

CALL FOR NOMINATIONS FOR TEACHING AND TRAINING STAYS (INCOMING MOBILITY) FOR STAFF WITHIN THE FRAMEWORK OF THE ERASMUS + PROGRAMME, KEY ACTION KA107, DURING THE 2022/2023 ACADEMIC YEAR.

The purpose of this call for nominations is to select candidates for teaching and training stays at the University Pablo de Olavide under the framework of the Erasmus+ programme Key Action KA107, during the second semester of the academic year 2022/23 pursuant to the grant agreement 2020-1-ES01-KA107-081075.

1. GENERAL CONDITIONS

The staff training or teaching stays will unfold in accordance with the provisions of the Erasmus+ 2020 programme Guide¹.

Partner universities will conduct a candidate pre-selection process that must apply the criteria of this call and the Erasmus + KA107 programme. The Pablo de Olavide (UPO) university will evaluate whether the pre-selection meets the requirements of this call. The definitive admission procedure of the selected candidates will subsequently be launched, allowing the stays to take place.

Teaching and training stays will be open to teachers as well as to administrative and service staff employed by the following universities when requesting the stay and during the stay:

- Ain Shams University (Egypt)
- Université Abdelmalek Essaadi (Morocco)
- Université de Sfax. (Tunisia)
- Universitetit te Vlores (Albania)
- Zagazig University (Egypt)

Candidates must fit the profiles described in the list of places in **Annex I** of this call.

Teaching stays will include a minimum of 8 teaching hours per week or a proportional number of hours in the case of longer stays.

2. APPLICATION PROCEDURE AND CALL RESOLUTION

The UPO, the partner universities, and the applicants must follow the steps below:


2.1. Partner universities will elaborate and publish their applicant selection calls respecting the requirements of the present call.

2.2. Partner universities will publish their mobility calls on their websites and official notice boards.

2.3. The applicant staff of the partner universities will respond to the calls providing all the required documentation.

¹ <https://erasmusplus.org.uk/file/27659/Erasmus+%202020%20Programme%20Guide%20v3.pdf>

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2.4. The partner universities will pre-select the candidates with the highest score according to the scales duly listed in the call published by each university.

2.5. Partner universities will send their nominations together with the required documentation by submitting an online application (www.upo.es/es/aric) by 30 March 2023.

2.6. Once the received documentation has been verified, selected candidates will receive an email with instructions on the UPO admission procedure. Final admission will be subject to the staff's compliance with the procedure.

2.7. The UPO will publish a list of Erasmus+ beneficiary staff on the following website: www.upo.es/es/aric

2.8. The UPO will send a letter of admission to the beneficiaries so that they can process their visa in their home country.

2.9. The **search for accommodation and/or language courses, when applicable**, and the completion of **visa procedures** is the responsibility of each beneficiary; the **International Relations and Cooperation Area (ARIC)** will disseminate all information available to this end.

2.10. Before the stay begins, the beneficiary must have an insurance that **includes coverage for medical assistance, accidents and repatriation over the entire period of the academic stay,² taking out the insurance policy offered by the UPO to international mobility participants.** The participant will be responsible for any potential damages and losses caused (civil liability) during their stay that are not covered by their insurance.

2.11. The beneficiaries **must respect any COVID-19 health and hygiene rules** in force during their stay. The ARIC will inform participants of any available funding to cover all or part of the cost of medical tests which the participant is required to undergo.

2.12. All mobility must be completed before 15 July 2023.

2.13. Al finalizar las estancias los beneficiarios obtendrán un certificado de estancia que deberá ser objeto de reconocimiento en su universidad de origen.

2.14. The partner university undertakes to send a copy of this recognition to ARIC.

3. GRANT SUPPORT

a) All beneficiaries shall be entitled to financial support, which includes:

-Individual support: 160 euros per day (maximum 5 days of work + 2 days of travel)

- Travel support calculated according to the distance bands established by the programme and determined using the EACEA distance calculator³.

(Annex I details the amounts for each partner university)

² Insurance policies that limit the stay abroad to a maximum number of consecutive days (60, 90, etc.) that is below the number of days of duration of the academic stay **are not valid**.

