



**Key Action 1
– Mobility for learners and staff
Higher Education Student and
Staff Mobility**



Erasmus+

This project is funded by the European Union.

Erasmus+ KA171 Call [2021-2027] for STAFF WEEK coordinated by University of Jaén, Spain

Guidelines for application

Introduction:

Erasmus+ International Credit Mobility KA171 is a project approved in the framework of Erasmus+ program, aiming at fostering cooperation in the field of Higher Education between European and associated countries' institutions through a mobility scheme addressing student and staff exchanges. The current call for applications refers to the Inter-Institutional Agreement signed between the University of Jaén (Spain) and Sohag University (Egypt). Under this mobility, the University of Jaén will be holding a Staff Week from May 13th until May 17th of 2024 and Partner institutions from the KA171 and KA131 were invited. Staff and administrative, particularly University leaders and directors of University Centers and coordinator of the programs, are strongly encouraged to apply. The official language in the host institution is the Spanish language; however, the communication during staff weeks will be held in English.

Target of the call and the duration: The current call targets:

- Academic staff - Administrative staff. Regular motilities duration up to 7 days

Number of available scholarships:

Academic and administrative staff: Final number of slots are depending on demand, of which the candidates kept in reservation lists will be updated.



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General admission requirements: To apply for a grant within the framework of Erasmus + KA171- ICM project, candidates must comply with the following general requirements:

- They must be official members of Sohag University and must be employed in the Partner Higher Education Institution.
- Proficiency of English language is mandatory for all type of motilities

Types of mobility: Level of the candidates:

- Academic and administration staff

Amount of the grant:

B) Academic and administrative staff: the amount of individual support covering by Erasmus + KA171- ICM depends on the number of days spent in the host institute (maximum duration is 7 days including two days for travel).

Important Note: Visa preparations costs and insurance **might be not** paid by the program. The host university might ask the selected candidates for certain insurance valid during the stay and with whom the host institute has an agreement.

Application procedures: Candidates must submit their application (soft copy) within the timeline of the call with attaching the required supporting documents [checklist in the application cover page].

Submission of the application: By sending the required documents by email (**sohagerasmuspluska107@gmail.com**).



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Required documents: Candidates must attach to their application the following supporting documents to their application:

• **ACADEMIC/ADMINISTRATIVE STAFF:**

- Passport copy
- Curriculum Vitae including the scientific output and research stays
- Proof of staff employment

Selection process

♣ Step 1: Pre-selection by home universities: The partner university [Sohag] will set up a pre-selection committee in charge of examining and grading all candidates. The call has published the evaluation criteria (below). As a result, a list of pre-selected candidates will be drawn up according to the pre-selection criteria.

♣ Phase 2: Final selection by the University of Jaén, as a host university will confirm and contact the selected candidates.

♣ Phase 3: Notification of selection: All selected candidates will be notified regarding the award decision by email. In response to this decision, the selected candidates will have 7 days to accept or reject the grant.

♣ Phase 4: Invitation and visa procedures: Selected candidates, who accept the grant decision, will receive an invitation letter from the University of Jaén in order to start their mobility preparation and visa arrangements.



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IMPORTANT NOTES

- **Priority will be given to candidates who did not benefit from previous grant under the same program (Erasmus+ KA 171 or KA107).**
- It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of Spain that they belong. As mentioned, the University of Jaén will provide them with assistance and information about the visa procedure.
- Final nomination of the candidates will be carried out by Sohag University Coordinator.
- For additional information: Please contact Dr Ehab Kotb Elmahallawy, associate professor of Zoonoses and coordinator of Erasmus+ at Sohag University (ehab.elmehalawy@vet.sohag.edu.eg)

IMPORTANT DATES:

Deadline for submission of application and documentation: April 20, 2024.

Selection and evaluation criteria:

- A) - Academic staff - Administrative staff
- CV, the academic, research outputs (for academics) and administrative profile of the candidates.
 - Previous benefits from a similar grant.