

## Call for Applications

### Staff Mobility for Training and Teaching at University of Cadiz (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 Cadiz** for **Academic & Administrative Staff** from the University of Sfax

#### GENERAL INFORMATION

##### PURPOSE

The Erasmus+ Staff Mobility for Training and Teaching program offers Teaching and Research Staff (TRS) and Administrative and Services Staff (ASS) from partner universities the opportunity to carry out a training and teaching stay at the University of Cádiz (hereinafter UCA) during the 2024-2025 academic year.

The beneficiaries of this Mobility program will enjoy financial aid that will allow them to develop collaboration between their home university and UCA, acquire specific professional skills, and exchange ideas or good practices. They will be able to use the facilities offered by UCA at no additional cost (excluding small fees that also apply to official students and teaching and administrative staff of UCA).

All Training activities approved in the Mobility Agreement and satisfactorily completed will be fully recognized by the home university, which assumes this commitment by participating in the program. The Erasmus+ program offers TRS and ASS the possibility of increasing their intercultural skills and experiences abroad, learning about other Higher Education systems and establishing contact with teaching and research and administrative staff from other countries, thus contributing to the process of international integration.

Likewise, this program promotes the exchange of knowledge, teaching practices, and experiences through different teaching methods. This will allow students who cannot participate in Erasmus+ mobility to benefit from the knowledge of academic staff from foreign higher education institutions (internationalization at home). Professors participating in this Mobility program are committed to teaching at least 8 hours at UCA. The Home University will fully recognize all Teaching activities approved in the Mobility Agreement and effectively carried out.

The Erasmus+ Mobility for Teaching and Training Staff grant does not cover all expenses and is merely a contribution towards the 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 :

The scholarship includes:

- Individual support. The amount is established according to the destination country and the number of actual days of stay at the Host University. In Spain the contribution is 160 euros per day. The eligible period is 5 days of stay + 2 travel days (1 outbound journey day and 1 return journey day). In total there are 7 eligible days, for an amount of 1,120 euros.
- Additional aid for travel expenses. This contribution is calculated according to 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 considering the distance between the city of the home university and UCA.

For this purpose, 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 using low-emission means of transport in the main part of the journey, such as a bus, train, or shared car. A boat will not be considered green transport. It may be justified by means of a sworn statement signed by the person receiving the grant together with boarding passes, transport tickets, or proof of tolls, for example.

People who intend to use green travel must inform the University of Cadiz at least one month before the start date of their stay. To do this, they must send an email to [staff.in@uca.es](mailto:staff.in@uca.es) 3 indicating the means of green transport that will be used, the distance that will be covered by green transport, and the documentation that will be provided upon arrival to prove it.

Green travel could include up to two more days of individual support when necessary and duly justified.

## GENERAL REQUIREMENTS

The teaching and research staff or the administrative and service staff applicant must be employed by the Home University, which must be a partner university of UCA within the framework of the Erasmus+ KA171 program, and officially work there. This term must be proven by documentation before the start of the mobility.

All incoming grants at the University of Cadiz during the 24/25 academic year must correspond to one of the activities offered by UCA for that period, which are available on the website of the Vice-Rectorate for Internationalization. No nomination will be accepted that is not supported by the corresponding acceptance (Mobility Agreement) signed by the applicant, the home university, and the person responsible for UCA position for one of these activities.

In order to process their admission to UCA, the participant must be nominated by the Home University and selected by the University of Cadiz. Erasmus+ Staff Mobility for Training and Erasmus+ Staff Mobility for Teaching grants cannot be combined in the same academic year.

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

To be able to participate in the selection process, the interested person should be previously accepted in one of the activities offered by the University of Cadiz for the academic year 24/25. The places offered can be teaching (STA mobilities) or training (STT mobilities).

The list of STA places can be found on the website: <https://internacional.uca.es/visitingprofessors-2024-25/>

The list of STT places can be found on the website: <https://internacional.uca.es/visiting-staff2024-25/>

The staff of partner universities interested in carrying out mobility at the University of Cadiz, before sending their application to their home University, should:

1. Consult the list of activities offered by UCA. In the “Description” section, you can find information about the characteristics of the activity to be developed during the stay. The candidate should check that their experience and profile fit the requirements of the activity.
2. Contact the coordinator of the activity of their interest, sending an email to the address listed in the “Contact” column, attaching their CV.
3. In case of receiving a favorable response, the candidate should send the activity coordinator their Mobility Agreement for processing their signature.
4. The candidate should submit the signed Mobility Agreement to their home University to participate in the selection process.

NOTE: Obtaining a Mobility Agreement signed by the University of Cadiz, does not imply selection for the position. A candidate with a signed Mobility Agreement may not be finally admitted for their stay at UCA for three main reasons:

- a) The candidate is not selected by their home University to be part of the list of nominated people
- b) Despite the candidate being nominated by their University, the activity for which they submit their application has received more than one application. In this case, it will be up to the activity coordinator to determine which of the applications received is the most suitable for the activity to be carried out.
- c) There are not enough funds available for the region of origin of the candidate.

**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 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 assessment criteria:

- 1. Relevance of the training programme to the internationalization interests of the Home University;
- 2. Added value of mobility;
- 3. Carrying out the Erasmus + Stay for the first time;
- 4. Participation in joint projects with UCA.

First, the participant's prior acceptance (Section II.B) in one of the activities offered by UCA in the "Visiting Professors" or "Visiting Staff" catalog available on the website of the Vice Rectorate for Internationalization will be evaluated.

This is an essential requirement. Subsequently, other criteria may be taken into consideration:

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

### **Application Documents:**

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

Please note that all documents must be typewritten.

Please apply for this opportunity via the following link: <https://forms.gle/mUREGVop2tuQ5nzH8>

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

The deadline for applying is fixed on **04 November 2024 at 12:00 PM (MIDDAY)**.

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