

**RESOLUTION OF THE RECTOR OF THE UNIVERSITY OF CADIZ  
UCA/R139/REC/2020, OCTOBER, 10TH, 2020, CALL FOR STUDENT CREDIT  
MOBILITY (SMS-IN) TO THE UNIVERSITY OF CADIZ (SPAIN) IN THE  
FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107**

**Academic year 2020-2021.**

**In both versions (English and Spanish) the Spanish version will override to the  
English one.**

The *Erasmus+ Mobility for Studies* programme offers students the chance to spend a period of continuous study at the University of Cádiz (UCA) during 2020-2021 academic year in the frame of 2018-1-ES01-KA107-049705 and 2019-1-ES01-KA107-062653 projects.

**RESOLUTION**

**FIRST.** – Announce the Call for Student Credit Mobility (sms-in) to the University of Cadiz (Spain) in the frame of the European programme Erasmus+ KA107 in the frame of 2018-1-ES01-KA107-049705 and 2019-1-ES01-KA107-062653 projects.

**SECOND.** – The amount of the grants will be assumed by the grant the University of Cadiz has received from the National Spanish agency SEPIE for each of the projects of this Call.

**THIRD.** – Approve the bases of the Call mentioned in the Annexe.

Delegation of the signature of the Rector, Resolution UCA/R84REC/2019, July, 29<sup>th</sup>,  
Vice rector for Internationalization  
Signed: Rafael Jiménez Castañeda.

## BASES OF THE CALL

### I. GENERAL INFORMATION

#### I.A. PURPOSE

The *Erasmus+ Mobility for Studies* programme offers students the chance to spend a period of continuous study at the University of Cádiz (UCA) during the second semester of the 2020-2021 academic year in the frame of 2018-1-ES01-KA107-049705 and 2019-1-ES01-KA107-062653 projects.

Mobility students will receive a grant, can attend courses and use all the facilities available at the University of Cádiz with no additional tuition fees (with the exception of any fees also applicable to local students). All learning activities approved in the Learning Agreement and completed successfully will be fully recognized at the home university. The Erasmus+ Programme offers students the chance to gain cultural experience abroad, become familiar with other higher education systems and meet young people from other countries, actively contributing to the process of international integration.

The grants offered to Erasmus+ Mobility for Studies students do not cover all the expenses, but are merely a contribution to bearing the additional costs of the stay abroad.

The University of Cadiz in the frame of the II Strategic Plan priorities the geographic areas related to the University Centres and the Erasmus+ Programme. This is the reason to develop cooperation with partner Universities in different fields, but especially in those prioritised by its international strategic plan. The fields of collaboration with each University were previously agreed.

#### I.B. FUNDING

The grant includes:

- A European Union contribution (*individual support*). An amount established according to the country of destination. In Spain the mobility contribution is 850€ **per month**. The funded period is to be from 3 up to 5 months (90-150 days).

- An additional amount to cover travel expenses (*travel support*). The amount is calculated according to the distance band appearing below:

100 - 499 km: 180 Euros

500 - 1999 km: 275 Euros

2000 - 2999 km: 360 Euros

3000 - 3999 km: 530 Euros

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Rafael Jiménez Castañeda, 15/02/2020

4000 - 7999 km: 820 Euros

8000 - 19999 km: 1500 Euros

Distance calculator:

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

The distance will be calculated as follows:

Distance between the city of the home University and Cadiz.

The European Commission provided a limited number of grants to each Programme. The list of grants for each country for the Programme Erasmus+KA107 *Mobility for Studies* can be consulted in the **Annex I**.

## II. APPLICATION REQUIREMENTS AND PROCEDURES

### II.A. GENERAL ADMISSION REQUIREMENTS

The student has to be enrolled at the Home University, which must be a partner of the University of Cadiz within the Erasmus+ frame (**Annex V**) and have passed at least 60 ECTS credits before the start of the mobility.

The student should be selected by the Home Institution in order to be accepted by UCA.

The last eligible day of the period of stay for Degree and Master students is June, 28<sup>th</sup>, 2021 (the end of the evaluation period of the second semester). As exception, this date could be extended for Degree and Master students using a specific document of application.

The last eligible day of the period of stay for PhD students is July, 31st 2021.

The Degree students should enrol at least 12 credits ECTS at UCA.

The Master students should enrol at least 10 credits ECTS at UCA.

The PhD students do not have to enrol any minimum number of ECTS credits at UCA, but have to indicate in the Learning agreement the course **Code: 9999002 Name: Estancia de investigación**.

The incoming students participating in other Programme/grant issued by UCA or with UCA's funds cannot participate to this Call.

