

CALL FOR STAFF MOBILITY FOR TEACHING AT THE UNIVERSITY OF CADIZ IN THE FRAME OF THE EUROPEAN PROGRAM ERASMUS+ KA107

(Academic year 2019/2020)

I. GENERAL INFORMATION

I.A. PURPOSE

The *Erasmus + Staff Mobility for Teaching programme* offers lecturers from partner universities, the possibility of carrying out a Teaching stay at the University of Cádiz (hereinafter the UCA) during the second semester of the 2019-2020 academic year.

This program promotes the exchange of knowledge and teaching practices and experiences through the use of different teaching methods that will allow students who do not have the possibility to participate in Erasmus + mobility to benefit from the knowledge of the academic staff of the foreign institutions of higher education (*internationalization at home*). The program *Erasmus+ Staff Mobility for Teaching programme* also offers lecturers the possibility of increasing their intercultural competencies and experiences abroad, knowing other Higher Education systems and contributing, in this way, to the international integration process. They will have the opportunity to strengthen academic and scientific ties with colleagues at the UCA, discuss collaboration issues between universities and exchange opinions

During their stay, lecturers may use the facilities offered by the UCA without additional costs (with the exception of any minor fees also applicable to the students and teaching staff of the UCA).

Lecturers who participate in this Mobility program will enjoy financial assistance. They assume the commitment of teaching a minimum of 8 hours at the UCA. All Teaching activities approved in the Mobility Agreement and carried out in an effective way will be fully recognized at their home university.

The *Erasmus + Staff Mobility for Teaching grant* does not cover all expenses and is merely an aid to confront the additional costs during the stay abroad.

I.B. DURATION OF STAY

The period of stay for the partner countries of the programme, as indicated in the Programme Guide Erasmus +, is 5 days.

In any case, teaching activities must comprise a minimum of **of 8 teaching hours per week**.

I.C. FUNDING

The grant includes:

- A contribution from the European Union (*individual support*). The amount is established according to the country of destination and the actual number of days of stay at the Receiving Institution. In Spain the monthly contribution corresponds to **160 euros per day**. The funding period is 5 days of stay + 2 days of travel (1 day one way and 1 day back). A total of 7 days will be fund by an amount of 1,120 euros.
- Additional contribution to cover travel expenses (*travel support*). 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 taking into account 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 offered a limited number of grants to each programme. The UCA received 71 places offered to the associated countries according to the rules of the European Commission. No change of the amount or transfer between different countries will be allowed. The list of grants for each country under the *Erasmus + Staff Mobility for Teaching* 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 adhere to the following schedule of the call:

1. The UCA will publish the call and notify the partner universities (**February 2020**).
2. The partner universities will elaborate their own calls where they will respect the UCA requirements 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 the International Relations Office of the Home University before the internal deadline, established by the Home University.
5. The partner universities will select among the candidates the lecturers who obtain the highest score, according to the criteria established and announced in the text of the call of the partner universities.
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+teaching@gm.uca.es until March 20, 2020.**
7. Once the selection letters from the partner universities are received, the selected candidates will receive an email with instructions and a link to our online application so they can complete their application and provide the individual documentation indicated in section IV of this call.
8. No application will be accepted without the Mobility Agreement duly signed and stamped by the head of the center of the University of Cádiz, the applicant and the partner university. The list of Faculty Coordinators can be found in Exhibit IV.
9. The UCA will send invitation letters to the participants for the processing of the corresponding visa in their country of origin.

II. REQUIREMENTS AND APPLICATION PROCEDURE

II.A. GENERAL REQUIREMENTS

The lecturer must be hired by the Home University, which must be a partner university of the UCA within the Erasmus + KA 107 frame, and work on it officially.

The mobility of the program of *Erasmus + Staff Mobility for Teaching* will be organized by giving lectures in the regulated subjects of the UCA and in the specific seminars organized by the UCA, in general the mobility will take place before **30 of June 2020**, to carry out mobility with a later date, the Vice-Rector of Internationalisation must approve.

The list of UCA degrees can be consulted in the "studies" menu of the UCA website <https://www.uca.es/>

The participant must be selected by the Home University to be able to present their admission to the UCA.

The Erasmus + Staff Mobility for training and the Erasmus + Staff Mobility for teaching grants may be compatible **within the same academic year**.

The *Erasmus + Staff Mobility for training and the Erasmus + Staff Mobility for teaching grant holders of the UCA*, whose resolutions came out in the academic year 2017-2018 and have not done yet the planned stay, will not be able to participate in this call.

