

**RESOLUTION OF THE RECTOR OF THE UNIVERSITY OF CÁDIZ UCA/R036/REC2023,
CALLING FOR INTERNATIONAL MOBILITY AID FOR INCOMING STUDENTS FROM
PARTNER UNIVERSITIES FROM THIRD PARTIES NOT ASSOCIATED WITHIN THE
FRAMEWORK OF THE ERASMUS+ KA171 PROGRAM.**

YEAR 2023/2024.

With the aim of offering students from partner universities from non-associated third countries to carry out part of their studies at the University of Cádiz in the 2023/2024 academic year through the ERASMUS+ KA171 project.

RESOLVED

FIRST. - Call for mobility grants, in accordance with the provisions of the call rules, for students selected by partner universities from non-associated third countries included in the ERASMUS+ KA171 project.

SECOND. - The endowment of the aid will be defrayed from the subsidy awarded by SEPIE for the project object of this call.

THIRD. - Approve the bases that must govern this call.

Cádiz, on the day of the signing

By signature delegation. Resolution UCA/R84REC/2019, of July 29

The Vice Chancellor for Internationalization

Signed: Rafael Jiménez Castañeda.

CONDITIONS OF THE CALL

The **Erasmus+ KA171 SMS IN** program (**incoming student mobility for study purposes**) offers students from partner universities from non-associated third countries the possibility of carrying out a **study stay** at the University of Cádiz (hereinafter the UCA) during the **first or the second semester of the 2023-2024 academic year**.

Beneficiary students will be exempt from paying tuition and will be able to use the UCA facilities without additional expenses (services whose rates are also applicable to UCA students are excluded). In addition to the above, **in the event that there are funds available for the country in which the home university is located, students will receive aid financed with Erasmus+ funds for travel and subsistence (see Annex VII)**.

For their part, **the universities of origin of the beneficiaries must recognize all the study activities approved in the Learning Agreement and carried out satisfactorily at the UCA**.

The request for participation by both the partner university and the students in this call implies acceptance of the content of these rules.

1. GENERAL REQUIREMENTS FOR STUDENT ADMISSIBILITY

1.1. Be enrolled in Bachelor's, Master's or Doctorate studies at one of the UCA's partner universities within the framework of the Erasmus+ KA171 program (see Annex I), both at the time of making the application and during the stay.

1.2. Be shortlisted and nominated by the home university.

1.3. Accredited a level B1 or higher in Spanish according to the levels established in the Common European Framework of Reference for Languages (CEFR)

The level of Spanish can be accredited through the Diploma of Spanish as a Foreign Language (DELE) from the Instituto Cervantes, an official certificate issued by the Language Center of the university of origin or an affidavit of the student's level, issued and signed by a professor from the area. of Hispanic Studies.

Those students who cannot prove their level in any of the ways mentioned in the previous paragraph, but consider having the language skills established in the CEFR for level B1, may request to take a free level test, which will be organized by the Superior Center of Modern Languages of the UCA.

At the time of nomination, if applicable, the partner university must attach the list of students requesting to take the Spanish level test for referral to the UCA Superior Center for Modern Languages, responsible for the test.

Exceptionally, Master's and PhD students who are only going to carry out a research stay may present a certificate of English and/or French (minimum level B2). However, your application will not be a priority and its admissibility will be conditional on obtaining the invitation letter (**Annex V**) signed by a professor at the UCA who agrees to supervise the research activities in said language.

2. PRE-SELECTION AND NOMINATION OF STUDENTS BY THE UNIVERSITY

PARTNER

2.1. PRESELECTION

The entire pre-selection process at the home university **will comply with the criteria of transparency and equal opportunities for applicants.**

The general admissibility requirements and the scale established by the UCA and the specific pre-selection criteria of the partner university must be published in the institutional media of the home university (bulletin board, website, social networks...).

