

VICERRECTORATE OF INTERNATIONALIZATION

University of
Cádiz INCOMING
STA/STT
programme 2021-
22

INTERNATIONALIZATION OFFICE



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Key dates, figures,
and information



Call for applications

- The previous nominations are no longer valid
- New call: 2019 project
- Open until Octubre 15th
- Open to all the partners



Mobilities

- To be finished before July 31st
- Duration: 5 days + 2 travel days
- Teaching mobilities: 8 hours of teaching
- Grant: 160 day (up to 7 days) + travel expenses





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Main novelties





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Distribution of the Grants

- 2019's distribution to be respected
- All the partners are invited to put forward its nominations



Nature of the stay

- All the mobilities must match any of the activities offered by the University of Cadiz
- <https://internacional.uca.es/visiting-professors-2021-22/>
- <https://internacional.uca.es/visiting-staff-2021-22/>
- Preference will be given to Teaching mobilities



Documents to be provided

- By the Teacher/Staff to the home University and UCA: Mobility Agreement fully signed
- By the partner University to the University of Cadiz:
 1. Checklist (Annex III)
 2. Selection Letter (Annex IV)
 3. Mobility Agreements (Annex II)
 4. Proof of having carried out a transparent selection process



CHECKLIST

MOBILITY AGREEMENTS (MA)	How many MAs are included?		
	Are they all signed correctly (3 signatures)?	yes	no
NOMINATION LETTER	Is the name of the University included (item 1)?	yes	no
	Is the name of the coordinator included (item 2)?	yes	no
	Is a list of nominated persons included, indicating who is selected and who is in reserve (item 4)?	yes	no
	Is it indicated who has formed the Selection Committee (item 5)?	yes	no
	Is the document signed?	yes	no
	Is the document stamped?	yes	no
	Does the document include the date of signature?	yes	no
Evidence of having carried out a transparent selection process	Which documents are attached?		



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General Procedure





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General Procedure

Call for applications at the Partner University

- The partner universities will prepare their own mobility calls where they will respect the requirements of the UCA and may establish their own requirements.



General Procedure

Dissemination, dissemination, and more dissemination

- The partner University would need to send proof of having carried out a transparent selection process



General Procedure

Management of Applications

- 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".



General Procedure

Applicants selection

- The partner universities will choose among their applicants for Teaching and Training stays, with the highest score, according to the established scale, which should have been duly announced in the mobility call text published by each university.



General Procedure

Submission of the Nominations to UCA

- The partner universities will send the required documents to the following e-mail address: staff.in@uca.es until 15 October 2021
- 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.





