

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

(Academic year 2016-17)

I. GENERAL INFORMATION

I.A. PURPOSE

The *Erasmus+ Staff Mobility for Teaching* programme provides teaching opportunities for the teaching staff members of partner universities at the University of Cádiz (hereinafter UCA) during the second semester of the academic year 2016-2017.

The teaching staff members of this mobility programme will receive a grant, will provide at least 8 hours of teaching at the UCA, 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 teaching activities approved in the Mobility Agreement and successfully completed will be fully recognized at the Home University.

The Erasmus+ Programme promotes teaching techniques exchange of experience and enables students, who could not participate in Erasmus+ mobility programme, at least to benefit from knowledge provided by the academic staff members of foreign institutions of higher education. The Erasmus+ Programme offers the teaching 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 Teaching* grant does not cover all the expenses, but is merely a contribution to bearing the additional costs of the stay abroad.

I.B. DURATION OF THE STAY

The duration of a teaching period, established for the associated countries in the Erasmus+ Programme Guide (<http://sepie.es/doc/convocatoria/2016/guiaES.pdf>) is of a minimum of 5 days to a maximum of 2 months.

In all cases, the teaching activities must correspond to at least 8 hours a week. If the mobility period exceeds one week, the minimum number of teaching hours is calculated in proportion to the additional days.

I.C. 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 calculated according to the following distance band:

100 - 499 km: 180 Euros

500 - 1999 km: 275 Euros

2000 - 2999 km: 360 Euros

3000 - 3999 km: 530 Euros

4000 - 7999 km: 820 Euros

8000 - 19999 km: 1100 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

The European Commission provided a limited number of grants to each Programme. The University of Cadiz has been awarded with 245 grants. The grants are offered to the associated countries according to the rules of the European Commission. Changes of the amount or transfers among countries are not allowed in this case. The list of grants for each country can be checked in the **Annexe I**.

I.D. APPLICATION PROCEDURE SCHEME AND RESOLUTION OF THE CALL.

The University of Cadiz, the partner universities and the applicants will adhere to the following schedule of the call:

1. The University of Cadiz publishes the official text of the call and informs the partner universities about the announcement (**November 2016**).
2. The partner universities elaborate their own texts of calls for papers where the UCA requirements will be respected and any particular requirements of the partner universities could be added.

3. The partner universities will announce this call through their own web pages and will spread the news about this call in their university communities.
4. The applicants submit all the necessary documents to the international relations office of the Home University before the internal deadline, established by the Home University.
5. The Home Universities analyse the applications received and provide a pre-selection of candidates who obtained the highest scores according to the criteria established and announced in the text of the call of the Partner University.
6. The Home Universities prepare nomination letters (according to the form of the **Annexe V** of this call) and all the necessary documents of the candidates.
7. Once the whole package is complete (the nomination letter+the documents of all the candidates), the partner universities will send it to the University of Cadiz to the following email address gestion.ka107@uca.es by **5th of December 2016**.
8. The applicants' teaching proposals will be evaluated by the deputy deans in charge of the international mobility in the corresponding centres of the UCA.
9. Once the University of Cadiz has received all the documents and Nomination letters from the partner universities, grants will be awarded to the candidates from each country, taking into account the criteria, established in the paragraph **III.B** of the present call.
10. The University of Cadiz will publish the list of granted candidates for the *Erasmus+ Staff Mobility for Teaching* programme (**January 2017**).
11. The selected candidates confirm their participation in the programme.
12. The University of Cadiz will send invitation letters for visa application in the country of origin of the participants (**January 2017**).
13. The participants are responsible to arrive into the University of Cadiz in time and assume all the expenses regarding visa processing, health insurance, accommodation booking and travel tickets reservation (**February 2017**).
14. The teaching staff members will take part in the *Erasmus+ Staff Mobility for Teaching* of the UCA between the **1st of February 2017 and the 30th of September 2017**.

II. APPLICATION REQUIREMENTS AND PROCEDURES

II.A. GENERAL ADMISSION REQUIREMENTS

The teaching staff members have to be officially employed by their Home University, which must be a partner of the University of Cadiz within the Erasmus+KA107 frame.

The Erasmus+ Staff Mobility for Teaching mobility will consist in giving classes on the official courses of the UCA as well as imparting specific workshops, organized by the UCA.

The course catalogue of the UCA could be checked on the following link: <http://www.uca.es/es/estudios-y-acceso/oferta-general-de-estudios>

The essential dates of the mobility organization are indicated hereafter:

The beginning of the 2nd semester: 13th of February 2017

The end of classes: 3rd of June 2017

The end of the 2nd semester: 9th of July 2017

Non-Lecture period: 1st -31st of August 2017

The end of the Erasmus+KA107 project: 30th of September 2017.

The participants have to be pre-selected by their home Universities in order to follow the application procedure in the UCA.

Those teaching 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 **not 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 2015-16, who have not accomplished their stays, will not be able to take part in the present call.

II.B. APPLICATION PROCEDURE:

All the applicants will hand in the following documents to the **International Office of their Home University**. If needed, this list can be extended by the International Office of the Home University.

Please note that **all the forms must be typewritten**.

1. Application form (**Annexe III**).
2. Mobility Agreement (**Annexe IV**) signed by the applicant and the responsible person of the Home University.

