

Instructions Online application

Personnel mobility to **teach** at the University of Cádiz

Dear teacher,

Your University of Origin has selected you to participate in the call Personnel mobility to teach at the University of Cádiz. Please, click on the link that is provided in your email and fill in all the necessary information. You have 2 days to make the online application. The last day to fill out the application is March 21, 2018. **Once submitted, you it cannot be accessed to make the changes.**

The link is sent personally to each participant. If you made an error when sending the form, your partner's link will not work because the personal information of the partner will be stored there as well. Write to **staff.in@uca.es**.

Instructions:

1. In the tab “Nivel de estudios del alumno” indicate the level of studies of UCA students who you are going to teach.
2. “Fecha de inicio” Indicate the first business day of your mobility at the UCA.
3. “Fecha de fin” Indicate the last business day of your mobility at the UCA. We remind you that the total number of days of mobility must be 5 business days. Please, do not indicate Saturdays or Sundays, or travel days, or days that you intend to stay in Cádiz after or before your mobility. The best is to indicate as a start day a Monday, and the final day of your stay as a Friday.
4. “Estamento de participante”. Since you are going to teach at the UCA, you should be a teacher at your University of Origin. Therefore, you are to choose the last option of “Personal Docente e Investigador”
5. “Tipo de personal en formación”. Choose “Other”
6. “Idioma principal de trabajo”. Choose the language in which you will teach.

7. “Sector educativo” Choose the education sector (4 digits) that best suits your specialty.
8. “Universidad de origen” Choose the University of origin from which you come to the UCA.
9. “Nombre de la persona de contacto en la Universidad de Origen”. Write the name of the contact person at the University of Origin.
10. “Apellidos de la persona de contacto en la Universidad de Origen”. Write the surname of the contact person at the University of Origin.
11. “E-mail de la persona de contacto en la Universidad de Origen”. Write the email of the contact person at the University of Origin.
12. “Teléfono de la persona de contacto en la Universidad de Origen”. Write the phone number of the contact person at the University of Origin.

The screenshot shows a web browser window with the URL <https://orinumenti.uca.es/es/incoming/request/IUV>. The form contains the following fields:

- Nombre de la persona de contacto en la universidad de origen *
- Apellidos de la persona de contacto en la universidad de origen *
- Email de la persona de contacto en la universidad de origen *
- Teléfono de la persona de contacto en la universidad de origen *
- Coordinador de centro en la universidad de destino *
- Email del coordinador de centro *
- Teléfono del coordinador de centro *
- Horas de Docencia *
- Antigüedad *
- Participación previa en Erasmus o Erasmus+ *

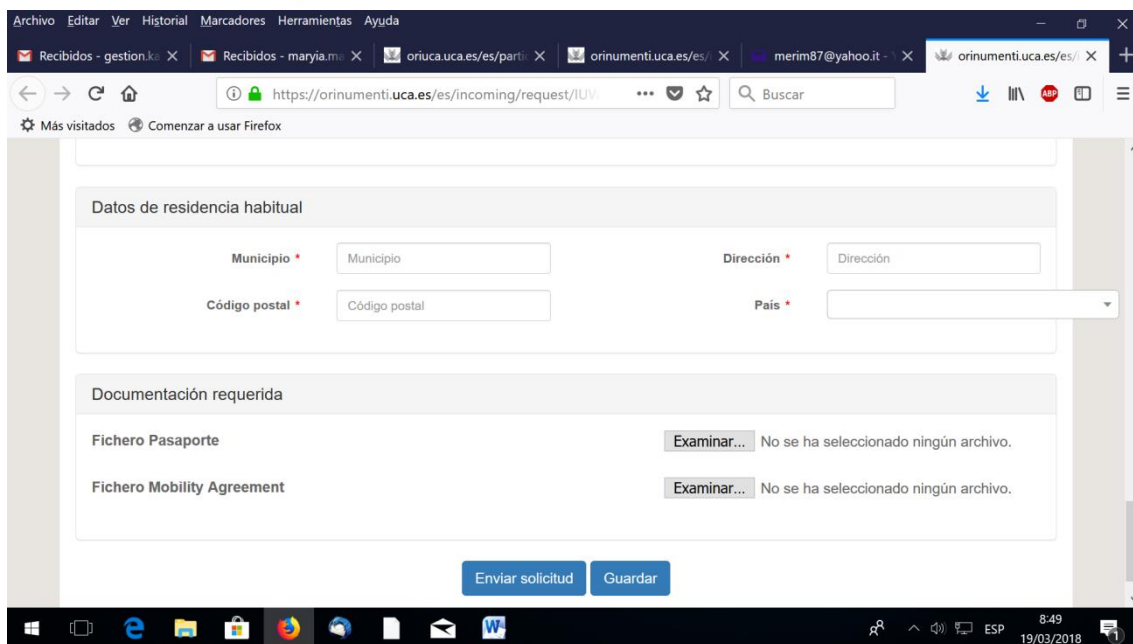
Below the last field, there is a note: "Numero de meses de participacion previa en Erasmus o Erasmus+ en el mismo nivel de estudios."

