

MODEL OF CALL FOR INCOMING MOBILITY STAFF ARRIVING IN UNIVERSIDAD DE SEVILLA (SPAIN) WITHIN THE EU ERASMUS PLUS KA107 FRAMEWORK FOR THE ACADEMIC YEAR 2022-2023.

1. OBJECTIVE

Under 2019-1-ES01-KA107-063447 project, the Erasmus+ Mobility Programme for training staff offers Partner University training staff the opportunity to undertake a training visit to the Universidad de Sevilla (henceforth the US) during the second semester of the 2022-2023 academic year.

Teachers taking part in this mobility programme will be given financial support, will attend to all activities in the International Staff Week in the US and will be able to meet US staff in order to discuss subjects of inter-university collaboration exchange opinions and will be able to use US facilities at no extra cost. All of the training activities that are agreed on in the Mobility Agreement and which are performed satisfactorily will be recognised in their entirety by the Home University.

The Erasmus+ Programme promotes the exchange of experiences with regard to training and teaching methods and it will enable students who have been unable to participate in Erasmus mobilities to benefit from the knowledge of staff from foreign Institutions of Higher Education. The Programme, moreover, offers training staff the chance of widening their cultural outlook by travelling abroad, to know other Higher Education systems and to establish contacts with colleagues from other countries, thus contributing to international integration.

The Erasmus+ Mobility Programme for training staff does not cover all of the beneficiary's extra expenses while s/he is abroad.

2. LENGTH OF STAY

As indicated in the Erasmus+ Programme Guide, the length of stay in the associate countries is 5 days,

In all cases the beneficiary must involve training activities defined in the Mobility Agreement.

3. FINANCING

The grant includes:

- The EU's contribution (*individual support*). The amount involved depends on the destination country and the number of actual days stayed in the Destination University, including the days spent travelling. The contribution for those coming to Spain is **€160 per diem**. The time that can be financed is 5 days' stay + 2 days of travel. (1 day outward, 1 day return), giving a maximum grant of €1,120.
- There is an additional contribution to cover travelling costs (*travel support*). This is calculated according to the table of distances below, as established by the Erasmus+ Programme:

Distance	Amount
Between 10 and 99 km	€20
Between 100 and 499 km	€180
Between 500 and 1999 km	€275
Between 2000 and 2999 km	€360
Between 3000 and 3999 km	€530
Between 4000 and 7999 km	€820
8,000 km or more	€1,500

The amount will be calculated taking into account the distance between the Home University's city and that of the US (Seville) on [this website](#)¹.

4. REQUIREMENTS

The participating teacher must be contracted by one of the associate universities for the complete mobility period.

The training duties of Erasmus+ Mobility Programmes for training staff participants will take place in regulated subjects and specific seminars organised by the US.

The list of degrees taught in the US can be found in the [estudios](#)² menu on the US website.

In order to be accepted by the US, the participant must first be selected by his/her Home University.

5. HOW TO APPLY

Teachers applying for a mobility place and grant must submit the following documents to the Home University's International Relations Office. In line with their own internal regulations,

¹ http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

² <http://www.us.es/estudios/index.html>

the Home Universities might require other documents. In order to allow for a selection process within the time limits established by the US, each partner university will establish a closing date for submitting applications.

Important: All of the documents must be filled in electronically. Hand-written applications will not be accepted.

- Application form (**Attachment I**).
- Mobility Agreement (**Attachment II**).
- Copy of the applicant's passport.
- Brief Curriculum Vitae (2 pages max.).
- In the case of teachers from underprivileged backgrounds or challenging circumstances (disability, learning difficulties, economic challenges, cultural differences, health problems, social problems, or geographical difficulties), the Home University must issue a certificate with data accrediting the above to the Erasmus+ Programme. Click [here](#) to access a complete description of challenged circumstances can be found in the Erasmus + Guide, version 2, 15/01/2019³.

6. SELECTION CRITERIA

The complete selection process carried out by the Home University must fulfil the criteria of transparency and equal opportunities for all applicants. Each partner university will draw up and publish its own specific criteria on its webpage. The orientative criteria set out below must, however, be included in all assessment scales.

