

INCOMING INTERNATIONAL MOBILITIES REGISTRATION PROTOCOL

The International Relations Service is in charge of carrying out the registration of every incoming international mobility framed in the different international mobility programmes subscribed by the University of Cadiz, as well as the resultant mobilities from different specific agreements signed with other Higher Education institutions and other international research institutions and organizations. Thus, all international mobilities carried out, either by Students, by Teaching and Research staff or by Administration and Services staff, are registered in the International Relations database. Through this registration, all relevant mobility data are gathered in order for them to be used for statistical follow-ups, for recognition, and for feeding the Information System of the University of Cadiz in this section. Foreign students that come to the University of Cadiz to pursue a full undergraduate, Master's or doctorate degrees are excluded from this category, since they are degree mobility students and they are already registered through the ordinary entry procedure for UCA's regular students.

The registration of incoming mobilities that cannot be considered international mobilities will be regulated by the corresponding programme's rules or by the general provisions established by the competent organ for registration purposes.

Certain international mobility programmes, such as Erasmus+ or Visiting Students, among others, have their own registration rules and are managed directly from UCA, which is in contact with Home universities. Moreover, all international mobility programmes are also reflected in the application UXXI-Academico. For the rest of incoming international mobilities, such as those corresponding to Teaching and Research staff and Administration and Services staff, students that do not register as visiting students in official Undergraduate's, Master's or Doctorate's degree, students coming to pursue an UCA-specific degree, and other possible modality, a specific registration system that has to meet the requirements stated in this protocol is established.

1. INTERNATIONAL MOBILITY CONCEPT.-

Mobilities of staff members of any tier coming from Higher Education Institutions, Research Institutes or any other foreign organization corresponding to the following category will be registered in the International Relations database:

- An international mobility programme subscribed by UCA.
- A bilateral Specific Agreement.
- Registration in an UCA-specific degree or in a course managed directly by UCA or by any entity linked to it through the corresponding agreements.
- Short stays for internships (students) or for research (students and teachers), that may or may not be financially supported by Home universities and that have been properly accepted.
- Institutional visits whose purpose is to promote international mobility programmes.
- Stays of teachers or staff of research institutes, foreign companies or other organizations that take part in teaching activities and that have been properly accepted.

In any case, every incoming person must be previously nominated by their Home University or institution, and they must prove their acceptance in the Faculty of the University of Cadiz in which the activity object of the international mobility is going to be carried out and must have an academic coordinator or a person responsible for the mobility at UCA.

2. REGISTRATION PROCEDURE.-

It is mandatory to conduct the registration electronically before carrying out the mobility. A software is currently being developed in order for users to fulfill an online form with all their information. Not until the development of this software is completed, the registration will be carried out through CAU, which can be submitted both by the person responsible at UCA of the programme or Agreement by which the person is accepted to do the mobility or by the person carrying out said mobility (by clicking in this link you will be directed to a brief explanatory guide about how to register in the system).

The CAU will include basically all the information that was requested in the "Registration Form" thus far. This CAU will allow the attachment of all the necessary documentation depending on the corresponding mobility programme, specifying also if a Certificate of Attendance, the issue of the UCA card or any other management action by International Relations Service is required. Once this procedure has been completed, a copy will be sent to the corresponding Faculty and, if required, to the responsible person or academic coordinator so they can confirm, also by CAU, the acceptance of the mobility and its conditions. Once the acceptance is confirmed, and if the person carrying out the mobility requires it, we will send an invitation letter

When the incorporation of the person concerned to the corresponding Faculty takes place, this person has to go to the International Relations Office to complete the registration, which can also be carried out electronically by the academic coordinator by fulfilling the actual beginning and ending of mobility dates, and, if necessary, providing the corresponding Certificate of Attendance, performance Reports, etc.

If this procedure is not executed and the registration does not comply with the established terms, the UCA will not be held responsible for the incoming person in any way, and, no mobility certification will be issued by the General Directorate of the International Relations Service.

This previous procedure will not be applicable to official delegations of other Universities represented by academic positions (such as the Rector, the Vice-Rectors, Directors, etc.) carrying out an official visit to UCA. In these cases, the coordinator in charge of the visit will send the International Relations Service well in advance all the required information for the Registration Form, indicating arrival and departure exact date. This Registration Form will be signed by delegation's participants at their arrival to the University, with no subsequent procedure or issue of documentation being necessary.

3. REQUIRED DOCUMENTATION.-

- Copy of passport or ID document (for European citizens).
- Copy of health insurance document (European Health Insurance Card or copy of private insurance policy).

- Copy of Travel Insurance policy (As a general rule, it has to be the insurance taken out with the awarded company in the current UCA contract).
- Copy of documentation issued by Home institution in which the granted mobility is specified (Learning Agreement, Mobility Agreement, Training Agreement or similar, compliance report, copy of the grant awarding, etc...).
- Any person registered, either directly or through third parties, in the different courses offered by UCA that are not included in the official curricula, such as Language Courses of the CSLM, UCA Summer Schools or UCA-specific degrees, must provide a copy of the course registration or admission documents.