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

GENERAL INFORMATION

PURPOSE

The *Erasmus+ Staff Mobility for Training* programme provides training opportunities for the teaching staff members and administration staff members of the partner universities. This will promote exchange of expertise and experience on pedagogical and administrative methods.

DURATION OF THE STAY

From 5 days to 2 months, but only 5 days will be funded.

FUNDING

The grants offered to Erasmus+ Staff Mobility for Training 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 Staff 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

The distance will be calculated as follows:

Distance between the city of the home University and Cadiz.



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APPLICATION REQUIREMENTS AND PROCEDURES

General admission requirements

In the case of staff training 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 staff (Mobility Agreement) prior to the start of the mobility period. The staff must contact the corresponding coordinator at the University of Cadiz in accordance to their plan of staying (**see annex 1**).

Important dates

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

Stay period: **15.03.2016-29.07.2016; 01.09.2016-30.09.2016.**

Application deadline (to send all the documents to the University of Cadiz by the International Office of the home University): **4th of March 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

SELECTION PROCEDURES

The European Commission has approved several grants for Staff training 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 training programme to the international interest of the University of Cadiz.
- 2) Added value of the mobility
- 3) Expected outcomes and impact.

UNIVERSITY OF CADIZ OBLIGATIONS:



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

After the arrival the staff 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 staff 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 staff's arrival.
- At the end of the mobility the International Office will provide the staff with a certificate of attendance.

OBLIGATIONS OF THE STAFF

The staff will have to send the application form to his/her International Office by the deadline.

The staff has to have the required level of Spanish/English/French to communicate with the teaching and administration staff at the University of Cadiz,

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

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

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

The staff has to organize his/her accommodation in Cadiz. For more information and possible help, please, contact with the corresponding foundation:

AUE (Aula Universitaria del Estrecho: <http://www.auladelestrecho.es/es/>) for Algeria, Marroco,

AUHR (aula Universitaria Hispano-Rusa: <http://www.auhr.es/es/>) for Russia, Belarus, Ukraine, Kazakhstan, Uzbekistan, Kirghizstan.

Cadiz, 12th February 2016

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University of Cadiz
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