**ERASMUS STAFF MOBILITY FOR TEACHING (STA) or TRAINING ASSIGNMENT (STT)**

In participating in the Erasmus + Programme, all participants commit to its fundamental priorities, which should be disseminated at the sending institution:

**Erasmus+ Priorities**

**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 teaching mobility period (STA) of 8 hours of teaching, or 4 hours of teaching plus 4 hours of training activities, in a 5-day period. Non-academic and academic staff from partner institutions in associated countries (outside of Europe) can apply at their home institutions to be selected for a funded period of Staff Mobility for Training (STT).

The sending institution should publish a Call and hold a transparent selection procedure based on merit and favoring inclusion. The call for applicants for this mobility, and the names of the successful candidates and the names of the applicants on the reserve list (Results of the Call) should be posted on the home university website. The sending institution should send the link to the Call and to its Results when nominating the participant.

Names, position and emails of the successful participants should be sent by email to the contact at the University of Huelva (drinter09@uhu.es) so that the participants receive support and information. Participants will be put in contact with an academic staff member in Huelva to discuss suitable dates and topics for the classes.

**FUNDING**

Participants must stay in Huelva for a five-day day period and will receive funding for 7 days, two of which correspond to travel days. The daily rate depends on the project and is between **160-170 EUR**. The travel stipend varies depending on the kilometres between the partner institution and Huelva. If and when participants have duly **provided all the required documents at least a month before the start of their mobility**, payment will be made in full by bank transfer. Given that the participants' documents have arrived in a timely manner; every effort will be made to ensure the bank transfer happens so participants receive funds at least a 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.

Our accounting department will also need the following codes[1]:

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

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

A recent search for hotels in Huelva (May 2025) show that a hotel room (either individual or double) for **four** nights can be between 300 - 500 EUR with breakfast included (around 85 EUR per night). Other cheaper options such as the Government Hostel (Interjoven) and AirBnBs have not been thoroughly investigated.

**REQUIRED DOCUMENTS**

*Acceptance Letter for Visa

After the International Office has confirmed that both passport and the hotel booking have been received, 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 must include the address of the hotel or apartment where the participant has booked in order to comply with the demands of the Spanish embassy. During the visa process, embassy staff can ask for proof of the hotel booking, which should match the address included in the acceptance letter.

*Teaching/Work Mobility 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. Following the nomination, the University of Huelva International Office staff will send this document to the participant.

*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. It confirms that the participant agrees to the conditions of the Erasmus Programme.

*Certificate of Attendance

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

*Certificate of Recognition

The sending 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 as soon after the mobility period as possible. The sending institution International Office can ask the University of Huelva International Office for a template, if convenient (drinter@uhu.es).

*Insurance Policy

Participants must send a scanned copy of a valid and comprehensive insurance policy for the complete duration of their time in Huelva, including travel days. The document should be sent as soon as possible and always before the participant arrives in Huelva. The policy should cover travel, illness, accident and repatriation for the time period reflected in the mobility program.

*Document showing employment at the home institution

Participants are required to present a document showing that s/he is an employee of the sending university at the time of the mobility. This document should be sent by the sending university when the participant is nominated.

**DATES FOR TRAINING/TEACHING STAFF MOBILITIES**

*For TEACHING: If the Huelva academic staff member can organise the teaching hours in March or April, we strongly advise our visitors to come to Huelva for our International Week which we celebrate every year, welcoming approximately 70 visitors from our partner institutions to Huelva. The working language is English. Our International Week ensures a complete week of activities for our participants, and includes a number of presentations and workshops as well as a cultural activities.

*For TRAINING:

Participants who wish to carry out mobility for training must do so during the University of Huelva International Week, celebrated annually in either late March or April. The working language is English. Our International Week ensures a complete week of activities for our participants, and includes a number of presentations and workshops as well as a cultural activities and staff participants for training are given our full attention during this week.