

Call for Applications – Erasmus+ Staff Mobility at the Universidad de Huelva

Host institution: Universidad de Huelva (<http://www.uhu.es/index.php>)

Host country: Spain

Funding type: Erasmus+

Mobilities available: 1 staff mobility for teaching *or* training

Specific eligibility requirements:

Staff Mobility for Training: There are no restrictions for individuals applying for staff mobility for training, other than the general criteria outlined below (under 'Eligibility Requirements').

Staff mobility for Teaching: Applicants must teach in the following fields: language, literature and/or linguistics.

Timeframe for mobility: Prior to May 30, 2022

Deadline for applications: February 16, 2022

The purpose of this call is to grant one staff mobility for either training or teaching, which must take place prior to May 30, 2022.

Notes for teaching mobilities:

- The teaching mobilities are reserved for full-time teaching staff who teach in the fields covered under the Erasmus+ inter-institutional agreement signed between the University of Ottawa and the Universidad de Huelva: language, literature and/or linguistics.
- There is a minimum of 8 teaching hours per week required for teaching staff.

ELIGIBILITY REQUIREMENTS

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

- Teaching staff: be employed **full-time** by the University of Ottawa for educational purposes with teaching subject areas that include **language, literature and/or linguistics**.
- Non-teaching (training) staff: be actively employed **full-time** at the University of Ottawa and have **completed the probationary period**.

FUNDING

Selected participants will receive **financial assistance** to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

1. 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. For the Universidad de Huelva, this equates to **160 EUR per day** for staff.

2. Aid to help cover **travel expenses**. The amount is calculated based on distance bands between the home and host universities. For a mobility between Ottawa and Huelva, this amounts to **820 EUR**.

Note: selected participants must purchase their flight themselves and will only be reimbursed by the Universidad de Huelva.

The Universidad de Huelva shall pay the funding outlined above according to the terms agreed upon by the participant and the Universidad de Huelva as host institution.

The **maximum funding period** will be a maximum of **5 days** (plus 2 travel days) for teaching or training staff.

HOW TO APPLY

Applications must include:

For training staff

- **CV** in English
- **Letter of motivation** in French or English explaining how the mobility opportunity would benefit their current position at uOttawa as well as their personal and professional development. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- **Letter of support** in English or French from immediate supervisor
- **Draft mobility plan** in English including the identification of a potential host department and possible activities, meetings, etc. to be done during the mobility stay. Please use the template, [Erasmus+ Mobility Plan – Training](#).

For teaching staff

- **CV** in English
- **Letter of motivation** in English or French explaining how the mobility opportunity would benefit their teaching and career at uOttawa as well as any desired outcomes. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- **Letter of support** in English or French from Head of Department/School, Dean or Vice Dean
- **Proposed teaching plan** in English for activities to be completed, including the minimum 8 hours of teaching time. This does not have to be traditional teaching time; it could involve guest lectures, small group seminars or facilitating other teaching-related activities. Please use the template, [Erasmus+ Mobility Plan – Teaching](#).

Deadline for applications:

Teaching and non-teaching staff must email their complete application to **Mélanie Langevin** at uointl@uOttawa.ca by 11:59 p.m. **on February 16, 2022**

EVALUATION

Teaching and/or non-teaching staff will be evaluated based on the following criteria:

- a. Previous experience / research (CV): *20 points*
- b. Letter of motivation : *40 points*
- c. Proposed mobility / teaching plan: *40 points*

Priority will be given to individuals **who have not yet completed** an Erasmus+ staff mobility stay.

Following the evaluation of applications and selection of a top candidate by an impartial selection committee, the uOttawa International Office will nominate the selected candidate to the Universidad de Huelva for final confirmation. Once the Universidad de Huelva validates the nominated candidate, the uOttawa International Office will communicate the results of the selection process to applicants.

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to the Universidad de Huelva, and is based on inter-institutional agreements signed between the University of Ottawa and the Universidad de Huelva in Spain.
2. The areas of knowledge of the eligible participants will be those indicated in the inter-institutional agreement signed between the University of Ottawa and the Universidad of Turku for the purposes of this call.
3. All activities included in the Learning or Teaching / Work Agreement between participating universities will be recognized at the home university.
4. As the sending institution, the University of Ottawa is responsible for nominating their selected participants to the Universidad de Huelva.
5. The University of Ottawa shall publish this call on its website as well as the selected candidate of this call, once a selection has been made.
6. Participants must agree to the Mobility Agreements provided by the University of Ottawa and the Universidad de Huelva as well as complete any required steps by these institutions in order to participate in the mobility stay. All parties must also respect the [Erasmus+ Charter for Higher Education](#).
7. Once the **Acceptance document has been signed**, the participant **shall be bound** to carry out the period of stay granted, except for exceptional circumstances (such as travel restrictions, the evolution of the situation in the home or host country with respect to the COVID-19 pandemic, etc.). Resignations submitted by participants may result in being ineligible for future requests for international assistance or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.