

KA171 ST IN 2025-2026 - English Call for Applications

This document is an unofficial English translation of the original Spanish call for applications for the Erasmus+ KA171 STT/STA mobility program at the University of Cádiz for the academic year 2025-2026. In the event of any discrepancy between this translation and the original Spanish text, the Spanish version shall prevail.

ANNEX I. CALL FOR APPLICATIONS

Call for International Mobility for Training and Teaching Purposes at the University of Cádiz under the European Erasmus+ KA171 Program

FIRST: General Information

I.A. Objectives

The Erasmus+ Staff Mobility for Training and Teaching program offers Teaching and Research Staff (PDI) and Technical, Management, and Administrative Services Staff (PTGAS) from partner universities the opportunity to undertake a training and teaching stay at the University of Cádiz (hereinafter UCA) during the 2025-2026 academic year.

Beneficiaries of this mobility program will receive financial support to develop collaboration between their home university and UCA, acquire specific professional skills, and exchange ideas or best practices. They may use UCA's facilities without additional costs (excluding small fees that also apply to official students and UCA staff). All training activities approved in the Mobility Agreement and completed satisfactorily will be fully recognized by the home university, which commits to this by participating in the program. The Erasmus+ program enables PDI and PTGAS to enhance their intercultural skills and experiences abroad, learn about other higher education systems, and establish

contacts with academic and administrative staff from other countries, thereby contributing to the international integration process.

Additionally, this program promotes the exchange of knowledge and teaching practices through the use of different teaching methods, allowing students who cannot participate in Erasmus+ mobility to benefit from the knowledge of academic staff from foreign higher education institutions (internationalization at home). Teaching staff participating in this mobility program commit to delivering a minimum of 8 hours of teaching at UCA. All teaching activities approved in the Mobility Agreement and effectively carried out will be fully recognized by the home university.

The Erasmus+ Staff Mobility for Training and Teaching grant does not cover all expenses and is merely a contribution to the costs incurred during the stay abroad.

I.B. Stay Period

The stay period for program-associated countries, according to the Erasmus+ Program Guide, is 5 days.

In all cases, teaching activities (STA) must include a minimum of 8 teaching hours per week.

Mobilities may not begin before March 15 and must end before July 31, 2026.

I.C. Funding

The grant includes:

- Individual support. The amount is set based on the destination country and the actual number of days spent at the host university. In Spain, the contribution is 170 euros per day. The fundable period is 5 days of stay + 2 travel days (1 day for departure and 1 day for return). In total, 7 days are fundable, amounting to 1,190 euros.
- Additional travel allowance. This contribution is calculated based on the following distance bands:

Travel Distance	Non-ecological Travel – Amount	Ecological Travel – Amount
Between 10 and 99 km	23 euros	56 euros
Between 100 and 499 km	211 euros	285 euros
Between 500 and 1,999 km	309 euros	417 euros

Travel Distance	Non-ecological Travel – Amount	Ecological Travel – Amount
Between 2,000 and 2,999 km	395 euros	535 euros
Between 3,000 and 3,999 km	580 euros	785 euros
Between 4,000 and 7,999 km	1,118 euros	1,118 euros
8,000 km or more	1,735 euros	1,735 euros

The amount will be calculated based on the distance between the city of the home university and UCA. The distance calculator available at the following link can be used:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Ecological travel is defined as using low-emission transportation for the main leg of the journey, such as bus, train, or carpooling. Travel by ship will not be considered ecological. It can be justified by a signed declaration from the grant recipient, along with boarding passes, transport tickets, or toll receipts, for example.

Those intending to use ecological travel must inform the University of Cádiz at least one month before the start of their stay. To do so, an email must be sent to staff.in@uca.es, indicating: the ecological means of transport to be used, the distance to be covered by ecological means, and the documentation to be provided upon arrival to accredit it.

When necessary and duly justified, ecological travel may include up to four additional days of individual support.

All incoming grants at the University of Cádiz during the 2025-2026 academic year must align with one of the activities offered by UCA for visiting staff, available on the Internationalization Vice-Rectorate's website (section IIB). No application will be accepted as "Nominated" or "Reserve" unless supported by the corresponding acceptance of one of these activities through the submission of the signed Mobility Agreement. However, acceptance into one of these positions and obtaining a signed Mobility Agreement does not guarantee receipt of an Erasmus grant under this call.