These are the dates to take into account to apply for the Erasmus+ *Mobility for Studies* programme:

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Rafael Jiménez Castañeda, 15/02/2020

Beginning of the 2nd semester: February, 8<sup>th</sup> 2021

End of the evaluation period for the 2nd semester: June, 28<sup>th</sup> 2021

### **II.B. APPLICATION PROCEDURE:**

The first phase of the nomination period will be open till 15/10/2020: the partner universities should nominate their students within this date. After the UCA receives the nomination documents, the UCA's Office for Internationalization will send a special link for online application for nominated students.

If there are any additional available full grants for UCA's partner universities, the new nomination period will be communicated to the partner. In any case, the admission period to the UCA should be open.

All the applying students have to hand in their documents to the **International Office at the Home University**. International Office of the Home University can establish its own list of needed documents. UCA has established the minimum list of the documents that are the mandatory requirements, with exception of the document N° 4, which should be hand in only where appropriate.

Please note that **all of the forms must be typed in order to be considered. The documents filled in by hand will not be accepted.**

1. Copy of Passport (External one)
2. Spanish, English or French (in case the student will use English or French as his/her language of instruction during his/her stay at the University of Cadiz) Language Certificate, at least B1 according to Common European Framework of Reference for Languages. The language requirement depends on each course in particular. If the student has any doubts about the required level of language, he/she should contact the Responsible person at the UCA's Faculty/Centre where he/she is going to study (the information about the contact person of each Centre in available in the document *Factsheet UCA*).
3. Doctorate students must present a short version (max. 3 pages) of the research proposal for their period of stay at UCA (**Annex IV**).
4. Certificate issued by the Home University informing of any disadvantaged backgrounds and fewer opportunities compared to peers (disability, educational difficulties, economic obstacles, cultural differences, health problems, social obstacles, geographical obstacles). The full description about the disadvantaged backgrounds can be consulted on page 10 of Erasmus + Programme Guide Version 2: 15/01/2019. ([sepie.es/doc/convocatoria/2019/erasmus-plus-programme-guide-2019\\_es\\_v2.pdf](http://sepie.es/doc/convocatoria/2019/erasmus-plus-programme-guide-2019_es_v2.pdf))

### **III.C. SUBMISSION OF APPLICATIONS**

The Home University will select their students to be nominated to participate in the programme and will send the Nomination letter to the Office for Internationalization of

UCA. The DEADLINE for the submission of the Nomination Letter (**Annex II**) to the University of Cadiz: **November, 15<sup>th</sup>, 2020.**

UCA will send an individual link to each nominated student in order to give him/her the possibility to do the online application at UCA. The Deadline for the submission of the online application by the students (online application + indicated documents) is **November, 4<sup>th</sup> of 2020.**

### III. SELECTION PROCEDURES

#### III.A. PRESELECTION BY THE HOME UNIVERSITY

All the selection process at the Home University will need to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published in the webpage by the Home University and will be speeded by any other local and regional means. However, the general criteria described further should be included in all the evaluation process.

If the Home University has not established the specific process of evaluation, further criteria may be used:

##### **General criteria for ranking for the Home University:**

1. Besides the following, the **suitability of the proposed study/research activities** will be considered as **essential requirement**.
2. PhD Students, whose proposed activity suits the prioritised areas of the Home University or those of UCA, will receive 2 points.
3. Master Students, whose proposed activity suits the prioritised areas of the Home University or those of UCA, will receive 1 point.
4. Students with an average grade higher than 8 out of a 1 to 10 grading score will receive 1 point.
5. Students with language skills (Spanish or English, depending on the language of instruction at the University of Cadiz) B2 will receive 1 point.
6. Students with language skills (Spanish or English, depending on the main language of studies at the University of Cadiz) C1 will receive 2 points.
7. Students with language skills (other languages) B1 will receive 0.5 point (each language).
8. Students with language skills (other languages) B2 will receive 1 point (each language).

9. Participation in joint and co-tutoring Programmes (Degree, Master or Doctorate) will receive 2 points.
10. Participation in joint Investigation Projects (Master and Doctorate) will receive 2 points.
11. Applicants with disadvantaged backgrounds and fewer opportunities compared to their peers will receive 2 points (a special document is required).
12. Students who participate for the first time in the Erasmus+ KA107 programme will receive 1 point.

### **Management of applications**

The Home University will receive all the applications and needed documents, will ranking the applications and will select and nominate the students. The Home University can nominate the number of students indicated in the Interinstitutional Agreement. The grants will be awarded as full grant or “zero” grants according to the number of grants applicable for each Partner University, which was communicated previously by e-mail. This number of grants for each University will depend in each country on the number of grants awarded to the project in this country and on the number of Partner Universities in this country. The number of full grants awarded for each University communicated by UCA should be indicated in the specific Call by each Home University.

