

VICERECTORATE OF INTERNATIONALIZATION

International Credit  
Mobility (KA107/171)  
Visiting Professors and  
Administrative Staff  
Program

INTERNATIONALIZATION OFFICE



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# Objectives, Mobility Types and Financial support





# Objectives

- Acquisition of knowledge or know-how from experience and good practice  
Acquérir la maîtrise de nouvelles techniques
- Meet counterparts and encourage academic exchanges
- Strengthening teaching skills
- Acquisition of practical skills
- Discover another culture and other ways of functioning
- Practice a foreign language





# Types of mobility

## Teaching Mobility (STA)

- Aimed at teachers
- 5 working days
- Provide a minimum of 8 hours of lectures





# Types of mobility

## Training Mobility (STT)

- Aimed at teaching or administrative staff
- 5 working days
- Activities: International Staff Week, Jobshadowing, Workshops, etc





# Financial support

## Contribution to Travel Costs

- Travel expenses are calculated based on the distance between the place of administrative residence of the University of origin and the place of destination
- The amount allotted covers the contribution for a round trip





# Financial support

## Contribution to Travel Costs

Distance covered	Amount/Participant
Between 10 and 99 Km	20 Euros
Between 100 and 499 km	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
8000 km or more	1.500 Euros





# Financial support

## Contribution to Stay Costs

- 160 €/day
- 5 days of stay
- 2 travel days







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Before



# Application

- Launch of the call for applications
- Identify an activity:
- Catalogue of courses open to international teachers (STA)
- Catalogue of activities open to international staff (STT)
- Contact the University of Cadiz coordinator of the course or activity
- Sign the Mobility Agreement
- Submit the application form to your University
- Participate in the internal selection process
- Nomination by the home University





# Preparation

- Registration on the website of the University of Cadiz, providing:
  - Mobility Agreement
  - Copy of the Passport
  - Insurance. Guarantees
    - Hospitalization expenses
    - medical expenses
    - Civil liability
    - Repatriation assistance
- The UCA sends the invitation letter to the participant
- Arrange an appointment with the Internationalization Office on the first day of the stay





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During





# Upon arrival

- Registration
- Signature of the Grant Agreement
- Reimbursement of the grant's amount



# During the period of the stay

- Development of the activities planned by the Mobility Agreement





# At the end of the stay

- Retrieve the Certificate of Participation
- Fill in the mandatory online report ([replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu))





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coming back home







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# À votre retour

*Share your experience with your colleagues*





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# Merci beaucoup

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