

**LAST MOBILITY CALL OF THE CONSORTIUM TRANSFRONTEU FOR INCOMING STAFF (TRAINING AND TEACHING) -2023-1-ES01-KA171-HED-000123600 PROJECT- AT THE CONSORTIUM MEMBER UNIVERSITIES WITHIN THE FRAMEWORK OF THE EUROPEAN PROGRAMME ERASMUS+ KA171 DURING THE ACADEMIC YEAR 2025-2026**

The TransFrontEU Mobility Consortium agrees to initiate an administrative procedure for the mobility granting of the staff of the university's members of the Erasmus+ TransFrontEU Consortium.

This call will remain open until May, 31, 2026 or until the available funds are exhausted, whichever comes first.

### I. PURPOSE

The purpose of this procedure is to establish the basis for the selection of staff from the universities that are partners of the TransFrontEU consortium who wish to carry out mobility stays (teaching or training) during the 2025-2026 academic year at any of the Consortium universities (UMA, UCA, UHU) from the regions detailed:

Region 2- 25 mobilities

Region 5- 8 mobilities

In accordance with the common bases of this call, each university member of the Consortium (UMA, UHU and UCA) will manage the selection procedure of its incoming staff, to cover the places offered.

### II. APPLICATION PROCEDURE

All partner institutions will announce their own call with their specific selection process for staff publishing the mobility call on their websites and announcing and disseminating it along their staff members (teachers and research staff for STA mobilities and administration/management and technical staff for STT mobilities) -the link of its publication must be sent to the Consortium member where nomination will be done-

The entire pre-selection process (call) at the home university will adhere to criteria of transparency and equal opportunities for all applicants.

Partner institutions will select and nominate their candidates to UCA, UHU or/and UMA, following instructions given in Annex I; the same candidate may not be nominated to more than one institution.

Partner universities have the option to add a reserve list of staff in the "Letter of Nomination and Absence of Conflict of Interest" document. If all places are not filled, Consortium members will proceed to evaluate the reserve list of each university. Nomination will not be considered if Mobility agreement (teaching or training) signed by the person responsible in the Consortium university is not provided.

Consortium members will publish provisional and definitive resolutions until the total number of available placements are awarded. Priority will be given to ensuring a balance in the allocation of these placements among partners from the same area.

Selected staff will receive instructions to complete admission procedures.

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The nomination of candidates does not guarantee the awarding of a mobility grant. It is contingent upon meeting the specified requirements, providing supporting documents, availability of funding, and the pre-selection and final admission of the staff.

**Inclusion**

Candidates from disadvantaged backgrounds, with special needs, or disabilities are encouraged to apply. They may receive additional funding according to EU regulations to cover costs directly related to their participation in the mobility.

**III. DURATION AND FINANCIAL AID****a) Period of Placements**

The mobility period for staff members is 5 days, with 2 extra days allocated for standard travel or 4 extra days for Sustainable means travel.

Staff mobility can be for teaching, training, or both.

- During mobility for teaching (STA), staff should deliver at least 8 teaching hours per week.
- During mobility for training (STT), staff should receive training, engaging in professional development activities such as training events (excluding conferences), job shadowing, or observation periods at the receiving institution.
- Mobility can also be for both teaching and training. In this case, the minimum number of hours of teaching is 4 hours per week.

**b) Finance**

The mobility grant for staff consists of a travel allowance and payment for seven days according to the flat rates determined by the Erasmus+ Programme.

It's important to note that the grant is intended to cover a portion of the mobility costs, not the entire amount.

Selected participants are responsible for covering their own expenses when arranging their stay, such as visa fees, insurance, flights, and accommodation, as the mobility grant will only be disbursed once the stay commences.

It's highly recommended to make bookings (flights, accommodation, etc.) with conditions that allow for reimbursement in case of travel cancellation.

The funds for mobility grants in this Call are provided by the European Commission and managed by the Spanish Service for the Internationalization of Education (SEPIE).

**The financial aid includes:**

- Individual support for staff: The amount is established according to the country of origin and the actual number of days of placement at the UMA. In Spain, the amount is 160 euros per day. The eligible period is 5 days of stay + 2 days of travel (1 day departure and 1 day return). In total, there are 7 eligible days, for an amount of 1,120 euros.

