

# CALL FOR STAFF MOBILITY FOR TRAINING AT THE UNIVERSITY OF CADIZ (SPAIN) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

(Academic year 2017-18)

## I. GENERAL INFORMATION

### I.A. PURPOSE

The *Erasmus+ Staff Mobility for Training* programme provides training opportunities for the teaching and administration staff members of partner universities at the University of Cádiz (hereinafter UCA) during the second semester of the academic year 2017-2018.

The teaching and administration staff members of this mobility programme will receive a grant, could meet their colleagues from the UCA in order to discuss issues related to the collaboration between the universities, exchange experiences and opinions, as well as make use of all the facilities available at the University of Cádiz with no additional fees (with the exception of any minor fees also applicable to the students, teaching and administration staff members of the UCA). All training activities approved in the Mobility Agreement and successfully completed will be fully recognized at the Home University. The Erasmus+ Programme offers the teaching and administration staff members a chance to gain cultural experience abroad, become familiar with other higher education systems and establish contacts with the counterparts of other countries, actively contributing to the process of international integration.

The *Erasmus+ Staff Mobility for Training* grant does not cover all the expenses, but is merely a contribution to bearing the additional costs of the stay abroad.

### I.B.DURATION OF THE STAY

The duration of a traineeship period, established for the associated countries in the Erasmus+ Programme Guide ([http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf)) is of 5 days.

### I.C. FUNDING

The grant includes:

- A European Union contribution (*individual support*). An amount established according to the country of destination and the actual number of days spent at the Receiving Institution. In Spain the mobility contribution is **120 Euros per day**. The funding period includes 5 days of stay + 2 days of travel period (1 day for outbound and 1 day for inbound). The total funding period covers 7 days, corresponding to 840 Euros.

- An additional amount to cover travel expenses (*travel support*). The amount is calculated according to the following distance band:

100 - 499 km: 180 Euros

500 - 1999 km: 275 Euros

2000 - 2999 km: 360 Euros

3000 - 3999 km: 530 Euros

4000 - 7999 km: 820 Euros

8000 - 19999 km: 1100 Euros

The travel distance will be calculated as follows: the distance between the city of the Home University and the University of Cadiz.

To calculate the distance the following application will be used:  
[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The European Commission provided a limited number of grants to each Programme. The University of Cadiz has been awarded with 59 grants. The grants are offered to the associated countries according to the rules of the European Commission. Changes of the amount or transfers among countries are not allowed in this case. The list of grants for each country can be checked in the **Annex I**.

#### **I.D. APPLICATION PROCEDURE SCHEME AND RESOLUTION OF THE CALL.**

The University of Cadiz, the partner universities and the applicants will adhere to the following schedule of the call:

1. The University of Cadiz publishes the official text of the call and informs the partner universities about the announcement (**February**).
2. The partner universities elaborate their own texts of call for papers where the UCA requirements will be respected and any particular requirements of the partner universities could be added.
3. The partner universities will announce this call through their own web pages and will disseminate the news about this call in their university communities.
4. The applicants submit all the necessary documents to the international relations office of the Home University before the internal deadline, established by the Home University.
5. The Home Universities analyse the applications received and provide a selection of candidates who obtained the highest scores according to the criteria established and announced in the text of the call.

6. The Home Universities prepare selection letters (according to the form of the **Annex III** of this call) and all the necessary documents of the candidates.
7. Once the whole package is complete (the selection letter + the documents of all the candidates), the partner universities will send it to the University of Cadiz to the following email address [staff.in@uca.es](mailto:staff.in@uca.es) by the **27<sup>h</sup> of February 2018**.
8. The Mobility Agreement has to be duly signed and stamped by the applicant and the Home University. In the event of applying for a period other than the International Staff Week, it must be signed and stamped also by the coordinator of the centre at the University of Cadiz
9. Once the University of Cadiz has received all the documents and Selection letters from the partner universities, the selected candidates will be receive an email with instructions and the link to our online application so that they can complete their registration.
10. The University of Cadiz will publish the list of granted candidates for the *Erasmus+ Staff Mobility for Training* programme in **March 2018**.
11. The University of Cadiz will send an invitation letter for visa application in the country of origin of participants).
12. The participants are responsible to arrive to the University of Cadiz in time and assume all the expenses regarding visa processing, health insurance, accommodation booking and travel tickets reservation (**April – July 2018**).
13. The teaching and administration staff members will take part in the *Erasmus+ Staff Mobility for Training* programme within the frame of the International Week of the University of Cadiz (**18-22 of June 2018**)

