

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

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 2016-2017 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

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 245 grants. 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.

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

Registration period: 31st January to 12th February 2017

Beginning of semester: 13th February 2017

End of semester: 9th July 2017

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.

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. Transcript of Records indicating the average grade (1-10 grading score) translated to Spanish, English or French. The translation may not be official one, but it must have the stamp of the Sending Institution.
 6. Bachelor students must present Motivation Letter
 7. Master and Doctorate students must present a short version (max. 3 pages) of the research proposal and Motivation Letter.
 8. 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/2016/guia.pdf>)

These documents are to be sent to the students' Home University. The International Office at the Home University will, in turn, send them to the following e-mail address: gestion.ka107@uca.es.

III.C. SUBMISSION OF APPLICATIONS

DEADLINE for the University of Cadiz: **31st October 2016**

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 drafting ranking lists

The Home University will provide a pre-selection of candidates according to the following criteria:

1. For students enrolled in **1st cycle** (Degree):
 - Average grade.
 - The suitability of the proposed activities with the student's university degree.
 - Language skills.
 - Any other information indicated by the student in the application (other learning experiences, specific academic interests, etc.).

2. For **Master** and **Doctorate** students:

- Average grade.
- The consistency of the proposed research activities.
- Language skills.
- Any other elements indicated by the student in the application (other learning experiences, specific academic interests, etc.).

Management of applications

All the required documents presented by the nominated students must be accompanied by a Nomination Letter (Annex V).

This letter should include the following items:

1. List of nominated students in decreasing order of preference.
2. The total number of points awarded to each student.
3. Components of the selection committee.
4. Criteria used in the nomination process.
5. Signature of the responsible person and stamp of the home University.

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 selected taking into account to the following criteria, each of which will be scored accordingly.

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 will receive 2 points.
3. Master Students with constant proposed activity 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. The Selection Committee will take into consideration the list of priorities Degree, Master and PhD studies of the University of Cadiz (**Annex II**).

The selection process at the University of Cadiz will meet the criteria of transparency and equal opportunities for all applicants submitting their applications.

4.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 list of granted and “Zero-Granted” students will be published by the University of Cadiz will publish on the official web page (<http://www.uca.es/ori/erasmus/erasmus-in-coming>) by the end of November.

The students must confirm the acceptance of the grant by sending an email to gestion.kal07@uca.es.

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 Cadiz will open a bank account for each granted student in Banco Santander.
5. The University of Cádiz will pay the grant after the student's arrival on the following bases:
 - Monthly amount of the grant in Banco Santander: 50% at the beginning of the stay and 50% in *mid-April*;
 - Travel expenses (calculated as mentioned above): *mid-April*.
6. 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 **31st October**, 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 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 Arag (<http://www.arag.es/sites/universidadcadiz/index.php>) to study at the University of Cadiz.
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 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.

8. 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.
9. 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.
10. By the end of his/her stay, the student has to close the bank account.

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 29 th September 2016
Juan Carlos García Galindo.
General Director of International Relations
University of Cádiz