

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

**MOBILITY CALL FOR TRAINING OR TEACHING STAYS AT THE  
UNIVERSITY OF CADIZ, WITHIN THE FRAMEWORK OF THE  
EUROPEAN PROGRAMME ERASMUS+ KA171**

**(Academic year 2023-2024)**

## **I. GENERAL INFORMATION**

### **I.A. AIM**

The *Erasmus+ Staff Mobility programme for training or teaching* offers to the Teaching and Research Staff (PDI as per its acronym in Spanish) and Technical, Management and Administration and Services Staff (PTGAS as per its acronym in Spanish) of the partner universities the possibility to carry out a training or teaching stay at the University of Cadiz (hereinafter the UCA) during the academic year 2023-2024.

The beneficiaries of this Mobility programme will receive financial aid that will allow them to meet with the PDI and PAS of the UCA to discuss collaboration issues between universities, acquire specific professional skills, and exchange ideas or good practices. They will be able to use the facilities offered by the UCA at no additional cost (excluding the retail payments that also apply to official students and teaching and administrative staff of the UCA). All training activities approved in the Mobility Agreement and successfully completed will be fully recognised at the Home University. The Erasmus+ programme offers the PDI and PTGAS the opportunity to increase their intercultural skills and experiences abroad, learn about other Higher Education systems and establish contact with teaching, research and administrative staff from other countries, thus contributing to the process of international integration.

This programme also promotes the exchange of knowledge, teaching practices and experiences using different teaching methods that will allow students who do not have the possibility to participate in Erasmus+ mobility to benefit from the knowledge of academic staff from foreign higher education institutions (internationalisation at home). Lecturers who participate in this Mobility programme are committed to teaching a minimum of 8 hours at the UCA. All teaching activities approved in the Mobility Agreement and successfully completed will be fully recognised at the Home University.

The financial aid for *Erasmus+ Mobility for training or teaching* does not cover all expenses and is merely a contribution to cover additional costs during the stay abroad.

### **I.B. PERIOD OF STAY**

The period of stay for partner countries of the programme, according to the Erasmus+ Programme Guide, is 5 days.

In all cases, teaching activities (STA) should include a minimum of 8 teaching hours per week.

## I.C. FINANCIAL SUPPORT

### The financial support includes

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

Travel distance	Standard Travel- Amount	Green Travel - 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 the UCA. You can use the application available at the following link:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Green travel is defined as a low-emission alternative in means of transport on the main section of the journey, e.g. bus, rail or carpooling. A boat is not considered as green transport. This may be supported by a sworn declaration signed by the person receiving the subsidy together with boarding passes, transport tickets, or toll receipts, for example.

Those who intend to make use of green travel fares, must inform the University of Cadiz at least one month before the start date of their stay. To do so, it will be necessary to send an e-mail to the address [staff.in@uca.es](mailto:staff.in@uca.es), indicating: means of green travel to be used, distance to be covered by means of green travel, and documentation to be provided on arrival to accredit it.

Where necessary and duly justified, the green travel may entail the inclusion of up to two additional days of individual support.

All incoming mobility at the University of Cadiz during the academic year 23/24 should correspond to one of the **activities offered by the UCA** for visiting staff in that period. They are available on the website of the Vice-rectorate for Internationalisation (section IIB). **No application will be accepted as a "Nominee" or "Reserve" if it is not supported by the corresponding acceptance to one of these activities. However, the**

acceptance to one of these places does not imply in any case the obtaining of one of the Erasmus scholarships subject of the present call.

#### I.D. APPLICATION PROCEDURE AND SELECTION RESULTS

The UCA, the partner universities and the applicants will comply with the following schedule of this mobility call:

1. The UCA will publish the mobility call and notify the partner universities (**November 2023**).
2. The partner universities will prepare their own mobility calls where they will respect the requirements of the UCA and may establish their own requirements.
3. The partner universities will publish the mobility call on their websites and announce and disseminate it among their university communities.
4. Applicants from partner universities shall provide all necessary documents to their International Relations Office before the date established internally by this Office. **These documents must include the Mobility Agreement signed by the person responsible in the UCA for the mobility placement to which the candidate is applying, whether listed as "Nominee" or "Reserve"**.
5. The partner universities will choose among their applicants the PDI and PTGAS with the highest score, according to the established scale, which should have been duly announced in the mobility call text published by each university.
6. The partner universities will send the **required documents** (see section IID) to the following e-mail address: [staff.in@uca.es](mailto:staff.in@uca.es) until **20 December 2023**.
7. Once the documents from the partner universities have 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 applicants should contact the University of Cadiz through the email [staff.in@uca.es](mailto:staff.in@uca.es) to start the admission process, where they should provide the individual documentation listed in section IV of this mobility call.

