



Polytechnic University of Tirana



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CALL FOR APPLICATIONS FOR STUDENTS AND STAFF (TEACHING AND TRAINING) MOBILITY TO CARRY OUT STAYS AT THE UNIVERSIDAD DE SEVILLA (SPAIN) UNDER THE ERASMUS+ KA171 PROGRAM, PROJECT 2023.

1. OBJECTIVE

The project with agreement number 2023-1-ES01-KA171-HED-000139518 has been approved within the framework of the Erasmus+ programme, Key Action 1: Educational mobility of people. This project provides funding for students and staff from partner universities included in the project to carry out a period of study, teaching, or training at the Universidad de Sevilla (hereinafter referred to as US) until July 30, 2026.

Selected students will receive financial support to pursue their studies for a **maximum period of 5 months**. They will be able to attend classes and use all the facilities offered by the US without additional expenses, excluding payment for services or fees that also apply to official US students. All approved study activities in the Learning Agreement, successfully completed, will be fully recognized at the home university.

Professors chosen to teach at the US will receive financial assistance, provided they teach for a minimum of 8 hours. In addition, individuals selected for the training program, whether they are **professors or administrative staff**, will receive financial support to participate in professional development programs. This may include attending training events, meetings, and engaging in knowledge exchange within their respective academic or work fields. Furthermore, they will have access to the facilities offered by the US without incurring any additional expenses. The duration of the stay, **including the day of arrival and departure**, may not exceed **7 days**. All successfully completed teaching and training activities will be fully recognized by their respective home universities.

For duly justified academic reasons and provided that there is available budget, the stay of students, teachers and administrative staff may be extended, with prior authorisation from the home university, within the 2023 Erasmus+ KA171 project execution period. In the case of students, the total duration including the extension may not exceed 12 months for each level of study.

The purpose of this call is to outline the selection process for filling the positions included in the interinstitutional agreement that each partner university must sign with the University of Seville prior to the start of any mobility.

2. FUNDING

The mobility grant from the Erasmus+ Program is not intended to cover all expenses related to mobility, but rather to provide a contribution to help with additional costs incurred during the stay abroad.

The grant includes:



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- European Union contribution (individual support). The amount is determined based on the destination country. In Spain, the monthly contribution for **students** is **850 euros per month**, and for students with fewer opportunities, there is an additional grant of 250 euros per month. The eligible period is 3 months for doctoral studies (90 days) and 5 months for undergraduate or master's studies (150 days). For the calculation of the amount of these grants, every month is considered to have 30 days. For **Teaching and Training staff** in Spain, the grant is **160 euros per day**. The eligible period is 5 days of stay + 2 days of travel (1 day for outbound travel and 1 day for return), so the maximum amount to be financed amounts to 1,120 euros. In exceptional cases duly justified, the stay of students and staff may be extended, with the corresponding financial allocation, provided they have the authorization of the partner university and there is available budget for it.
- Additional contribution to cover travel expenses (travel grant). This contribution is calculated based on the following distances established by the Erasmus+ Program:

Distance	Amount
From 10 to 99 km	23 Euros
From 100 to 499 km	180 Euros
From 500 to 1999 km	275 Euros
From 2000 to 2999 km	360 Euros
From 3000 to 3999 km	530 Euros
From 4000 to 7999 km	820 Euros
8000 km or more	1.500 Euros

The amount will be calculated taking into account the distance between the city of the participant's home university and Sevilla (US), through the following website:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

- Support for Inclusion. This program provides additional assistance for participants who require higher levels of support due to a disability or specific circumstances that exceed the general provisions intended to cover any extra expenses during their abroad stay. To be eligible for this assistance, participants must have a legally recognized disability equal to or greater than 33% (or the equivalent in their country), or they must have duly accredited physical, mental, or health problems. The funding will cover 100% of the actual expenses directly related to their disability or situation, including adapted transportation, companions, professional services, and other necessary expenses. To apply for this aid, participants must submit a separate request for processing.

3. REQUIREMENTS



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Only students and staff who have been selected by the home university based on this call will be admitted by the US.

- For students: The student must be enrolled in at least the second year of their official undergraduate, master's or doctoral studies at the home university; This University must be associated with the US within the Erasmus+ KA171 project. In addition, the candidate must not have previously received an Erasmus mobility scholarship, which, when added to the requested period in this call, exceeds 12 months for each level of studies (undergraduate, master, or PhD).
- For Staff: To be employed by their home throughout the entire mobility period to be carried out at the US.

4. REQUEST PROCEDURE

Students and staff members who wish to apply for mobility assistance for one of the available places must submit the specified documents to the International Relations Office of their home university. It is important to note that the home university may require additional documents based on their internal regulations. Each partner university will also set a specific deadline for the submission of requests to ensure the selection of students and staff members is completed within the timeframe set by the US.

Important: Hand-filled documents will not be accepted.