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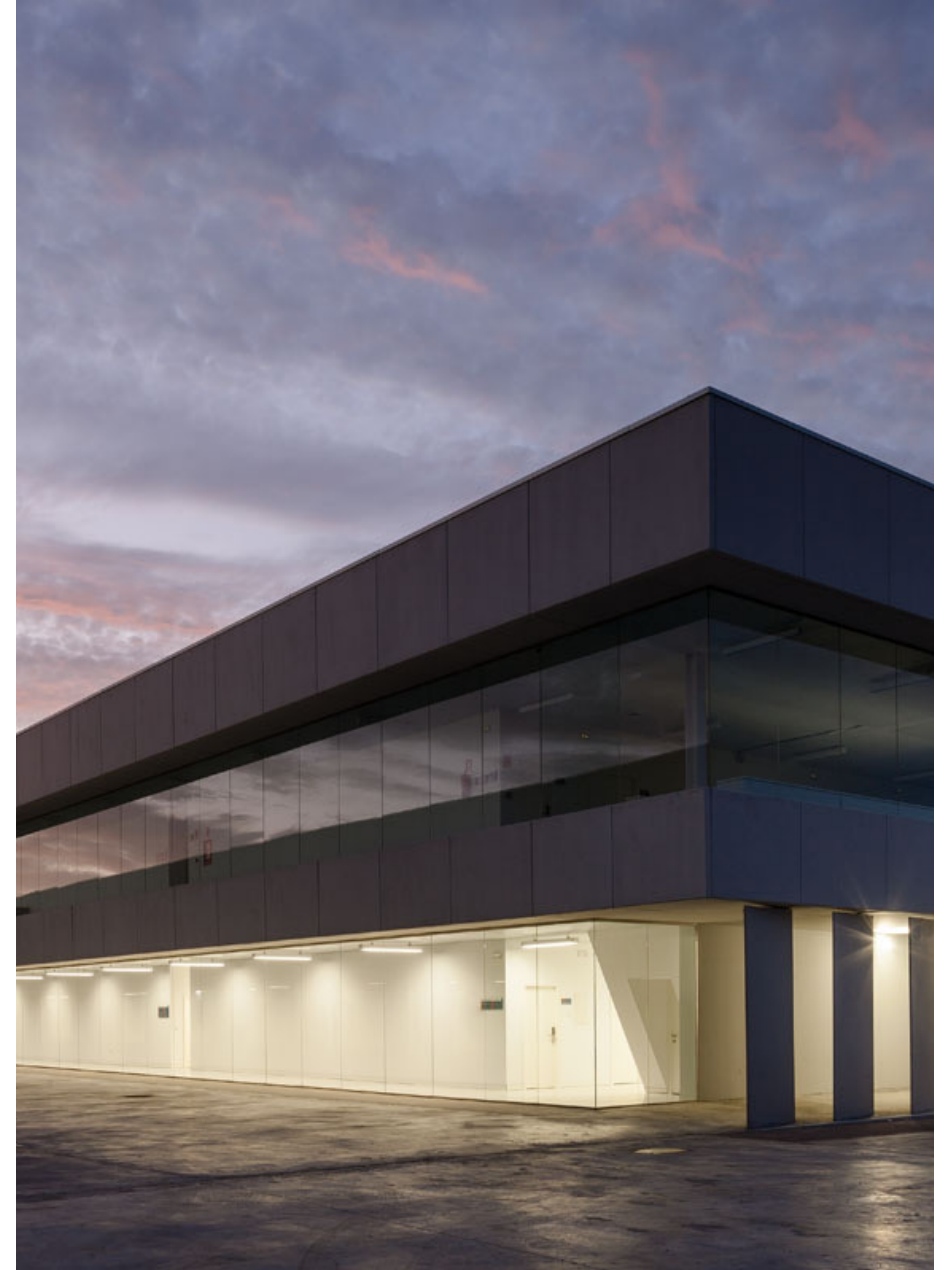
Mobility Agreement