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

8. The UCA will publish a list of selected participants with the grant *Erasmus+ Staff Mobility for teaching or training*.
9. The UCA will send an invitation letter to the participants for the processing of the corresponding visa in their country of origin.
10. Participants will arrange their own visa, look for accommodation and buy tickets to arrive in Cadiz on time.
11. The University of Cadiz will be in charge of contracting the necessary travel and health coverage for the period of the mobility.
12. All mobilities must be executed before 31 July 2024.

## II. APPLICATION REQUIREMENTS

### II.A. GENERAL REQUIREMENTS

The teaching or administrative staff must be employed by the Home University, which is to be a partner university of the UCA within the framework of the Erasmus+ KA 171 programme and work there.

All incoming grants at the University of Cadiz during the academic year 23/24 must adjust to one of the activities offered by the UCA for that period, which are available on the website of the Vice-rectorate for Internationalisation: <https://internacional.uca.es/visiting-teaching-and-training-staff-programme-academic-year-23-24/>

No nomination will be accepted if it is not supported by the corresponding acceptance (Mobility Agreement signed by the applicant, the responsible party at the home university, and the coordinator at UCA) to one of these activities.

The participant must be nominated by the Home University and selected by the University of Cadiz to process he/she admission to the UCA.

The grants for *Erasmus+ Staff Mobility for training* and *Erasmus+ Staff Mobility for teaching* **cannot be compatible** in the same academic year.

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

In order to be able to participate in the selection process, the interested person must be previously accepted in one of the activities offered by the University of Cadiz for the academic year 23/24. The places offered can be Teaching (STA mobilities) or Training (STT mobilities).

The list of STA places can be found at:  
<https://internacional.uca.es/visiting-professors-2023-24/>

The list of STT places can be found at:  
<https://internacional.uca.es/visiting-staff-2023-24/>

Candidates, before submitting their application to their Home University, should:

1. Check the list of activities offered by the UCA. In the "Description" section, they will find information about the characteristics of the activity to be carried out during the stay. The candidates shall verify that their experience and profile are adapted to the requirements of the activity.
2. Contact the coordinator of the activity of their interest, by sending an email to the address in the "Contact" column and attaching their CV.
3. In case of receiving a favourable answer, the candidate shall send the Mobility Agreement to the coordinator of the activity in order to be signed.
4. The candidates must send the signed Mobility Agreement to their Home University to participate in the selection process.

**NOTE: If a candidate receives a signed Mobility Agreement from the University of Cadiz, this does not mean that he/she will be selected for the placement.** A candidate with a signed Mobility Agreement may not be finally admitted for a stay at the UCA for three main reasons:

- a) The candidate is not selected by his/her Home University to be part of the list of nominated persons.
- b) Although the candidate is nominated by his/her Home University, the place for which he/she is applying has received more than one application. In this case, the coordinator of the activity shall determine which of the applications received is the most suitable for the activity to be carried out.
- c) There is not enough budget available for the candidate's region of origin.

### **I.I.C. SELECTION PROCEDURE BY THE HOME UNIVERSITY**

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

#### **Criteria that could be used for the scale**

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 scale criteria:

1. Adequacy of the training programme to the internationalisation interests of the Home University;
2. The added value of the mobility;
3. Participant in an Erasmus+ mobility for the first time;
4. Participation in joint projects with the UCA.

**Scale suggested by the University of Cadiz.** In the event that the partner university does not have an established scale for the selection of candidates, the University of Cadiz can be used as a reference.

Firstly, **the previous acceptance** (section II.B) of the participant in any of the activities offered by the UCA in the catalogue "Visiting Professors" or "Visiting Staff" available on the website of the Vice-rectorate for Internationalisation will be evaluated. This is an **essential requirement**.

1. Participants who carry out their first training stay within the framework of the Erasmus + programme at the UCA will get 5 points.
2. Participants with an accredited language certificate (Spanish, English, French) will get 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 teaching in dual degrees or Erasmus Mundus will get 1 point.
4. Applicants participating in joint projects with the UCA will get 3 points.
5. Participants from disadvantaged backgrounds and with fewer opportunities will get 2 points.

#### **II.D. PROCEDURE FOR THE NOMINATIONS OF PARTNER UNIVERSITIES TO THE UNIVERSITY OF CADIZ**

The partner university must send the following documents to the University of Cadiz by e-mail to [staff.in@uca.es](mailto:staff.in@uca.es), before **20th December**:

1. Nomination Letter (**Annex III**) which must be sent in PDF format, signed and stamped, accompanied by the Excel format.

This letter will include the following points:

- List of selected participants with their corresponding e-mail addresses;
  - Total number of points obtained by each of the nominated participant;
  - Names and position of the members of the Selection Panel;
  - List of criteria used in the selection;
  - Signature of the responsible person and stamp of the Home University.
2. Mobility Agreement (**Annex II**) signed by each of the nominated and reserve nominees.
  3. Proof of having carried out a transparent selection process.

