

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 2018/2019 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 2014-2020, 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 1 action 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 teaching staff mobility (academic staff member) or for training mobility (academic staff member or administrative staff member) during the 2018/2019 academic year, to be occupied by students at Bachelor, Master or Doctorate level Doctoral and 1 lecturer and 1 member of staff (academic or administrative) **from Arkansas State University-Jonesboro (A-STATE) 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 A-STATE.
2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between A-STATE and the University of Huelva for the purposes of this call.
3. The mobility will take place during the academic year 2018-2019. Student mobility should take place during the periods of early October 2019 to mid-July 2019. Candidates should send Applications to the A-State Study Abroad Office, room #N219 in the International Programs building.

4. Students and teaching staff mobility receive **financial assistance** to cover maintenance costs during the period of mobility, as well as financial assistance to cover travel costs, as specified in paragraph 7.

5. Participants in mobility may attend classes (for students) and make use of the facilities and infrastructure of UHU without paying tuition fees (except for minor issues which also apply to local students). All activities included in the Learning Agreement between participating universities will be recognized at the home university.

6. A-State will be responsible for nominating their selected participants, as well as organizing the preparation, monitoring, and recognition of mobility period.

7. A-State shall publish this call on its website and give maximum publicity by any other suitable advertising medium.

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

2. GENERAL REQUIREMENTS OF PARTICIPANTS

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

- Students: **be enrolled** at A-State in any of the degree or study programs included in the interinstitutional agreement signed between their home university and the University of Huelva. Students must be at least in their **second-year** studies.
- Teaching Staff: **be employed** at A-State for educational purposes. In the event that the place is not filled by a lecturer, it could be occupied by teaching or non-teaching staff for training purposes. This circumstance would be subject to the prior approval of SEPIE.
- Non-Teaching Staff: **be employed** at A-State. In the event that the place is not filled by a member of the university administrative staff, it could be occupied by teaching staff for training purposes.

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

3. EXECUTION OF APPLICATIONS

The opportunity to apply for the exchange placement at the University of Huelva is available to all qualified A-State students.

Study Abroad admission decisions will be based on the program-specific criteria, the need to select students who will be the best possible match for Study Abroad, and the student's ability to benefit from the program.

Students whose physical, mental, or emotional condition may require accommodations to participate in the program must contact the Study Abroad staff well before the application deadline. The staff will assist by providing the student with a clear description of the physical and mental requirements of the program. Students will be asked to provide the Study Abroad staff

with the accommodations that they believe will be necessary for them to meet the requirements of the program, as well as a list of accommodations currently provided to the student by A-State Disability Services.

Required documents to be submitted by students:

1. Study Abroad Application:
 - ✓ Online application and requirements can be found on the Study Abroad Office website at https://www.astate.edu/a/study-abroad/how-it-works/forms/application-requirements-by-program/full-semester-year-summer-non-faculty-led-programs?language=1&host_id=d8ee33f7-4846-4fcf-94a1-979a710e8a4b&com.dotmarketing.htmlpage.language=1.
2. Letter of Interest (Address what makes you a better candidate for the scholarship).
3. Spanish Language proficiency

Required documents to be submitted by staff:

4. Submission of motivation letter explaining why you want to take part in the programme and which are your expectations (200-300 words).
5. Submission of a short Biography including the List of Projects/ Topics which you would be willing to present on (Staff for training) or the courses you would be teaching (Staff for teaching).
6. At least 2 tentative dates of travel: (departure and return)
7. Spanish language proficiency (if available).

Deadline: September 28th, 2018

Study Abroad students are required to complete the A-State online application and submit required supplemental documents to the A-State Study Abroad Office, room #N219 in the International Programs building.

4. SELECTION OF PARTICIPANTS

The process of selecting participants in 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:

The criteria for selection will be as follow:

Criterion	Points
Average grade of academic records	50 %
Level of Spanish language	30 %
Any other information specified by the student (additional skill or skills, specific academic interest, vulnerable socio-economic situation, reference letter, etc.)	20 %
TOTAL	100%

2. Staff:

The criteria for selection will be as follows:

Criterion	Points
Education and work experience related to the mobility focus	40 %
Value of proposed return activity (commitment with Erasmus Program)	40 %
Level of Spanish language competency (if available)	20 %
TOTAL	100%

Note that, according to the guidelines of the European Commission, the selection of participants in this call should **guarantee** the principles of equal opportunities (in terms of gender, disadvantaged groups, etc.), competitive and transparent competition. To do this, you must establish clearly and precisely any criteria considered in the selection of participants and be duly published on the website of the University and other means of dissemination.

A-State will select participants and send the list of selected to the University of Huelva.

5. OBLIGATIONS OF BENEFICIARIES.

Selected applicants who accept + ERASMUS mobility 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. This form, along with the **copy of your passport**, must be submitted 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 Erasmus + grant shall comply with the following obligations:

1. Sign **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 teachers) before departure. These agreements contain learning objectives or teaching the period of stay, as well as formal recognition provisions and the rights and obligations of the parties.

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 A-STATE on their return by filing **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 teachers. 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. **Degree students** selected must complete a minimum and a maximum of **18 and 30 ECTS credits**, respectively, during their stay at the University of Huelva.

5. Teachers **should contact someone at UHU** before departure to design the corresponding work plan and the mobility agreement.

6. **Staff** participant must meet a minimum of **8 hours teaching a week** while at UHU.

7. The stays must be made during the **2018/2019 academic year** ending at the latest by **mid-July 2019** (for students) and **mid-May 2019** (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** according to the criteria of A-STATE Credit Transfer System, duly signed and stamped by the University of Huelva, as soon as possible after **the end** the period of stay.

9. All participants must complete the form **Final report**, which will be requested by the University of Huelva, at the request of the European Commission, **upon departure**, within a maximum period of **thirty days of the completion** of stay.

10. 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 student should **send evidence of** this to the Office of International Relations at the University of Huelva.

11. 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.

12. The participants selected will **formalize and pay** travel costs in advance and have sufficient funds to subsist during the first month in the country of destination, since, as indicated in paragraph 6, the University of Huelva will make payment to pay the maintenance support and travel after arrival at the University of Huelva.

13. To receive the financial assistance, participants must open a **Bank account** in the destination country, where payment, as indicated in paragraph 6 shall be paid.

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 an **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 from the University of Huelva, 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 the corresponding informative documentation to selected participants resolved following the final selection.

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

3. 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 in any academic issues.

4. After completion of mobility, University of Huelva sends the **Transcript** (for students) and **Certificate of stay** (for teachers), to the corresponding university.

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 the next 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 **800 EUR per month for students**, Y **120 EUR a day for staff**.

2. **An aid to help cover travel expenses**. The amount is calculated as a function of distance band, that in the case of the United States of America is **820 euros**.

The distance should be calculated between the city of origin and the city of the University of destination, using the distance calculator of the European Union.

(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 after receiving the participant's arrival at the destination university corresponding to 70% of the total allocated amount. Also, it is paid with the initial payment corresponding to the aid amount to cover **travel expenses**.
3. A **final payment** corresponding to 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 undergraduates, and **5 days** (Plus 2 travel days) for teachers.

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:

Drinter06@sc.uhu.es + 34 959 21 8221 Personal 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

COLLEGE	MOBILITY FOR STUDENTS		MOBILITY FOR TEACHER OR ADMINISTRATIVE STAFF MEMBER	
	No. mobilities	Duration (months) mobility	No. mobilities	Duration (days) mobility)
Arkansas State University-Jonesboro	1	5	1	5 days