

The Spanish version shall always prevail in case of any discrepancy or inconsistency between the Spanish version and its English translation

Call for International Mobility for Training and Teaching Stays at the University of Cádiz under the Erasmus KA171 Program

(Academic Year 2024-2025)

I. GENERAL INFORMATION

I.A. OBJECTIVE

The Erasmus+ Staff Mobility for Training and Teaching program offers Teaching and Research Staff (TRS) and Administrative and Services Staff (ASS) from partner universities the opportunity to carry out a training and teaching stay at the University of Cádiz (hereinafter UCA) during the 2024-2025 academic year.

The beneficiaries of this Mobility program will enjoy financial aid that will allow them to develop collaboration between their home university and UCA, acquire specific professional skills, and exchange ideas or good practices. They will be able to use the facilities offered by UCA at no additional cost (excluding small fees that also apply to official students and teaching and administrative staff of UCA). All Training activities approved in the Mobility Agreement and satisfactorily completed will be fully recognized by the home university, which assumes this commitment by participating in the program. The Erasmus+ program offers TRS and ASS the possibility of increasing their intercultural skills and experiences abroad, learning about other Higher Education systems and establishing contact with teaching and research and administrative staff from other countries, thus contributing to the process of international integration.

Likewise, this program promotes the exchange of knowledge, teaching practices, and experiences through different teaching methods. This will allow students who cannot participate in Erasmus+ mobility to benefit from the knowledge of academic staff from foreign higher education institutions (internationalization at home). Professors participating in this Mobility program are committed to teaching at least 8 hours at UCA. The Home University will fully recognize all Teaching activities approved in the Mobility Agreement and effectively carried out.

The Erasmus+ Mobility for Teaching and Training Staff grant does not cover all expenses and is merely a contribution towards the costs during the stay abroad.

I.B. PERIOD OF STAY

The period of stay for partner countries of the programme, according to the indications of the Erasmus+ Programme Guide, is five days.

In all cases, teaching activities (STA) must comprise at least eight weekly teaching hours.

I.C. FINANCING

The scholarship includes:

- Individual support. The amount is established according to the destination country and the number of actual days of stay at the Host University. In Spain the contribution is 160 euros per day. The eligible period is 5 days of stay + 2 travel days (1 outbound journey day and 1 return journey day). In total there are 7 eligible days, for an amount of 1,120 euros.
- Additional aid for travel expenses. This contribution is calculated according to the following distance bands:

Travel distance	Standard Trip – Amount	Green Trip - Amount
Between 10 and 99 Km	23 euros	
Between 100 and 499 km	180 euros	210 euros
Between 500 and 1999 km	275 euros	320 euros
Between 2000 and 2999 km	360 euros	410 euros
Between 3000 and 3999 km	530 euros	610 euros
Between 4000 and 7999 km	820 euros	
Between 8000 km or more	1.500 euros	

The amount will be calculated considering the distance between the city of the home university and UCA. For this purpose, you can use the application available at the following link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Green travel is defined as using low-emission means of transport in the main part of the journey, such as a bus, train, or shared car. A boat will not be considered green transport. It may be justified by means of a sworn statement signed by the person receiving the grant together with boarding passes, transport tickets, or proof of tolls, for example.

People who intend to use green travel must inform the University of Cadiz at least one month before the start date of their stay. To do this, they must send an email to staff.in@uca.es

indicating the means of green transport that will be used, the distance that will be covered by green transport, and the documentation that will be provided upon arrival to prove it.

Green travel could include up to two more days of individual support when necessary and duly justified.

All incoming grants at the University of Cadiz during the 24/25 academic year must conform to some of the activities offered by UCA for visiting staff, which are available on the website of the Vice-Rectorate for Internationalization (section IIB).

No application will be accepted as “Nominee” or “Reserve” that is not supported by the corresponding acceptance to one of these activities through the presentation of the corresponding Mobility Agreement signed by the activity coordinator. However, the acceptance to one of these places and the obtainment of a signed Mobility Agreement does not imply in any case the obtainment of one of the Erasmus grants object of the present call.

