctoral and 1 lecturer or 1 member of staff (academic or administrative) from the country and university that is related in Annex I of this call, 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 the partner university in Canada listed in Annex I of this call.

2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between the University of Ottawa and the University of Huelva for the purposes of this call.

3. The mobility will take place during the Spring semester of the 2017/2018 academic year. The student mobility should take place during the period of 15 February 2018 and 10 July 2018. Candidates should send applications to the International Relations Office of the sending University for screening.

5. Students and teaching or staff mobility receive financial assistance to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified in paragraph 7.
6. Participating students may attend classes and make use of the facilities and infrastructure of the receiving university without paying tuition fees (except minor incidental fees which also apply to local students). All activities included in the Learning Agreement between participating universities will be recognized at the home university.

7. The sending university will be responsible for nominating their selected participants, as well as organizing the preparation, monitoring and recognition of mobility period.

8. The sending university shall publish this call on its website and give maximum publicity by any other suitable advertising medium.

9. All participants are advised to carefully read the information contained in this document prior to completing and submitting applications.

3. GENERAL REQUIREMENTS OF PARTICIPANTS

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

- **Students:** be enrolled at the university listed in Annex I of this call in any of the degree or study programs included in the interinstitutional agreement signed between their home university and the University of Huelva. In the case of the University of Ottawa, areas of study include programs under the Faculty of Arts (programs outlined on the profile page of the Universidad de Huelva) and International Studies and Modern Languages. Students must also have already been nominated by uOttawa to participate in an exchange at Huelva during the specified study period. Students must be at least in their second year studies.

- **Teaching staff:** be employed by the university listed in Annex I of this call for educational purposes. In the event that the mobility stay is not filled by a lecturer, it could be filled by non-teaching (administrative) staff for training purposes. This case would be subject to the prior approval of SEPIE.

- **Non-teaching staff:** be employed at the university listed in Annex I of this call. In the event that the mobility stay is not filled by a member of the administrative staff, it could be filled by a teaching staff member for training purposes.

The mobility must not take place in the country of residence of the participant, nor where they are pursuing studies or working.

3. EXECUTION OF APPLICATIONS

**Student Mobility Grant:**

The Erasmus+ student mobility grant is restricted to students who have already been accepted to the University of Ottawa’s National and International Exchange Program and who have been nominated to the University of Huelva in the Winter 2018 semester (referred to as “Spring 2018” by the University of Huelva) for the programs specified above.
Students fulfilling these requirements must contact the Outgoing Mobility Coordinator at outgoing@uOttawa.ca expressing their interest in receiving the grant.

As students must submit their transcript, CV, letter of motivation and application (among other required documents) in order to apply for the University of Ottawa’s National and International Exchange Program, these documents will be used for the assessment explained in Paragraph 4 (Point 1, for students).

Teaching or Training Mobility Grant:

Teaching or non-teaching staff must complete the Staff Mobility Application Form.

Applications must include:
- CV
- letter of motivation explaining how this mobility stay would benefit their position at uOttawa
- proposed work or teaching plan, identifying the potential host department at Huelva, any meetings, courses to teach (if for teaching mobility) or any other relevant activities the applicant could undertake at Huelva that would enhance the mobility stay.
- letter of permission from their supervisor

Deadline for applications:

December 8, 2017 (Student mobility)
February 4, 2018 (Teaching or staff mobility)

4. SELECTION OF PARTICIPANTS

The process of selecting participants by the sending University 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) CGPA: 43 points
   b) Language skills: 14 points
   c) CV and letter of motivation (can include any other information deemed relevant by the student such as additional skills, specific academic interests, vulnerable socio-economic situation, etc.): 43 points

   Note: In the event that there is only one student applicant who fulfills the requirements in the applicable Erasmus+ term, no grading will be required and that student shall be selected.

2. Staff:
   a) Previous experience / research: 33 points
   b) Level of language: 17 points
   c) Letter of motivation (additional skills, interests, vulnerable socio-economic status, etc.): 17 points
d) Proposed work / teaching plan: 33 points

Note: In the event that there is only one staff member who fulfills the application requirements in the applicable Erasmus+ term and has submitted an acceptable application, no grading will be required and that staff member shall be selected.

The sending university will select participants and send the list of those selected to the University of Huelva.

5. OBLIGATIONS OF BENEFICIARIES
Selected applicants who accept the ERASMUS+ mobility grant shall comply with the following obligations:

1. Acceptance: To formalize the acceptance of the grant, the participant must complete an Acceptance form which will be available on the website of the University of Huelva, and submit it along with a copy of their passport, to the Office of International Relations of the University of Huelva, in a maximum of seven days from the day of the communication to the applicant.

