

**Resolution of the Rector of the University of Cádiz UCA/REC40VRI/2026
launching a call for international mobility grants for administrative and service
staff and teaching and research staff from KA171 partner universities to
undertake teaching or training visits at the University of Cádiz**

The University of Cádiz aspires to academic and human excellence in its international outreach. The institution promotes internationalisation in general, and internationalisation at home in particular, by participating in the Erasmus+ Programme to offer its teaching and management staff, and those of its partners, opportunities to improve their professional skills by acquiring new ideas and good practices and learning about other professional, regulatory and methodological systems, with a view to modernising and improving the quality of the institution.

To this end, the International Mobility Grant Agreements signed between UCA and SEPIE, either directly as the sole beneficiary or through consortia such as LiderAfrica or TransfrontEU, govern the types and conditions of the programme and the selection procedures for incoming mobility. They also set out the steps to be followed by invited teaching and management staff when applying for places, formalising mobility agreements, submitting documentation, providing evidence of their stay and addressing other closely related matters.

Accordingly, in view of the above and in order to promote the internationalisation of the University of Cádiz,

I HEREBY RESOLVE

FIRST.

To launch a competitive call for mobility grants for the 2026/27 academic year for teaching and research staff and administrative and service staff employed by KA171 partner universities under a contract or as civil servants, for training or teaching mobility at the University of Cádiz. These grants shall be awarded on a competitive basis among applicants who meet the requirements set out in the terms and conditions of the call. The total amount of each grant shall depend on the distance from the home university and the number of days of the stay, in accordance with Clause I.C of the terms and conditions of the call.

SECOND.

The grants shall be financed from funds provided by the Spanish Service for the Internationalisation of Education (SEPIE).

THIRD.

This call establishes a nomination procedure organised around several nomination windows, determined by the availability of activities in UCA's STT or STA offer. The period for partner institutions to submit nominations in the first nomination round shall run from 30 October to 9 December 2026. After this deadline, unallocated places shall be available through a rolling call, with nomination rounds setting their own deadlines. This call shall remain open for as long as the mobility implementation period laid down in its terms and conditions permits.

FOURTH.

To approve the terms and conditions governing this call, as set out in the Annex.

ANNEX I. TERMS AND CONDITIONS OF THE CALL

Call for international mobility for training and teaching visits at the University of Cádiz under the European Erasmus KA171 programme

FIRST: General Information

I.A. Objectives

The Erasmus+ programme for staff mobility for training and teaching offers teaching and research staff (PDI) and technical, management, administrative and service staff (PTGAS) from partner universities the opportunity to undertake a training and teaching visit at the University of Cádiz (hereinafter UCA) during the 2026-2027 academic year.

Beneficiaries of this mobility programme shall receive financial support enabling them to develop cooperation between their home university and UCA, acquire specific professional skills and exchange ideas or good practices. They may use UCA facilities at no additional cost (excluding minor charges that also apply to UCA's regular students and teaching, administrative and service staff). All training activities approved in the Mobility Agreement and satisfactorily completed shall be fully recognised by the home university, which undertakes this commitment by participating in the programme. The Erasmus+ programme offers PDI and PTGAS the opportunity to enhance their intercultural skills and experience abroad, learn about other higher education systems and establish contact with teaching, research and administrative staff from other countries, thereby contributing to international integration.

The programme also promotes the exchange of knowledge, teaching practices and experience through the use of different teaching methods, enabling students who are unable to take part in Erasmus+ mobility to benefit from the expertise of academic staff from foreign higher education institutions (Internationalisation at Home). Teaching staff participating in this mobility programme undertake to deliver at least 8 hours of teaching at UCA. All teaching activities approved in the Mobility Agreement and actually carried out shall be fully recognised by the home university.

The Erasmus+ grant for staff mobility for training and teaching does not cover all expenses and is solely a contribution towards the costs of the stay abroad.

