

CALL FOR MOBILITY FOR THE CONDUCT OF STAYS FOR THE PURPOSE OF TRAINING, AT THE UNIVERSITY OF CÁDIZ, IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS + KA107

(Academic year 2019-2020)

I. GENERAL INFORMATION

I.A PURPOSE

The *Erasmus+ Staff Mobility for Training* programme provides training opportunities for the teaching and administration staff members of partner universities at the University of Cádiz (hereinafter UCA) during the second semester of the academic year 2019-2020.

The teaching and administration staff members of this mobility program will receive a grant, could meet their colleagues from the UCA in order to discuss issues related to the collaboration between the universities, exchange experiences and opinions. The teaching and administration staff members may also make use of all the facilities available at the University of Cádiz with no additional fees (with the exception of any minor fees also applicable to the students, teaching and administration staff members of the UCA). All training activities approved in the Mobility Agreement and successfully completed will be fully recognized at the Home University. The Erasmus+ Programme offers the teaching and administration staff members a chance to gain cultural experience abroad, become familiar with other higher education systems and establish contacts with the counterparts of other countries, actively contributing to the process of international integration.

The *Erasmus + Staff Mobility for Training* does not cover all expenses but is merely a contribution to meet the additional costs during the stay abroad.

I.B DURATION OF THE STAY

The duration of a traineeship period, established for the associated countries in the Erasmus+ Programme Guide is 5 days.

I.C FUNDING

The grant includes:

- Individual support. An amount established according to the country of destination and the actual number of days spent at the Receiving Institution. In Spain the contribution is **160 euros per day**. The funding period includes 5 days of stay + 2 days of travel period (1 day for outbound and 1 day for inbound). The total funding period covers 7 days, corresponding to 1.120 Euros.
- An additional amount to cover travel expenses. This contribution is calculated based on the following distance bands:

Travel distance	Amount / Participant
Between 10 and 99 km	20 Euros
Between 100 and 499	180 Euros
Between 500 and 1999 km	275 Euros
Between 2000 and 2999 km	360 Euros
Between 3000 and 3999 km	530 Euros
Between 4000 and 7999 km	820 Euros
Between 8000 km or more	1,500 Euros

The amount will be calculated considering the distance between the city of the home university and the UCA. For this, you can use the application available in the following link:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm . The European Commission has provided a limited number of places with scholarships to each program. The UCA received 101 places offered to the associated countries according to the guidelines. Consequently, changes of the amount or transfers among different countries are not allowed. The list of grants can be checked under the *Erasmus+ Staff Mobility for Training* offered to each country can be found in **Annex I**.

I. D. APPLICATION PROCEDURE SCHEME AND RESOLUTION OF THE CALL

The UCA, partner universities and applicants will comply with the following schedule of this call:

1. The UCA will publish the call and notify the partner universities (**February 2020**).
2. The partner universities will prepare their own calls where they will respect the requirements of the UCA and may establish their own particular requirements.
3. The partner universities will publish in their respective web pages and announce in their university communities such particular calls.
4. Applicants from partner universities will provide all necessary documentation to their International Relations Office before the date established internally by it.
5. The partner universities will choose between their applicants to the PDI and PAS that obtain the highest score, according to the established rating, which

must have been conveniently announced in the text of the call published by each university.

6. The partner universities will send the selection letters (**Annex III**) both in PDF, signed and stamped, and in Excel format, to the following email address: **staff.in+training@gm.uca.es** until **March 20, 2020**.
7. The partner University commits to prepare with the applicant the Mobility Agreement for submission to the University of Cádiz through the link to the online application. In the case that they are different dates from the *International Staff Week* it must also be signed by the head of the centre of the University of Cádiz and contain its corresponding work program.
8. Once the selection letters of the partner universities have been received, the selected candidates will receive an email with instructions and a link to our online application so that they can complete their application and provide the individual documentation indicated in section IV of this call.
9. The UCA will publish a list of selected participants with the *Erasmus+ Staff Mobility for Training*
10. The UCA will send an invitation letter to the participants for the processing of the corresponding visa in their country of origin.
11. Participants will process the visa, will take out travel insurance (preferably the one contracted by the UCA with the ARAG company), they will look for accommodation, they will buy the tickets to get to Cádiz on time on their own.
12. The PDI and PAS may participate in the mobility *Erasmus+ Staff Mobility for Training* within the framework of the UCA International Week (**June 15-20, 2020**). In any case, all mobilities must have been executed before July 31, 2020.

