

**RESOLUTION OF THE RECTOR OF THE UNIVERSITY OF CADIZ
UCA/R58REC/2021, 2 MARCH 2021, CALL FOR STUDENT CREDIT
MOBILITY (SMS-IN) TO THE UNIVERSITY OF CADIZ (SPAIN) WITHIN
THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107
ACADEMIC YEAR 2021/2022**

In both versions (English and Spanish) the Spanish version will override the English one.

The Erasmus+ Mobility for Studies programme offers students the chance of carrying out part of their studies at the University of Cádiz (UCA) during 2021-2022 academic year in the frame of 2019-1-ES01-KA107- 062653 and 2020-1-ES01-KA107-081236 projects.

RESOLUTION

FIRST. – Call for Student Credit Mobility (SMS IN) to the University of Cadiz (Spain) within the frame of the European programme Erasmus+ KA107 included in the 2019-1-ES01-KA107- 062653 and 2020-1-ES01-KA107-081236 projects.

SECOND. – The amount of the aid will be covered by the grant the University of Cadiz has received from the National Spanish agency SEPIE for each of the projects of this Call.

THIRD. – Approve the bases governing this Call, as set out in the Annexe.

Cadiz, on the day of signature

Delegation of signature of the Rector, Resolution UCA/R84REC/2019, July 29th
Vice-rector for Internationalization
Signed: Rafael Jiménez Castañeda.

BASES OF THE CALL

I. GENERAL INFORMATION

I.A. PURPOSE

The Erasmus+ Mobility for Studies programme offers students the chance of carrying out part of their studies at the University of Cádiz (UCA) during the first and the second semester of the academic year 2021-2022 within the frame of 2019-1-ES01-KA107-062653 and 2020-1-ES01-KA107-081236 projects.

Mobility students will receive an economic aid, will be able to attend courses and use all the facilities available at the University of Cádiz without additional costs (excluding any fees also applicable to local students). All learning activities approved in the Learning Agreement and completed successfully will be fully recognised at the home university. The Erasmus+ Programme offers students the chance to gain intercultural experience abroad, become familiar with other higher education systems and meet young people from other countries, thus contributing to the process of international integration.

The grant offered to Erasmus+ Mobility for Studies students does not cover all the expenses but are merely a contribution to cover additional costs during the stay abroad.

The University of Cadiz within the frame of the II Strategic Plan prioritises the geographic areas related to the University Centres and the Erasmus+ Programme. This is the reason to develop cooperation with partner Universities in different fields, but especially in those prioritised by its international strategic plan. The fields of collaboration with each University were previously agreed.

I.B. FUNDING

The grant includes:

- Contribution from the European Union (individual support). The amount is established according to the country of destination. In Spain the mobility contribution is **850€ per month**. The fundable period ranges from 3 to 5 months (90-150 days).
- Additional amount to cover travel expenses (travel allowance). The amount is calculated according to the distance band appearing below:
 - 10 – 99 km: 20 Euros
 - 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: 1500 Euros

The distance between the city of the home University and Cadiz is calculated according to the distance bands established by the European Union distance calculator, available on its website:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The European Commission provided a limited number of grants to each Programme. The list of grants for each country for the Programme Erasmus+KA107 *Mobility for Studies* can be consulted in **Annex I**.

II. APPLICATION REQUIREMENTS AND PROCEDURE

II.A. GENERAL ADMISSION REQUIREMENTS

The student has to be enrolled in at least in the second year at the Home University, which must be a partner of the University of Cadiz within the Erasmus+ frame (**Annex V**), and must have completed at least 60 ECTS credits prior to the mobility.

Furthermore, the student should be selected by the Home Institution in order to be admitted by UCA.

The deadline of the period of stay for Degree and Master students will correspond to the end of the evaluation period of each semester (beginning of February 2022 for the first semester and end of June 2022 for the second semester). As exception, this date could be extended for Degree and Master students using a specific document of application.

The deadline of the period of stay for PhD students is 31 July 2022.

- The Degree students should enrol at least 12 credits ECTS at UCA
- The Master students should enrol at least 10 credits ECTS at UCA.
- The PhD students do not have a minimum number of ECTS credits enrolled at UCA but have to indicate in the Learning Agreement the course **Code:** 9999002 **Name:** *Estancia de investigación*.

The incoming students participating in other programme/grant issued by UCA or with UCA's funds cannot participate in this Call.

