

The Spanish version shall always prevail in case of any discrepancy or inconsistency between the Spanish version and its English translation

CALL FOR MOBILITY TO CARRY OUT A TRAINING STAY AT THE UNIVERSITY OF CADIZ, WITHIN THE FRAMEWORK OF THE EUROPEAN ERASMUS+ PROGRAMME KA171 – LIDERAFRICA

(Academic course 2023-2024)

I. GENERAL INFORMATION

I.A. OBJECTIVE

The Erasmus + Staff Mobility programme for training and teaching purposes offers the Teaching and Research Staff (PDI) and Technical Management, Administration and Services Staff (PTGAS) of the partner universities the possibility to carry out a training and teaching stay in one of the Spanish institutions of the Consortium: University of Cadiz (hereinafter UCA), University of Huelva (hereinafter UHU), University of La Laguna (hereinafter ULL), University of Las Palmas de Gran Canarias (hereinafter ULPGC) and Casa África (hereinafter CA). However, the partners of the Consortium, following the work scheme established in the KA171 mobility project proposal submitted, agreed that the first of these calls would be for a single activity, which will take place in Cadiz, from 8 to 12 July 2024. The activity will be addressed to the staff of the African partner universities (hereinafter UAFs) involved in the management and organisation of the mobilities in their universities and will aim to inform them about the LiderAfrica programme as well as the management mechanisms and procedures that will be implemented for the execution of the funded projects.

The beneficiaries of this Mobility programme will benefit from a financial support that will allow them to develop the collaboration between their home university and the LiderAfrica Consortium, acquire specific professional skills, exchange ideas and/or best practices. They will be able to use the facilities offered by the LiderAfrica Consortium institutions at no additional cost (excluding the small fees that also apply to official students and teaching and administrative staff of the LiderAfrica Consortium institutions). All Training activities approved in the Mobility Agreement and successfully completed will be fully recognized at the home university, which assumes this commitment by participating in the programme. The Erasmus+ programme offers the PDI and PTGAS the possibility to increase their intercultural skills and experiences abroad, to get to know other Higher Education systems and to establish contact with the teaching, research, and administrative staff of other countries, thus contributing to the process of international integration.

The *Erasmus+ Staff mobility for training and teaching purposes* grant does not cover all costs and is merely a contribution to cover costs during the stay abroad.

I.B. PERIOD OF STAY

The period of stay for Programme Partner Countries, as indicated in the Erasmus+ Programme Guide, is 5 days.

The activity offered to the participants in this call will be the International Staff Week "Navigating LiderAfrica: Calls, Procedures, and Tools for your University", and will take place at the UCA Cadiz Campus from 8 to 12 July 2024.

I.C. FUNDING

The grant includes:

- Individual support. The amount is established according to the country of destination and the effective number of days of the stay at the host university. In Spain, the contribution is **160 euros per day**. The fundable period is 5 days of stay + 2 days of travel (1 day outward and 1 day return). In total 7 days are eligible for funding, for an amount of 1,120 euros.
- Additional support for travel expenses. This contribution is calculated according to the following distance ranges:

Distance of travel	Standard Travel - Amount	Green Travel - Amount
Between 10 y 99 km	23 euros	
Between 100 y 499 km	180 euros	210 euros
Between 500 y 1999 km	275 euros	320 euros
Between 2000 y 2999 km	360 euros	410 euros
Between 3000 y 3999 km	530 euros	610 euros
Between 4000 y 7999 km	820 euros	
Between 8000 km or further	1.500 euros	

The fee will be calculated considering the distance between the city of the home university and the UCA. To do so, you can use the following website available at this link: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Green travel is defined as using low emission means of transport on the main leg of the journey, e.g. bus, rail, carpooling. A boat is not considered as green transport. This may be supported by a sworn declaration signed by the person receiving the subsidy together with boarding passes, transport tickets, or toll receipts, for example.

Those who intend to make use of the ecological trip must inform the University of Cadiz at least one month before the start date of their stay. To do so, it will be necessary to send an email to the following address: liderafrica.hed130@uca.es, indicating: means of ecological

transport to be used, distance to be covered by an ecological mean of transport, and documentation to be provided on arrival to accredit it.

Where necessary and duly justified, the eco-trip may entail the inclusion of up to two additional days for individual support.

Where fully justified, these amounts could be increased by the amounts established for inclusion support (II. B).

I.D. APPLICATION PROCEDURE FOR THE GRANT AND THE RESOLUTION OF THE CALL.

