

## 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 spring semester of the 2023/2024 academic year, or during autumn or 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 3 places (to be occupied by academic/administrative staff employed at Azerbaijan State Agricultural University (ADAU) to carry out Erasmus Mobility for Training (STT) and/or Erasmus Mobility for Teaching Assignment (STA) in the **UHU**. The funding for the mobility periods corresponds to Erasmus Project : 2023-1-ES01-KA171-HED-8FFE18A7

#### 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 ADAU .

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, if possible during the UHU International Week

3 Candidates should send applications and supporting documents to ADAU International Relations Office 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. ADAU will be responsible for selecting and nominating the selected participant 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 ADAU 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 ADAU

- Motivation letter
- List of the activities/content of classes proposed for the mobility
- Certificate confirmation of Spanish language level
- Document which shows that the candidate is an employee of ADAU at the time of applying.
- CV

Link to application form and procedures

<https://adau.edu.az/media/elanlar/adau-il-spaniyann-huelva-universiteti-arasnda-balanm-mkdalq-memorandumuna-uyun-olarag-erasmus-ka171-program-crcivsind-car-elan-edilir-3395/>

Deadline for applications:

12.02.2024

### 4. SELECTION OF PARTICIPANTS.

The process of selecting participants in ADAU guarantees 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 20 points
- b) certified level of language 25 points
- c) Motivation letter 20 points
- d) Any other information specified by the candidate (additional skills or skills, specific academic interest, vulnerable socio-economic situation, etc.) 20 points
- e) First time Erasmus Staff Mobility 15 points

## 5. OBLIGATIONS OF BENEFICIARIES.

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

1. **Acceptance:** The participant should inform ADAU of acceptance of the mobility place by email to [rahil.muradov@adau.edu.az](mailto:rahil.muradov@adau.edu.az)
2. **Commitment:** The recipient of the 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 **Mobility Agreement** before departure. These agreements contain learning or teaching 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 ADAU on their return by filing **Certificate of stay** 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 participants **should contact Claire Martin [drinter@uhu.es](mailto:drinter@uhu.es) (after selection)** before departure 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. Participants selected for training will follow a programme of activities at UHU.
  6. All participants must complete the online **Final report** which will be requested by the University of Huelva, at the request of the European Commission, within a maximum period of **thirty days following the mobility period**.
  7. 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.
  8. 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.
  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 ADAU 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 ADAU 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 ADAU 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 **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](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)). In the case of Azerbaijan State Agricultural Univeristy the allocated travel fund per participant is 820 €.

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. 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:

[Printer.uhu.es](mailto:Printer.uhu.es) + 34 959 21 8221 Personal Mobility

[inmacu@uhu.es](mailto:inmacu@uhu.es) + 34 959 21 9169