There will be 2 types of student mobility in the academic year 2021-22:

1. **Blended mobility:** The student will carry out part of his/her studies at UCA telematically, and the other part in-person. During the period of online studies, all the UCA's enrolled subjects will have to be taught online. During the in-person period, either part of the UCA's subjects can be taught in-person and another part online, or all subjects can be taught in-person. The student will receive economic aid only for the period of time that he/she is physically present at the UCA Campuses (maximum of 150 days). In this case, the student must remain physically at UCA for a minimum of 3 months to receive the economic aid. The availability of subjects taught telematically will depend on the academic offer of each UCA faculty.
2. **Physical mobility:** The student will carry out his/her entire stay at the UCA facilities (physically moving to one of the UCA Faculties), where he/she can be enrolled in subjects taught in-person or online and in the case of students with a full scholarship, will receive economic aid for the period of his/her stay at the UCA (minimum 3 months, maximum 5 months).

These are dates to take into account to apply for the Erasmus+ Mobility for Studies programme:

- Beginning of the 1st semester: end of September 2021
- End of the evaluation period for the 1st semester: beginning of February 2022
- Beginning of the 2nd semester: beginning of February 2022
- End of the evaluation period for the 2nd semester: end of June 2022

II.B. APPLICATION PROCEDURE:

Mobility will last a maximum of 5 months (150 days). The student and the Home University will decide if the mobility will take place in the first or the second semester. In any case, the funded period with full grant would not exceed 150 days¹.

A. NOMINATION OF STUDENTS BY THE HOME UNIVERSITY

The first phase of the nomination period for the first and second semester will be open till **April, 30th 2021**. The partner universities should nominate their students within this date by sending to UCA the **Nomination Letter (Annex II)** with the list of students selected.

B. ONLINE APPLICATION FOR NOMINATED STUDENTS

Once the nomination period is over, UCA will send an individual link to each nominated student in order to give him/her the possibility to do the online application at UCA's virtual platform. The deadline for the submission of the online application with the required documents is **May, 23rd of 2021**.

Once the deadline for the online application of the nominated students is over, a new nomination period will be reactivated in different phases, the terms of which will be duly disseminated to the partner universities, in order to be able to apply for the places that have become vacant in each one of them as long as the deadline for acceptance of applications by the University of Cadiz has not expired.

C. REQUIRED DOCUMENTS FOR THE ONLINE APPLICATION

All applying students have to hand in their documents to the **Internationalization Office at Home University**. Home University may request documents in accordance with its internal regulations. UCA has established a minimum list of compulsory documentation, with exception of the document nº 4 of the list, which should be presented only where appropriate.

All of the documents must be completed on computer. The handwritten documents are not acceptable.

1. Copy of Passport (external one)
2. Spanish, English or French Language Certificate (in case the student's language of instruction is English or French during his/her stay at the University of Cadiz) at least B1 according to Common European Framework of Reference for Languages. The language requirement depends on each particular course. If the student has any doubts about the required level of language, he/she should contact the Responsible person at the UCA's Faculty/Centre where he/she is going to study (the contact information of the responsible person of each Centre is available in the document UCA Factsheet).

¹ Students from Turkmenistán and Bután will receive a full grant for the entire academic year due to the requirements of these countries.

3. PhD students must present a short version (max. 3 pages) of the research proposal for their period of stay at UCA (**Annex IV**).
4. (Optional) Certificate 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 full description of the disadvantaged backgrounds can be consulted on page 10 of Erasmus + Programme Guide Version 2: 15/01/2019. (sepie.es/doc/convocatoria/2019/erasmus-plus-programme-guide-2019_es_v2.pdf)

III. SELECTION PROCEDURE

III.A. PRESELECTION BY THE HOME UNIVERSITY

The entire pre-selection process at the Home University will need to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published in the webpage by the Home University and will be speeded by any other local and regional media. However, the general criteria described further should be included in all the evaluation process.

If the Home University has not established the specific process of evaluation, further criteria may be used:

General criteria for ranking for the Home University:

1. Besides the following, the **suitability of the proposed study/research activities**
2. will be considered as **essential requirement**.
3. PhD Students, whose proposed activity suits the prioritised areas of the Home University or those of UCA, will receive 2 points.
4. Master Students, whose proposed activity suits the prioritised areas of the Home University or those of UCA, will receive 1 point.
5. Students with an average grade higher than 8 out of a 1 to 10 grading score will receive 1 point.
6. Students with language skills (Spanish or English, depending on the language of instruction at the University of Cadiz) B2 will receive 1 point.
7. Students with language skills (Spanish or English, depending on the main language of studies at the University of Cadiz) C1 will receive 2 points.
8. Students with language skills (other languages) B1 will receive 0.5 point (each language).
9. Students with language skills (other languages) B2 will receive 1 point (each language).
10. Participation in joint and co-tutoring Programmes (Degree, Master or Doctorate) will receive 2 points.
11. Participation in joint Investigation Projects (Master and Doctorate) will receive 2 points.
12. Applicants with disadvantaged backgrounds and fewer opportunities will receive 2 points (a special document is required).
13. Students who participate for the first time in the Erasmus+ KA107 programme will receive 1 point.