I.D. PROCEDURE FOR THE APPLICATION OF THE SCHOLARSHIP AND THE RESOLUTION OF THE CALL.

UCA, the partner universities, and the applicants will comply with the following schedule for this call:

1. UCA will publish the call and notify the partner universities (October 2024).
2. The partner universities will elaborate their calls where they will respect the requirements of UCA and will be able to establish their particular requirements.
3. The partner universities will publish on their respective web pages and announce in their university communities said particular calls.
4. The applicants of the partner universities will provide all the necessary documentation to their International Relations Office before the date established internally by the same. This documentation must include the Mobility Agreement for the activity to which the candidate is applying signed at UCA, whether they appear as "Nominated" or "Reserve".
5. The partner universities will choose from among their applicants the Academic and non-academic staff who obtain the highest score, according to the established scoring system, which must have been conveniently announced in the text of the call published by each university.
6. The partner universities will send the required documentation (see section IID) to the following email address: staff.in@uca.es by November 20, 2024.

7. Once the documentation received from the partner universities has been received and verified, the selected candidates will receive an email with instructions on how to proceed.

At least 60 days before the start of their stay, the selected person must contact the University of Cadiz through the email staff.in@uca.es to start the admission process. They must provide the individual documentation indicated in section IV of this call.

If more than one nomination has been received from partner Universities for the same place offered by UCA, the person responsible at UCA for the activity will select the candidacy that best suits the content of the teaching/training. The University whose candidate has not been selected may propose a second substitute person if they have a reserve list.

1. UCA will publish a list of selected participants with the Erasmus+ grant Mobility of staff for training and teaching purposes.
2. UCA will send an invitation letter to the participants to process the corresponding visa in their country of origin, as well as insurance with coverage for the entire period of stay.
3. The participants will be responsible for processing their visas, booking accommodation, and managing their trip to arrive at UCA well in advance.
4. The University of Cadiz will be responsible for contracting the necessary travel and health coverage for the mobility period.
5. All mobilities must be completed before July 31, 2025.

II. APPLICATION REQUIREMENTS AND PROCEDURE

II.A. GENERAL REQUIREMENTS

The teaching and research staff or the administrative and service staff applicant must be employed by the Home University, which must be a partner university of UCA within the framework of the Erasmus+ KA171 program, and officially work there. This term must be proven by documentation before the start of the mobility.

All incoming grants at the University of Cadiz during the 24/25 academic year must correspond to one of the activities offered by UCA for that period, which are available on the website of the Vice-Rectorate for Internationalization. No nomination will be accepted that is not supported by the corresponding acceptance (Mobility Agreement) signed by the applicant, the home university, and the person responsible for UCA position for one of these activities.

In order to process their admission to UCA, the participant must be nominated by the Home University and selected by the University of Cadiz.

Erasmus+ Staff Mobility for Training and Erasmus+ Staff Mobility for Teaching grants cannot be combined in the same academic year.

II.B. PRIOR ACCEPTANCE PROCEDURE FOR A PLACE OFFERED BY UCA

To be able to participate in the selection process, the interested person should be previously accepted in one of the activities offered by the University of Cadiz for the academic year 24/25. The places offered can be teaching (STA mobilities) or training (STT mobilities).

The list of STA places can be found on the website: <https://internacional.uca.es/visiting-professors-2024-25/>

The list of STT places can be found on the website: <https://internacional.uca.es/visiting-staff-2024-25/>

The staff of partner universities interested in carrying out mobility at the University of Cadiz, before sending their application to their home University, should:

1. Consult the list of activities offered by UCA. In the “Description” section, you can find information about the characteristics of the activity to be developed during the stay. The candidate should check that their experience and profile fit the requirements of the activity.
2. Contact the coordinator of the activity of their interest, sending an email to the address listed in the “Contact” column, attaching their CV.
3. In case of receiving a favorable response, the candidate should send the activity coordinator their Mobility Agreement for processing their signature.
4. The candidate should submit the signed Mobility Agreement to their home University to participate in the selection process.

