

## CALL FOR STAFF MOBILITY FOR TEACHING AT THE UNIVERSITY OF CADIZ (SPAIN) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

### GENERAL INFORMATION

#### PURPOSE

The *Erasmus+ Staff Mobility for Teaching* programme provides teaching opportunities for the teaching staff members of the partner universities. This will promote exchange of expertise and experience on pedagogical methods and allow students who do not have the possibility to participate in a mobility scheme, to benefit from the knowledge and expertise of academic staff from foreign higher education institutions.

#### DURATION OF THE STAY

From 5 days to 2 months, but only 5 days will be funded. In any case, a minimum of 8 hours must be taught.

#### FUNDING

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

The grants include:

- A European Union contribution. An amount established according to the country of destination and the actual number of days spent abroad. In particular, the grants are split into groups of countries according to the cost of living. Spain is included in Group 2 and the mobility contribution is 120€ **per day** (max. 5 days).
- The lecturer will receive also the mobility contribution for 2 days of the travel period (120 € per day).
- An additional amount to cover travel expenses. 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.

## APPLICATION REQUIREMENTS AND PROCEDURES

### General admission requirements

In the case of teaching assignments between higher education institutions in Programme Countries, the University of Cadiz and the home University must have signed an inter-institutional agreement. The partner higher education institution must have agreed on the programme of activities to be undertaken by the visiting lecturers (Mobility Agreement) prior to the start of the mobility period. The teaching staff must contact the corresponding coordinator at the University of Cadiz in accordance to their academic discipline (**see annex 1**).

In all cases, the activities of staff undertaking a teaching assignment should be integrated into the curriculum of the receiving institution.

### Important dates

To apply for the Erasmus+ Mobility for Teaching programme for the spring semester of the academic year 2015/16:

Stay period: **15.03.2016-27.05.2016**

Application deadline (to send all the documents to the University of Cadiz by the International Office of the home University): **29<sup>th</sup> of February 2016**

### APPLICATION PROCEDURE

The following documents must be submitted:

- Application form (**see annex 2**)
- Mobility Agreement signed by both partners (**see annex 3**)
- Copy of Passport
- Short version of CV

These documents are to be sent to your home University (International Office) and they will send it to the following address: [gestion.ka107@uca.es](mailto:gestion.ka107@uca.es)

### SELECTION PROCEDURES

The European Commission has approved several grants to Lecturers from Partner countries. The distribution of these grants will be made by the University of Cadiz according to the financing of the programme Erasmus + KA107 for 2015-2016. (**See Annex 4**).

The home university will provide a pre-selection of candidates according to the following criteria, always on the basis of fairness and transparency during the selection procedures:

- 1) Adequacy of the teaching programme to the academic interest of the University of Cadiz.
- 2) Added value of the mobility
- 3) Expected outcomes and impact.

## UNIVERSITY OF CADIZ OBLIGATIONS:

The University of Cadiz will send an acceptance letter and information package to the lecturer once all the applications have been received and checked in detail (around middle March).

After the arrival the lecturer will receive an information package, internet username and other useful information in a registration meeting with members of the International Office.

The University of Cadiz will pay the grant after the arrival of the lecturer on the following bases:

- The amount for 5 days of stay and the travel expenses (calculated as above mentioned) will be transferred to an account opened in Banco Santander and available upon the lecturer's arrival.
- At the end of the mobility the International Office will provide the lecturer with a certificate of attendance.

## OBLIGATIONS OF THE LECTURER

The lecturer will have to send the application form to his/her International Office by the deadline. The lecturer has to have the required level of Spanish/English/French to teach at the University of Cadiz,

Once accepted by the University of Cadiz the lecturer has to sign a financial agreement (an e-mail with instructions will be sent to the selected lecturers)

The lecturer has to apply for the visa in his/her home country; the University of Cadiz will send the acceptance letter for that purpose.

The lecturer has to book and assume the travel expenses by himself/herself and have enough money to be able to afford his/her stay before he/she receives his/her individual support and travel expenses.

The lecturer will contract his/her health insurance before leaving his/her home country.

The lecturer has to organize his/her accommodation in Cadiz.

The lecturer has to organize his/her accommodation in Cadiz. For more information and possible help, please, contact with AUE (Aula Universitaria del Estrecho: <http://www.auladelestrecho.es/es/>), AUI (Aula Universitaria Iberoamericana: <http://www.aulaiberoamericana.es/es/>), AUHR (aula Universitaria Hispano-Rusa: <http://www.auhr.es/es/>).

Cadiz, 5<sup>th</sup> February 2016

Juan Carlos García Galindo.  
General Director of International Relations  
University of Cadiz  
Spain