Processing of applications

The Home University will receive all the applications and needed documents, will ranking the applications and will select and nominate the students. The Home University can nominate the number of students indicated in the Interinstitutional Agreement. The grants will be awarded as full grant or “zero” grants according to the number of grants applicable for each Partner University, which was communicated previously by e-mail. This number of grants for each University will depend in each country on the number of grants awarded to the project in this country and on the number of Partner Universities in this country. The number of full grants awarded for each University communicated by UCA should be indicated in the specific Call by each Home University.

All information about the Interinstitutional Agreements and its amendments will be communicated to the Partner University by email.

The Home University can indicate the Reserve List of the students applying for the grants. In case not every grant is filled, the applications of the students from the Reserve List will be studied and the grants will be awarded to the students from the Reserve List. Additionally, the students without the full grant could be nominated by the Home University as Erasmus+ students with “Zero Grant” till reach the number indicated in the Interinstitutional Agreement. These students have the same rights and obligations as granted students, but they will not receive the Erasmus + Funding (neither European Union contribution, nor additional amount to cover travel expenses).

The Nomination Letter (in PDF and Excel) should be sent by the Internationalisation Office of the Home University to the email gestion.ka107@uca.es before 30 April 2021.

This Nomination letter (**Annex II**) should include the following items:

1. Information about the Partner University.
2. Main list of nominated students in decreasing order of preference. Reserve List (if any) of nominated students in decreasing order of preference.
3. Total number of points awarded by each student.
4. Email of the nominated student.
5. Period of student mobility (first or second semester).
6. Type of mobility (physical or blended).
7. Criteria used in the selection process.
8. Components of the selection committee.
9. Signature of the responsible person and stamp of the home University.

In addition, the Annex II should be completed with further documents:

1. Table of all the applications received with the indication of the points received by each student and the resolution of the Selection committee.
2. Text of the Call published by the Home University (web link of PDF document) which confirms the publishing of the Call.
3. Document of Absence of conflicts (**Annex III**).

All the PDF documents should be dated, signed and stamped by the Home University.

As soon as the UCA Internationalization Office receives the Nomination Letter of the Home University, the UCA will send to each nominated student an email with the instruction to follow.

The students must fill in the **online application form** and attach the required documents before the **23rd of May of 2021**.

Required documents:

1. Copy of Passport (external)
2. Learning Agreement edited on the online platform ORI-2. All the instruction about this document will be sent by email to the nominated students.
3. Language Certificate.

PhD students must present a brief report (max. 3 pages) of the research proposal for their period of stay at UCA (**Annex IV**) and send it directly to erasmus.ka107.incoming@uca.es.

In the case of students from disadvantaged backgrounds, special needs or fewer opportunities, the certificate issued by the Home University should be done in the original language and have a translation into English or Spanish. This document is required only for the students that meet this condition and should be send by email to erasmus.ka107.incoming@uca.es with indication of the name, surname, passport number of the student and the Home University in the text of the email.

III.B. SELECTION BY THE UNIVERSITY OF CADIZ

Once the UCA has received all the documentation of the nominated students, the Internationalization Office will review it and then send the Learning Agreements to the Mobility Coordinators for final selection and the awarding of scholarships.

The selection process at the University of Cadiz will meet the criteria of transparency and equal opportunities for all applicants submitting their applications. The UCA will follow the order of preference of the Nomination Letters and will award the grants according to the distribution accepted by the Home University. If additional funds are available, they will be awarded to the students in order of the Nomination list.

The mandatory requirement in order to be accepted by UCA is the acceptance of the Learning Agreement of the student. The Academic coordinator at UCA should sign it before prior to the mobility.

III.C. RESOLUTION OF THE CALL

The preliminary list of accepted and excluded applicants (**Preliminary Decision of accepted documents**) will be published by the University of Cadiz on the official web page (<http://internacional.uca.es>) by **mid-June 2021** indicating the documents that should be corrected.

The excluded applicants will have 10 working days from the publishing of the Preliminary Decision in order to amend the documents or to send the needed documents to erasmus.ka107.incoming@uca.es

The **Preliminary Decision** with the list of granted students will be published by **mid-July 2021**. The **Final Decision** with the list of granted students will be published by the **end of July 2021**.