Candidates must:

- a) Be undertaking a training visit within the Erasmus+ Programme framework for the first time.
- b) Participate in joint programmes with the US.
- c) Give classes in joint degrees or in Erasmus Mundus programmes.
- d) Teachers from underprivileged backgrounds or challenging circumstance and who can accredit the same will be given priority.

7. SELECTION PROCEDURE & TIMEFRAME

When a partner university has received all of the applicants' documentation, it will then

³ https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2019_en

assess select and then nominate candidate teachers, corresponding to the number of places with grants from the European Commission's Erasmus+ Programme framework as established in the *Interinstitutional Agreement*. As well as the nominated teachers, the university can also include a list of substitutes, in order of priority, should any of the nominees withdraw.

When the teachers have been selected the partner university in question must send the documentation outlined below to the following US emails: relint3@us.es and relint23@us.es:

- a) Letter of nomination for the nominated teachers. This must include the following:
 - Information concerning the partner university
 - The nominated teachers' names, surnames and emails
 - A list (if there is one) of substitute nominated teachers in a decreasing order of priority

- b) The minutes of the Selection Committee including:
 - The names, surnames and posts held by the Selection Committee members
 - A list of the applications processed
 - The selection criteria used
 - The results of the selection procedure

- c) A copy of the Call published by the partner university (URL or pdf document) confirming that the call was published.

All of the above documents will be sent in pdf format and will bear the date, the signature of the person in charge and the partner university's seal.

The timeframe for organising the mobility is as follows:

Registration or nomination by the Home University	15th April 2023
Second semester begins:	1st February 2023

8. US REGISTRATION PROCEDURE

Once the US has received all of the nominated teachers' documentation, the mobility dates and grants will be adjudicated and the US will send detailed instructions to the coordinators from the partner university concerning how to register the selected teachers in the US.

When the nominated teachers have completed the US registration procedure, the US will

send them an information packet and a letter of invitation so that they can obtain the pertinent visa in order to carry out their visit to the US. In order to facilitate the issuing of the visas, the US will also send the Spanish Consulates of the partner country (or to the Consulate where the teacher has applied for the visa) a list of the selected teachers and the conditions attached to the awarded grant.

The US will also draw up the Grant Agreement document regarding the teacher awarded the grant. This will be sent by email and the teacher must sign the document and return it to the US by email and in pdf before the mobility period begins.

When the teacher arrives in the US s/he will have to go to the Centro Internacional (Welcome and Incoming International Mobility Section) where s/he will be given all of the necessary information.

When the Mobility ends, the US's Centro Internacional will issue the teacher with a Visit Report stating the mobility period undertaken.

9. GRANT PAYMENT

When the teacher has registered his/her entry date in the Centro Internacional, the US will issue him/her with a cheque for the total amount that s/he can withdraw in person from any branch of the Banco Santander.

10. OBLIGATIONS OF THE VISITING TEACHERS

Teachers who have been accepted by the US for a stay within the KA107 project's framework must:

- Apply for the corresponding visa in their country of <http://www.us.es/estudios/index.html> origin and/or residence. To this end the US will provide teachers nominated by partner universities with a letter of invitation.
- Make and pay for their own travel arrangements.
- Contract and pay for insurance that covers accidents, serious illness, civil liability and repatriation costs. Teachers will send the US a scanned copy of the policy at least 15 calendar days before their planned arrival date in order to guarantee that such requirements are fulfilled.
- Make arrangements and pay for their accommodation. Via its University Community

Assistance Service (SACU), the US will provide the nominated teacher with information, advice and support in looking for accommodation.

- Give at least 8 hours of classes per week.

- Stay in the US for at least 5 working days if they want to be considered as Erasmus+ Mobility Programme training participants. Should this not be the case, the teacher will have to return the grant (both the individual support and help with travel costs), with the exception of *force majeure*, duly justified by the teacher in question.

11. PUBLICATION

Partner Universities will publish their call on their own websites and social media, as well as in the local and regional media in order for it to have the greatest possible social diffusion.