I.D. Nomination Procedure for Candidates and Call Resolution

UCA, partner universities, and applicants will follow this call timeline:

1. UCA will publish the call and notify partner universities (September 2025).
2. Partner universities will develop their own calls, respecting UCA's requirements and possibly establishing additional criteria.
3. Partner universities will publish these specific calls on their respective websites and announce them within their university communities.
4. Applicants from partner universities will submit all required documentation to their International Relations Office by the internally established deadline. This documentation must include the Mobility Agreement for the activity applied for, signed at UCA, whether as "Nominated" or "Reserve."
5. Partner universities will select PDI and PTGAS candidates with the highest scores, according to the established scoring system, which must be properly announced in the call text published by each university.
6. Partner universities will send the required documentation (see section II.D) to welcome.centre@uca.es by November 2, 2025.
7. After receiving and verifying the documentation from partner universities, UCA will publish a provisional list of accepted nominees. Partner universities will have 10 natural days to correct their nominations. After this period, UCA will publish a final list of selected nominations (participants).
8. Selected participants will receive an email with instructions on how to proceed and register their visit through the online registration form, where they must provide the individual documentation specified in the fourth clause of this call.
9. After submitting the registration form and required documentation, UCA will prepare an invitation letter for visa processing in the participant's home country, if needed, as well as insurance covering health, travel, accident, and civil liability for the entire stay period.
10. Participants are responsible for processing their visa, arranging accommodation, and managing their travel to UCA with sufficient notice.
11. The University of Cádiz will arrange the necessary travel and health insurance coverage for the mobility period.
12. All mobilities must be completed before July 31, 2026.

SECOND: Requirements and Application Procedure

II.A. General Requirements

Applicants, whether teaching and research staff or administrative and service staff, must be employed by the home university, which must be a UCA partner under the Erasmus+ KA171 program, and must officially work there. This must be documented before the mobility begins.

All incoming grants at the University of Cádiz during the 2025-2026 academic year must align with one of the activities offered by UCA for that period, available on the Internationalization Vice-Rectorate's website. No nomination will be accepted without the corresponding acceptance (Mobility Agreement) signed by the applicant, the home university, and the UCA activity coordinator.

The participant must be nominated by the home university and selected by the University of Cádiz to process their admission to UCA.

Erasmus+ Staff Mobility for Training and Erasmus+ Staff Mobility for Teaching grants cannot be combined in the same academic year.

II.B. Prior Procedure for Obtaining a Place at the University of Cádiz

To participate in the selection process, interested individuals must first be accepted into one of the activities offered by the University of Cádiz for the 2025-2026 academic year. Available positions may be for Teaching (STA mobilities) or Training (STT mobilities).

The list of STA positions can be found at:

<https://internacional.uca.es/visiting-professors-2025-26/>

The list of STT positions can be found at:

<https://internacional.uca.es/visiting-staff-2025-26/>

Staff from partner universities interested in mobility to the University of Cádiz must, before submitting their application to their home university:

1. Consult the list of activities offered by UCA. In the "Description" section, information about the characteristics of the activity to be developed during the stay can be found. The candidate must ensure that their experience and profile match the activity requirements.
2. Contact the activity coordinator by emailing the address listed under "Contact," attaching their CV.
3. If a favorable response is received, the candidate must send their Mobility Agreement to the activity coordinator for signature processing.

4. The candidate must submit the signed Mobility Agreement to their home university to participate in the selection process.

NOTE: Obtaining a Mobility Agreement signed by the University of Cádiz does not guarantee selection for the position. A candidate with a signed Mobility Agreement may not be admitted for their stay at UCA for three main reasons:

1. The candidate is not selected by their home university to be included in the list of nominated individuals.
2. Although nominated by their university, the activity for which they applied has received multiple applications. In this case, the activity coordinator will determine which application is most suitable.
3. There is insufficient budget available for the candidate's region of origin.