IV. OBLIGATIONS OF THE UNIVERSITY OF CADIZ

1. The University of Cadiz will send an acceptance letter and information package to the student once all the applications have been received and reviewed in detail, and after the list of selected students has been published on the official web page of the University of Cadiz.
2. The UCA will prepare the Grant Agreement document for the student and will require the student to sign it and resend it to UCA before the start of the mobility.
3. Upon arrival the student will receive an information package, internet password and other useful information.
4. The University of Cádiz will provide each student with an academic coordinator at the Centre/Faculty where he/she is enrolled, and who will sign the Learning Agreement and support the student in all academic matters.
5. The University of Cádiz will pay the grant after the student's arrival on the following bases:

Individual support and travel assistance:

- The first part: 2.700 euros during the first month of his/her stay at UCA;
 - The second part: up to 80% of the grant at the middle of April;
 - The third part: the rest of the grant within 20 days after the submission of the Mobility Tool survey (the survey will be sent to the student 30 days before the end of the period of stay).
6. At the end of the mobility the Secretary's office of each Faculty will provide the student with a Transcript of Records or a report of the research results. If the students leave the University of Cadiz before the end of the Semester, the Secretary's office of every Faculty will send the Transcript of Records to the home University and to the students individually at the end of semester.

V. STUDENT OBLIGATIONS

1. Once accepted by the University of Cadiz the student has to sign a Grant agreement (an e-mail with instructions will be sent to the accepted students).
2. The student has to **apply for the study visa in his/her home country**; the University of Cadiz will send an acceptance letter in due time for this purpose and will send to the Spanish Consulate in each country (or to the consulate where the student has to apply for the visa) a list of the students accepted by UCA where the conditions of the grant will be indicated in order to facilitate the visa issue.
3. The student has to book and assume the travel expenses by himself/herself and have enough money to be able to afford the first month of stay in Spain before he/she receives the first part of the grant.

4. The student will contract his/her health insurance before leaving his/her home country. In order to guarantee the covert of all the requirements of the Embassies and Consulates of Spain in foreign countries and the requirements of Erasmus+ Programme the student has to contract the insurance indicated by UCA: ARAG insurance, option “Visitante UCA con destino España. Cobertura zona Schengen” <https://www.aragonline.net/sites/contratar.php?id=MDMxMTg3NXwwfDUyFD Y=>
5. The student has to organize his/her own accommodation. The UCA offers the accommodation at the Colegio Mayor of UCA and will offer the information about the other dormitories in Cadiz.
6. The students will do the online Registration once they have arrived at Cadiz (an e-mail with instructions will be sent to the selected students). In this online registration the students have to indicate the day of the end of his/her stay and commit to stay at UCA until the indicated date.
7. The student has to attend classes or carry out the research as approved in the Learning Agreement or the research programme; and compromise himself/herself to inform UCA’s Internationalisation Office and home University in case of an early departure.
8. The students have to sit the UCA exams if these exams are included in the syllabus of the subject the incoming student is enrolled.
9. The student has to stay at the University of Cadiz at least 3 months (90 days) to be considered an Erasmus+ Student. Otherwise he/she will have to return the full amount of the grant and the travel expenses.
10. Two months after the arrival, the student has to sign a follow-up form and will make the second online registration.
11. 30 days before the end of the stay, the student should fill in the Mobility Tool survey (as indicated in the Grant Agreement) in order to receive the third part of the grant.
12. The student commits to process the recognition of ECTS credits done at UCA at his/her Home University (document Learning Agreement After Mobility) and send it to the UCA Internationalisation Office before the 28 February 2022, for first semester and before 15 September 2022 for the second semester.
13. One month after the end of the mobility the student has to fill out the online EU survey about the recognition of the ECTS credits done at UCA (the student will receive an email with a specific link).

VI. DISSEMINATION OF THE CALL

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

VII. PROMOTION OF THE GENDER EQUALITY

According to the Law 32007, of 22 March for the Gender Equality between women and men, and the Law 12/2007, of 26 November for the promotion of the Gender Equality in Andalusia, all references in this Resolution that refer the student (as a male) are referring to the grammatical unmarked gender, that includes the possibility to refer to both women and men.

VIII. DATA PROTECTION

In compliance with art. 11 of the Organic Law 5/2018, of 5 December on the Protection of Personal Data that regulates the right for information during the data collection, the personal data provided to the Office will be incorporated into a file of Mobility Programmes, properly recorded at the Council of Transparency and Data Protection (<https://www.ctpandalucia.es/es>). The objective of this registration is the administrative procedure and the enrolment of the students, teachers and administrative staff for the mobility programmes with the foreign universities and institutions. Your personal data will be used only according to the actual legislation and will be offered to the Home University only in order to manage the mobility. You will be able to access your personal data, rectify it, oppose and cancel it.

Further information about the data collection can be consulted at: <https://dpd.uca.es/>

IX. ACCEPTANCE OF THE BASES OF THE CALL

The application for the grant means the acceptance of the bases of this Call.

Delegation of the signature of the Rector, Resolution UCA/R84REC/2019 of 29 July
Vice-rector for Internationalization
Signed: Rafael Jiménez Castañeda.