Management of the Mobility Agreement

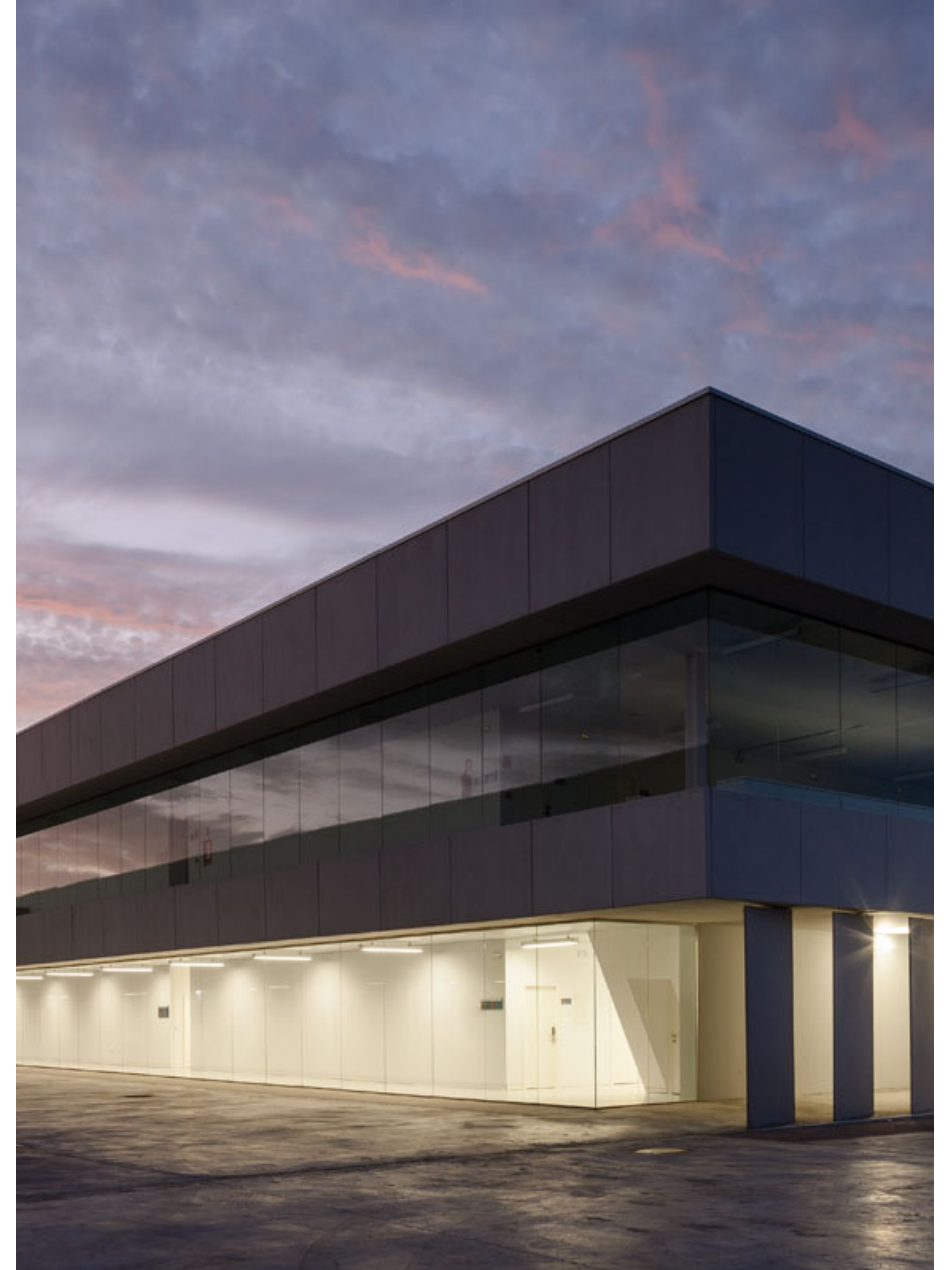
How to proceed to get the MA signed

1. **Check the list** of Visiting Professors offers or Visiting Staff offers (as appropriate) in order to find an activity that meets your interests and requirements
2. **Contact the UCA staff** listed as “contact” in the corresponding offer, sending them your manifestation of interest in participating in the activity, your CV, and a draft of the Mobility Agreement (MA)
3. It will be **up to the person in charge** at UCA (“contact”) to agree with the visiting staff on the necessary elements of the Mobility Agreement. Once agreed, he/she will sign and send it to the applicant.
4. The visiting staff member **must participate in the selection process** determined by his/her Home University.



Management of the Mobility Agreement

- Detailed procedure: <https://internacional.uca.es/programme-for-visiting-and-teaching-staff-at-the-university-of-cadiz-academic-year-21-22/>
- **IMPORTANT:** candidates with a signed Mobility Agreement may not be finally admitted for a stay at the UCA for two main reasons:
 1. The candidate is not selected by his/her Home University to be part of the list of nominated persons.
 2. 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.





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THANK YOU VERY MUCH

QUESTIONS TO: staff.in@uca.es

