

## 5. OBLIGATIONS OF BENEFICIARIES.

Selected applicants who accept + ERASMUS mobility shall comply with the following obligations:

1. **Acceptance:** The participant should inform University of Montenegro of acceptance of the mobility place by email to [irouom@ucg.ac.me](mailto:irouom@ucg.ac.me)
2. **Commitment:** The recipient of Erasmus + grant shall comply with the following obligations:
  1. Sign **Grant Agreement** between the participant and the University of Huelva and any later amendments. The International Office staff of the University of Huelva will provide the Grant Agreement before the start of the mobility period.
  2. Sign the corresponding **Mobility Agreement** before departure. These agreements contain learning or teaching objectives and the rights and obligations of the parties. The UHU International Office will send this document to the selected participant for completion.
  3. Remain at UHU **the time indicated in the Agreement**. The participant must join the University of Huelva with full respect for its internal rules. Such residence shall be accredited by University of Montenegro on their return by filing **Certificate of stay** completed by the University of Huelva. The **minimum period** of stay is 5 days. Non completion of the established period may result in the loss of the right to receive the grant and, subsequent reclaiming of payments made, if applicable.
  4. The selected participant **should contact Claire Martin** [clmartin@uhu.es](mailto:clmartin@uhu.es) (*after selection*) before departure to design the corresponding work/teaching plan and the mobility agreement.
  5. Participants selected for staff teaching assignment will teach a minimum of 8 hours per week, or 4 hours of teaching plus 4 hours of training activities. Participants selected for training will follow a programme of activities at UHU.
  6. All participants must complete the online **Final report** which will be requested by the University of Huelva, at the request of the European Commission, within a maximum period of **thirty days following the mobility period**.
  7. It is the responsibility of the participant to procure the **health insurance coverage** for the purposes of sickness, accidents, occupational accidents and repatriation and civil responsibility, effective from arrival at the University of Huelva. Before departure the students and staff participants should **send evidence of** this to the Office of International Relations at the University of Huelva.
  8. The selected participants must apply and formalize the corresponding **visa** in their country of origin. The University of Huelva will issue a letter of acceptance for this purpose.
  9. Participants must organize and pay for travel in advance.

10. In order to receive the funds, participants must follow the instructions sent by the UHU International Office.

11. Participants will be responsible for finding **accommodation** in Huelva. UHU will provide support.

12. In the case of participants, nominated by University of Montenegro as special needs participants or participants from disadvantaged backgrounds, UHU will transfer the Erasmus funds before the start of the mobility period, if the required documents are submitted to UHU International Office 5 weeks before the start of the mobility period.

**3. Cancellations: Participants should inform University of Montenegro and UHU of cancellations as soon as possible, so that the Erasmus mobility might be offered to the first candidate on a waiting list.**

## **6. OBLIGATIONS University of Huelva**

1. The University of Huelva **shall send a letter of acceptance** and the corresponding informative documentation to selected participants resolved following the final selection.

2. After completion of mobility, UHU will provide participants with a Certificate of Attendance, and University of Montenegro will issue a Certificate of Recognition.

## **7. PAYMENT AND ALLOCATION OF AID**

The aid granted to the participants of the mobility program Erasmus + is designed to partially cover the expenses incurred by them during their stay abroad.

Aid funds from the European Union under this call include:

1. An aid to cover **subsistence expenses**: This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. Spain is included in Group 2 and mobilities contribution to this country is **160 EUR a day for staff**.

2. **an aid to help cover travel expenses**. The amount is calculated as a function of distance bands.

The distance should be calculated between the city of origin and University City University of destination, using the distance calculator European Union ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)). In the case of University of Montenegro, the allocated travel fund per participant is €360.

The UHU will send the funds by bank transfer.

The **maximum funding period** for each type of mobility will be **5 days** (Plus 2 travel days) for staff mobility visitors.

**Provisions for Participants with special needs/disadvantaged backgrounds:**

Participants who can provide official documentation showing special needs/disadvantaged backgrounds should declare this fact and include the corresponding documents when submitting their applications. If successful in obtaining an Erasmus mobility place in this Call, they should contact the International Office of the UHU as early as possible so that extra funding can be applied for on their behalf and so as to inform of the UHU might best facilitate their needs during the mobility period.

#### **8. COMMUNICATION.**

All communications by the candidates must be made to its home International Relations office. Once selected, beneficiaries may contact the University of Huelva through the addresses:

[Printer.uhu.es](mailto:Printer.uhu.es) + 34 959 21 8221 Personal Mobility

[inmacu@uhu.es](mailto:inmacu@uhu.es) + 34 959 21 9169