## II.A. GENERAL ADMISSION REQUIREMENTS

The teaching and administration staff members have to be officially employed by their Home Universities, which must be a partner of the University of Cadiz within the Erasmus+KA107 frame.

*The Erasmus+ Staff Mobility for Training* mobility will be organised in the format of an International Week of the University of Cadiz, which will take place **from 18<sup>th</sup> to 22<sup>nd</sup> of June 2018** at the following address:

Universidad de Cádiz  
Hospital Real  
Plaza Falla, 8. E-11003 Cadiz

A possibility to change the mobility period dates will be considered individually in relation to the applicant petitions. The University of Cadiz cannot assure the acceptance of other dates, if they do not match with the International Week celebration period.

The participants have to be selected by their home Universities in order to follow the application procedure in the UCA.

Those teaching and administration staff members, who have ever been awarded an Erasmus+ grant before, could also apply for the grant.

*The Erasmus+ Staff Mobility for Teaching and the Erasmus+ Staff Mobility for Training* grants are **can be compatible** within the same academic year.

*The Erasmus+ Staff Mobility for Teaching and the Erasmus+ Staff Mobility for Training* grant holders of the academic year 2016-17, who have not accomplished their stays, **will not be able** to take part in the present call.

## II.B. APPLICATION PROCEDURE:

All the applicants have to hand in the following documents to the **International Office of their Home University**. If needed, this list can be extended by the International Office of the Home University.

Please note that **all the forms must be typewritten**.

1. Mobility Agreement (**Annex II**) signed by the applicant and the responsible person of the Home University. Please, see the programme of International week (Annex IV) to fill in of the Mobility agreement.
2. Copy of International Passport.
3. Brief Curriculum vitae (2 pages maximum).
4. Certificate (if needed) issued by the Home University informing of any disadvantaged backgrounds and fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, social obstacles, geographical obstacles) the applicant may have. The full description concerning the disadvantaged backgrounds can be consulted on page 12 of the Erasmus + Programme Guide Version 1: 25/10/2017. ([http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide\\_es.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_es.pdf))

**These documents must be handed in at the International Office of the Home University.** The International Office of the Home University will send them to the following e-mail address: [staff.in@uca.es](mailto:staff.in@uca.es)

## III.C. SUBMISSION OF APPLICATIONS

DEADLINE submission of applications at the University of Cadiz: **9th of March 2018**

### III. SELECTION PROCEDURES

#### III.A. SELECTION BY THE HOME UNIVERSITY

All the selection process at the Home University will need to fulfil the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published on the webpage of the Home University. The call announcement will be also disseminated in the local and regional media.

##### **Criteria for drafting ranking lists**

The Home University will provide a selection of candidates according to the specific criteria established in the internal call of the Home University. Nevertheless, it is recommended to adhere to the following criteria:

1. Accordance of the training programme with the Home University internationalization interests.
2. The added value of the mobility period.
3. Participation in an Erasmus+ programme for the first time.
4. Participation in joint projects with the University of Cadiz.
5. In case the home university has no established criteria for the selection of candidates, they can refer to the criteria of the University of Cadiz.

##### **Selection criteria suggested by the University of Cadiz**

In the first place, the **suitability of the proposed training activities** (Mobility Agreement) will be considered as an **essential requirement**.