II. REQUIREMENTS AND APPLICATION PROCEDURE

II.A. GENERAL REQUIREMENTS

The lecturer or administration and services staff must be hired by the Home University, which must be a partner university of the UCA within the framework of the Erasmus + KA 107 program, and work on it officially.

To facilitate the mobility of the program of *Erasmus+ Staff Mobility for Training* an International Week will be organized, which will be held **from June 15 to 20, 2020** at the University of Cádiz.

The provisional program of the international week can be found in **annex IV** of the call.

The possibilities of making the stay on other dates will be considered individually according to the requests of the interested parties. The UCA cannot guarantee the acceptance of mobilities on dates that do not coincide with the celebration of the UCA International Week.

The participant has to be shortlisted by the Home University to process their admission to the UCA.

The *Erasmus+ Staff Mobility for Training* grants **may be compatible** in the same academic year.

II.B. SELECTION PROCEDURE BY THE HOME UNIVERSITY

The entire pre-selection process at the Home University will meet the criteria of transparency and equal opportunities of the applicants. The specific criteria will be developed and published on the web pages of each of the Home Universities and will be disseminated through local and regional media.

Criteria that could be used for scaling

The Home University will present a list of shortlisted candidates according to the criteria established in the internal call of the Home University. It is recommended to use the following scaling criteria:

1. Accordance of the training programme with the Home University internationalization interests;
2. Added value of the mobility period;
3. Participation in an Erasmus+ program for the first time;
4. Participation in joint projects with the University of Cádiz.

Scale suggested by the University of Cádiz. If the partner university does not have an established rating for the selection of candidates, you can use the University of Cádiz as a reference

First, the adequacy of the proposal for the training period **(Mobility Agreement) of the participant will be evaluated.** This is an **essential requirement.**

1. The participants who take part in the Erasmus+ mobility for training at the UCA for the first time will receive 5 points.
2. The participants in possession of accredited language certificates (Spanish, English or French) will receive the following points:
 - a. B1- 1 point per language;
 - b. B2 - 1.5 points per language;
 - c. C1 or C2: 2 points per language.

3. Teaching staff members who take part in double-degree programmes or Erasmus Mundus programmes will receive 1 point.
4. The applicants who take part in joint projects with the University of Cadiz will receive 3 points.
5. Applicants with disadvantaged backgrounds and fewer opportunities will receive 2 points.

I.I.C NOMINATION PROCESS OF PARTICIPANTS OF THE HOME UNIVERSITY TO THE UNIVERSITY OF CÁDIZ

The Partner University must send to the University of Cádiz via email staff.in+training@gm.uca.es before **March 20** the Selection Letter (**Annex III**) to be sent in format PDF signed and sealed, accompanied by the Excel format.

This letter should include the following items

1. List of selected candidates with their valid email addresses;
2. The total number of points awarded to each candidate;
3. Names of the members of the Selection Commission and their positions;
4. List of criteria used in the selection;
5. Signature of the responsible person and stamp of the Home University.

I.I.D. “ZERO GRANT”

In case the number of applications exceeds the grants for each country, non-award applicants can apply for a “Zero Grant”.

“Zero Grant” applicants have the same rights and obligations as granted applicants, but they will not receive the Erasmus + Funding (neither European Union contribution, nor additional amount to cover travel expenses). The number of “Zero Grants” will be established by the University of Cadiz according to the availability of places in the programme.

III CALL RESOLUTION:

The UCA will publish on its official website the list of participants with the full grant and “Zero Grant” and will send to the selected participants the link to the online application to formalize the admission along with the necessary instructions.

IV ADMISSION FORMALIZATION PROCEDURE AT THE UNIVERSITY OF CÁDIZ.