II.C. Calls at Partner Universities

Partner universities, by participating in this call, commit to ensuring that the preselection process they carry out within their specific calls complies with the criteria of transparency and equal opportunities for applicants. The bases of their calls and specific selection criteria must be public, available on their websites, and disseminated through local and regional media.

Scoring Criteria

The home university will present a list of preselected candidates according to the criteria established in its internal call. The following scoring criteria are recommended:

1. Suitability of the training program to the internationalization interests of the home university.
2. Added value of the mobility.
3. First-time participation in an Erasmus+ stay.
4. Participation in joint projects with UCA.
5. Participants from disadvantaged backgrounds and with fewer opportunities.

If the partner university does not have an established scoring system for candidate selection, it may use UCA's as a reference, detailed below.

First, as an admissibility requirement (not scoring), consideration will be given to the prior acceptance (section II.B) of the participant in one of the activities offered by UCA in the "Visiting Professors" or "Visiting Staff" catalog, available on the Internationalization Vice-Rectorate's website.

Subsequently, other criteria may be considered for evaluating admitted applications:

1. Participants undertaking their first Erasmus+ training stay at UCA will receive 5 points.
2. Participants with a certified language certificate (Spanish, English, French) will receive the following points:
 - B1: 1 point per language.
 - B2: 1.5 points per language.
 - C1 or C2: 2 points per language.
3. Teaching and research staff teaching in dual-degree or Erasmus Mundus programs will receive 1 point.
4. Applicants participating in joint projects with UCA will receive 3 points.
5. Participants from disadvantaged backgrounds and with fewer opportunities will receive 2 points.

II.D. Nomination of Selected Candidates by Partner Universities

The partner university must send the following documentation to the University of Cádiz via email (welcome.centre@uca.es) by November 2:

1. Selection Letter (Documentary Annex III), to be sent in signed and stamped PDF format, along with the Excel file. There are two selection letter formats, depending on whether the nominations are for STT or STA mobilities.

This document must include:

- List of selected participants with their valid email addresses.
 - Total points obtained by each nominated participant.
 - Names of the Selection Committee members and their positions.
 - List of criteria used in the selection.
 - Signature of the responsible person and the home university's stamp.
1. Mobility Agreement (Documentary Annex II) signed by each proposed individual, both nominated and reserve candidates.
 2. Proof of a transparent selection process.
 3. Declaration of absence of conflict of interest (Documentary Annex IV).

This documentation must be sent separately for Training (STT) and Teaching (STA) grants assigned to partner universities.

II.E. "Zero Grant"

If the number of applications exceeds the number of funded positions allocated to each country, and provided there are available positions in the activities for which they have been accepted, participants who have not obtained funding may apply for a "Zero Grant."

"Zero Grant" participants will have the same rights and obligations as fully funded participants but will not receive Erasmus+ funding (neither individual support nor travel allowance). UCA will determine the number of "Zero Grants" based on program availability.

THIRD: Call Resolution

After reviewing the documentation sent by partner universities, UCA will publish a provisional list of accepted nominations. Institutions will have 10 natural days to make necessary corrections to their proposals.

Once this period has ended, the final list of selected participants will be published. These participants will receive an email with instructions to complete their registration via the online form, where they must attach the personal documentation detailed in the fourth clause of the call.

FOURTH: Registration and Admission of Selected Participants

At least 90 days before the start of their stay, selected individuals must contact the University of Cádiz via welcome.centre@uca.es to begin the admission process. Selected participants will receive a link to the online application, where they must provide the following documentation:

1. Mobility Agreement (Documentary Annex II) signed by the applicant, the home university representative, and the UCA center representative where the stay will take place.
2. Copy of passport.
3. Employment certificate issued by the home university.

All documents must be completed electronically, not manually.

Additionally, if necessary, a certificate from the home university regarding disadvantaged background and fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, social

obstacles, geographical obstacles) must be submitted via email to welcome.centre@uca.es.

