SUMMARY OF PARTICIPATION IN ERASMUS PROGRAMME

ERASMUS FUNDAMENTAL PRINCIPLES

The Erasmus+ Programme can fund mobility for students and/or staff between its non-European Erasmus partners 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 commit to its priorities:

European Union: Erasmus Principles

FUNDING

The funding for students is as follows:

850 x 5 months (total **4,250€**) + a travel stipend to help with travel expenses (amount varies depending on kilometers between Huelva and partner institution)

The funding for staff depends on the project[1] and is as follows:

Project 2023: 160 EUR x 7 days (5 working days, 2 travel days) (total **1,120€)** + a travel stipend to help with travel expenses (amount varies depending on kilometers between Huelva and partner institution)

Project 2024: 170 EUR x 7 days (5 working days, 2 travel days) (total **1,190€)** + a travel stipend to help with travel expenses (amount varies depending on kilometers between Huelva and partner institution)

To check the funding for travel stipend for students and staff, please consult the Distance Calculator at the following link to see the distance in kilometers:

Erasmus: Distance Calculator

The University of Huelva will manage the funding. Students will receive a bank transfer into a **Spanish bank account** which they should open **as soon as possible after arrival in Huelva**. They will receive about 80% 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 funds arrive at least **a week before the start of their mobility**. However, this **cannot be guaranteed** due to unforeseen delays in our Accounts Department or related to bank procedures.

[1] The two active Erasmus projects are:
2023-1-ES01-KA171-HED-8FFE18A7 (finalizing 31/7/2026)
2024-1-ES01-KA171-HED-000208439 (finalizing 31/7/2027)

Students should be aware that they are expected to cover their travel expenses and accommodation expenses out of pocket in Huelva since the payments to their Spanish bank account will take **approximately 3 weeks** after the International Office has received the required bank details for the transfer.

FUTURE APPLICATIONS TO CONTINUE AS ERASMUS KA171 PARTNERS

Since the KA107 (now KA171) 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 weeks before the application deadline (February) to ask for updated or improved information to include in our reports. The University of Huelva started the KA171 mobility in the 2015 Project with two partners and now works with over 30 international partners.

PROCEDURES

APPLICATION RESULTS

The partner university will be informed of the results of our application and if successful, will receive details of the mobility slots available for its university community. If the institution is a new partner, a bilateral agreement proposal will be sent for completion and signing. In the case of previous partners, a bilateral agreement covering the full seven years of the present Erasmus Programme has been signed.

BILATERAL AGREEMENT

The agreement should be signed by the legal representatives, (or person holding the position authorized to approve participation in the Erasmus Programme) of both institutions. Scanned copies are acceptable.

The BA can include student and/or staff mobility. 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).

Staff mobility can be for teaching or for training.

- Participants who apply for Training Mobility can be academic staff or non-academic staff. Staff Mobility for Training requires the participant to follow a work program 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 program.
- **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, or 4 hours of teaching plus 4 hours of training activities (meetings with faculty staff/international office staff, for example.

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 Priorities 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. Both Call and Results documents should indicate the Erasmus Project to which the mobility corresponds (2023-1-ES01-KA171-HED-8FFE18A7 (finalizing 31/7/2026)) or 2024-1-ES01-KA171-HED-000208439 (finalizing 31/7/2027)).

NOMINATIONS

When nominating staff or student participants for mobility periods at the University of Huelva, partners should 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 Results (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 the Project number, details on the selection procedure, deadlines for handing in applications and Erasmus funding).
- Link to where Erasmus priorities (at beginning 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 program/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 a complete nomination, Huelva International Office will contact participants directly with specific and detailed information for their mobility. 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 drinter09@uhu.es. If convenient, the partner university can request a template of this certificate.

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.