The selected participants, at the time of completing the admission to the University of Cádiz through the online application must provide the following documentation:

1. Mobility Agreement (**Annex II**) signed by the applicant, the head of the Home University and the head of the UCA Centre where the stay is to be made. Only in the case of those attending the International Week, the signature of the head of the University of Cádiz will be managed directly by the UCA Internationalization Office.
2. Copy of passport. (outside)
3. Brief Curriculum Vitae (maximum 2 pages)

Important, **all documents must be completed with a computer, not manually.**

Certificate (if needed) 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 applicant may have. These documents must be sent by email to **staff.in+training@gm.uca.es**. The full description concerning the disadvantaged backgrounds can be consulted on the Erasmus + Programme Guide.

V. OBLIGATIONS OF THE UCA:

1. The University of Cadiz will send an acceptance letter and information package to the participants once all the applications have been received and analysed in detail, and the list of selected candidates has been published on the official web page of the University of Cadiz (**March-April 2020**).
2. 1. After the arrival the participants will receive an information package, internet username and other useful information, organized during the registration meeting of the International Week of the UCA.
3. The University of Cadiz will issue a personal cheque with the total amount of the grant which could be withdrawn immediately at one of the Santander Bank offices. The entire grant will be paid in a single payment (individual support and travel support).
4. 1. At the end of the mobility the International Relations Office of the University of Cadiz will provide all the participants with a Certificate of Stay within the *Erasmus+ Staff Mobilit*.

VI. OBLIGATIONS OF APPLICANTS.

1. Each Home University will establish an internal deadline for the submission of applications in order to collect all the documents and nominate the selected participants in time by **March 20, 2020**
2. The applicants must have the corresponding level of Spanish/English/French (the international language certificate accreditation is not required) in order to be able to communicate with the counterparts of the University of Cadiz.

3. Once accepted by the University of Cádiz the applicant has to sign a Grant agreement (an e-mail with detailed instructions will be sent to the selected participants).
4. The participant has to apply for the visa in his/her home country. The University of Cádiz will send an acceptance letter in due time for this purpose.
5. The participants assume all the travel expenses and will have enough means to be able to afford the first days of stay in Spain before he/she receives the grant.
6. The participant is responsible to buy his/her health insurance and bear the costs. A copy of the health insurance (preferably the one contracted by the UCA with the company ARAG) must be handed in during the registration meeting of the International Week of the UCA.
7. The participant is in charge of organizing his/her own accommodation.
8. The selected participants will take part in all activities organized within the frame of the International Week of the University of Cadiz, indicated in the Mobility Agreement.
9. The participants must stay at the University of Cadiz at least 5 working days to be considered an Erasmus + Staff Mobility for Training participant. Otherwise he/she will have to pay back the full amount of the grant and the travel expenses.

VI. DISSEMINATION OF INFORMATION

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

VIII. DATA PROTECTION

In compliance with article 11 of Organic Law 5/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights, which regulates the right to information in the collection of data, it is informed that The personal data will be processed by the University of Cádiz in its capacity as responsible for the treatment in order to perform the administrative management and enrolment of students, Teaching and Research Staff and administration and services staff for mobility programs with universities or foreign companies .

Those interested can exercise the following rights: access, rectification, opposition, deletion, limitation, portability and not be subject to automated individual decisions, including the elaboration of profiles, as well as to file a claim with the Delegate of Data Protection of the University of Cádiz or before the “Transparency and Data Protection Council (<https://www.ctpdandalucia.es/es>)”.

IX. PROMOTION OF GENDER EQUALITY

Under Law 3/2007, of March 22, for the effective equality of women and men, as well as Law 12/2007, of November 26, for the promotion of gender equality in Andalusia, all references that are found in this Resolution referring to student (s) and whose gender is male they are referring to the unmarked grammatical gender, including, therefore, the possibility of referring to both women and men.

Cádiz, January 10, 2020

Rafael Jiménez Castañeda

Vice-rector for Internationalisation

BY DELEGATION OF SIGNATURE Resolution UCA / R84REC / 2019 of July 29.