Sustainable Means of Transport: additional support of 50€

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- Additional support for travel expenses: this amount is calculated based on the following distance bands:

The amount will be calculated based on the distance between the city of the home university and UMA. You can use the EACEA online tool at the following link: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

TRAVEL DISTANCE	AMOUNT PER PARTICIPANT	Sustainable Means of Transport*
Between 10 and 99 Km	23 EUROS	-
Between 100 and 499 Km	180 EUROS	210€
Between 500 and 1999 Km	275 EUROS	320€
Between 2000 and 2999 Km	360 EUROS	410€
Between 3000 and 3999 Km	530 EUROS	610€
Between 4000 and 7999 Km	820 EUROS	-
8000 Km or more	1.500 EUROS	-

\* Sustainable means of transport (green travel) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling.

Grants will be disbursed to the beneficiaries by each member of the Consortium (UMA, UCA, UHU), in accordance with the actual arrival and departure dates and their academic calendars.

#### "Zero grant"

If the number of applications exceeds the number of grant places assigned to each country, or if there are no places available for the requested mobility, participants who have not been awarded a grant can apply for a "Zero Grant".

Participants with a "Zero Grant" will have the same rights and obligations as participants with a full grant but will not receive Erasmus+ funding (neither individual support nor travel support).

#### IV. SELECTION CRITERIA

Grants will be awarded on a competitive basis, following the assessment of applications by the home institution. The Home University will provide a list of pre-selected candidates based on the criteria outlined in the internal call of the Home University.

For the Evaluation Committee of the Vice-Rectorate Office for Internationalisation at the Consortium host university to assess the suitability of the profile of the staff nominated, we recommend the following scale criteria. These criteria align with the principles of transparency, inclusion and equal opportunities for applicants, as established in the Interinstitutional Agreement previously signed and EU recommendations.

SELECTION CRITERIA		
Requirement	Details	Points
Thematic related to TransFrontEU main focus	<p>Both for Teaching and Training, proposals that contribute to the development of strategies to improve cross-border relations in the following work areas must be specified:</p> <ul style="list-style-type: none"> <li>• Globalization/Interculturality</li> <li>• Sustainable development - including technological transformation-</li> <li>• Governance among Higher Education Institutions</li> <li>• Equality/Inclusion</li> </ul>	5
Previous participation in Erasmus+	Not having participated in Erasmus KA171 mobilities (teaching or training) in 2024-2025 and 2023-2024 academic years	5
Language certificate	<p>Spanish certificate</p> <p>B1- 1 point</p> <p>B2 – 2 points</p> <p>C1 or C2 -3 points</p> <p>Only one certificate with the highest qualification will be evaluated</p>	1-3
<u>Inclusion</u>	Disabilities	3
<u>Fewer Opportunities/Barriers</u>	Fewer Opportunities	2

## V. ADMISSION OF SELECTED CANDIDATES

The selected candidates will receive specific instructions from their host institution (UMA, UCA or UHU).

Before mobility participants should proceed as follows:

- To sign and send the Grant Agreement.

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- To sign the Mobility Agreement with the respective home and host academic coordinators, **prior to the start of the mobility**.
- To apply for the visa in the country of origin. To facilitate obtaining it, host institution will issue a letter of invitation to each participant.
- To be in possession of adequate insurance throughout the mobility period according to Erasmus+ programme rules. It is mandatory to adhere to one of the insurance policies for travel and healthcare that have the coverage required in the Erasmus+ programme:
  - ▶ Travel insurance, including damage or loss of luggage
  - ▶ Medical expenses, accidents, and serious illness, including permanent or temporary incapacity
  - ▶ Death, including repatriation
  - ▶ Third-party liability

The cost of the insurance will be covered by the participants themselves.

For further details about the insurance, please, contact the Consortium host university.

**Important:** all documents have to be typed. Handwritten documents would not be accepted.

**During the mobility** participants should proceed as follows:

- To stay at host institution during the period provided for in the grant agreement (at least 7 days -5 days of activity + 2 of travel-). Exceptional circumstances will allow for a longer extension but should be duly justified and authorized by the International Relations Office of the host institution. Otherwise, the candidate will have to return the entire grant.
- To carry out the mobility stay according to the proposal and dates committed established every year. In the event of force majeure, the mobility period must be modified by signing an addendum to the agreement.
- To participate, if requested, in sharing their mobility experience.
- To assume responsibility for performing the mobility during the period established in the corresponding annex (Project and Call).

**After the mobility** participants should proceed as follows:

- To complete the Erasmus+ EU Survey within ten business days after receiving the link.
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions.