FIFTH: Obligations of the University of Cádiz

1. After receiving and reviewing nominations from partner universities, UCA will publish a list of admitted participants on the university's official website (early December 2025).
2. Once the participant has correctly formalized their registration, UCA will send an invitation letter and a copy of the insurance coverage for the entire stay period. The University of Cádiz will arrange and cover the costs of travel insurance for each participant.
3. Upon arrival, participants will receive an information package, internet access key, and other useful information.
4. UCA will issue a check for immediate and personal collection at one of the Banco Santander offices. The entire grant (individual support and travel allowance) will be paid in a single installment.
5. At the end of the mobility, the International Office will provide participants with their Stay Reports under the Erasmus+ Staff Mobility for Training program.

SIXTH: Obligations of Partner Universities

1. Home universities must develop and publish an internal call to select participants, ensuring the process is transparent, equitable, and accessible, and that selection criteria are public and disseminated through institutional and regional media.
2. Home universities will be responsible for verifying that candidates meet the general requirements established in this call, including contractual or official ties.
3. Home universities must manage the preselection of candidates, scoring applications according to the criteria indicated in their internal call or, failing that, following UCA's scoring recommendations.
4. Home universities must send the required documentation for nominating their candidates to the University of Cádiz by November 2, 2025, including the selection letter, signed mobility agreement, declaration of absence of conflict of interest, and proof of selection process transparency, differentiating between training (STT) and teaching (STA) mobilities.

5. Home universities will collaborate with the University of Cádiz in resolving any issues or corrections in the nominations within 10 natural days after the publication of the provisional list of admitted participants.
6. The home university will recognize the stay completed by its staff according to its established procedures and the contents of the stays agreed upon in the Mobility Agreement.

SEVENTH: Obligations of Participants

1. Participants must have an adequate level of Spanish/English/French (international certification is not required unless specified by the particular activity) to communicate with UCA's teaching and administrative staff.
2. Once accepted by UCA, the participant must sign the Grant Agreement. UCA will send participants all necessary information about this process.
3. The participant will apply for a visa in their home country. For this purpose, UCA will provide an acceptance letter.
4. The participant will book and cover the costs of their tickets and must bring sufficient funds to cover their expenses in Cádiz during the first days of their stay until the grant is received.
5. The participant will arrange their own accommodation.
6. Participants will attend the activities organized at the University of Cádiz as indicated in the Mobility Agreement and comply with the administrative procedures established by UCA to manage their Erasmus stay.
7. Participants must stay for a minimum of 5 working days at UCA to carry out the planned activities and be considered participants in the Erasmus+ Staff Mobility for Training or Teaching program. Otherwise, the participant must return the entire grant (individual support and travel allowance).
8. After completing their stay, participants must fill out an online form sent by the European Commission, which they will receive at the email address provided during registration.

EIGHTH: Dissemination

Home universities will announce this call on their websites and also communicate news about this call in local and regional media.

NINTH: Data Protection

In compliance with Article 11 of Organic Law 5/2018, of December 5, on Personal Data Protection and Guarantee of Digital Rights, which regulates the right to information in data collection, we inform you that personal data will be processed by the University of Cádiz, as the data controller, for the purpose of administrative management and registration of students, teaching and research staff, and administrative and service staff for mobility programs with foreign universities or companies.

Interested parties may exercise the following rights: access, rectification, opposition, deletion, limitation, portability, and not to be subject to automated individual decisions, including profiling, as well as to file a complaint with the University of Cádiz Data Protection Officer or the "Consejo de Transparencia y Protección de Datos" (<https://www.ctpdandalucia.es/es>).

TENTH: Gender Equality Promotion

Pursuant to Law 3/2007, of March 22, for the effective equality of women and men, and Law 12/2007, of November 26, for the promotion of gender equality in Andalusia, all references in this Resolution to students and whose gender is masculine are referring to the unmarked grammatical gender, thus including the possibility of referring to both women and men.

Cádiz, date of signature

Marcela Iglesias Onofrio

Vice-Rector for Internationalization

By Delegated Signature. Resolution UCA/R011REC/2025 (BOUCA 403), of February 16, 2025

ANNEXES

ANNEX I. List of positions offered by region

ANNEX II. STT MA Template & STA MA Template

ANNEX III. STT Nomination Letter & STA Nomination Letter

ANNEX IV: Statement of No Conflict of Interest