

We are pleased to inform you that the Call for Applications for Incoming students (SMS-in) to study at the University of Cadiz (UCA) for the second semester 2017-2018 has been recently published. You can see all the details of the Call on the official webpage of UCA <http://www.uca.es/ori/portal.do?TR=C&IDR=144>. The Call is published in Spanish, English, Russian and French. In the event of any inconsistency in the translations of the Call, the Spanish version will prevail.

Some details about the Call:

1. Who can participate in this programme?

Students from Bachelor, Master and PhD degrees officially enrolled at the Partner Universities of UCA can participate in this programme if they have passed 60 credits ECTS. In other words, students from the 2nd, 3rd, 4th and 5th years of Bachelor studies; Master and PhD students.

2. Important dates:

This Call is offered to students who want to study at UCA during the spring of 2017-2018 (**February-July 2018**).

Deadline: 7th of November 2017 – the Partner University should send to UCA the Nomination Letter (Annex V) signed and stamped. Please, send the PDF version (with the stamp and the signature of the responsible of your University) and an Excel document with the names of the nominated candidates (without signature).

Deadline: 17th of November of 2017 – **students** should send the online application/registration form with all the attached documents

and the **Partner University** should sent to UCA an email with all the scanned documentation of the students.

3. Are there courses taught in English at UCA?

Yes, but the offer in English is very limited and it only exists only in some degrees.

UCA has a wide offer of courses, see **Annex II Courses**. These are pre-graduate and master degree courses taught in the second semester. They are divided into degrees with indication of the language of teaching. There is also a list of research lines for PhD students.

Unfortunately, the academic offer in English is very limited; this is the reason why we strongly recommend students and coordinators from the Partner Universities to select the courses accordingly.

If students or coordinators have any question about the courses or the language in which they are taught, please, contact directly the Coordinator of the Centre (Faculty) of UCA (Attached document “**Información Centros de la UCA**”).

4. Do you accept “non official” Language Level Certificates?

Yes, we do accept, as in previous years, all types of Language Level Certificates: TOFEL, Cambridge, PLIDA, Cervantes, etc. and Certificates issued by Academies, Language Centres or the Partner Universities.

5. Who nominates students?

The selection and nomination of students is carried out by the Home (Partner) University. UCA will respect this decision.

6. Will UCA select students in each country?

No. UCA will not select or nominate students. UCA will admit the students nominated by Partner Universities, if the Learning Agreement of the student is accepted by academic coordinators at UCA (Coordinator of UCA Colleges). The number of students with full scholarships has been indicated to each Partner University as “distribution of the grants” and sent by email at the end of September – beginning of October 2017.

7. How many students can partner Universities nominate?

Partner Universities can nominate the number of student that is indicated in the Interinstitutional Agreement previously signed. In the case of new partner Universities, all the information about the Interinstitutional Agreement will be sent as soon as possible.

UCA guarantees the number of full grants agreed by email as “distribution of the grants”. The difference between the number of grants indicated in the the Interinstitutional Agreement and the grants indicated in “distribution of grants” could be covered by “zero” grants. (See point III.C of UCA’s Call)

New partner Universities that have not signed the Interinstitutional Agreement yet, can also apply for “zero” grants, if they are interested. The new partner Universities will be informed about the number of “zero” grants available to them.

8. If I have any question, who can I write to?

If you are a member of **Staff** of the Partner University, please write to gestion.ka107@uca.es

If you are a student, please, write to erasmus.ka107.incoming@gm.uca.es.

Please, write only to one of the email addresses.

We strongly invite coordinators to pick up all the students' questions and ask them as a list. We have 86 partner Universities, so it may be difficult for us to answer all the students' questions on time.

9. What does the grant include?

All the information about the amount of the grant is indicated in point I.B. of UCA's Call.

10. Do I need to have a bank account in Spain in order to receive the grant?

No. The amount of the grant will be payed by check in 2 times. For more information, please, see point IV of UCA's Call.

11. If my Home University does not include me in the Nomination Letter, can I participate to the Call?

No. The Erasmus+ KA107 Programme is a programme of cooperation between Universities, so UCA can not accept student that have not been nominated.

12. Step by step instruction:

1. UCA publishes the Call.
2. UCA informs Partner Universities about the Call.
3. Partner Universities should confirm the reception of the Information.
4. Partner Universities make their own Call based on UCA's Call.
5. Partner Universities publish the Call and spread the information in their University and in Mass media.
6. Partner Universities establish the deadline for application; this internal deadline should be **before the 7th November 2017**.
7. Partner Universities select and nominate students according to the criteria established in UCA's Call (Point III.A).
8. Partner Universities fill the Nomination Letter in (**Anexo V**). For more information, please, see point III.A.
9. Partner Universities send Nomination Letters as a PDF file (with the stamp and the signature of the Partner University) and an Excel file (only with the information needed, without stamps or signatures) to gestion.ka107@uca.es by **the 7th of November 2017**.
10. UCA will contact the nominated students appearing on the list of the Nomination Letter and inform them about the process of the online

registration, as well as the documents they have to attach during their online registration. **The 5 required documents are listed** in the point II.B of UCA's Call.

11. The International Office of the Partner Universities should establish the deadline of the submission of all the required documents (point II.B). **This deadline should be before the 17th of November 2017.**
12. Students must fill the online registration in and attach the required documents **by the 17th of November 2017.** They should do it all as an online registration. **UCA's international Office will not accept scanned documents sent by students.**
13. If Students have any problem while filling in the form or attaching the documents, they should write about the problem to erasmus.ka107.incoming@gm.uca.es.
14. Students should hand in all the needed documentation (point II.B of UCA's Call) to the International Office of the Partner University by the deadline established by the partner University.
15. The International Office of the Partner University should scan all the documents as one file for each student (one PDF per student) and name it as "surname, name of the nominated student" (in Latin alphabet, as in the international passport).
16. The International Office of the Partner University must send the scanned documents to gestion.ka107@uca.est **by the 17th of November 2017.**
17. UCA will confirm the reception of documents.
18. UCA will register and review documents.
19. UCA will publish a Provisional list of admitted documents and excluded documents with the reason of the exclusion.
20. UCA will inform the Partner Universities about the Provisional resolution.
21. Students will have 10 workdays in order to amend documents.
22. Students must send the amended documents to erasmus.ka107.incoming@gm.uca.es
23. UCA will examine all the amended documents.
24. The International Office of UCA will send the Learning Agreements of the nominated students and the Language Level Certificates to the academic coordinators (Coordinator of the College or Faculty at UCA).
25. Academic coordinators will examine the Learning Agreements and the Language Certificates.
26. Academic coordinators at UCA will send back to the International Office of UCA all of the student's documents and will indicate if they accept or refuse the nominated students.
27. In mid December UCA will publish the Definitive list of granted and "zero" granted students and another list of excluded students.



28. UCA will inform Partner Universities about the publishing of the Definitive List.
29. Granted students must accept the grant by writing an email to erasmus.ka107.incoming@gm.uca.es.
30. UCA will send the granted students an Invitation Letter and the signed Learning Agreement in order for students to apply for visa.
31. Students must apply for **student** visa in the corresponding Embassy or Consulate of Spain.
32. UCA's responsibilities are indicated in point IV.
33. Students' responsibilities are indicated in the point V.