## VI. COMMISSION OF RESOLUTION

Once the nomination period has closed, the Evaluation Commission of the International Relations Office at each Consortium will distribute the grants equitably, considering the score assigned to each staff by the home university, the supporting documentation provided in the nomination, and the funds available (Interinstitutional agreements) for each partner university. The nominations and

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documents received from partner institutions will be submitted to the selection commission comprised of:

#### UNIVERSITY OF MÁLAGA

President	Ms. Enrique Nava Baro, Vice-Chancellor of International Mobility and International Projects
Chair 1	Ms. Sonia Osorio, Deputy Vice-Chancellor of International Mobility and International Projects
Chair 2	Ms. Isabel Martín Aguilar, Responsible for Erasmus+ KA171 Mobility
Secretary	Ms. M. Carmen Gordo Jiménez, Head of Service of International Affairs

#### UNIVERSITY OF CADIZ

President	Ms. Marcela Iglesias Onofrio, Vice Rector of Internationalization
Chair 1	Ms. Laura Cubillana Aguilera, General Director of International Mobility
Chair 2	Mr. Jesús Gómez Morales, International Staff Mobility Officer
Secretary	Ms. Dª Pilar de Castro Herrero, Head of Service of International Affairs

#### UNIVERSITY OF HUELVA

President	Ms. Macarena Romero Martin, Vice Dean for Mobility, Faculty of Nursing
Chair 1	Mr. José Carregal Romero, Vice Dean for Mobility, Faculty of Humanities
Chair 2	Mr. Jesús Gómez Morales, International Office Coordinator
Secretary	Ms. Mariluz Capelo Álvarez, Responsible for Erasmus+ KA171 Project and Consortia

Each member of the Consortium will distribute grants and publish the provisional list of selected and excluded candidates, indicating the reasons for exclusion. There will be a period of **5 working**

**days** starting from the day after the publication of the provisional list to correct and improve the nomination. Relevant allegations must be sent by email to Consortium institutional coordinator of the university where staff has applied.

The Commission of each Consortium university will confirm the acceptance of the candidates by publishing a definitive list of selected participants (including those with full grants and "Zero Grants") and excluded candidates on Consortium official website.

Selection results will be published and will be communicated to the beneficiaries and partner universities via email.

Reserve candidates will be placed on a waiting list and contacted if a grant becomes available.

Host university will send an email to selected participants confirming acceptance and providing instructions on how to proceed to organize their mobility. Final acceptance will be contingent upon the admission of the mobility period, following the guidelines and timetable of a given year and project. Candidates must comply with the requirements of both the home and host universities regarding all requested documents and proofs of the placement.

## VII. RIGHTS OF THE BENEFICIARY

- To perform the entire mobility period awarded in the framework of Erasmus+ KA171.
- To receive the grant according to the rates and conditions set out in the Erasmus+ Programme guidelines.
- To receive information and advice on the application procedure from the home university, as well as pre-departure and on-site guidance from the host university.

## VIII. INCOMPATIBILITY

Grants under the Erasmus+ Partner Countries KA171 program are not compatible with any other Erasmus+ grants granted for the same exchange mobility period.

## IX. DISSEMINATION

The partner institutions (home universities) will announce this call through their own websites and launch their selection process (specific call) through their own web pages and social networks. They will also report the news about this call in local and regional media.

## X. DATA PRIVACY

In compliance with article 11 of the Organic Law 5/2018, of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights, which regulates the right to information in data collection, we inform that personal data will be processed by the Consortium in its capacity as data controller in order

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to carry out the administrative management and enrolment of students, teaching and research staff, and administration and services staff for mobility programs with foreign universities or companies.

Those interested may exercise the following rights: access, rectification, opposition, abolition, limitation, portability, and the right not to be subject to automated individual decisions, including profiling, as well as filing a complaint with the Data Protection Delegate or with the "Transparency and Data Protection Board" (<https://www.ctpdandalucia.es> ).

## XI. REVOCATION

The selected candidates who do not ultimately participate in the Mobility Program, without providing a written withdrawal, except for justified reasons of force majeure evaluated by the Commission, may face penalties, including being excluded from future mobility calls organized by the Vice-Rectorate of Internationalization at the Consortium universities.

The Consortium reserves the right to revoke a granted placement and request a full or partial refund of any aid if the conditions for admission to the award are not met or if irregularities or fraud in the award process are discovered.

## XII. JURISDICTION

This call will be subject to the specific regulations outlined in this publication and the rules that are currently in effect.

## XIII.ACCEPTANCE OF THE RULES

The nomination by the partner universities and the nomination of the candidates represents the acceptance of the requirements and rules of the selection process established in this Call.

## XIV. FIRST ADDITIONAL PROVISION

All the administrative actions related to this call will be published on the website of the TransFrontEU Consortium and the host universities (UMA, UCA and UHU).

Should any doubt arise over the interpretation of this Call, the Selection Committees will decide on the case and interpret it in the light of the guidelines of the Erasmus+ Programme.