NOTE: Obtaining a Mobility Agreement signed by the University of Cadiz, does not imply selection for the position. A candidate with a signed Mobility Agreement may not be finally admitted for their stay at UCA for three main reasons:

- a) The candidate is not selected by their home University to be part of the list of nominated people
- b) Despite the candidate being nominated by their University, the activity for which they submit their application has received more than one application. In this case, it will be up to the activity coordinator to determine which of the applications received is the most suitable for the activity to be carried out.
- c) There are not enough funds available for the region of origin of the candidate.

II.C. SELECTION PROCEDURE BY THE UNIVERSITY OF ORIGIN

The entire pre-selection process at the Home University will comply with the criteria of transparency and equal opportunities for the applicants. The specific criteria will be developed and published on the websites of each Home university and disseminated through local and regional media.

Criteria that may be used for the assessment

The Home University will present a list of pre-selected candidates according to the criteria established in the internal call of the Home University. It is recommended to use the following assessment criteria:

1. Relevance of the training programme to the internationalization interests of the Home University;
2. Added value of mobility;
3. Carrying out the Erasmus + Stay for the first time;
4. Participation in joint projects with UCA.

If the partner university does not have an established assessment for selecting candidates, it can use the one provided by the University of Cadiz below as a reference.

First, the participant's prior acceptance (Section II.B) in one of the activities offered by UCA in the "Visiting Professors" or "Visiting Staff" catalog available on the website of the Vice-Rectorate for Internationalization will be evaluated. This is an essential requirement.

Subsequently, other criteria may be taken into consideration:

1. Participants who carry out their first training stay within the framework of the Erasmus+ program at UCA, will obtain 5 points.
2. Participants who have the accredited language certificate (Spanish, English, French) will obtain the following points:

- a. B1- 1 point per language;
 - b. B2- 1.5 points per language;
 - c. C1 or C2: 2 points per language.
3. Teaching and Research Staff who teach in double degrees or in Erasmus Mundus will obtain 1 point.
 4. Applicants participating in joint projects with UCA will obtain 3 points.
 5. Participants from disadvantaged backgrounds and fewer opportunities will receive 2 points.

I.I.D. NOMINATION PROCESS OF THE PARTICIPANTS FROM THE PARTNER UNIVERSITY TO THE UNIVERSITY OF CÁDIZ

The Partner University must send the following documentation to the University of Cádiz via email at staff.in@uca.es, before November 20, 2024:

1. Selection Letter (Annex III): This must be sent in a signed and sealed PDF format accompanied by the Excel format.

This document will include the following points:

- List of selected participants with their corresponding valid email addresses;
- Total number of points obtained by each of the nominated participants;
- Names of the members of the Selection Committee and their positions;
- List of criteria used in the selection;
- Signature of the Head and seal of the University of Origin.

2. Mobility Agreement (Annex II) signed by each proposed person, both nominees and reserves.

3. Proof of having developed a transparent selection process

This documentation must be sent separately for the Training (STT) and Teaching (STA) grants assigned by the Partner Universities.

I.I.E. "ZERO GRANTS"

In the event that the number of applications is greater than the number of scholarship places awarded to each country, participants who have not obtained the scholarship may apply for a "Zero Grant."

Participants with a “Zero Grant” will have the same rights and obligations as participants with a full scholarship but will not receive Erasmus+ funding (neither the individual support nor the travel grant). UCA will establish the number of “Zero Grants” based on the program's availability.

III. RESOLUTION OF THE CALL.

UCA will publish on its official website the list of participants with full scholarships and “Zero Scholarship,” and will send an email to the selected participants with instructions on how to proceed to organize their visit to the University of Cádiz.

IV. PROCEDURE FOR FORMALISING ADMISSION TO THE UNIVERSITY OF CADIZ.

At least 60 days before the start of the stay, the selected person must contact the University of Cadiz via email at staff.in@uca.es to initiate the admission process. The selected participants will receive a link to the online application, where the following documentation must be provided:

1. Mobility Agreement (Mobility Agreement) (Annex II) signed by the applicant, the person in charge of the University of origin and the person in charge of UCA centre where the stay is to be carried out.
2. Copy of the passport.
3. Certificate of employment issued by the University of origin.