2. Commitment: The recipient of the Erasmus+ grant shall comply with the following obligations:

   1. Sign the Grant Agreement between the participant and the University of Huelva and any later amendments.

   2. Sign the corresponding Learning Agreement (for students) or Mobility Agreement (for teaching or non-teaching staff) before departure. These agreements contain learning, work or teaching objectives for the mobility stay, as well as formal recognition provisions and the rights and obligations of the parties.

   3. Remain at the University of Huelva for the time indicated in the Agreement. The participant must join the University of Huelva with full respect for its internal rules. The mobility shall be recognized by their home university upon their return by filing a 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 staff or teachers. Non completion of the established period may result in the loss of the right to receive the grant and/or subsequent reclaiming of payments made, if applicable.

   4. Students selected must complete a minimum of 18 and a maximum of 30 ECTS credits during their stay at the University of Huelva, ensuring to complete the number of credits required by their host institution.

   5. Staff or teachers should contact someone in the receiving university before their departure to design the corresponding work plan and the mobility agreement.

   6. Teachers must complete a minimum of 8 hours teaching a week while at the receiving university.

   7. The stays must be completed during the Spring semester of the 2017/2018 academic year, ending at the latest by 10 July 2018 for students and 15 May 2018 for teachers and administrative staff, according to the Learning Agreement or subscribed mobility, respecting the norms and practices governing the University of Huelva.
8. Selected students must submit the Transcript from the mobility stay, duly signed and stamped by the University of Huelva, as soon as possible upon the completion of the stay.

9. Student or staff participants must complete the Final report which will be requested by the University of Huelva, as required by the European Commission, upon departure, within a maximum period of thirty days of the completion of the stay.

10. It is the responsibility of the participant to procure health insurance coverage for the purposes of sickness, accidents, occupational accidents and repatriation and civil responsibility, effective from their arrival at the University of Huelva. Before their departure to Huelva, the student should send evidence of this to the Office of International Relations at the University of Huelva.

11. The selected participants must apply for and obtain the appropriate visa (if applicable). The University of Huelva will issue a letter of acceptance for this purpose.

12. The participants selected must book and pay for travel in advance and have sufficient funds to subsist during the first month in the country of destination, since, as indicated in paragraph 7, the University of Huelva will make the initial payment for maintenance support and travel only after the participant’s arrival at the University of Huelva.

13. To receive the financial assistance, student participants must open a Bank account in the destination country, where payment, as indicated in paragraph 7, shall be paid. Staff will receive the payment by check.

14. 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 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.

6. OBLIGATIONS University of Huelva

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

2. Upon arrival, participants will receive all the information and documentation necessary to carry out the stay in the University of Huelva (Student card, Internet access codes, etc.).

3. The 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 with any academic issues.

4. After the completion of the mobility, the University of Huelva will send the Transcript (for students) or Certificate of stay (in the case of teachers or staff), to the sending university.
7. PAYMENT AND ALLOCATION OF AID

The aid granted to the participants of the Erasmus+ mobility program is designed to partially cover the expenses incurred by them during their stay abroad.

Funds from the European Union under this call include:

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. Spain is included in Group 2 and mobilities contribution to this country is **800 EUR per month for students**, and **120 EUR a day for staff**.

2. Aid to help cover travel expenses. The amount is calculated as a function of distance bands that in the case of Canada is **1,100 euros**.

The distance should be calculated between the city of origin and 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 University of Huelva shall pay the financial assistance to cover subsistence expenses after the arrival of the participants in accordance with the following conditions:

1. A down payment check following the participant's arrival at the destination university corresponding to 70% of the total allocated amount as well as the amount outlined above to cover travel expenses.

2. A final payment corresponding to the remaining 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 undergraduate students, and **5 days** (plus 2 travel days) for teachers or staff.

8. COMMUNICATION

All communications by candidates must be made to their home International Office at outgoing@uOttawa.ca (for students) or uointl@uOttawa.ca (for staff or teachers). Once selected, participants may contact the University of Huelva through the following addresses:

- Drinter06@sc.uhu.es + 34 959 21 8221 Staff Mobility
- Drinter02@sc.uhu.es + 34 959 21 9494 Student mobility
- inmacu@uhu.es + 34 959 21 9169
### ANNEX I.
LIST OF ELIGIBLE UNITS WITHIN THIS CALL

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>MOBILITY FOR STUDENTS</th>
<th>MOBILITY FOR TEACHERS OR ADMINISTRATIVE STAFF MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. mobilities</td>
<td>Duration (months) mobility</td>
</tr>
<tr>
<td>University of Ottawa</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>