



### **ERASMUS STAFF MOBILITY FOR TRAINING (STT)**

In participating in the Erasmus + Programme, all participants agree to adhere to its fundamental principles, which should be widely disseminated at the sending institution. <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/priorities-of-the-erasmus-programme>

### **PROCEDURE**

Non-academic (and academic) staff from partner institutions in associated countries (outside Europe) can apply at their home institutions to be selected for a funded period of Staff Mobility for Training (STT).

Erasmus participants should apply at the home university where a transparent selection procedure based on merit and favoring inclusion, should take place.. The Call for applicants for this mobility, and the names of the successful candidates, as well as those of the runners up should be posted on the home university website. The link or screen shot of the call and results should be sent to [drinter@uhu.es](mailto:drinter@uhu.es) , when the sending institution nominates its participants. The nomination should include names, position and emails of the successful participants and runners up. The University of Huelva International Office will contact participants to offer support and information.

### **FUNDING**

Participants must stay in Huelva for a 5 working day period and will receive funding for 7 days, two of which correspond to travel days. The daily rate is 160€ and the travel allowance varies depending on the distance from Huelva. When participants have provided all the required documents, at least a month before the start of their mobility, payment in full will be made by bank transfer. 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.

Participants should provide a document issued by their bank with the following information for the transfer of funds.

- Name of account holder (the participant must be the account holder or one of the account holders)
  - Name of Bank
  - Account number
- The above information will not be accepted unless presented in a document issued by the participant's bank.

We also need the following codes:

- SWIFT Code of bank
- IBAN (if used in the country of the participant)

If SWIFT and IBAN are not included in the document issued by the bank, they can be sent in the text of an email.

To give you an idea of prices in Huelva, a hotel room (either individual or shared by two people) could cost from 100€-160€ per night with breakfast included. Other more economical options, for example airbnb can be investigated on internet.

## **DOCUMENTS**

### **\*Acceptance Letter for Visa**

On receipt of passport copies, we will send an acceptance letter to our participants for their visa application at the Spanish Embassy or Consulate in their country. The dates for the visit must be agreed by all parties before the acceptance letter can be prepared. The acceptance letter includes the address of a local hostel (Inturjoven Huelva) in order to comply with the demands of the Spanish embassy. ( If Participants have made a booking at a hotel in Huelva in time they can send the name and address of their hotel to [drinter@uhu.es](mailto:drinter@uhu.es) so that this address is included in the letter. As the acceptance letter is prepared a long time before the mobility period, usually participants receive an acceptance letter which includes the address of Inturjoven Huelva. Participants can make a booking at Inturjoven Huelva if they wish, or they can make a booking at any Huelva hotel of their choice. The University of Huelva does not make a booking for participants in the hostel. I have pasted the link to the hostel below and will email a list of hotels on request:

<https://www.inturjoven.com/albergues/huelva/albergue-inturjoven-huelva>

### **\*Work Programme**

This document should be completed by the participant and signed by the participant, the person in the home institution authorizing the mobility, and the director of the international Relations Office of the University of Huelva, before the mobility period takes place. All the dates on this document must be prior to the arrival date in Huelva. University of Huelva International Office staff will send this document to nominated participants.

### **\*Bank account details**

A document issued by your bank with the details explained above in the **FUNDING** section.

### **\*Tax Exemption Declaration**

We will send you this document by email and ask you to complete and sign and return a scanned copy, so that we can provide our auditors with a document confirming that our participants do not live in Spain, and therefore are not liable to pay tax on the funding received. Please include your home address on this document (not the university address).

### **\*Grant Agreement**

We will send this document by email before your arrival. It should be signed in duplicate before the mobility, and sent by email. It confirms that the participant agrees to the conditions of the Erasmus Programme.

### **\*Certificate of Stay**

We will provide an original signed and stamped certificate at the end of the mobility period.

### **\*Certificate of Recognition**

Your home institution should provide participants with an original signed and stamped certificate of recognition for the mobility period, and a scanned copy of this document should be sent by email to [drinter@uhu.es](mailto:drinter@uhu.es) as soon after the mobility period as possible. Your home institution International Office can ask the University of Huelva International Office for a template, if convenient ([drinter@uhu.es](mailto:drinter@uhu.es)).

**\*Insurance Policy**

Participants are asked to send a scanned copy of a valid and comprehensive insurance policy for the complete duration of their time in Huelva, including travel days. The policy should cover travel, illness, accident and repatriation.

**\*Document showing employment at the home institution**

Participants are asked to provide a send a document showing that s/he is an employee of the sending university at the time of the mobility. If convenient, participants can send a copy of the payslip for that time period, having erased sensitive information, or the sending institution can send a document certifying that the participant was an employee at the time of the mobility.

**DATES FOR STT VISITS\***

Participants are asked to carry out mobility for training during the University of Huelva International Week, which is usually celebrated in April. During our International Week, we welcome about 50 visitors from our partner institutions. The working language is English and presentations and speeches will be in English. Our International Week includes a number of presentations and workshops as well as a cultural programme in the afternoons.