

## **CALL FOR STUDENT CREDIT MOBILITY (SMS-IN) TO THE UNIVERSITY OF CADIZ (SPAIN) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107**

**(Academic year 2017-2018)**

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

### **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 2017-2018 academic year.

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 minor 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 aims to develop cooperation with partner Universities in different fields, but especially in those prioritised by its international strategic plan. A list of degrees, masters and PhD studies within these prioritised areas can be consulted in **Annex II**.

#### **I.B. FUNDING**

The grants include:

- 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 800€ **per month**. The funded period is to be from 3 up to 5 month (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

4000 - 7999 km: 820 Euros

8000 - 19999 km: 1100 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 University of Cadiz has been awarded with 276 grants for incoming and outgoing students and staff. The grants are offered to partner countries according to the directives 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 consulted in the **Annex I**.

## II. APPLICATION REQUIREMENTS AND PROCEDURES

### II.A. GENERAL ADMISSION REQUIREMENTS

The student has to be enrolled in the Home University, which must be a partner of the University of Cadiz within the Erasmus+ frame and have passed at least 60 ECTS credits before the apply for the grant.

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

Registration period: **1<sup>st</sup> February to 18<sup>th</sup> February 2018**

Beginning of semester: **19<sup>th</sup> February 2018**

End of semester: **8<sup>th</sup> July 2018**

The student has to be pre-selected by his/her home University in order to follow the application procedure.

### II.B. APPLICATION PROCEDURE:

Before arrival all the applying students have to hand in the following documents to the **International Office at the Home University**. If it is required, this list can be extended by the International Office of the Home University. All the documents of this list are the mandatory requirement, with exception of the document N° 6, which should be hand in only where appropriate.

Please note that **all of the forms must be typed in order to be considered**.

1. Application form (**Annex III**).
2. Learning Agreement (**Annex IV**). Please, see the additional information concerning the instructions to fulfil the Learning agreement.
3. Copy of Passport (External one)
4. Spanish or English (in case the student will use English 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.
5. Doctorate students must present a short version (max. 3 pages) of the research proposal and Motivation Letter.
6. 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 11 of Erasmus + Programme Guide Version 2: 07/01/2016. ([http://sepie.es/doc/convocatoria/2017/erasmus-plus-programme-guide\\_env2.pdf](http://sepie.es/doc/convocatoria/2017/erasmus-plus-programme-guide_env2.pdf))

### III.C. SUBMISSION OF APPLICATIONS

DEADLINE for the submission of the Nomination Letter to the University of Cadiz: **7th November 2017.**

Deadline for the submission of the online application by the students (online application + indicated documents) and submission of the presented documents by the International Office of the Home University is **17<sup>th</sup> of November 2017.**

## 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 and by any other means used to spread and announce the call.

#### **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, will receive 2 points.
3. Master Students, whose proposed activity suits the prioritised areas of the Home University 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.
8. Students with language skills (other languages) B2 will receive 1 point.
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.
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 will depend in each country on the number of grants awarded to the project in this country and to the number of Partner Universities in this country.

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

The Home University can indicate the Reserve List of the students applying for the grants. If 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.

The Nomination Letter (Annex V) 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 **7<sup>th</sup> of November 2017**.

This Nomination letter (Annex V) 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 exist) 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 nomination process.
8. Signature of the responsible person and stamp of the home University.

As soon as the International Office 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 one week in order to fill in the online application form and attach the needed documents: **by the 17<sup>th</sup> of November 2017.**

**All the needed documents should be hand in the International Office of the Home University** and the International Office of the Home University will send them to [gestion.ka107@uca.es](mailto:gestion.ka107@uca.es) by the **17<sup>th</sup> of November 2017.**

### 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 on Nominated students

### 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" 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 number of "Zero Grants" will be established by the University of Cadiz according to the required Degree, Master and PhD studies.

### III.D. RESOLUTION OF THE CALL

The preliminary list of accepted and excluded applicants (Preliminary Decision) will be published by the University of Cadiz on the official web page (<http://www.uca.es/ori/portal.do?TR=C&IDR=144>) by the end of November 2017.

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@gm.uca.es](mailto:erasmus.ka107.incoming@gm.uca.es)

At the beginnings of December 2017 the Final Decision with the list of granted and “zero” granted students will be published.

The students must confirm the acceptance of the grant by sending an email to [erasmus.ka107.incoming@gm.uca.es](mailto:erasmus.ka107.incoming@gm.uca.es). The instructions about the acceptance of the grant will be sent to the students.

### 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 (*around mid-December*).
2. After arrival the student will receive an information package, student card, internet username and other useful information in a registration meeting with members of the International Office.
3. 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.
4. The University of Cádiz will pay the grant after the student’s arrival on the following bases:
  - Individual support: 1200 euros **at the beginning** of the stay and the rest of the grant in *mid-April 2018*;
  - Travel expenses (calculated as mentioned above): *mid-April 2018*.
5. At the end of the mobility the Secretary’s office of every 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 **7<sup>th</sup> of November**, 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 selected 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.
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 amount and travel expenses.
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 in order to guarantee the covert of all the requirements of the Embassies and Consulates of Spain in foreign countries.
6. The student has to organize his/her own accommodation. The accommodation office at the University of Cadiz will support students in the search of accommodation (shared students flats).
7. The students will attend the Registration meetings organized by the International Office of UCA at the beginning of February 2018 (an e-mail with instructions will be sent to the selected students). During this 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 our International Office and home University in case of an earlier departure.
9. 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.
10. Two months after the arrival (**Mid-April**), the student has to sign a follow-up form in the International Office in order for him/her to continue receiving the grant.



## 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 3rd of October 2017  
Juan Carlos García Galindo.  
General Director of International Relations  
University of Cadiz