



CALL FOR STAFF MOBILITY FOR TRAINING AT THE UNIVERSITY OF CADIZ (SPAIN) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

GENERAL INFORMATION

PURPOSE The Erasmus+ Staff Mobility for Training programme provides training opportunities for the teaching and administration staff members of partner universities at the University of Cádiz (hereinafter UCA) during the second semester of the academic year 2017-2018.

The teaching and administration staff members of this mobility programme will receive a grant, could meet their colleagues from the UCA in order to discuss issues related to the collaboration between the universities, exchange experiences and opinions, as well as make use of all the facilities available at the University of Cádiz with no additional fees (with the exception of any minor fees also applicable to the students, teaching and administration staff members of the UCA). All training activities approved in the Mobility Agreement and successfully completed will be fully recognized at the University of Sfax. The Erasmus+ Programme offers the teaching and administration staff members a chance to gain cultural experience abroad, become familiar with other higher education systems and establish contacts with the counterparts of other countries, actively contributing to the process of international integration.

The Erasmus+ Staff Mobility for Training grant does not cover all the expenses, but is merely a contribution to bearing the additional costs of the stay abroad.

DURATION OF THE STAY

The duration of a traineeship period, established for the associated countries in the Erasmus+ Programme Guide
(http://ec.europa.eu/programmes/erasmusplus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf) is of 5 days.

FUNDING

The grant includes:

- A European Union contribution (individual support). An amount established according to the country of destination and the actual number of days spent at the Receiving Institution. In Spain the mobility contribution is **120 Euros per day**. The funding period includes 5 days of stay + 2 days of travel period (1 day for outbound and 1 day for inbound). **The total funding period covers 7 days, corresponding to 840 Euros.**
- An additional amount to cover travel expenses (travel support). The amount is:

500 - 1999 km: 275 Euros The travel distance will be calculated as follows: the distance between the city of the Home University and the University of Cadiz. To calculate the distance the following application will be used: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

APPLICATION PROCEDURE SCHEME AND RESOLUTION OF THE CALL.

The applicants submit all the necessary documents to the international relations office of Sfax University before **2th of March 2018**.

The University of Sfax analyse the applications received and provide a selection of candidates who obtained the highest scores according to the criteria established and announced in the text of the call.

Once the whole package is complete (the selection letter+the documents of all the candidates), the University of Sfax will send it, by the 9th of March 2018, to the University of Cadiz

No application will be accepted without the Mobility Agreement duly signed and stamped by the coordinator of the centre at the University of Cadiz, the applicant and the University of Sfax

Once the University of Cadiz has received all the documents and Selection letters from the University of Sfax, the selected candidates will receive an email with instructions and a link to our online application so that they can complete their registration.

The University of Cadiz will publish the list of granted candidates for the Erasmus+ Staff Mobility for Training programme in March 2018.

The University of Cadiz will send an invitation letter for visa application in the country of origin of participants).

The participants are responsible to arrive to the University of Cadiz in time and assume all the expenses regarding visa processing, health insurance, accommodation booking and travel tickets reservation (April-July 2018).

GENERAL ADMISSION REQUIREMENTS :

The teaching and administration staff members have to be officially employed by the University of Sfax, which is a partner of the University of Cadiz within the Erasmus+KA107 frame. The Erasmus+ Staff Mobility for Training mobility will be organised in the format of an International Week of the University of Cadiz, which will take place from **18th to 22nd of June 2018** at the following address:

Universidad de Cádiz Hospital Real Plaza Falla, 8. E-11003 Cadiz

A possibility to change the mobility period dates will be considered individually in relation to the applicant petitions.

The University of Cadiz cannot assure the acceptance of other dates, if they do not match with the International Week celebration period.

The participants have to be selected by the University of Sfax in order to follow the application procedure in the UCA.

Those teaching and administration staff members, who have ever been awarded an Erasmus+ grant before, could also apply for the grant.

The Erasmus+ Staff Mobility for Teaching and the Erasmus+ Staff Mobility for Training grants are can be compatible within the same academic year.

The Erasmus+ Staff Mobility for Teaching and the Erasmus+ Staff Mobility for Training grant holders of the academic year 2016-17, who have not accomplished their stays, will not be able to take part in the present call.

APPLICATION PROCEDURE:

1. Mobility Agreement (Annex II) signed by the applicant and the responsible person of the University of Sfax.

Please, see the programme of International week (Annex IV) to fill in of the Mobility agreement.

2. Copy of International Passport.

3. Brief Curriculum vitae (2 pages maximum).

4. Certificate (if needed) issued by the Home University informing of any disadvantaged backgrounds and fewer opportunities (disability, educational difficulties, economic obstacles, cultural differences, health problems, social obstacles, geographical obstacles) the applicant may have. The full description concerning the disadvantaged backgrounds can be consulted on page 12 of the Erasmus + Programme Guide Version 1: 25/10/2017.

http://ec.europa.eu/programmes/erasmusplus/sites/erasmusplus/files/files/resources/erasmus-plus-programmeguide_es.pdf

These documents must be handed in at the International Office of the Home University. The International Office of the Home University will send them to the University of Cadiz

SUBMISSION OF APPLICATIONS DEADLINE :

Submission of applications at the University of Sfax: **5th of March 2018**

SELECTION PROCEDURES

SELECTION BY THE HOME UNIVERSITY

All the selection process at the University of Sfax will fulfil the criteria of transparency and equal opportunities for all applicants. The specific selection criteria are clearly established and published on the webpage of the University. The call announcement is also disseminated in the local and regional media.

Criteria for drafting ranking lists

The University of Sfax provides a selection of candidates according to the following criteria:

1. Accordance of the training programme with the Home University internationalization interests.

2. The added value of the mobility period.
3. Participation in an Erasmus+ programme for the first time.
4. Participation in joint projects with the University of Cadiz.

Selection criteria

1 In the first place, the suitability of the proposed training activities (Mobility Agreement) will be considered as an essential requirement.

1. The participants who take part in the Erasmus+ mobility for training at the UCA for the first time will receive 5 points.

2. The participants in possession of accredited language certificates (Spanish, English or French) will receive the following points:

- a. B1 level – 1 point per language;
- b. B2 level – 1,5 points per language;
- c. C1 or C2 levels – 2 points per language.

3. Teaching staff members who take part in double-degree programmes or Erasmus Mundus programmes will receive 1 point.

4. The applicants who take part in joint projects with the University of Cadiz will receive 3 points.

5. Applicants with disadvantaged backgrounds and fewer opportunities will receive 2 points.

ONLINE APPLICATION REGISTRATION

Once the University of Cadiz has received all the documents and Selection letters from the partner universities, the selected candidates will receive an email with instructions and a link of our online application <https://oriuca.uca.es> where the selected candidates will enter their data and complete their application. The completion of their application will be considered as the acceptance of the grant.

“ZERO GRANT”

In case the number of applications exceeds the grants for each country, nonaward applicants can apply for a “Zero Grant”.

“Zero Grant” applicants have the same rights and obligations as granted applicants, but they will not receive the Erasmus + Funding (neither European Union contribution, nor additional amount to cover travel expenses). The number of “Zero Grants” will be established by the University of Cadiz according to the availability of places in the programme.

RESOLUTION OF THE CALL

The list of granted and “Zero-Granted” participants will be published by the University of Cadiz on its official web page (<http://internacional.uca.es/category/convocatorias/convocatorias-en-plazo-solicitud>) in March 2018.

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