I.B. Duration of the Stay

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

In all cases, teaching activities (STA) must comprise at least 8 teaching hours per week.

Mobility periods may not begin before 1 March 2027 and must end before 31 July 2027.

I.C. Funding

The grant includes:

- Individual support. The amount is determined by the destination country and the actual number of days spent at the host university. In Spain, the contribution is EUR 170 per day. The funded period is 5 days of stay + 2 travel days (1 outbound and 1 return day). This gives a total of 7 funded days, amounting to EUR 1,190.
- Additional support for travel costs. This contribution is calculated according to the following distance bands:

Travel distance	Non-green travel Amount	Green travel Amount
10–99 km	EUR 28	EUR 56
100–499 km	EUR 211	EUR 285
500–1,999 km	EUR 309	EUR 417
2,000–2,999 km	EUR 395	EUR 535
3,000–3,999 km	EUR 580	EUR 785
4,000–7,999 km	EUR 1,188	EUR 1,188
8,000 km or more	EUR 1,735	EUR 1,735

The amount shall be calculated on the basis of the distance between the city of the home university and UCA. The tool available at the following link may be used:

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

Green travel is defined as travel using low-emission means of transport for the main part of the journey, such as bus, rail or car-sharing. Travel by boat shall not be considered green travel. Evidence may take the form of a declaration on honour signed by the grant recipient, together with boarding passes, travel tickets or toll receipts, for example.

Participants intending to use green travel must inform the University of Cádiz at least one month before the start of their stay. They must email staff.icm@uca.es, stating the green means of transport to be used, the distance to be covered using green transport, and the documentation they will provide on arrival as evidence.

Where necessary and duly justified, green travel may entail up to four additional days of individual support.

All incoming grants at the University of Cádiz during the 2026/27 academic year must relate to one of the activities offered by UCA for visiting staff, available on the website of the Vice-Rectorate for Internationalisation (Section II.B). No application as a “Nominee” or “Reserve” shall be accepted without confirmation of acceptance for one of these activities, through submission of the relevant Mobility Agreement signed by the activity coordinator. However, acceptance for one of these places and obtaining a signed Mobility Agreement shall in no case imply the award of an Erasmus grant under this call.

I.D. Candidate nomination procedure and outcome of the call.

UCA, partner universities and applicants shall follow the timetable for this call set out below and establish a dynamic nomination process. This call provides an open framework allowing partner universities to nominate candidates as UCA publishes new available activities. Instead of a single fixed catalogue of activities published at the beginning of the academic year, the catalogue shall be dynamic and may be updated whenever new teaching or training opportunities become available.

Initial Round: Partner universities may nominate candidates for the activities listed in Annex I (List of places offered by region) to this call. Nominations must be submitted before 9 December 2026 to staff.icm@uca.es.

Subsequent Rounds (Additional Calls): Once the initial selection process has been completed and its results published, UCA shall assess the budget available for each region. When new activities become available in UCA's offer for visiting staff (STT IN or STA IN), UCA shall notify partner universities and open a new nomination round specifically for regions with remaining funds. Partner universities may then nominate candidates for these newly available places, subject to the same requirements as in the initial round.

The suitability of the nominated candidate's profile for the requirements of the activity offered shall be essential in each round.

UCA, partner universities and applicants shall follow the timetable for this call set out below:

1. UCA shall publish the call and notify partner universities (last week of October 2026).
2. Partner universities shall draw up their own calls, complying with UCA's requirements, and may establish their own specific requirements.
3. Partner universities shall publish these individual calls on their respective websites and announce them within their university communities.
4. Applicants from partner universities shall submit all required documentation to their International Relations Office by its internal deadline. This documentation must include the Mobility Agreement for the activity applied for, signed at UCA, whether the applicant is listed as a “Nominee” or a “Reserve”.
5. Partner universities shall select the PDI and PTGAS applicants with the highest scores under the established scoring criteria, which must have been duly announced in the call published by each university.
6. Partner universities shall send the required documentation (see Section II.D) to staff.icm@uca.es by 9 December 2026 (Initial Round). Subsequent nomination rounds shall set their own deadlines in due course.
7. Once the documentation from partner universities has been received and checked, UCA shall publish an initial provisional list of accepted nominees. Partner universities shall have 10 calendar days to correct their nominations. After this period, UCA shall publish a final list of selected nominees (participants).
8. Selected participants shall receive an email with instructions on how to proceed and register their visit using the online registration form, where they must submit the individual documentation specified in Clause Four of this call.
9. Once the participant has submitted the registration form and required documentation, UCA shall prepare an invitation letter for the relevant visa application in their home country, if required, and arrange insurance covering health, travel, accidents and civil liability for the entire stay.
10. Participants shall be responsible for arranging their visa, accommodation and travel so as to arrive at UCA sufficiently in advance.
11. The University of Cádiz shall arrange the necessary travel and health insurance cover for the mobility period.

12. All mobility periods must be completed before 31 July 2027.

As new activities become available, UCA shall publish new nomination rounds for regions with available funds. Each round shall set its own deadlines.

SECOND: Requirements and application procedure

II.A. General requirements

Applicants who are teaching and research staff or administrative and service staff must be employed by and officially work at their home university, which must be a UCA partner university under the Erasmus+ KA171 programme. Documentary evidence of this status must be provided before the start of the mobility period.

All incoming grants at the University of Cádiz during the 2026/27 academic year must relate to one of the activities offered by UCA for that period, available on the website of the Vice-Rectorate for Internationalisation. No nomination shall be accepted without the corresponding acceptance for one of these activities (Mobility Agreement), signed by the applicant, the home university and the person responsible for the place at UCA.

Participants must be nominated by their home university and selected by the University of Cádiz before their admission to UCA can be processed.

Erasmus+ staff mobility grants for training and Erasmus+ staff mobility grants for teaching may not be combined in the same academic year.

II.B. Preliminary procedure for participants to obtain a place at the University of Cádiz.

To take part in the selection process, interested staff must first be accepted for one of the activities offered by the University of Cádiz for the 2026/27 academic year. Places may be for teaching (STA mobility) or training (STT mobility).

The list of STA places is available at:

<https://internacional.uca.es/visiting-professors-2026-27/>

The list of STT places is available at:

<https://internacional.uca.es/visiting-staff-2026-27/>

Before submitting an application to their home university, staff from partner universities interested in mobility at the University of Cádiz must:

1. Consult the list of activities offered by UCA. The “Description” section provides information on the characteristics of the activity

to be carried out during the stay. Candidates must check that their experience and profile meet the activity's requirements.

2. Contact the coordinator of the activity of interest by emailing the address in the “Contact” column and attaching their CV.
3. If they receive a favourable response, candidates must send their Mobility Agreement to the activity coordinator to arrange its signature.
4. Candidates must submit the signed Mobility Agreement to their home university in order to take part in the selection process.

NOTE: Obtaining a Mobility Agreement signed by the University of Cádiz does not mean that the candidate has been selected for the place. A candidate with a signed Mobility Agreement may ultimately not be admitted for a stay at UCA, mainly for one of the following three reasons:

- a) The candidate is not selected by their home university for inclusion in the list of nominees.
- b) Although nominated by their university, the candidate has applied for an activity for which more than one application has been received. In this case, the activity coordinator shall determine which application is best suited to the activity to be carried out.
- c) Insufficient funding is available for the candidate's region of origin.

II.C. Calls at partner universities.

By participating in this call, partner universities undertake to ensure that the entire preselection process conducted under their own calls complies with the principles of transparency and equal opportunities for applicants. The terms and conditions of their calls and their specific selection criteria must be public, available on their websites and disseminated through local and regional media. Provision must also be made for several selection rounds, depending on opportunities arising from new activities at the University of Cádiz.

