

## Call for Applications

### Staff Mobility for Training at University of Cadix (Spain) in the framework of the European Programme ERASMUS+ KA1

#### OBJECTIVE

The Erasmus+ Programme – mobility for study offers the possibility to spend a period of training at **University of Cadix** for **Administrative Staff** from the University of Sfax

#### 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 2019-2020. The teaching and administration staff members of this mobility program 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. The teaching and administration staff members may also 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 Home University. 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 does not cover all expenses but is merely a contribution to meet the additional costs during the stay abroad.

##### DURATION OF THE MOBILITY

The duration of a traineeship period, established for the associated countries in the Erasmus+ Programme Guide is 5 days.

##### AMOUNT OF GRANTS

The grant includes:

- A contribution from the European Union (individual support). The amount is established according to the country of destination and the actual number of days of stay at the Receiving Institution. In Spain the monthly contribution corresponds to 160 euros per day. The funding period is 5 days of stay + 2 days of travel (1 day one way and 1 day back). A total of 7 days will be fund by an amount of 1,120 euros.
- Additional contribution to cover travel expenses (travel support). This contribution is calculated based on the following distance bands:

Travel distance Amount / Participant  
Between 10 and 99 km 20 Euros

Between 100 and 499 180 Euros  
**Between 500 and 1999 km 275 Euros**  
Between 2000 and 2999 km 360 Euros  
Between 3000 and 3999 km 530 Euros  
Between 4000 and 7999 km 820 Euros  
Between 8000 km or more 1.500 Euros

The amount will be calculated taking into account the distance between the city of the home university and the UCA. For this you can use the application available in the following link:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

#### **GENERAL REQUIREMENTS**

The administration and services staff must be hired by the Home University, which must be a partner university of the UCA within the framework of the Erasmus + KA 107 program, and work on it officially. To facilitate the mobility of the program of Erasmus+ Staff Mobility for Training an International Week will be organized, which will be held from **June 15 to 20, 2020** at the University of Cádiz.

**The participant must be selected by the Home University** to be able to present their admission to the UCA.

The possibilities of making the stay on other dates will be considered individually according to the requests of the interested parties. The UCA cannot guarantee the acceptance of mobilities on dates that do not coincide with the celebration of the UCA International Week. The participant has to be shortlisted by the Home University to process their admission to the UCA. The Erasmus+ Staff Mobility for Training grants may be compatible in the same academic year.

#### **Criteria :**

1. Adaptation of the training program with the Home University internationalisation interests ;
2. Added value of mobility;
3. Participation in a Erasmus + Stay for the first time;
4. Participation in common projects with the UCA.

#### **Application Documents:**

- Passport copy
- Motivation letter
- Curriculum Vitae (European CV – Europass-)
- Mobility Agreement for training
- Proof of staff employment

Please note that all documents must be typewritten.

The documents must be submitted **personally by the applicant to the University of Sfax** (International Relations Office) to the following address: University of Sfax, Airport road km 0.5



P.O.BOX 1169 – 3029 – Sfax . The home Institution will be responsible of selection procedures on the basis **transparent and fair criteria**.

The deadline for applying is **fixed at 15 March 2020**.

For any specific question or information you can contact Ms. Fatma GHORBEL, e-mail [fatma.ghorbel@usf.tn](mailto:fatma.ghorbel@usf.tn) at your home institution.