

UNIVERSITY OF GRANADA

ERASMUS+ Partner Countries

STAFF MOBILITY FOR TRAINING

Description:

Number: as established in the inter-institutional agreement with the partner university.

Duration: **5 working days**, excluding travel time.

Staff mobility for Training: staff working in a Partner Country HEI.

Staff must be working in the partner university (both at the moment of selection/nomination and during the period of the mobility).

Nominated staff member cannot have Spain as his or her country of residence.

Selection:

The selection procedure will be carried out by the home university.

Please remember that according to the Erasmus + programme, the partner universities must "*apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants who are eligible for mobility*". For that, please make sure you keep records of the selection process (such as the text of the announcement, the means the announcement was published through, such as reference to the web-site, mailing to possible interested students, dissemination meetings, announcement of provisional and final results of selection, etc.), so that those records could be available upon requirement during the period of five years. This information can be required to evaluate the implementation of the Erasmus + mobility by the National Agency and European Commission.

***Recommended option:

At UGR, annually we organize a Staff Training Week. The five-day programme consists of plenary sessions, round tables, workshops, presentations and social events. Our purpose is to transfer and exchange experience and know-how; beneficiaries will be given the opportunity to learn from the experiences and good practices of the partner institutions. They will, thus, acquire practical skills relevant for their current job and their professional development.

The 7th Staff Training Week within the Erasmus Staff Mobility Programme will be held from **16th to 20th May 2016**.

The online application will open from **18th February to 3rd March 2016** inclusive.

For more information about the previous events and updated information about the 2016 Staff Training Week, please see the following link:

<http://internacional.ugr.es/pages/perfiles/pas/staff-training-week>

Contact info: intlinfo@ugr.es

Another possibility:

If the candidates are interested in a particular department or office of the University of Granada, to do a shadow-working or training visits, they can address **directly the office/service they are interested in** to see whether it is possible to be

accepted as a staff member under exchange. For that, they should send the following information:

- Name and surname.
- Home university.
- Faculty or administrative unit they work at.
- Functions the candidate perform at his home university and proposed training programme at the host institution.
- Possible dates to implement this training activity.
- Language(s) for training (Spanish, English or any other language).

Nomination:

We expect to receive nominations by e-mail from the contact addresses indicated in the agreement, with the following information in a nomination document, signed and stamped, as an attachment:

"We would like to nominate the following member(s) of staff from the [University] [Name of the candidate] to participate in the International Staff Mobility for Training under Erasmus + programme at the University of Granada, during Spring 2016 /Autumn 2016 term ([Proposed dates if known])." Please indicate the candidate's e-mail address.

Nominations for pre-selected candidates should be sent to our International Relations Office. Candidates will be nominated by the responsible persons for Erasmus + programme of each host university. Together with the candidate's nomination, a copy of his/her passport and a pre-admission letter -where applicable- should be attached. In order to ensure that the candidate has enough time to prepare his stay at the UGR (visa, travel, etc.), nominations should be received at least three months before the proposed mobility.

Documentation:

The UGR International Office will confirm the mobility dates (if the candidate is not applying to STW) and will inform the Financial Unit of the International Relations Office about it, send the invitations and prepare the Erasmus + documentation. After these steps, the mobility agreement has to be prepared (please see the template attached), and the grant agreement has to be filled and signed by the grantee via mail. The original should be submitted by the visitor upon arrival.

Payment of the scholarship:

The scholarship amount will be paid upon arrival (the first working day) by the International Relations Office.

Contact e-mail addresses:

- Nominations by the partner university should be sent to: intldimensión@ugr.es
- Contact information for the arrangement, application and participation in the STW: intlinfo@ugr.es
- Additional information about accommodation, travel, visa: welcome@ugr.es