The UCA, the Universities of the LiderAfrica Consortium, the partner universities and the applicants will comply with the following timetable of the present call:

1. The LiderAfrica Consortium will publish the call and will notify the partner universities (April 2024).
2. The partner universities will draw up their own calls, in accordance with LiderAfrica's requirements and may establish their own particular conditions.
3. The partner universities shall publish on their respective websites and announce in their academic communities such individual calls for applications.
4. Applicants from partner universities shall provide all the necessary documentation to their International Relations Office before the date established internally by the Office.
5. The partner universities shall select from among their applicants the Academic and Management Staff who have obtained the highest scores, in accordance with the established ranking, which must have been duly announced in the text of the call for applications published by each university.
6. The partner universities will send **the required documentation** (see section IID) to the following e-mail address: liderafrica.hed130@uca.es **until 20 May 2024**.
7. Once the documentation received from the partner universities has been received and verified, the University of Cadiz, on behalf of the LiderAfrica Consortium, will issue a selection resolution with **the chosen candidates**, who will receive an email with instructions on how to proceed.

At least 30 days before the start of their stay, the selected person must contact the University of Cadiz at liderafrica.hed130@uca.es to initiate the admission process, where they must provide the individual documentation indicated in section IV of this call.

8. The UCA, on behalf of LiderAfrica, will send a letter of invitation to the participants for the processing of the respective visa in their country of origin.

9. Participants will be responsible for arranging their visa, accommodation, and travel management to arrive at the scheduled activity from 8th to 12th July with the necessary advance notice. However, the UCA will offer participants the possibility to stay in its university residence with special prices for the University community.
10. The University of Cadiz will oversee contracting the necessary travel and health coverage for the mobility period.
11. All mobilities must be implemented from 8 to 12 July 2024.

II. REQUIREMENTS AND APPLICATION PROCEDURE

II.A. GENERAL REQUIREMENTS

The applicant Teaching and Research Staff or Technical, Management, Administration and Services Staff must be employed and officially working at the Home University, which must be a partner university of LiderAfrica in the framework of the Erasmus+ KA 171 programme.

All incoming grantees at the University of Cadiz during the academic year 23/24, will be to participate in the International Staff Week "Navigating LiderAfrica: Calls, Procedures, and Tools for your University", whose programme will be published on the website of the Vice-rectorate for Internationalisation: <https://internacional.uca.es> and on the website of LiderAfrica: <https://liderafrica.org>. Any nomination that does not meet this requirement will not be accepted.

The participant must be nominated by the home university and selected by the LiderAfrica Consortium to apply for admission at the UCA.

II.B. SUPPORT FOR INCLUSION

The "Inclusion Support" is a financial grant to cover additional costs for students and staff with fewer opportunities participating in mobility activities under the Erasmus+ Programme.

To be eligible for this support, participants must have a recognised and legally qualified disability of 33 per cent or more, or suffer from physical, mental or health problems, duly accredited by the corresponding medical certificate. The documentation must be in Spanish or translated into Spanish by a sworn translator unless the documentation is in English.

The amount shall cover 100% of the real (or effective) eligible costs claimed, related to their disability or to their physical, mental or health problem, and on condition that they are not covered through the budget categories "travel" (if relevant) and "individual support".

Those participants who request to be included in the inclusion support category must apply to the University of Cadiz via email liderafrica.hed130@uca.es at least 30 days before the start of the mobility.

II.C. SELECTION PROCEDURE BY THE HOME UNIVERSITY

The entire pre-selection process at the Home University will comply with the criteria of transparency and equal opportunities for applicants. Specific criteria will be elaborated and published on the websites of each of the Home Universities and disseminated through local and regional media.

Criteria which may be used for the grading.

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

1. Candidates' involvement in the management of incoming and outgoing mobilities at their home university;
2. Added value of mobility;
3. Undertaking the Erasmus+ stay for the first time;
4. Support for inclusion.

In case the partner university does not have an established scale for the selection of candidates, it can use as a reference the scale provided by the LiderAfrica Consortium, detailed below:

1. Participants who, in the normal course of their work, engage in the planning, organisation or management of international mobilities, will be awarded **6 points**.
2. Participants with an accredited language certificate (Spanish, English) will be awarded 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. Participants undertaking an Erasmus mobility for the first time will be awarded **1 point**.
4. Applicants participating in joint projects with one of the Spanish LiderAfrica partners will be awarded **2 points**.

5. Participants from disadvantaged backgrounds and with fewer opportunities will receive **2 points**.

II.D. NOMINATION PROCEDURE OF PARTICIPANTS FROM THE PARTNER UNIVERSITY TO THE UNIVERSITY OF CADIZ

The partner university must send the following documentation to the University of Cadiz by email to liderafrica.hed130@uca.es before 20 May 2024:

1. Letter of (pre) Selection (**Annex II**) to be submitted in PDF format, signed, and stamped, together with the Excel format.

This document shall include the following points:

- A list of selected participants with their corresponding valid e-mail addresses;
- Total number of points obtained by each of the nominated participants;
- Names of the members of the Selection Committee and their positions;
- List of criteria used for selection;
- Signature of the person in charge and stamp of the Home university.

2. Proof of having developed a transparent selection process.

II.E. "ZERO SCHOLARSHIP"

In case the number of applications is higher than the number of scholarship places allocated to each country, non-successful participants can apply for a "Zero Scholarship".

