



INFORMATION FOR PARTNER INSTITUTIONS ON-LINE APPLICATION, PROCEDURE AND DOCUMENTS

Incoming staff 2022-2023

Regarding the nomination of your exchange incoming staff for teaching or training purposes under the framework of Erasmus+ ICM KA107 2020-2023, find below a guideline and schedule with the pre-selection phases and documents requested:

1. PRE-SELECTION PROCEDURE BY THE PARTNER UNIVERSITY

The entire pre-selection process at the home university will comply with the criteria of transparency, equal opportunities for applicants and the [inter-institutional agreements](#) previously signed.

The specific pre-selection criteria will be drawn up and published on the web pages and social networks of each of the home universities and will be disseminated, as far as possible, in the local and regional media.

So that the Evaluation Committee of the Vice-Rectorate for Mobility and International Cooperation can assess the adequacy of the profile of the staff members nominated (professional profile and Strategy for Inclusion and Diversity of the Erasmus+ program), the selection process must include the following criteria:

- Staff members who make their first stay within the framework of the Erasmus+ program: 1 point
- Adequacy of the proposal to the internationalization interests of the university (Planned work programme): 0-2
- Mentoring of outgoing students or reception of staff from partner institutions: 0-2
- Staff members who meet one or more of the [inclusion and diversity criteria](#) established by the Erasmus+ program: 1 point for each criteria (accrediting documentation or brief justification is required in the **Letter of Nomination (Annex I)**).

In addition to the above selection criteria, each institution may establish new criteria that should indicate in the **"Letter of Nomination" (Annex I)**.

All selected candidates must comply with the requirements of both home and host university regarding all the requested documents and proof of the stay.

Selected candidates will not be able to participate in any other program developed in the same period.

Grants in this call are compatible with previous Erasmus+ stays (study/ traineeship), Erasmus+ or Erasmus-Mundus.



2. PRE-SELECTION DOCUMENT TO CONFIRM NOMINATION VIA EMAIL AND ON-LINE NOMINATION TOOL

To formalize the nomination, the partner universities will nominate the staff members through an e-mail to icm@uma.es with the subject "**nomination_STAFF_Name of the university**" and the following documents:

- **Letter of Nomination and Absence of conflict of interest** (Annex I) signed and stamped in Excel and PDF format.

The partner universities can establish, in addition to the list of nominees previously agreed in the interinstitutional agreement, a reserve list of staff members. In the event that all places are not filled, the UMA will proceed to evaluate the reserve list of each university.

- **Proof of connection with your institution** (e.g.: copy of the employment contract with dates of duration).

After nomination, the selected candidates must formalize the Mobility Plan with the UMA contact that will host the mobility.

3. NOMINATION DATES

The nomination deadline will be **1st November 2022** for those mobilities to be carried out during the entire 2022/2023 academic course (before 31st July 2023)

Candidates can design their own work plan and contact any faculty or department or decide, if they prefer, to participate in the International Week organized by the UMA during the second week of May. For further information about the international staff week, please contact: internationalhub@uma.es

4. PRE-SELECTION PROCEDURE BY THE UMA

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

In cases where the below preselection documents are not completed, the correction will be requested by email from icm@uma.es. Any delay in providing the required documents or accurate information will result in a delay in the final selection and, therefore, in the sending of the acceptance letters to the staff members for the visa process. So, it is highly recommended to submit the above documents urgently once are requested by Erasmus+ ICM KA 107 team.

The final acceptance will be subjected to the fulfillment of the administrative procedures.