1. The participants who take part in the Erasmus+ mobility for training at the UCA for the first time will receive 5 points.
2. The participants in possession of accredited language certificates (Spanish, English or French) will receive the following points:
  - a. B1 level – 1 point per language;
  - b. B2 level – 1,5 points per language;
  - c. C1 or C2 levels – 2 points per language.
3. Teaching staff members who take part in double-degree programmes or Erasmus Mundus programmes will receive 1 point.
4. The applicants who take part in joint projects with the University of Cadiz will receive 3 points.

5. Applicants with disadvantaged backgrounds and fewer opportunities will receive 2 points.

### **Management of applications**

All the required documents presented by the selected candidates must be accompanied by a Selection Letter (**Annex III**).

This letter should include the following items:

1. List of selected candidates with their valid email addresses.
2. The total number of points awarded to each candidate.
3. Members of the selection committee.
4. List of criteria used in the selection process.
5. Valid email address of the selected candidates
6. Signature of the responsible person and stamp of the Home University.

### **III.B. ONLINE APPLICATION REGISTRATION**

Once the University of Cadiz has received all the documents and Selection letters from the partner universities, the selected candidates will receive an email with instructions and a link of our online application <https://oriuca.uca.es> where the selected candidates will enter their data and complete their application. The completion of their application will be considered as the acceptance of the grant.

### **III.C. “ZERO GRANT”**

In case the number of applications exceeds the grants for each country, non-award applicants can apply for a “Zero Grant”.

“Zero Grant” applicants have the same rights and obligations as granted applicants, but they will not receive the Erasmus + Funding (neither European Union contribution, nor additional amount to cover travel expenses). The number of “Zero Grants” will be established by the University of Cadiz according to the availability of places in the programme.

### **III.D. RESOLUTION OF THE CALL**

The list of granted and “Zero-Granted” participants will be published by the University of Cadiz on its official web page (<http://internacional.uca.es/category/convocatorias/convocatorias-en-plazo-solicitud>) **in March 2018**.

#### IV. OBLIGATIONS OF THE UNIVERSITY OF CADIZ:

1. The University of Cadiz will send an acceptance letter and information package to the participants once all the applications have been received and analysed in detail, and the list of selected candidates has been published on the official web page of the University of Cadiz (**March 2018**).
2. After the arrival the participants will receive an information package, internet username and other useful information, organized during the registration meeting of the International Week of the UCA.
3. The University of Cadiz will issue a personal cheque with the total amount of the grant (individual support + travel support) which could be withdrawn immediately at one of the Santander Bank offices.
4. At the end of the mobility the International Relations Office of the University of Cadiz will provide all the participants with a Certificate of Stay within the Erasmus+ Staff Mobility for training programme.

#### V. OBLIGATIONS OF THE APPLICANTS

1. Each Home University will establish an internal deadline for the submission of applications in order to collect all the documents and nominate the selected participants in time by the **9th of March**.
2. The applicants must have the corresponding level of Spanish/English/French (the international language certificate accreditation is not required) in order to be able to communicate with the counterparts of the University of Cadiz.
3. Once accepted by the University of Cádiz the applicant has to sign a Grant agreement (an e-mail with detailed instructions will be sent to the selected participants).
4. The participant has to apply for the visa in his/her home country; the University of Cádiz will send an acceptance letter in due time for this purpose.
5. The participants assume all the travel expenses and will have enough means to be able to afford the first days of stay in Spain before he/she receives the grant.
6. The participant is responsible to buy his/her health insurance and bear the costs. A copy of the health insurance must be handed in during the registration meeting of the International Week of the UCA.
7. The participant is in charge of organizing his/her own accommodation.
8. The selected participants will take part in all activities organized within the frame of the International Week of the University of Cadiz, indicated in the Mobility Agreement.



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9. The participants must stay at the University of Cadiz at least 5 working days to be considered an *Erasmus + Staff Mobility for Training* participant. Otherwise he/she will have to pay back the full amount of the grant and the travel expenses.

## VI. Dissemination of Information

The sending Universities (Home Universities) will announce this call through their own web pages and also will disseminate the news about this call in the local and regional media.

Cádiz, the 31st of January of 2018  
Juan Carlos García Galindo.  
General Director of International Relations  
University of Cadiz