**This documentation must be sent separately for the Training (STT) and Teaching (STA) grants assigned to the partner universities.**

### **I.I.E. “ZERO GRANT”**

In the event that the number of applications is higher than the number of grant places assigned to each country, participants who have not obtained a grant can apply for a "Zero Grant".

Participants with a "Zero Grant" will have the same rights and obligations as participants with a full grant, but will not receive Erasmus+ funding (neither individual support nor travel support). The number of "Zero Grants" will be established by the UCA according to the availability of the programme.

### **III RESOLUTION OF THE MOBILITY CALL:**

The UCA will publish on its official website the list of participants with full grant and "Zero Grant" and will send to the selected participants an email with instructions on how to proceed to organise their visit at the University of Cadiz.

### **IV ADMISSION PROCEDURE TO THE UNIVERSITY OF CADIZ**

**At least 60 days before the start of their stay**, the selected person must contact the University of Cadiz at [staff.in@uca.es](mailto:staff.in@uca.es) to start 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 Home University and the person in charge of the UCA Centre where the stay is to be carried out.
2. Copy of the passport (outside).

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

In addition, if necessary, the Home University should send an email to [staff.in@uca.es](mailto:staff.in@uca.es) with information about the staff's disadvantaged background and lesser opportunities (disability, educational difficulties, economic barriers, cultural differences, health problems, social barriers, geographical barriers).

### **V. RESPONSIBILITIES OF THE UCA:**

1. The UCA, once the nominations from the partner universities have been received and reviewed, will publish a list of admissions on the official website of the University (**beginning of November 2023**).
2. At least 60 days before the start of the stay, the selected person must contact the University of Cadiz through the e-mail [staff.in@uca.es](mailto:staff.in@uca.es) to start the admission

process. From that moment, the UCA will send an invitation letter and a copy of the insurance to the participants who have started the process.

3. Upon arrival, participants will receive an information package, internet password and other useful information
4. The UCA will issue a cheque for immediate and personal collection at one of the offices of Banco Santander. The full amount of the financial aid will be paid in single payment (individual support and travel grant).
5. At the end of the mobility, the International Relations Office will issue the participants with their Stay Report within the framework of the *Erasmus+ Staff Mobility for training* programme.

## VI. RESPONSIBILITIES OF THE PARTICIPANTS.

1. Each sending institution shall set a deadline for the submission of applications by 20 December 2023, in order to be able to select participants on time.
2. Participants will have an appropriate level of Spanish/English/French (accreditation with international certificates is not required, unless the specific activity in which you are participating so specifies) to be able to speak with the staff of the University of Cadiz.
3. Once accepted by the UCA, the participant will have to sign the Grant Agreement (the UCA will send to 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 UCA will provide an acceptance letter.
5. The participant will book and assume costs of tickets and will carry enough money to cover the expenses in Cadiz during the first days of the stay until he/she receives the financial aid.
6. The University of Cadiz will take out and assume the costs of travel insurance for each participant. The copy of the insurance will be provided by the University of Cadiz during the admission process.
7. The participant will be responsible for his/her own accommodation.
8. Participants will attend the activities organised at the University of Cadiz indicated in the Mobility Agreement and will comply with the administrative procedures established by the UCA in order to manage their Erasmus stay.
9. Participants must stay at least 5 working days at the UCA in order to carry out the planned activities and to be considered participants of the Erasmus + Staff Mobility programme for training or teaching. Otherwise, the participant will have to return the entire financial aid (individual support and travel support).



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

## **VI. DISSEMINATION**

The Home Universities will announce this call through their own websites and will also report the news about this call in local and regional media.

## **VIII. DATA PRIVACY**

In compliance with article 11 of the 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 data collection, we inform 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.

Those interested may exercise the following rights: access, rectification, opposition, abolition, limitation, portability and the right not to be subject to automated individual decisions, including profiling, as well as filling a complaint in front of the Data Protection Delegate of the University of Cadiz or in front of the "Transparency and Data Protection Board (<https://www.ctpdandalucia.es/es>)".

## **IX. PROMOTION OF GENDER EQUALITY**

Under the 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 student(s) and whose gender is male are referring to the unmarked grammatical gender, including, therefore, the possibility of referring both to women and men.

Cádiz, 19 September 2022  
Rafael Jiménez Castañeda  
Vice-Rector for Internationalization  
Delegation of signature. Resolution UCA/R84REC/2019 29 July.

ANNEXES:

ANNEX I: List of places offered by region

ANNEX II: Mobility Agreement for Teaching and Training

ANNEX III: Nomination Letter STT & Nomination Letter STA