Malaga, on the date of electronic signature

THE RECTOR OF THE UNIVERSITY OF MÁLAGA

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Signed by proxy: Enrique Nava Baro

Vice-Chancellor of International Mobility and International Projects

Resolution of 19 March 2025

(BOJA No. 57, 25/03/2025)

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UNIVERSIDAD  
DE MÁLAGAUniversidad  
de Cádiz

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**ANNEX I****PROCEDURES AT CONSORTIUM UNIVERSITIES (UMA, UCA, UHU)****INCOMING STAFF 2025/2026****2023-1-ES01-KA171-HED-000123600 PROJECT****UNIVERSIDAD DE MÁLAGA**

All the administrative procedures related with this call can be found in the following link:  
<https://www.uma.es/relaciones-internacionales/info/148490/transfrontereu-erasmus-ka171-incoming-staff/>

**1. NOMINATION****Nomination platform**

Nominations of the staff selected for training (STT) or teaching (STA) during the Academic Year 2025-2026 at UMA will be provided via this form: <https://forms.gle/qAiqE44woLuTWkEM9>

**Nomination deadline**

The nomination form will be open until all available places are filled.

The mobility must be undertaken before July 31st 2026.

The date of the mobility is conditionate to the fulfilment of the administrative procedures and the granting of the visa.

Candidates can design their own work plan and decide whether to contact any department / academic contact at UMA or to apply for the International Staff Week organized by UMA International HUB <http://u.uma.es/gwh/> (13<sup>th</sup> to 17<sup>th</sup> April 2026).

Staff members not participating in the international Staff Week organized by UMA who want to undertake a placement at it should contact the lecturers of the School/Faculty of their interest to organize and obtain their admission.

Contact information of the International Relations Office: [transfrontereu@uma.es](mailto:transfrontereu@uma.es)

**2. DOCUMENTS REQUIRED (TO UPLOAD TO THE NOMINATION FORM)**

The documents required for nomination are:

- Personal data
- Copy of Passport
- Letter of nomination and absence of conflict of interest (signed and stamped in PDF format)

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DE MÁLAGA

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- Proof of candidates' merits and inclusion criteria
- Proof of employment
- Mobility Agreement for teaching, training or both, signed by the applicant, the home coordinator and host professor at UMA-teaching- or Miriam Seghiri, Head of the International Hub-staff week-/. Scanned signatures are accepted.
- Proof of dissemination of the call for applications at home university

### Resolution

UMA will publish the provisional and definitive lists of selected and excluded candidates on its website and the Consortium website: [www.transfronteu.com](http://www.transfronteu.com).

### Selected Candidates

Selected candidates will receive instructions to complete all the steps required before, during and after their mobilities.

## UNIVERSIDAD DE CÁDIZ

All the administrative procedures related to this call can be found at the following link: [internacional.uca.es/transfronteu](http://internacional.uca.es/transfronteu).

### Nomination Procedure

The nomination form will be open until all available places are filled.

All incoming grants to the University of Cadiz during the academic year 25/26 will have to be in accordance with one of the activities offered by the UCA for visiting staff, which will be available on the website of the Office of the Vice-Rector for Internationalization:

- For STT: [https://internacional.uca.es/visiting-staff-2025-26/](http://internacional.uca.es/visiting-staff-2025-26/)
- For STA: [https://internacional.uca.es/visiting-professors-2025-26/](http://internacional.uca.es/visiting-professors-2025-26/)

No applications will be accepted as "Nominated" or "Reserve" that are not supported by the corresponding acceptance to one of these activities through the submission of the corresponding Mobility Agreement signed by the activity coordinator. However, the acceptance to one of these positions and the obtaining of a signed Mobility Agreement does not imply, in any case, the obtaining of one of the Erasmus grants object of this call.

Staff from partner universities interested in undertaking a mobility program at the University of Cadiz, before submitting their application to their home university, must:

Consult the list of activities offered by the UCA. In the "Description" section, you can find information about the characteristics of the activity to be carried out during the stay. The candidate must ensure that their experience and profile meet the requirements of the activity.

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Contact the coordinator of the activity of interest, by sending an email to the address listed in the "Contact" column, and attaching their CV.

If they receive a positive response, the candidate must send their Mobility Agreement to the activity coordinator for processing and signature.

The candidate must present the signed Mobility Agreement to their home university to participate in the selection process.

The partner university must send the following documentation to the University of Cadiz via email at [staff.in@uca.es](mailto:staff.in@uca.es).