II B. SELECTION PROCEDURE BY THE HOME UNIVERSITY

The entire pre-selection process at the Home University will follow the criteria of transparency and equal opportunities for all applicants. The specific criteria will be developed and published on the webpages of each Home University and this information will be disseminated in the local and regional media.

Criteria that could be used for scaling

The Home University will provide a selection of candidates according to the criteria established in the internal call of the Home University. It is recommended to adhere to the following scaling criteria:

1. Adaptation of the teaching program with the Home University internationalisation interests.
2. Added value of mobility;
3. Participation in a Erasmus + Stay for the first time;
4. Participation in common projects with the UCA.

If the partner university does not have an established scaling criteria for the selection of candidates, they can use the University of Cádiz criteria as a reference

Scaling criteria suggested by the University of Cádiz

1. Participants who complete their first teaching stay in the framework of the Erasmus + Staff Mobility for Teaching at the UCA will receive 5 points.
2. Participants in possession of accredited language certificate (Spanish, English, French, other) 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. Lecturers who teach in double degree or Erasmus Mundus will get 1 point.
4. Applicants participating in common projects with the UCA will get 3 points.
5. Participants with disadvantaged backgrounds and fewer opportunities will receive 2 points.

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

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

This letter will include the following points:

1. List of selected participants with their corresponding valid email addresses;
2. Total number of points obtained for each of the nominated participants and their corresponding emails;
3. Names of the members of the Selection Commission;
4. List of criteria used in the selection;
5. Signature of the Responsible and seal of the Home University.

II.D. "ZERO GRANT"

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

Participants with “Zero Grant” will have equal rights and obligations as granted participants, but will not receive Erasmus + funding (neither individual support nor travel assistance). The UCA will establish the number of “Zero Grants” based on the availability of the program.

III RESOLUTION OF THE CALL

The UCA will publish on its official website the list of granted and "Zero granted" participants and will send them the link to the online application to formalize the admission along with the necessary instructions.

IV ADMISSION PROCEDURE AT THE UNIVERSITY OF CÁDIZ.

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

1. Please note that all documents must be typewritten.
2. Mobility Agreement (**Annex II**) signed by the applicant and the head of the Home University. The signature of the responsible of the centre at the University of Cádiz will be managed directly by the UCA, but the acceptance letter will not be issued until the signature process is completed.
3. Copy of passport (outside)
4. Brief Curriculum Vitae (2 pages maximum)

In addition, if necessary, a certificate from the Home University must be provided by email to **staff.in+teaching@gm.uca.es** with information of disadvantaged backgrounds and fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, obstacles of a social nature, geographical obstacles). The

full description of the disadvantaged background can be found on page 12 of the Erasmus Guide +

V. OBLIGATIONS OF THE UCA:

1. The UCA will send an acceptance letter and an information package to the participants once their applications have been received and analysed.
2. After the arrival, participants will receive an informative package, internet password and useful information when registering at the UCA Office of Internationalisation.
3. The UCA will issue a check for your immediate and personal collection at any Santander Bank office. The entire grant (individual support and travel assistance) will be paid.
4. At the end of mobility, the Office of Internationalisation will provide participants a Certificate of Stay within the Erasmus + *Staff Mobility for Teaching programme*.

VI. OBLIGATIONS OF PARTICIPANTS

1. Each Home University will establish a deadline for submitting applications before **20 March 2020** to be able to collect and select participants on time.
2. Participants must have the corresponding level of Spanish / English / French (accreditation with international certificates is not required) in order to communicate with the professors and the administration staff of the University of Cádiz.
3. Once accepted by the UCA, the participant will have to sign the Grant Agreement (the UCA will send the participants all the necessary information about this process).
4. The participant will apply for a visa in his/her home country. For this purpose, the UCA will provide an invitation letter.
5. The participant will assume the travel expenses and will have enough money to afford his/her expenses in Cádiz during the first days of their stay until they receive the grant.
6. Participants will hire and bear the costs of travel insurance. The copy of the travel insurance will be handed in during the registration meeting on the first day of their stay at the UCA.
7. The participant will be responsible of his/her own accommodation.

8. The participant will teach a minimum of 8 hours per week of teaching. If the mobility lasts more than one week, the minimum number of teaching hours of an incomplete week will be proportional to the duration of that week.
9. Participants must remain at the UCA for a minimum of 5 working days to be considered participants of the Erasmus +*Staff Mobility for Teaching programme*. Otherwise, the participant will have to return the entire grant (individual support and travel assistance).

VII. DISSEMINATION OF INFORMATION

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

Cádiz, xx of January 2020

Rafael Jiménez Castañeda

Vice-rector for Internationalisation

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