- For students: Learning Agreement (Annex 1) and for staff: Teaching Mobility Agreement (Annex 2) or Training Mobility Agreement (Annex 3). Each Agreement must be signed by the applicant.
- Copy of passport.
- In the case of undergraduate and master's students, if applicable: Certificate of Spanish, corresponding to at least level B1 of the Common European Framework of Reference for Languages (CEFR) or its equivalent. The US will not require specific language accreditation from the candidate, but each partner university must ensure that the candidate has a sufficient level of Spanish for academic success during the mobility.
- In the case of doctoral students: a brief report (maximum of 4 pages) with a proposed work to be carried out during their stay at the US.
- In the case of students with fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, social obstacles, geographical obstacles), it will be mandatory for the home university to provide a certificate with information that allows to certify this fact to the national Erasmus+ agency.
- For participants (students and staff) applying for additional support for inclusion: an official medical certificate that certifies the recognized degree of disability or the physical, mental, or health problems they suffer from.



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5. SELECTION CRITERIA

The selection process at the home university will ensure transparency and equal opportunities for all applicants. Each partner university will develop their own specific selection criteria, which will be published on their website. However, the following selection criteria are mandatory for assessing applications:

- a) An evaluation of the applicant's academic or research proposal will be conducted, as an exclusion criterion, to determine its suitability to the profile of the position outlined in the Interinstitutional Agreement.
- b) For student applicants, the average grade of their studies completed in the previous academic year will be taken into consideration.
- c) In the case of undergraduate or master's students, if applicable, they must have an accredited Spanish language level of at least B1 according to the Common European Framework of Reference for Languages (CEFR) or its equivalent.
- d) Priority will be given to training staff positions held by professors who actively promote new academic and research projects.
- e) Applicants who have not previously received Erasmus grants will be given priority.
- f) Participants who can demonstrate disabilities or physical, mental, or health problems and are eligible for support grants will be given priority.

6. SELECTION PROCEDURE AND TIMETABLE

The partner universities, once they have examined all the applicants' documentation, will proceed with the assessment and selection process of the participants to allocate the places specified in the signed Interinstitutional Agreement, within the framework of KA171 project mentioned in point 1. It is recommended to include a reserve list of candidates, including a priority order, to use in case of withdrawals from the selected participants.

The partner universities, once they have selected the participants, will have to send the following documentation to the email address ka171sevilla@us.es, from the University of Seville, **before June 15, 2024:**

- a) Selection Minutes, signed and stamped, following the template provided by the University of Seville.
- b) Call for Applications disseminated by the partner university, with date, signature, stamp, and a web link or document confirming the publicity of the call.
- c) Copies of the documents submitted by the selected participants indicated in point 4. The Learning Agreement and Mobility Agreement must also be signed by the partner university.

7. REGISTRATION PROCEDURE AT THE US

Once all the required documentation has been received by the US, the allocation of mobility



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positions will commence. Detailed instructions will then be sent to the selected participants regarding the processing of the grant. In the case of students, they will also receive instructions for enrolling in courses or conducting research work.

Upon arrival in the US, participants should report to the International Center's Welcome Office. This office will provide them with all the necessary information for their registration at the US.

At the conclusion of the mobility program, the Welcome Office of the International Center will issue a certificate of stay to the participants. Additionally, undergraduate and master's students will receive as soon as possible an Official Academic Certification (Transcript of Records), while doctoral students will receive Reports on their research work.

8. PAYMENT OF THE GRANT

The US will make prompt payments to selected students through a bank transfer to a bank account opened in Spain, following the guidelines below:

- **Initial payment:** 70% of the individual support and 100% of the travel grant will be disbursed as soon as possible after registration of the arrival date in the US.
- **Second payment:** The remaining 30% of the individual support (or a proportional part if the student has not completed the entire period of stay) will be paid after the submission of the participant's report through the EUSurvey platform.

In addition, the US will make the entire grant payment to selected staff members upon their registration at the International Center. They will receive a bank check, which they can conveniently cash at any Banco Santander branch of their choice.

9. OBLIGATIONS OF THE BENEFICIARIES

Students and staff who have been accepted by the University of Seville (US) to participate in the KA171 project must fulfil the following obligations:

- If applicable, apply for the necessary visa in their home country. The US will provide an invitation letter to the selected applicants from partner universities in accordance with the instructions sent to them after their admission.
- Make arrangements for travel management and cover the costs. In the case of students, they must also bring enough money to cover their expenses in Seville for the first month until they receive their first payment.
- Subscribe and pay for an insurance policy that covers accidents, serious illness, civil liability, and repatriation during their stay.
- Arrange for their own accommodation. The US, through the University Community Assistance Service (SACU), will provide information, guidance, and support to selected applicants in their search for accommodation.
- Attend classes or carry out the designated research work outlined in the Learning



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Agreement for students. Additionally, students must inform the Office of International Relations at their home university and the International Center at the US if they need to leave earlier than planned.

- For staff, if participating in teaching mobility, they must teach a minimum of 8 teaching hours. For training mobility, they must complete the activities program outlined in their Mobility Agreement.
- Students must stay at the US for a minimum of 3 months (90 days) to be considered Erasmus+ students. Failure to do so will result in the student being required to repay all received financial support (individual support and travel grant), unless a valid force majeure situation is provided.
- Submit the participant report through the EUSurvey platform within 15 calendar days of receiving the link. Students will receive the link via email 30 days before the end of their stay, and completing the report is a requirement to receive the second payment of support.

10. DISSEMINATION

All Partner Universities will announce their call through their own websites and social media, and they will also communicate the news through local and regional media in order to give it the widest possible dissemination among society.

Place and date: 01.04.2025

Signature:

Signatory Name: Prof. Dr. Elfrida Shehu

Position: Vice - Rector

Seal:

