

## 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 teaching/training at **University of Cadix** for **Academic & Administrative Staff** from the University of Sfax

#### GENERAL INFORMATION

##### PURPOSE

The Erasmus+ Staff Mobility programme for training or teaching offers to the Teaching and Research Staff (PDI as per its acronym in Spanish) and Technical, Management and Administration and Services Staff (PTGAS as per its acronym in Spanish) of the partner universities the possibility to carry out a training or teaching stay at the University of Cadiz (hereinafter the UCA) during the academic year 2023-2024.

The beneficiaries of this Mobility programme will receive financial aid that will allow them to meet with the PDI and PAS of the UCA to discuss collaboration issues between universities, acquire specific professional skills, and exchange ideas or good practices. They will be able to use the facilities offered by the UCA at no additional cost (excluding the retail payments that also apply to official students and teaching and administrative staff of the UCA).

All training activities approved in the Mobility Agreement and successfully completed will be fully recognised at the Home University. The Erasmus+ programme offers the PDI and PTGAS the opportunity to increase their intercultural skills and experiences abroad, learn about other Higher Education systems and establish contact with teaching, research and administrative staff from other countries, thus contributing to the process of international integration.

This programme also promotes the exchange of knowledge, teaching practices and experiences using different teaching methods that will allow students who do not have the possibility to participate in Erasmus+ mobility to benefit from the knowledge of academic staff from foreign higher education institutions (internationalisation at home). Lecturers who participate in this Mobility programme are committed to teaching a minimum of 8 hours at the UCA. All teaching activities approved in the Mobility Agreement and successfully completed will be fully recognised at the Home University.

The financial aid for Erasmus+ Mobility for training or teaching does not cover all expenses and is merely a contribution to cover additional costs during the stay abroad.

## **DURATION OF THE MOBILITY**

The period of stay for partner countries of the programme, according to the Erasmus+ Programme Guide, is 5 days.

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

## **AMOUNT OF GRANTS**

### **The financial support includes :**

- Individual support. The amount is established according to the country of destination and the actual number of days of stay at the Host University. In Spain the amount is 160 euros per day. The eligible period is 5 days of stay + 2 days of travel (1 day departure and 1 day return). In total, 7 eligible days, for an amount of 1,120 euros.
- Additional support for travel expenses. This amount is calculated according to the following distance bands:

Travel distance	Amount / Participant
Between 10 and 99 km	20 Euros
Between 100 and 499 km	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 considering the distance between the city of the Home University and the UCA. You can use the application available at 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)

Green travel is defined as a low-emission alternative in means of transport on the main section of the journey, e.g. bus, rail or carpooling. A boat is not considered as green transport. This may be supported by a sworn declaration signed by the person receiving the subsidy together with boarding passes, transport tickets, or toll receipts, for example.

Those who intend to make use of green travel fares, must inform the University of Cadiz at least one month before the start date of their stay. To do so, it will be necessary to send an e-mail to the address [staff.in@uca.es](mailto:staff.in@uca.es), indicating: means of green travel to be used, distance to be covered by means of green travel, and documentation to be provided on arrival to accredit it.

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

All incoming mobility at the University of Cadiz during the academic year 23/24 should correspond to one of the activities offered by the UCA for visiting staff in that period. They are available on the website of the Vice-rectorate for Internationalisation (section IIB). No application will be accepted as a "Nominee" or "Reserve" if it is not supported by the corresponding acceptance to one of these activities. However, the acceptance to one of these places does not imply in any case the obtaining of one of the Erasmus scholarships subject of the present call.

## **GENERAL REQUIREMENTS**

The teaching or administrative staff must be employed by the Home University, which is to be a partner university of the UCA within the framework of the Erasmus+ KA 171 programme and work there.

All incoming grants at the University of Cadiz during the academic year 23/24 must adjust to one of the activities offered by the UCA for that period, which are available on the website of the Vice-rectorate for Internationalisation: <https://internacional.uca.es/visiting-teaching-and-training-staff-programme-academic-year-23-24/>

No nomination will be accepted if it is not supported by the corresponding acceptance (Mobility Agreement signed by the applicant, the responsible party at the home university, and the coordinator at UCA) to one of these activities.

The participant must be nominated by the Home University and selected by the University of Cadiz to process he/she admission to the UCA. The grants for Erasmus+ Staff Mobility for training and Erasmus+ Staff Mobility for teaching cannot be compatible in the same academic year. Criteria :

## **PRIOR ACCEPTANCE PROCEDURE FOR A PLACE OFFERED BY THE UCA**

In order to be able to participate in the selection process, the interested person must be previously accepted in one of the activities offered by the University of Cadiz for the academic year 23/24. The places offered can be Teaching (STA mobilities) or Training (STT mobilities).

The list of STA places can be found at: <https://internacional.uca.es/visiting-professors-2023-24/>

The list of STT places can be found at: <https://internacional.uca.es/visiting-staff-2023-24/>

Candidates, before submitting their application to their Home University, should:

1. Check the list of activities offered by the UCA. In the "Description" section, they will find information about the characteristics of the activity to be carried out during the stay. The candidates shall verify that their experience and profile are adapted to the requirements of the activity.
2. Contact the coordinator of the activity of their interest, by sending an email to the address in the "Contact" column and attaching their CV.
3. In case of receiving a favourable answer, the candidate shall send the Mobility Agreement to the coordinator of the activity in order to be signed.

4. The candidates must send the signed Mobility Agreement to their Home University to participate in the selection process.

**NOTE:** If a candidate receives a signed Mobility Agreement from the University of Cadiz, this does not mean that he/she will be selected for the placement.

A candidate with a signed Mobility Agreement may not be finally admitted for a stay at the UCA for three main reasons:

- a) The candidate is not selected by his/her Home University to be part of the list of nominated persons.
- b) Although the candidate is nominated by his/her Home University, the place for which he/she is applying has received more than one application. In this case, the coordinator of the activity shall determine which of the applications received is the most suitable for the activity to be carried out.
- c) There is not enough budget available for the candidate's region of origin.

**SELECTION PROCEDURE BY THE HOME UNIVERSITY** The entire pre-selection process at the Home University will meet the criteria of transparency and equal opportunities for applicants.

The specific selection criteria will be developed and published on the websites of each Home University and disseminated through local and regional media.

Criteria that could be used for the scale The Home University will present a list of pre-selected candidates according to the criteria established in the internal call of the Home University. It is recommended to use the following scale criteria:

1. Adequacy of the training programme to the internationalisation interests of the Home University;
2. The added value of the mobility;
3. Participant in an Erasmus+ mobility for the first time;
4. Participation in joint projects with the UCA.

Scale suggested by the University of Cadiz In the event that the partner university does not have an established scale for the selection of candidates, the University of Cadiz can be used as a reference.

Firstly, the previous acceptance (section II.B) of the participant in any of the activities offered by the UCA in the catalogue "Visiting Professors" or "Visiting Staff" available on the website of the Vice-rectorate for Internationalisation will be evaluated.

This is an essential requirement.

1. Participants who carry out their first training stay within the framework of the Erasmus + programme at the UCA will get 5 points.
2. Participants with an accredited language certificate (Spanish, English, French) will get 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 in dual degrees or Erasmus Mundus will get 1 point.
  4. Applicants participating in joint projects with the UCA will get 3 points.
  5. Participants from disadvantaged backgrounds and with fewer opportunities will get 2 points.

### **Application Documents:**

- Passport copy
- Motivation letter
- Language certificate
- Curriculum Vitae (European CV – Europass)
- Signed Mobility Agreement for training/teaching (see annexes)
- Proof of staff employment

Please note that all documents must be typewritten.

Please apply for this opportunity via the following link: <https://forms.gle/MK97iDhM2c1SELdy8>

The home Institution will be responsible of selection procedures on the basis **transparent and fair criteria**.

The deadline for applying is fixed on **19 December 2023 at 12:00 PM (MIDDAY)**.

For any specific question or information, you can contact Ms. Fatma GHORBEL by e-mail [sci@usf.tn](mailto:sci@usf.tn)