1. Selection Letter (Annex III), which must be submitted in PDF format, signed and stamped, accompanied by the Excel format. This document must include the following points:
  - List of selected participants with their corresponding valid email addresses;
  - Total number of points obtained by each of the nominated participants;
  - Names of the members of the Selection Committee and their positions;
  - List of criteria used in the selection;
  - Signature of the Responsible Person and stamp of the Home University.
2. Mobility Agreement (Annex II) signed by each of the proposed individuals, both the nominees and the reserves.
3. Proof of having developed a transparent selection process

### Resolution

UCA will publish the provisional and definitive lists of selected and excluded candidates on the Consortium website: [www.transfronteu.com](http://www.transfronteu.com) and at this link: <https://internacional.uca.es/transfronteu>.

### Selected Candidates

The participant will request the visa in their country of origin. For this purpose, UCA will provide an acceptance letter.

The participant will book and assume the costs of ticket management and will carry sufficient money to cover their expenses in Cádiz during the first few days of their stay until the scholarship is received.

The University of Cádiz will contract and assume the travel insurance costs for each participant. The University of Cádiz will provide a copy of the insurance during admission.

The participants will be responsible for their accommodation.

Participants will attend the activities organized at the University of Cádiz indicated in the Mobility Agreement and will comply with the administrative procedures that the UCA establishes to manage their Erasmus stay.

The selected participants will receive a link to the online application form, where they must provide the following documentation:

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1. Mobility Agreement (Mobility Agreement) (Annex II) signed by the applicant, the person responsible for the University of origin, and the person responsible for the UCA center where the stay will be carried out.
2. Copy of passport.
3. Certificate of employment issued by the University of origin.

Upon arrival, participants will receive an information package, internet access credentials, and other helpful information.

The UCA will issue a check for immediate and personal collection at one of the Santander Bank offices. The full scholarship amount (individual support and travel assistance) will be paid in a single payment.

Upon completion of the mobility period, the Internationalization Office will provide participants with their Stay Reports, as part of the Erasmus + Staff Mobility for Training program.

## UNIVERSIDAD DE HUELVA

### **Incoming Staff**

All the administrative procedures related with this call can be found on the following links:

<https://www.uhu.es/english/>

<https://www.uhu.es/internacionalizacion/consorcios-e/transfroneu>

### **ERASMUS MOBILITY FOR TEACHING ASSIGNMENT**

Visits for Erasmus teaching mobility, can take place from mid-October to early May or during the International Week in April (dates to be confirmed). Academic staff should write directly to our academic coordinator and to our office ([drinter09@sc.uhu.es](mailto:drinter09@sc.uhu.es)). All proposals for Erasmus teaching mobility should include some detail on the content of the proposed classes and an updated CV. The proposal will be forwarded to the academic coordinators responsible for approving and organizing the mobility. The International Office cannot accept proposals for teaching mobility without the approval of the academic coordinator.

### **ERASMUS MOBILITY FOR TRAINING**

Visits for Erasmus Staff Training for academic and non-academic staff can only be accepted for our International Week in April (dates to be confirmed). Academic staff who can set dates and organise a satisfactory work programme directly with our academic coordinators can visit the University of Huelva for training at dates outside of our International Week.

### **INTERNATIONAL WEEK**

Our 2026 International Week will be celebrated in April. We are expecting to welcome about 50-70 colleagues, both academic and administrative, to join us for the event. Visitors can follow the general

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UNIVERSIDAD  
DE MÁLAGA



Universidad  
de Cádiz



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Observaciones		Página	13/15
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programme and include one-to-one meetings with Huelva counterparts. The programme for the event will be available in November 2025. Applications for the event will be considered when the Programme is available. If you wish to participate, please check this document for updates in November 2025.

## 1. NOMINATION PROCEDURE

Names, position and emails of the successful participants should be sent by email to [drinter09@sc.uhues](mailto:drinter09@sc.uhues) so that the participants receive support and information. When nominating staff 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 TransfrontEU Consortium priorities 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 staff are employed at the partner university.
- Full names of the successful candidates, email addresses and as soon as possible, their passport numbers.

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## 2. RESULTS (RESOLUTION)

UHU will publish the provisional and definitive lists of selected and excluded candidates on the Consortium website: [www.transfronteu.com](http://www.transfronteu.com) and UHU website: <https://www.uhu.es/internacionalizacion/consorcios-e/transfroneu>

## 3. SELECTED STAFF

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.

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.

We also need the following codes:

- SWIFT Code of bank
- IBAN (if used in the country of the participant) If SWIFT and IBAN are not included in the document issued by the bank, they can be sent in the text of an email.

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 [drinter09@sc.uhu.es](mailto:drinter09@sc.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 ([drinter09@sc.uhu.es](mailto:drinter09@sc.uhu.es)).

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