Important, all documents must be completed by computer, not manually.

In addition, if necessary, a certificate from the University of origin with information about the student's disadvantaged background and fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, social obstacles, geographical obstacles) should be sent by e-mail to staff.in@uca.es.

V. OBLIGATIONS OF THE UNIVERSITY OF CADIZ.

1. Once the nominations from the partner universities have been received and reviewed, UCA will publish a list of those admitted on the university's official website.
2. At least 60 days before the start of the stay, the selected person must contact the University of Cadiz at staff.in@uca.es to initiate the admission process. From that moment on, UCA will send a letter of invitation and a copy of the insurance to the participants who have initiated the procedure.
3. Upon arrival, participants will receive an information packet, internet password, and other helpful information.

4. UCA will issue a cheque to be cashed immediately and personally at one of Banco Santander's offices. The full amount of the grant (the individual support and the travel grant) will be paid in one single payment.

5. At the end of the mobility, the Internationalisation Office will issue the participants with their Stay Reports, in the framework of the Erasmus + Staff mobility for training purposes programme.

VI. OBLIGATIONS OF APPLICANTS.

1. Each sending university shall set a deadline for submitting applications by 20 November 2024 so that it can collect and select participants in time.

2. Participants will have an adequate level of Spanish/English/French (accreditation with international certificates is not required unless the specific activity in which they are participating so specifies) in order to be able to communicate with the PDI and PAS of the University of Cadiz.

3. Once accepted by UCA, the participant must sign the Grant Agreement. UCA will send the participants all the necessary information about this process.

4. The participant will apply for the visa in his/her country of origin. For this purpose, the AAU will provide a letter of acceptance.

5. The participant will reserve and assume the costs of ticketing and will carry with him/her enough money to cover his/her expenses in Cadiz during the first days of his/her stay until the scholarship is received.

6. The University of Cadiz will contract and assume the costs of travel insurance for each participant. During the admission process, the University of Cadiz will provide a copy of the insurance policy.

7. The participant will be responsible for his/her own accommodation.

8. Participants will attend the activities organized at the University of Cadiz indicated in the Mobility Agreement and will comply with UCA's administrative procedures to manage their Erasmus stay.

9. Participants must stay a minimum of 5 working days at UCA in order to carry out the planned activities and to be considered as participants of the Erasmus + Staff Mobility programme for training or teaching purposes. Otherwise, the participant must return the entire grant (individual and travel support).

10. After the end of their stay, participants must fill in an online form sent by the European Commission, which they will receive at the email address provided during the registration process.

VII. DISSEMINATION

The home universities will announce this call through their own websites and will also communicate the news about this call in the local and regional media.

VIII. DATA PROTECTION

In compliance with article 11 of Organic Law 5/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights, which regulates the right to information in the collection of data, we inform you that personal data will be processed by the University of Cadiz in its capacity as data controller in order to carry out the administrative management and enrolment of students, Teaching and Research Staff and administration and services staff for mobility programmes with foreign universities or companies.

The interested parties may exercise the following rights: access, rectification, opposition, suppression, limitation, portability and the right not to be subject to automated individual decisions, including profiling, as well as to file a complaint before the Data Protection Delegate of the University of Cadiz or before the "Transparency and Data Protection Council (<https://www.ctpdandalucia.es/es>)".

By virtue of Law 3/2007, of 22 March, for the effective equality of women and men, as well as Law 12/2007, of 26 November, for the promotion of gender equality in Andalusia, all references in this Resolution referring to pupil(s) and whose gender is male are referring to the unmarked grammatical gender, including, therefore, the possibility of referring to both women and men.

Cádiz, on the date of signature

Marcela Iglesias Onofrio

Vice-Rector for Internationalisation

By delegation of signature. Resolution UCA/R011REC/2024 (BOUCA 403), of 16
February 2024

ANEXOS

ANEXO I. Listado de plazas ofrecidas por región

ANEXO II. Modelo de MA STT & Modelo MA STA

ANEXO III. Nomination Letter STT & Nomination Letter STA