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## CALL FOR THE SELECTION OF ADMINISTRATIVE STAFF FOR A WEEK EXCHANGE IN THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA (SPAIN)

Jordan University of Science and Technology (Jordan) and the Polytechnic University of Valencia (Spain) agreed to cooperate on the exchange of students and staff in the context of the Erasmus+KA171 program. [Erasmus+](#)

- **To whom:** Administrative staff of the (University of Jordan University of Science and Technology)
- **Where to:** Universitat Politècnica de València (UPV).
- **What for:** The administrative staff will participate in the Staff Weeks organized by UPV.

**Period of the stay in the UPV:** One week (five working days and two travel days) in the academic courses 2024-2024 or 2024-2025, according to the working plan agreed and the Staff week calendar.

**ELIGIBLE Staff:** administrative staff (As appropriate)

**APPLICATIONS SHOULD BE SUBMITTED:** BEFORE 07/10/2025

**THE APPLICATION SHOULD HAVE THE FOLLOWING CONTENT** (As an example):

1. CV in English
2. Motivation letter where the applicant expresses why he/she wishes to participate in this exchange, overall objectives of the mobility, and expected outcomes on the professional development.
3. English certificate: B2 and higher
4. STAFF WEEK

### SELECTION CRITERIA

The selection committee will consider the following criteria:

1. The Working Plan (up to 10 points)
2. English Certificate (B1 1 point, b2 4 points and C1, C2 8 points)
3. Applicant's Experience (up to 2 points)
4. Pre acceptance letter (up to 4 points)
5. This section will take into account the added value of mobility (for both institutions and for the participant) and the expected impact and results.
6. Spanish Certificate will be considered as an added value: **Up to XXXXX points.** (OPTIONAL)
7. Others. Up to XX points



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The text of the call for applicants will be published in the following links: The home institution link([https://services.just.edu.jo/Portal\\_StudentExchange/Secure/Admin/Announcement/ViewAnnouncement.aspx?annNo=dkVR4qB1MQHMyhTlqmYYniApg7mDr3vbWbVBjSSfQUg%3d&agrNo=7qm4BUfMycqesLQVP4Attm78p1PUKWE38IeyAMPxhMo%3d](https://services.just.edu.jo/Portal_StudentExchange/Secure/Admin/Announcement/ViewAnnouncement.aspx?annNo=dkVR4qB1MQHMyhTlqmYYniApg7mDr3vbWbVBjSSfQUg%3d&agrNo=7qm4BUfMycqesLQVP4Attm78p1PUKWE38IeyAMPxhMo%3d)) and Project's website [Erasmus+](#)

After the deadline for submitting applications, the list of candidates admitted to the selection process will be published on the home institution website (insert link [https://services.just.edu.jo/Portal\\_StudentExchange/Secure/Admin/Announcement/ViewAnnouncement.aspx?annNo=dkVR4qB1MQHMyhTlqmYYniApg7mDr3vbWbVBjSSfQUg%3d&agrNo=7qm4BUfMycqesLQVP4Attm78p1PUKWE38IeyAMPxhMo%3d](https://services.just.edu.jo/Portal_StudentExchange/Secure/Admin/Announcement/ViewAnnouncement.aspx?annNo=dkVR4qB1MQHMyhTlqmYYniApg7mDr3vbWbVBjSSfQUg%3d&agrNo=7qm4BUfMycqesLQVP4Attm78p1PUKWE38IeyAMPxhMo%3d)) and on the Project website [Incomings – Staff – Erasmus+](#)

The selection committee will meet on(08/10/2025-15/10/2025) in order to select the candidates, and will issue the final list of nominees and reserve list; It will be published on the home institution website (insert link [https://services.just.edu.jo/Portal\\_StudentExchange/Secure/Admin/Announcement/ViewAnnouncement.aspx?annNo=dkVR4qB1MQHMyhTlqmYYniApg7mDr3vbWbVBjSSfQUg%3d&agrNo=7qm4BUfMycqesLQVP4Attm78p1PUKWE38IeyAMPxhMo%3d](https://services.just.edu.jo/Portal_StudentExchange/Secure/Admin/Announcement/ViewAnnouncement.aspx?annNo=dkVR4qB1MQHMyhTlqmYYniApg7mDr3vbWbVBjSSfQUg%3d&agrNo=7qm4BUfMycqesLQVP4Attm78p1PUKWE38IeyAMPxhMo%3d)) and on the Project website [Erasmus+](#)

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