Criteria that may be used for scoring:

The home university shall submit a list of preselected candidates in accordance with the criteria established in its internal call. The following scoring criteria are recommended:

1. Relevance of the training programme to the home university's internationalisation interests;

2. Added value of the mobility;
3. Undertaking an Erasmus+ mobility period for the first time;
4. Participation in joint projects with UCA;
5. Participant with fewer opportunities.

If the partner university does not have an established scoring system for selecting candidates, it may use the University of Cádiz system detailed below as a reference.

First, prior acceptance (Section II.B) for an activity offered by UCA in the “Visiting Professors” or “Visiting Staff” catalogue on the website of the Vice-Rectorate for Internationalisation shall be considered an eligibility requirement, rather than a scoring criterion.

Other criteria may then be taken into account when assessing eligible applications:

1. Participants undertaking their first Erasmus+ training visit at UCA shall receive 5 points.
2. Participants holding an accredited language certificate (Spanish, English or French) shall 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 and research staff teaching on a double degree or Erasmus Mundus programme shall receive 1 point.
4. Applicants participating in joint projects with UCA shall receive 3 points.
5. Participants from disadvantaged backgrounds and with fewer opportunities shall receive 2 points.

II.D. Nomination of candidates selected by partner universities.

The partner university must send the following documentation to the University of Cádiz at staff.icm@uca.es before the specific deadline established for the nomination round in which it is participating:

1. Selection Letter (Documentary Annex III), to be submitted as a signed and stamped PDF, together with the Excel version. Two formats

of the selection letter are available, depending on whether nominations are for STT or STA mobility.

This document shall include the following:

- List of selected participants and their valid email addresses;
 - Total number of points obtained by each nominated participant;
 - Names and positions of the Selection Committee members;
 - List of criteria used in the selection;
 - Signature of the responsible officer and stamp of the home university.
2. Mobility Agreement (Documentary Annex II) signed by each proposed participant, including both nominees and reserves.
 3. Evidence that a transparent selection process has been conducted.
 4. Declaration of absence of conflict of interest (Documentary Annex IV).

This documentation must be submitted separately for the training (STT) and teaching (STA) grants allocated to partner universities.

II.E. “Zero-grant mobility”.

If the number of applications exceeds the number of funded places allocated to each country, and provided places remain available in the activities for which they have been accepted, participants who have not obtained funding may apply for “zero-grant mobility”.

Zero-grant participants shall have the same rights and obligations as fully funded participants, but shall receive no Erasmus+ funding (neither individual support nor travel support). UCA shall determine the number of zero-grant places according to programme availability.

THIRD: Outcome of the Call.

After reviewing the documentation submitted by partner universities, UCA shall publish a provisional list of accepted nominations for each nomination round opened. Institutions shall have 10 calendar days to make any necessary corrections to their proposals.

Once this period has ended, the final list of selected participants shall be published. They shall receive an email with instructions for completing their registration

using the online form, to which they must attach the personal documentation specified in Clause Four of this call.

FOURTH: Registration and admission of selected participants.

At least 90 days before the start of their stay, selected participants must contact the University of Cádiz at staff.icm@uca.es to begin the admission process. Selected participants shall receive a link to the online application, where they must submit the following documentation:

1. Mobility Agreement (Mobility Agreement) (Documentary Annex II), signed by the applicant, the responsible officer at the home university and the responsible officer at the UCA centre 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 by hand.

In addition, where required, a certificate from the home university must be sent by email to staff.icm@uca.es, providing information on disadvantaged background and fewer opportunities (disability, educational difficulties, economic barriers, cultural differences, health problems, social barriers or geographical barriers).

FIFTH: Obligations of the University of Cádiz.