Participants with a "Zero Grant" will have the same rights and obligations as participants with a full grant but will not receive Erasmus+ funding (neither individual support nor travel support). The number of "Zero Grants" will be established by the LiderAfrica Consortium according to the availability of the programme.

III RESOLUTION OF THE CALL:

The LiderAfrica Consortium will publish on its official website the list of participants with full scholarship and "Zero Scholarship" and will send to the selected participants an email with instructions on how to proceed to organise their visit at the University of Cadiz. In parallel, the institutions of the LiderAfrica Consortium will disseminate the whole procedure through their official websites.

IV PROCEDURE FOR FORMALISING THE ADMISSION TO THE UNIVERSITY OF CADIZ.

At least 30 days before the start of the stay, the selected person must contact the University of Cadiz at liderafrica.hed130@uca.es to start the admission process. Selected participants will receive a link to the online application where they must provide the following documentation:

1. Mobility Agreement (**Annex I**) signed by the applicant, the person in charge at the home university and the person in charge at the UCA for the International Staff Week "Navigating LiderAfrica: Calls, Procedures, and Tools for your University".
2. Copy of passport.

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

In addition, in case of need, a certificate from the sending university with information about the status of a participant with fewer opportunities must be sent by email to liderafrica.hed130@uca.es at least 30 days before the start of the mobility.

V. UCA'S OBLIGATIONS:

1. The LiderAfrica Consortium, once the nominations from the partner universities have been received and reviewed, will publish a list of the successful applicants on the official website of the University (**first week of June 2024**).
2. At least 30 days before the start of the stay, the selected person must contact the University of Cadiz through the email liderafrica.hed130@uca.es to start the admission process. From that moment on, the UCA will send a letter of invitation and a copy of the insurance to the participants who have initiated the process.
3. Upon arrival, participants will receive an information pack, internet password and other useful information.
4. The UCA will issue a bank check to be cashed immediately and personally at one of the offices of Banco Santander. The entire scholarship will be paid in a single payment (the individual support and the travel grant).
5. At the end of the mobility, the Internationalization Office will provide the participants with their Learning Accomplishment Reports, in the framework of the *Erasmus+ Staff Mobility for training purposes*.

VI. OBLIGATIONS OF APPLICANTS.

1. Each home university shall set a deadline for the submission of applications by **20th May 2024**, to be able to collect and select participants in time.
2. Participants will have an adequate level of English to be able to participate in the International Staff Week "Navigating LiderAfrica: Calls, Procedures, and Tools for your University".
3. Once accepted by the LiderAfrica Consortium, the participant will have to sign the Grant Agreement. The UCA will send to the participants all the necessary information about this process.
4. The participant will apply for the visa in their country of origin. For this purpose, the LiderAfrica Consortium will do everything in its power to facilitate the process with the corresponding consular offices.
5. The participant will assume the costs of ticketing and will carry with enough money to cover their expenses in Cadiz during the first days of their stay until they receive the scholarship.
6. The LiderAfrica Consortium will cover the costs of travel insurance for each participant from the organisational support budget line. A copy of the insurance will be provided by the UCA during the admission process.
7. Participants are responsible for their own accommodation. In this regard, the UCA will provide participants with accommodation at special prices in its university hall of residence.
8. Participants will attend the activities organised at the University of Cadiz indicated in the Mobility Agreement and will comply with the administrative procedures established by the UCA to manage their Erasmus stay.
9. Participants must stay a **minimum of 5 working days at the UCA** to conduct the planned activities and to be considered as participants in the Erasmus+ Staff Mobility programme for training or teaching purposes. Otherwise, the participant will have to return the entire grant (individual support and travel support).
10. At the end of their stay, participants must fill in an online form sent by the European Commission, which will be sent to the email address provided during the registration process.

VII. DISSEMINATION

The home universities will announce this call through their own websites and will also communicate 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 5 December, on the Protection of Personal Data and guarantee of digital rights, which regulates the right to information in the collection of data, we inform you that personal data will be processed by the University of Cadiz in its capacity as data controller in order to carry out the administrative management and enrolment of Students, Teaching and Research Staff and Technical, Management and Administration and Services Staff for mobility programmes with foreign universities or companies.

Data subjects may exercise the following rights: access, rectification, opposition, suppression, limitation, portability, and the right not to be subject to automated individual decisions, including profiling, as well as the right to lodge a complaint with the Data Protection Delegate of the University of Cadiz or with the "Consejo de Transparencia y Protección de Datos (<https://www.ctpdandalucia.es/es>)" (Transparency and Data Protection Council).

IX. PROMOTION OF GENDER EQUALITY

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

Cádiz, on the signing day
Marcela Yasmín Iglesias Onofrio
Vice-Rector for Internationalisation
Delegation of the Rector UCA/R011REC/2024

ANNEXES

ANNEX I. Model MA STT

ANNEX II. Nomination Letter STT & Nomination Letter STA