³ https://ec.europa.eu/programmes/erasmus-plus/distance-calculator_es

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b) The UPO will calculate and pay the grants to the beneficiaries according to the dates of their actual stays.

c) The **grant** will be paid in a single payment upon arrival of the beneficiary once all the initial documentation has been delivered:

- Original copy of the signed Grant Agreement.
- Medical assistance, accident, and repatriation insurance.
- Academic agreement signed by all parties.

e) In cases where beneficiaries fail to meet the agreed conditions (renouncing to the stay, shortening the period of stay, or any other) with no valid justification, the UPO may claim the **total or partial reimbursement of the received financial assistance**, according to each case

4. STAFF PRE-SELECTION PROCEDURE BY THE PARTNER UNIVERSITY

The partner university will conduct a candidate pre-selection process that meets the transparency and equal opportunities criteria set out in the Erasmus University Charter ECHE 2014-20⁴

The specific pre-selection criteria will be described and published on the websites and social networks of each partner university and disseminated, as far as possible, in the local and regional media.

a) Specific eligibility requirements for teachers:

- To be employed by the home institution at the time of application and during the mobility stay.
- To present a Mobility Agreement duly signed by all parties (candidate, home institution and by a professor or a Director of Administrative Dept. at the UPO.
- To have a sufficient level in the working language at the start of the stay. The home university will ensure that candidates are sufficiently proficient in the language to be able to properly take advantage of the stay.

b) Mandatory selection criteria:


The ARIC will assess whether the profile of the nominated staff conforms with the Inclusion and Diversity Strategy and general guidelines of the Erasmus+ programme. To this end, the scale must include the following mandatory criteria:

b.1) Staff who meet one or more of the following inclusion and diversity criteria established by the Erasmus+ programme: 1 point for each criterion:

- disability (i.e. participants with special needs): people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities;

⁴ https://www.upo.es/aric/ECHE-annotated_guidelines_en-2014-20.pdf

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- educational difficulties: young people with learning difficulties; early school-leavers; low qualified adults; young people with poor school performance;
- economic obstacles: people with a low standard of living, low income, dependence on social welfare system or homeless; young people in long-term unemployment or poverty; people in debt or with financial problems;
- cultural differences: immigrants or refugees or descendants from immigrant or refugee families; people belonging to a national or ethnic minority; people with linguistic adaptation and cultural inclusion difficulties;
- health problems: people with chronic health problems, severe illnesses or psychiatric conditions;
- social obstacles: people facing discrimination because of gender, age, ethnicity, religion, sexual orientation, disability, etc.; people with limited social skills or anti-social or risky behaviours; people in a precarious situation; (ex-)offenders, (ex-)drug or alcohol abusers; young and/or single parents; orphans;
- geographical obstacles: people from remote or rural areas; people living in small islands or in peripheral regions; people from urban problem zones; people from less serviced areas (limited public transport, poor facilities).

b.2) Mobility programme proposed by the applicant (section I of the mobility agreement (Annex II) broken down into its four sections (*overall objectives of the mobility; added value of mobility in the context of the modernisation and internationalisation strategies of the institutions involved*); *content of the teaching programme/training activities to be carried out; expected outcomes and impact*).

b.3) Applicants from the subject areas specified with a Priority in Annex I, where applicable, shall be given **preference**. **Preference** shall also be given to **those who have contributed to the preparation and/or establishment of the inter-institutional agreement** between the UPO and the Partner University corresponding to the place.

c) Recommended criteria:

- Additional points for staff carrying out their first stay within the framework of the Erasmus+ programme.
- Accredited knowledge of the working language of the stay, points according to language level.
- Accredited knowledge of a second language, points according to language level.

5. NOMINATION OF CANDIDATES BY THE PARTNER UNIVERSITY

a) Partner universities may nominate, at most, as many applicants as there are places for their institution (see **Annex I**). However, the staff nomination does not mean that the grant is conceded. The grant is subject to definitive admission by the UPO.