3. Copy of International Passport.
4. Briefe Curriculum vitae (2 pages maximum).
5. 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 11 of the Erasmus + Programme Guide Version 2: 07/01/2016. (<http://sepie.es/doc/convocatoria/2016/guia.pdf>)

These documents must be handed in the International Office of the Home University. The International Office of the Home University will send them to the following e-mail address: gestion.ka107@uca.es.

III.C. SUBMISSION OF APPLICATIONS

DEADLINE submission of applications at the University of Cadiz: **5th of December 2016.**

III. SELECTION PROCEDURES

III.A. PRESELECTION BY THE HOME UNIVERSITY

All the selection process at the Home University will need to fulfil the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published on the webpage of the Home University. The call announcement will be also spread in the local and regional media.

Criteria for drafting ranking lists

The Home University will provide a pre-selection of candidates according to the specific criteria established in the internal call of the Home University. It is recommended to adhere to the following criteria:

1. Accordance of the teaching programme with the Home University internationalization interests.
2. The value added of mobility.
3. Participation in an Erasmus+ programme for the first time.
4. Participation in joint projects with the University of Cadiz.

Management of applications

All the required documents presented by the nominated candidates must be accompanied by a Nomination Letter (**Annexe V**), elaborated by the Home University.

This letter should include the following items:

1. List of nominated candidates in decreasing order of preference.
2. The total number of points awarded to each candidate.
3. Members of the selection committee.
4. List of criteria used in the nomination process.
5. Signature of the responsible person and stamp of the Home University.

III.B. SELECTION BY THE UNIVERSITY OF CADIZ

Once the University of Cadiz has received all the documents and Nomination letters from the partner Universities, grants will be awarded to the selected candidates taking into account the following criteria, each of which will be scored accordingly.

1. In the first place, the suitability of the proposed teaching activities (Mobility Agreement) will be considered as essential requirement. The proposed activities will be supervised by the deputy deans in charge of the international mobility in the corresponding centres of the UCA (**Annexe II**).
2. The participants who take part in the Erasmus+ mobility for teaching at the UCA for the first time will receive 5 points.
3. The participants in possession of accredited language certificates (Spanish, English, French, other) 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.
4. Teaching staff members who take part in double-degree programmes or Erasmus Mundus programmes will receive 1 point.
5. Teaching staff members who coordinate Erasmus programmes in their universities will receive 1 point.
6. The applicants whose teaching programmes go in accordance with the interests of internationalization of the University of Cadiz will receive 2 points.
7. The applicants with major value added of mobility will receive 1 point.
8. The applicants who take part in joint projects with the University of Cadiz will receive 3 points.
9. Applicants with disadvantaged backgrounds and fewer opportunities will receive 2 points.

The selection process at the University of Cadiz will fulfil the criteria of transparency and equal opportunities for all applicants submitting their applications.

III.C. “ZERO GRANT”

In case the number of applications exceeds the grants for each country, non-award 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.

III.D. 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://www.uca.es/ori/erasmus/erasmus-incoming>) **January 2017**.

The selected applicants must confirm the acceptance of the grant by sending an email to gestion.ka107@uca.es.

IV. OBLIGATIONS OF THE UNIVERSITY OF CADIZ:

1. The University of Cadiz will send an acceptance letter and information package to the participants once all the applications have been received and analysed in detail, and the list of selected candidates has been published on the official web page of the University of Cadiz (*February 2017*).
2. After the arrival the participants will receive an information package, internet username and other useful information during the registration meeting, organized by the International Relations Office of the UCA.
3. The University of Cadiz will issue a personal cheque with the grant total amount (individual support + travel support) which could be withdrawn immediately at one of the Santander Bank offices.
4. At the end of the mobility the International Relations Office of the University of Cadiz will provide all the participants with the Certificate of Stay within the *Erasmus+ Staff Mobility for Teaching* programme.

V. OBLIGATIONS OF THE APPLICANTS

1. Each Home University will establish an internal deadline for the submission of applications in order to collect all the documents and nominate the selected participants in time by the **5th of December 2016**.

2. The applicants must have the appropriate level of Spanish/English/French (the international language certificate accreditation is not required) in order to be able to communicate with the counterparts of the University of Cadiz.
3. Once accepted by the University of Cádiz the applicant has to sign a Grant agreement (an e-mail with detailed instructions will be sent to the selected participants).
4. The participant has to apply for the visa in his/her home country; the University of Cádiz will send an invitation letter in due time for this purpose.
5. The participants assume all the travel expenses and will have enough means to be able to afford the first days of stay in Spain before he/she receives the grant.
6. The participant is responsible to buy his/her health insurance and bear the costs. A copy of the health insurance must be handed in during the registration meeting organized by the UCA.
7. The participant is in charge of organizing his/her own accommodation.
8. The participants will provide at least 8 hours of teaching a week. If the mobility period exceeds one week, the minimum number of teaching hours of the incomplete week is calculated in proportion to the duration of this week.
9. The participants must stay at the University of Cadiz at least 5 working days to be considered an Erasmus + Staff Mobility for Teaching participant. Otherwise he/she will have to pay back the full amount of the grant and the travel expenses.

VI. Spread of Information

The sending Universities (Home Universities) will announce this call through their own web pages and also will spread the news about this call in the local and regional media.

Cádiz, the 12nd of November 2016
Juan Carlos García Galindo.
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University of Cadiz