1. Once nominations from partner universities have been received and reviewed, UCA shall publish a list of admitted participants on its official website (early December 2026).
2. Once the participant has correctly completed their registration, UCA shall send an invitation letter and a copy of the insurance cover for the entire stay. The University of Cádiz shall arrange and cover the cost of travel insurance for each participant.
3. On arrival, participants shall receive an information pack, an internet access password and other useful information.
4. UCA shall issue a cheque to be cashed immediately and in person at a Banco Santander branch. The full grant (individual support and travel support) shall be paid in a single instalment.
5. At the end of the mobility period, the Internationalisation Office shall provide participants with their Certificates of Stay under the Erasmus+ programme for staff mobility for training.

SIXTH: Obligations of Partner Universities.

1. Home universities must draw up and publish an internal call to select participants, ensuring that the process is transparent, fair and accessible, and that selection criteria are public and disseminated through institutional and regional media.
2. Home universities shall be responsible for verifying that candidates meet the general requirements set out in this call, including employment under a contract or as a civil servant.
3. Home universities must manage the preselection of candidates, scoring applications according to the criteria in their own internal call or, failing that, following the scoring recommendations of the University of Cádiz.
4. Before the specific deadline established for the nomination round in which they are participating, home universities shall send the University of Cádiz the documentation required to nominate their candidates, including the selection letter, signed Mobility Agreement, declaration of absence of conflict of interest and evidence of a transparent selection process, distinguishing between training (STT) and teaching (STA) mobility.
5. Home universities shall cooperate with the University of Cádiz in resolving issues or correcting nominations within 10 calendar days of publication of the provisional list of admitted participants.
6. The home university shall recognise the stay undertaken by its staff in accordance with its established procedures and the content of the stay agreed in the Mobility Agreement.

SEVENTH: Obligations of Participants.

1. Participants shall have an adequate level of Spanish/English/French to communicate with the University of Cádiz's PDI and PTGAS (international language certificates are not required unless the specific activity in which they participate stipulates otherwise).
2. Once accepted by UCA, participants must sign the Grant Agreement. UCA shall send participants all necessary information on this process.
3. Participants shall apply for a visa in their home country. UCA shall provide an acceptance letter for this purpose.
4. Participants shall book their tickets and bear the associated booking costs, and bring sufficient funds to cover their expenses in Cádiz during the first few days of their stay until they receive the grant.
5. Participants shall arrange their own accommodation.

6. Participants shall attend the activities organised at the University of Cádiz and specified in the Mobility Agreement, and comply with the administrative procedures established by UCA for managing their Erasmus stay.
7. Participants must remain at UCA for at least 5 working days to carry out the planned activities and qualify as participants in the Erasmus+ programme for staff mobility for training or teaching. Otherwise, the participant must repay the entire grant (individual support and travel support).
8. After completing their stay, participants must complete an online form sent by the European Commission to the email address provided during registration.

EIGHTH: Dissemination.

Home universities shall advertise this call on their own websites and also publicise it through local and regional media.

NINTH: Data Protection.

In accordance with Article 11 of Organic Law 3/2018 of 5 December on the Protection of Personal Data and the Guarantee of Digital Rights, which governs the right to information when data are collected, notice is hereby given that personal data shall be processed by the University of Cádiz, as data controller, for the administrative management and registration of students, teaching and research staff, and administrative, management and service staff in mobility programmes with foreign universities or companies.

Data subjects may exercise their rights of access, rectification, objection, erasure, restriction of processing, portability and the right not to be subject to automated individual decision-making, including profiling. They may also lodge a complaint with the Data Protection Officer of the University of Cádiz or the Transparency and Data Protection Council (<https://www.ctpdandalucia.es/es>).

TENTH: Promotion of Gender Equality.

Pursuant to Law 3/2007 of 22 March on effective equality between women and men and Law 12/2007 of 26 November on the promotion of gender equality in Andalusia, all references in this Resolution to “alumno(s)” (student(s)) in the masculine form use the unmarked grammatical gender and therefore refer to both women and men.

ANNEXES

ANNEX I. List of places offered by region

ANNEX II. STT MA Template & STA MA Template

ANNEX III. STT Nomination Letter & STA Nomination Letter

ANNEX IV. Declaration of absence of conflict of interest