All the information about the Interinstitutional Agreements and amendments will be communicated to the Partner University by email.

The Home University can indicate the Reserve List of the students applying for the grants. In case not every grant is filled, the applications of the students from the Reserve List will be studied and the grants will be awarded to the students from the Reserve List. Additionally, the students without the full grant could be nominated by the Home University as Erasmus+ students with “Zero Grant” till reach the number indicated in the Interinstitutional Agreement. These students have the same rights and obligations as granted students, but they will not receive the Erasmus + Funding (neither European Union contribution, nor additional amount to cover travel expenses).

The Nomination Letter (Annex II) should be sent by the International Office of the Home University to the email [gestion.ka107@uca.es](mailto:gestion.ka107@uca.es) by the **15<sup>th</sup> of October 2020**.

This Nomination letter (**Annex II**) should include the following items:

1. Information about the Partner University.
2. Principal List of nominated students in decreasing order of preference.
3. Reserve List (if exists) of nominated students in decreasing order of preference

4. The total number of points awarded to each student.
5. E-mail of the nominated student
6. Components of the selection committee.
7. Criteria used in the selection process.
8. Signature of the responsible person and stamp of the home University.

The Annex II should be completed with further documents:

1. Table of all the applications received with the indication of the points received by each student and the resolution of the Selection committee.
2. Text of the Call elaborated by the Home University (web link of PDF document) which confirms the publishing of the Call.
3. Document of Absence of conflicts (**Annex III**).

All the PDF documents should be signed and stamped by the Home University and have the date of issue.

As soon as the Office for Internationalization of UCA receives the Nomination Letter of the Home University, the UCA will send to each nominated student an email with the instruction to follow.

The students will have 10 days in order to fill in the online application form and attach the needed documents: **by the 4<sup>th</sup> of November 2020**.

Required documents:

1. Copy of Passport (External one)
2. Learning Agreement. Document edited on the online platform ORI-2. All the instruction about this document will be sent to the nominated students by email.
3. Language Certificate.

Doctorate students must present a short version (max. 3 pages) of the research proposal for their period of stay at UCA (**Annex IV**) and send it directly to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es).

Certificate issued by the Home University informing of any disadvantaged backgrounds and fewer opportunities compared to peers. The certificate should be done in the original language and have a translation into English or Spanish. This document is required only for the students that meet this condition and should be send by email to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es) with indication of the name, surname, passport number of the student and the Home University in the text of the email.

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Rafael Jiménez Castañeda, 15/02/2020

### 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 students.

The selection process at the University of Cadiz will meet the criteria of transparency and equal opportunities for all applicants submitting their applications. The UCA will follow the order of preference of the Nomination Letters and will award the grants according to the distribution accepted by the Home University. If there is additional funding, the grants will be awarded to the students according to order of the list of Nominated students.

The mandatory requirement in order to be accepted by UCA is the acceptance of the *Learning Agreement* of the student: The Academic coordinator at UCA should sign it before the start of the mobility.

### III.D. RESOLUTION OF THE CALL

The preliminary list of accepted and excluded applicants (**Preliminary Decision of accepted documents**) will be published by the University of Cadiz on the official web page (<http://internacional.uca.es>) by the end of November 2020 indicating the documents that should be corrected.

The excluded applicants will have 10 working days from the publishing of the Preliminary Decision in order to amend the documents or to send the needed documents to [erasmus.ka107.incoming@uca.es](mailto:erasmus.ka107.incoming@uca.es)

At the middle of December 2020 the **Preliminary Decision** with the list of granted students will be published. At the end of December 2020 the **Final Decision** with the list of granted students will be published.

## IV. OBLIGATIONS OF THE UNIVERSITY OF CADIZ:

1. The University of Cadiz will send an acceptance letter and information package to the student once all the applications have been received and checked in detail, and after the list of selected students has been published on the official web page of the University of Cadiz.
2. The UCA will prepare the document of Grant Agreement for the student, will send it to the student by email and will ask the student to sign it and resend it to UCA before the start of the mobility.
3. After arrival the student will receive an information package, internet username and other useful information.



4. The University of Cádiz will provide the student with an academic coordinator at the Faculty where he/she will be enrolled, and who will sign the Learning Agreement and will support the student in all academic matters.
5. The University of Cádiz will pay the grant after the student's arrival on the following bases:

Individual support and travel support:

- The first part: 2.700 euros during the first month of his/her stay at UCA;
  - The second part: up to 80% of the grant at the middle of April;
  - The third part: the remainder of the grant in 20 days after the submission of the Mobility Tool survey (the survey will be send to the student 30 days before the end of the period of stay).
6. At the end of the mobility the Secretary's office of each Faculty will provide the student with a Transcript of Records or a report of the research results. If the students leave the University of Cadiz before the end of the Semester, the Secretary's office of every Faculty will send the Transcript of Records to the home University and to the students individually at the end of semester.

