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## SUMMARY OF PARTICIPATION IN ERASMUS PROGRAMME

### ERASMUS FUNDAMENTAL PRINCIPLES

The Erasmus+ Programme will fund mobility for students and/or staff between your university and the University of Huelva. The mobility and documents are briefly explained below. Please be aware that in participating in the Erasmus + Programme, all participants and institutions agree to adhere to its fundamental principles, which should be widely disseminated at your institution. The fundamental principles (number 1 on the Erasmus Guidelines) can be consulted at this link:

[http://sepie.es/doc/educacion-superior/informacion/charter-annotated-guidelines-feb2020\\_en.pdf](http://sepie.es/doc/educacion-superior/informacion/charter-annotated-guidelines-feb2020_en.pdf)

### **FUNDING**

The funding for students is as follows: 850 x 5 months (4250€) plus the amount assigned to help with travel expenses which differs according to the country and city.

The funding for staff is as follows: 160 x 7 days (5 work days and 2 for travel) plus the amount assigned to help with travel expenses which differs according to the country and city.

The University of Huelva will manage the funding. Students will receive a transfer into a Spanish bank account which they should open as soon as possible after arrival in Huelva. They will receive about 70% of the total after arrival and the remainder of the funding shortly before they leave Huelva at the end of their exchange period. They must stay the full 5 months in order to receive the full funding.

In the case of staff, every effort will be made to send the bank transfer so that the funds arrive the week before the start of their mobility. This cannot be guaranteed as unforeseen delays in our Accounts Department or due to bank procedures can occur.

Students should be aware that they will have to pay their travel expenses and other expenses in Huelva before they will receive any of the funding.

### **FUTURE APPLICATIONS TO CONTINUE AS ERASMUS KA107 PARTNERS**

Since the KA107 mobility started in 2015, we have applied every year, both to continue working with our existing partners and to add new partners. Every year, we contact our partners and our prospective partners a few months before the application deadline (February) to ask for updated or improved information to include in our reports.

This can be confusing to new partners who may mistakenly assume that the numbers in the agreement correspond to an academic year. The agreement signed for the entirety of a Project allows exchange of number of students and staff members reflected on the document ( not that number of participants per year). The 2022 project will allow mobility to take place during the 2023/2024 and/or the 2024/2025 academic year, with the mobility finalized by 31/7/2025 by the latest.

## **PROCEDURES**

### **APPLICATION RESULTS**

The partner university will be informed of the results of our application and if successful, will receive an Erasmus Bilateral Agreement by email.

### **BILATERAL AGREEMENT**

The agreement covers a 3 year period. It should be completed with both partners' institutional information (contact details, procedures, and links) and signed by the legal representative of both institutions. Scanned copies are acceptable.

The BA summarizes the mobility (staff and /or student) assigned by the European Commission. When student mobility is permitted, the BA will reflect the academic area or areas for exchange (Business and administration, Humanities, Languages etc.), and level of the students who can avail of the agreement (Undergraduate, Master and/or doctorate).

Places for staff mobility will be specified as Teaching Assignment or Training. Usually an Erasmus KA107 BA would include at least 1 place for each kind of staff mobility. Participants who apply at the sending institution for Training Mobility can be academic staff or non-academic staff. Only academic staff can carry out Staff Mobility for Teaching Assignment. Staff Mobility for Teaching Assignment requires the participant to carry out 8 hours of class in a 5 day period at the partner university. Staff Mobility for Training requires the participant to follow a work programme which could include all or some of the following: job shadowing, meetings with professional counterparts, meetings with students, observations of classes, attending and/or offering presentations and/or other activities that might constitute a valid work programme.

### **CALL FOR APPLICANTS**

The University of Huelva International Office will send the text for the Call for Applicants which should be modified to include the partner university application and selection procedure and published on the partner university website. The application and selection procedure are responsibility of the partner and must be fair and transparent. The Call and the link to the Erasmus Fundamental Principles ([http://sepie.es/doc/educacion-superior/informacion/charter-annotated-guidelines-feb2020\\_en.pdf](http://sepie.es/doc/educacion-superior/informacion/charter-annotated-guidelines-feb2020_en.pdf)) should be given maximum dissemination on the partner university website. The results of the selection procedure for both student and staff mobility places should be published. The results should include the list of successful candidates, as well as the runners up.

### **NOMINATIONS**

When nominating staff or student participants for mobility periods at the University of Huelva, we ask our partners to provide the items listed below. The University of Huelva Accounts Department will not manage funding for any participant until our International Office has sent

the Call and the list of applicants indicating those who have obtained the grant. The Call and the list of applicants, (successful and waiting list) must be shown to have been published and disseminated at the partner university

- Link to the published Call on the partner university website (the Call must include details on the selection procedure, deadlines for handing in applications and Erasmus funding)
- Link to where Erasmus principles (at top of this document) have been published on partner university website (unless included in text of Call)
- Link to the application document or online form (unless included in the Call)
- Link to where the list of applicants, both successful and runners-up has been published at the partner university
- Documents proving that students are enrolled in an official study programme/staff are employed at the partner university
- Full names of the successful candidates, email addresses and as soon as possible, their passport numbers

On receiving the nomination email with the names and emails of the participants, Huelva International Office will contact them directly with specific and detailed information for their mobility to Huelva. Acceptance letters for visa procedures will be sent as soon as possible. Students and staff must spend the days/months included in the bilateral agreement in order to receive full funding. After the mobility has finalized and the participant has provided the Attendance Certificate, signed and stamped by the University of Huelva, the partner university is required to provide a certificate of recognition in their own language, or in English for their outgoing staff participants. A scanned copy of this certificate should be sent by email to [drinter@uhu.es](mailto:drinter@uhu.es). If convenient, the partner university can request a template of this certificate. Contact [drinter@uhu.es](mailto:drinter@uhu.es). Any kind of documented publicity that is given to staff mobility, before during or after, would be very welcome for our files, in preparation for future audits.