In order for the Evaluation Commission of the Vic. of Internationalization to be able to assess the adequacy of the profile of the students nominated for the UCA Internationalization Strategy and the Erasmus+ Inclusion and Diversity Strategy, the scale must necessarily include the following criteria :

- Students doing their **first Erasmus+ stay: 1 point.**
- **Academic excellence: 2 points.**
- Master's or PhD students whose **research proposal corresponds to the priority areas of the partner university or the UCA** (invitation letter required, see Annex V): **2 points.**
- **Certificate of Spanish level B2 or higher** (proving documentation must be attached through the nomination form): **1 point.**
- **Certificate(s) of level B2 or higher of other languages** (it is required to attach supporting documentation through the nomination form): **1 point.**
- Students included in the **target groups of the Erasmus+1 Inclusion and Diversity Strategy** (it is required to attach supporting documentation through the nomination form): **3 points.**

¹ Reference texts: [Commission Implementing Decision on the framework of inclusion measures for the Erasmus+ program and the Corps program European Solidarity 2021-2027](#) and [SEPIE Inclusion and Diversity Strategy \(12/16/2022\)](#)

2.2. NOMINATION

- 2.2.1.** The partner universities **may nominate, at most, as many students as there are places available for each country (Annex II)**. However, **the nomination of the students does not imply the granting of a scholarship**, which will be subject to the available financing and the final admission of the student by the UCA.
- 2.2.2.** It is recommended to establish a **reserve list**. If all the places are not covered, the UCA will proceed to evaluate the reserve list of each university.
- 2.2.3.** A **first nomination phase** will be opened for **stays in the first semester (September-February) or the second semester (February-June) of the 2023/24 academic year**. The semester for which the student is being nominated must be clearly indicated in the nomination letter. Subsequently, depending on the available funds, the opening of a second nomination phase for stays in the second semester of the course will be assessed and the partners will be informed.
- 2.2.4.** The **nomination deadline** will be **May 5, 2023**.
- 2.2.5.** To **formalize the nomination**, the partner universities must **send the following documents through the form provided for this purpose on the call website:**
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- Letter of Nomination (**Annex III**) in Excel and PDF format (signed and sealed).
 - Document of absence of conflict of interest (**Annex IV**) signed and sealed.
 - Research plan at the UCA and letter of invitation (**Annex V**) for Master's or Doctorate students who request to carry out only one research stay.
 - Spanish certificate of level B1 or higher for all nominees (except for students whose native language is Spanish). In the case of Master's or Doctorate students who are going to carry out only a research stay and do not have an official certificate of Spanish, an English and/or French certificate of level B2 or higher may exceptionally be attached.
 - Supporting documentation of the inclusion and diversity criteria assessed in the pre-selection process and scored in the nomination letter (translation is required if the language is different from Spanish or English).

3. ADMISSIBILITY OF STUDENTS BY THE UCA

Once the nomination period has closed, the Evaluation Committee of the Office of the Vice President for Internationalization will proceed to the equitable distribution of the scholarships, taking into account the score assigned to each student by the university of origin, the supporting documentation provided in the nomination and the funds available for each country.

In **mid-May 2023**, the **list of eligible students** will be published on the call website. Admissibility does not imply final acceptance, which will be subject to passing the admission procedure for students by the UCA.

4. ADMISSION OF STUDENTS BY THE UCA

4.1. ONLINE APPLICATION

4.1.1. Once the list of eligible students has been published, the Internationalization Office will send them, **in mid-2023**, the **link to complete the online application on the Erasmus+ UCA management platform**.

4.1.2. The following **mandatory documentation** must be attached to the application :

- **Copy of the passport** in force and with a minimum validity until August 2024.

If at the time of making the application the student does not have a valid passport or the expiration date is before August 2024, they must provisionally attach the passport they have at that time and correct it by email before the June 16.

- **Language certificate (Spanish certificate level B1 or higher)**

Students whose native language is Spanish must attach the passport again in the language certificate section.

Exceptionally, Master's and PhD students who are only going to carry out a research stay may present a certificate of English and/or French at level B2 or higher.

4.1.3. The **maximum date for admission of online applications** with documentation mandatory attachment will be on **May 28, 2023**.