## V. OBLIGATIONS OF THE STUDENT

1. Each Home University will establish a deadline for the submission of applications before the **15<sup>th</sup> of October 2020**, in order to collect all the documents and nominate students in time.
2. Once accepted by the University of Cádiz the student has to sign a Grant agreement (an e-mail with instructions will be sent to the accepted students).
3. The student has to apply for the visa **for studies** in his/her home country; the University of Cádiz will send an acceptance letter in due time for this purpose and will send to the Consulate of Spain in each country (or to the consulate where the student will have to issue the visa) a list of the students accepted by UCA where the conditions of the grant will be indicated in order to facilitate the visa issue.
4. The student has to book and assume the travel expenses by himself/herself and have enough money to be able to afford the first month of stay in Spain before he/she receives the first part of the grant.
5. The student will contract his/her health insurance before leaving his/her home country. The student has to contract the insurance indicated by UCA:

ARAG insurance, option “Visitante UCA con destino España. Cobertura zona Schengen”

on <https://www.aragonline.net/sites/contratar.php?id=MDMxMTg3NXwwfDUyfDY=>

in order to guarantee the covert of all the requirements of the Embassies and Consulates of Spain in foreign countries and the requirements of Erasmus+ Programme.

6. The student has to organize his/her own accommodation. The UCA offers the accommodation at the Colegio Mayor of UCA and will offer the information about the other University Dormitories in Cadiz.
7. The students will do the online Registration once they have arrived to Cadiz (an e-mail with instructions will be sent to the selected students). During these Registration meetings the students have to indicate the day of the end of his/her stay at UCA and commit to stay at UCA till the indicated date.
8. The student has to attend classes or do research as approved in the Learning Agreement or the research programme; and compromise himself/herself to inform UCA’s International Office and home University in case of an earlier departure.
9. The students have to sit the exams at UCA if these exams are included in the content of the courses the incoming student is enroled.
10. The student has to stay at the University of Cadiz at least 3 months (90 days) to be considered an Erasmus+ Student. Otherwise he/she will have to return the full amount of the grant and the travel expenses.
11. Two months after the arrival (*Mid-April*), the student has to sign a follow-up form and will do the second online registration.
12. 30 days before the end of the period of stay the student should fill out the Mobility Tool survey (as indicated in the Grant agreement) in order to receive the third part of the grant.
13. The student commits to do the recognition at his/her home University (Document Learning Agreement After the mobility) of the ECTS credits done at UCA and send this document to the Office for Internationalization of UCA by 15/10/2021.
14. One month after the end of the mobility the student has to fill out the online EU survey about the recognition of the ECTS credits done at UCA (the student will receive an email with a specific link).

## **VI SPREAD OF INFORMATION**

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

## **VII PROMOTION OF THE GENDER PARITY**

According to the Law 32007, of March, 22<sup>nd</sup> for the Gender Parity between women and men, and the Law 12/2007, of November, 26<sup>th</sup> for the promotion of the Gender Parity in Andalusia, all the mentions in this Resolution that refer the student (as a male) are referring to the grammatical unmarked gender, that includes the possibility to refer to women and men.

## **VIII DATA PROTECTION**

According to the art. 5 of the Organic Law 15/1999, of December, 13<sup>th</sup>, dedicated to the protection of personal data that regulates the right for information during the data collection, the next points are mentioned:

The personal data provided to the Office will be incorporated into a file Mobility Programmes, properly recorded at the Council of Transparency and Data Protection (<https://www.ctpandalucia.es/es>) that meets with the organization and security measures required by the Royal Decree 1720/2007.

The objective of this registration is the administrative procedure and the enrolment of the students, teachers and administrative staff for the mobility programmes with the foreign universities and institutions. Your personal data will be used only according to the actual legislation and will be offered to the Home University only in order to manage the mobility.

You will be able to access your personal data, rectify it, oppose and cancel it, writing to the University of Cadiz, Rectorate, c. Paseo Carlos III, N°9, 11003, Cadiz.

## **IX ACCEPTANCE OF THE BASES OF THE CALL**

The application for the grant means the acceptance of the bases of this Call.

Delegation of the signature of the Rector, Resolution UCA/R84REC/2019, July, 29<sup>th</sup>,  
Vice rector for Internationalization  
Signed: Rafael Jiménez Castañeda.