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b) Where appropriate, partner universities will also establish a candidate reserve list. In the event that not all available places are filled, the UPO will proceed to evaluate the reserve list of each university.

c) The deadline to submit nominations is **30 March 2023**.

d) To formalise the nomination, partner universities must send the following documents through the form provided for this purpose (www.upo.es/aric):

- Document of home university Call for the pre-selection of applicants.
- Proof of call dissemination (link to web, screenshots, reference to publication in official gazette, photo of the announcement, etc.)
- Letter of Nomination and Absence of Conflicts of Interest (**Annex II**) signed electronically or signed and stamped in PDF format
- Nomination letter (**Annex II**) in Excel format.
- Supporting documentation of the merits assessed in the Nomination Letter of all pre-selected and reserve candidates:
 - Document proving the employment link with the home university.
 - Mobility agreement signed by the UPO academic coordinator who will tutor the staff training/teaching.
 - Documentation supporting the inclusion and diversity criteria where applicable.
 - Supporting documentation of the rest of the merits valued by the partner university.

6. UPO ADMISSION PROCEDURE

Once the deadline has passed and the partner university nominations have been received, the ARIC will verify the candidate scores together with the justifying documentation. A resolution announcing the selected candidates will be published and they will be informed by email of the admission procedure (and its deadline) to follow to be admitted by the UPO.

A letter of admission will be sent by email to the selected staff who correctly complete this procedure.

7. DATA PROTECTION

In accordance with current personal data protection regulations, the collected data will be processed by the Pablo de Olavide University and incorporated into the "International Relations" processing system in order to manage this mobility, based on the fulfilment of a public interest mission (in accordance with the provisions of art. 6.1.e of EU Regulation 2016/679 of the European Parliament and of the Council, of 27 April 2016, General Data Protection Regulation; of art. 1.2 of Organic Law 6/2001, of 21 December, on Universities; and of art. 171 of the Statutes of the Pablo de Olavide University, Seville) and with the University's compliance with legal obligations (art. 6.1.c of the General Data Protection Regulation). The data will be communicated solely to complete the necessary procedures for this call as well as to inform the relevant Administrations and Public Bodies and justify the destination of the grant. The interested parties may exercise their rights of

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access, rectification, deletion and portability of the data, as well as of data processing limitation and objection. They also have the right not to be subject to decisions based solely on the automated processing of their data, where applicable. They may consult additional information on the exercise of these and other rights at: <https://www.upo.es/rectorado/secretaria-general/proteccion-de-datos>. By submitting their application, interested parties expressly consent to the personal data processing conditions of this mobility programme.


8. PUBLICATION OF LIST OF BENEFICIARIES

The list of beneficiaries will be disseminated by email and will be made public on the ARIC website including the list of selected and reserve staff ranked according to the scores obtained. Ordinary places allocations will be carried out if necessary.

The Vice-Chancellor for Internationalisation
(P.D.C.: R.R. of 6/10/2022, BOJA of 11/10/2022)

David Naranjo Gil

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ANNEX I – LIST OF PLACES and FINANCIAL SUPPORT

PLACES OFFERED

Code	Home University	Country	No. of places	Subject area
1684	Ain Shams University	Egypt	1	Languages
1624	Zagazig University	Egypt	1	Languages
1537	Université Abdelmalek Essaadi)	Morocco	2	All UPO subject areas (See list below)
1621	Université de Sfax	Tunisia	1	All UPO subject areas (See list below) Priority given to the area of Biology*
1605	Universitetit te Vlores	Albania	1	Literature and linguistics

GRANT SUPORT

Country	Travel Allowance	Individual assistance
Egypt	530	160 euros /day (maximum 5 days of work + 2 days of travel)
Morocco	180	
Tunisia	275	

UPO SUBJECT AREAS

0230: Languages, not further defined
0220: Humanities, History, Arts
0532: Earth sciences
0421: Law
0312: Political sciences, International Relations
0310: Social sciences: Sociology, Social Education, Economics
0923: Social work and counselling
0410: Business and administration, Economics, Finance, Accountancy, Human Resources, Work Skills
0510: Biotechnology, Human Nutrition, Dietetics
0521: Environmental sciences
1014: Sports

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