4.2. LEARNING AGREEMENT

4.2.1. At the same time as sending the online application, **students must send the Learning Agreement “before mobility” (Annex VI_A or VI_B) in Word format, duly completed, using the form provided for this purpose and published on the call website**. The contact details of the international mobility coordinators in the UCA faculties/centers can be consulted in the [FactSheet \(https://internacional.uca.es/wp-content/uploads/2020/12/Fact-Sheet.pdf\)](https://internacional.uca.es/wp-content/uploads/2020/12/Fact-Sheet.pdf)

4.2.2. The **deadline for sending the Learning Agreement through the form** published on the web will be on **May 28, 2023**.

4.2.3. The period for the **evaluation of the subject proposal by the UCA coordinators** will be **from May 29 to June 11**. ~~Once the term is over, the coordinators will send the signed document to the students whose proposal has been accepted.~~

5. RESOLUTION OF THE CALL

Once the UCA student admission procedure has been completed, the **provisional list of accepted, excluded and pending rectification applications** will be published on the call website **in mid-June 2023**, indicating the documents to correct or, failing that, the reasons for exclusion.

A **rectification period of five business days** is established from the day following the publication of said resolution so that the interested parties rectify the documents and provide the required documentation.

At the end of June 2023, the definitive list of admitted students will be published on the website of the call and **the letters of acceptance for the visa processing will be sent**.

6. OBLIGATIONS OF THE UCA

6.1. Before mobility

6.1.1. Send by email the necessary credentials to access the Erasmus+ management platform (ori.uca.es) and instructions to download and upload documentation through said platform.

6.1.2. Make the invitation letter available to the student on the Erasmus+ management platform once the definitive list of admitted and excluded students has been published on the call website.

6.1.3. Manage with the insurer agreed with the UCA the contracting of the accident, repatriation and civil liability insurance policy required by the Erasmus+ program and make a copy of the policy available to the student on the Erasmus+ management platform.

6.1.4. Send an information packet about the Erasmus+ stay at the UCA and the welcome organized by the Office of the Vice President for Internationalization at the beginning of the semester for Erasmus+ students.

6.2. during mobility

6.2.1. Pay the granted scholarship (individual support and travel aid) provided that the student meets the necessary requirements contained in the Grant Agreement signed by the student before the start of their mobility:

- **Initial payment:** €2,700 during the first month of stay, provided you have completed the online registration and have delivered the original signed Grant Agreement.
- **Interim payment (if necessary):** remaining amount until reaching 80% of the total 3 months after the start of the mobility, provided the follow-up form and the Amendment to the Agreement have been completed.
- **Final payment:** remaining amount of the grant (20%) a few days before the end of the stay on condition that you have completed and sent the final online survey about the Erasmus+ stay (EU Survey) within the established period and have signed in person at the International Mobility Office check-out.

6.3. after mobility

- 6.3.1.** Make available to the student, on the Erasmus+ management platform, the Certificate of Stay signed by the Vice-Rector for Internationalization within 20 calendar days of the end of the stay.
- 6.3.2.** Send to the home university, after the closing of the proceedings at the UCA (end of March, end of July or end of September), the ***Transcript of Records*** or the Report of the research activities carried out by the student and request that this be returned signed and stamped to justify the recognition of credits/research hours carried out at the UCA.

7. OBLIGATIONS OF ADMITTED STUDENTS

7.1. Before mobility

- 7.1.1.** Manage your own signature and that of the person in charge at your home university of the Learning Agreement previously signed by the UCA international mobility coordinator and add the document signed by the three parties to the mobility file on the Erasmus+ management platform.
- 7.1.2. Sign the Grant Agreement** and add it to the mobility file in the Erasmus+ management platform, keeping the original document for delivery in the face-to-face registration session.
- 7.1.3. Apply for the study visa in your country of origin and assume the management costs.** To facilitate obtaining it, the UCA will issue a letter of invitation with the conditions of the scholarship obtained and will send a list of admitted students to the Spanish consulates in each country.
- 7.1.4. Book transport tickets and assume management expenses.** Students with a scholarship will receive the amount of the travel aid in the first payment (see section 6.2.1), but they must take into account that it is a single aid with a fixed amount depending on the distance between the university of origin and the UCA, not a full reimbursement of travel expenses.