13. “Coordinador de centro de la Universidad de destino”*: In the case of mobilities from Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Ukraine, Uzbekistan, please choose Eduardo Romero; In the case of the mobilities of Mexico, Cuba, Colombia, Tunisia, Algeria, Morocco, Cote d'Ivoire and Jordan, please choose the coordinator of the Faculty of the UCA in which you are going to teach (document available in <http://internacional.uca.es/wp-content/uploads/2017/12/Informaci%C3%B3n-Centros-UCA-2017-2018.pdf>).
14. “Horas de docencia”. Indicate the amount of teaching hours that will be taught at the UCA. The minimum number of hours is 8 hours
15. “Antigüedad”. Seniority at the workplace Choose “J” if you have worked at the University of Origin form 1 to 10 years. Choose “I” if you have worked at the University of Origin from 10 to 20 years. Choose “S” if you have worked at the University of Origin more than 20 years.
16. “Participación previa en Erasmus o Erasmus+” indicate 0.

El número debe cumplir el siguiente formato: +XX XXXXXXXX. XXXXXXXX.

El número debe cumplir el siguiente formato: +XX XXXXXXXX; a una fecha con el siguiente formato: dd/mm/yyyy. Ejemplo: 24/02/2000.

17. “Documento de identidad”. Indicate the number of the passport with which you will travel to Cádiz. It is essential that the number is correct, since based on this number the invitation and the payment check of the scholarship will be prepared.
18. “Sexo”. Choose “Hombre” (man) or “Mujer” (woman).
19. “Nombre” indicate your name in the way it appears in your passport. It is essential that the name is correct, since based on this number the invitation and the payment check of the scholarship will be prepared.
20. “Apellidos” indicate your surname in the way it appears in your passport. It is essential that the surname is correct, since based on this number the invitation and the payment check of the scholarship will be prepared.
21. “Nacionalidad” indicate your nationality (citizenship).
22. “Lengua materna” indicate your native language.
23. “País de nacimiento” Indicate the country where you were born, not necessarily the country of your current residence.
24. “Correo electrónico” indicate the e-mail by which you can get in touch with you.
25. “Teléfono” indicate your phone with international prefix.
26. “Fecha de nacimiento” indicate your date of birth.



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https://orinumentu.uca.es/es/incoming/request/IUV

Más visitados Comenzar a usar Firefox

Datos de residencia habitual

Municipio * Municipio Dirección * Dirección

Código postal * Código postal País *

Documentación requerida

Fichero Pasaporte Examinar... No se ha seleccionado ningún archivo.

Fichero Mobility Agreement Examinar... No se ha seleccionado ningún archivo.

Enviar solicitud Guardar

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27. “Municipio” Indicate the city where you live.
28. “Dirección” Indicate the street, the building, the floor, etc. of your postal address.
29. “Código postal” Indicate your postal address.
30. “País” Indicate the country where you reside.
31. Attach the passport to the tab “Fichero de pasaporte”
32. Attach your Mobility Agreement signed by you, by the University of Origin and the University of Cadiz to the tab “Fichero Mobility Agreement”.
33. Press the button “Enviar”.

Once the form is submitted, you can not make any changes or send it again.