7.1.5. Bring enough money with you to be able to cover your expenses in Cádiz during the first month of your stay until you receive the first payment.

7.1.6. Find and book your own accommodation. The information package that will be sent to students before mobility includes information about the University's Residence Hall and the university residences in Cádiz.

7.1.7. Enroll online in accordance with the procedure and deadlines established by the UCA.

7.2. during mobility

7.2.1. Stay at the UCA for at least 3 months (90 days) to be considered an Erasmus+ student and receive the scholarship. Otherwise, the student will have to return the amount already received from the scholarship.

7.2.2. Attend the in-person registration session and deliver the original of the Grant Agreement upon arrival at the UCA. Both requirements will be mandatory to receive the initial payment of the scholarship. In the event of not being able to attend the face-to-face registration session or not being able to carry out mobility due to force majeure, the student must inform the UCA as soon as possible through the email erasmus.ka107.incoming@uca.es.

7.2.3. Sign and deliver the original of the **Amendment to the Grant Agreement** if necessary (modification of the dates of stay and/or opening of a bank account in Spain).

7.2.4. Fill out the **follow -up** form halfway through the stay.

7.2.5. Attend classes or carry out the research work indicated in the Learning Agreement and take the exams that are part of the program of the subjects that are studying at the UCA.

7.2.6. Inform the Internationalization Office of the UCA and the university of origin in the event of an early departure. In this case, the unfulfilled days of the stay will be deducted from the scholarship. If the student is less than 90 days, the full refund of the scholarship will be requested.

7.2.7. Complete and send the **Erasmus+ Participant Report** (EU Survey) within five working days after receiving the link (the link will be sent by email 30 days before the end of the mobility). This requirement will be mandatory to receive the remaining amount of the scholarship.

7.3. after mobility

7.3.1. If necessary, fill out the survey on the recognition of credits at the home university (the link will be sent by email).

8. DISSEMINATION

The partner universities will announce this call through their own web pages and social networks, and will also communicate the news about this call in the local and regional media in order to give it the widest possible dissemination among society.

9. PROMOTION OF GENDER EQUALITY

By virtue of Law 3/2007, of March 22, for the effective equality of women and men, as well as Law 12/2007, of November 26, for the promotion of gender equality in Andalusia, all references that are found in this Resolution referring to student and whose gender is masculine are referring to the unmarked grammatical gender, including, therefore, the possibility of referring to both women and men.

10. DATA PROTECTION

In compliance with article 11 of Organic Law 5/2018, of December 5, Protection of Personal Data and guarantee of digital rights, which regulates the right to information in data collection, you are informed of that your personal data will be processed by the University of Cádiz in its capacity as data controller for the purpose of carrying out the administrative management and registration of students, professors, and administration and service personnel for mobility programs with foreign universities or companies. You can exercise the following rights: access, rectification, opposition, deletion, limitation, portability and not be subject to automated individual decisions, including profiling, as well as to file a claim with the Data Protection Delegate of the University of Cádiz or before the Council for Transparency and Data Protection (<https://www.ctpdandalucia.es/es>).

11. ACCEPTANCE OF THE RULES

The nomination by the partner universities and the presentation of the application by the student supposes the acceptance by both parties of the content of the bases of this call and its annexes.

By signature delegation. Resolution UCA/R84REC/2019, of July 29

Vice Chancellor for Internationalization

Signed: Rafael Jiménez Castañeda.

ANNEXES

The annexes are published on the call website: <https://internacional.uca.es/23-24-erasmus-ka171-sms-in/>

ANNEX I – Partner universities

ANNEX II – Number of scholarships by country

ANNEX III – Letter of nomination

ANNEX IV – Affidavit of absence of conflict of interest

ANNEX V – Research proposal at the UCA and letter of invitation

ANNEX VI_A – Learning Agreement before mobility (Degree/Master)

**ANNEX VI_B – Learning Agreement before mobility
(Master's/PhD, research stay)**

ANNEX VII – Financial aid Erasmus+ KA171 SMS IN