

Translated version: In case of any discrepancy between the English translation and the Spanish original, the latter shall prevail.

RESOLUTION OF THE RECTOR OF THE UNIVERSITY OF CÁDIZ UCA/R020REC/2024, ANNOUNCING INTERNATIONAL MOBILITY GRANTS FOR INCOMING STUDENTS FROM PARTNER UNIVERSITIES IN NON-ASSOCIATED THIRD COUNTRIES WITHIN THE FRAMEWORK OF ERASMUS+ KA171 PROGRAMME.

ACADEMIC YEAR 2024/2025.

With the aim of offering students from partner universities in non-associated third countries to carry out part of their studies at the University of Cadiz in the academic year 2024/2025 through the ERASMUS+ KA171 project.

HEREBY

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

SECOND.- That the grant will be covered by the funds awarded by the SEPIE for the project covered by this call.

THIRD.- To approve the rules governing this call for applications.

Cadiz, on the signing day

By delegation of signature. ResolutionUCA/R011REC/2024, (BOUCA 403), of 16th February 2024, The Vice-Rector for Internationalisation
S.F.: Marcela Yasmin Iglesias Onofrio.

TERMS AND CONDITIONS OF THE CALL FOR PROPOSALS

The Erasmus+ KA171 SMS IN programme (incoming student mobility for study purposes) offers students from non-associated third country partner universities the possibility to carry out a study stay at the University of Cadiz (hereinafter the UCA) during the first or second semester of the academic year 2024-2025.

Beneficiary students will be exempted from tuition fees and will be able to use UCA facilities without additional costs (excluding services whose fees are also applicable to UCA students). In addition to the above, in case funds are available for the country where the home university is located, students will receive an Erasmus+ funded grant for travel and subsistence costs (see **Annex VII**).

The home universities beneficiaries, on the other hand, must recognise the totality of the study activities approved and satisfactorily completed in the Learning Agreement at the UCA.

The application for participation, both the partner university and the students in this call for applications implies acceptance of the content of these rules.

1. GENERAL STUDENT ADMISSIBILITY REQUIREMENTS

- Be enrolled in Bachelor, Master or Doctorate studies in one of the partner universities of the UCA within the framework of the Erasmus+ KA171 programme (see **Annex I**), both at the time of application and during the stay.
- Be shortlisted and nominated by the home university.
- Not to have participated in the Erasmus+ programme in the same study cycle (Bachelor/Master/Doctorate) for more than 9 months.
- For undergraduate students: certify a B1 level or higher of Spanish according to the levels established in the Common European Framework of Reference for Languages (CEFR). The level of Spanish may be certified by means of the Diploma de Español como Lengua Extranjera (DELE) of the Instituto Cervantes.

Those students who cannot accredit their language level by means of the DELE Certificate, but consider that they have the language skills established in the CEFR for level B1, may apply to take a free level test, which will be organised by the UCA's Centro Superior de Lenguas Modernas before the end of the acceptance period. At the time of nomination, if applicable, the partner university must indicate the list of students requesting to take the Spanish level test to be sent to the UCA's Centro Superior de Lenguas Modernas, which is 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 B1). This accreditation must correspond to any of those included in the list of acceptable accreditations published on the website of the Centro Superior de Lenguas Modernas of the UCA: <https://cslm.uca.es/subhome-servicios/acreditacion-oficial-de-nivel/reconocimiento-de-titulos/>. However, your application will not be prioritised, and your eligibility will be conditional

upon obtaining a letter of invitation (**Annex V**) signed by a professor at the UCA who agrees to supervise research activities in that language.

Students whose mother tongue is Spanish will not be required to present any accreditation of Spanish. Students whose mother tongue is English or French are also not required to present accreditations in these languages.

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

2.1. PRE-SELECTION

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

The general eligibility 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 (physical or virtual notice board, website, social networks, etc.).

So that the Evaluation Commission of the Vice-rectorate for Internationalisation could assess the suitability of the profile of the nominated students to the UCA Internationalisation Strategy and to the Erasmus+ Inclusion and Diversity Strategy, the **scale** must include the following criteria:

- Students undertaking their first Erasmus+ stay: 1 point.
- Academic excellence: 2 points.
- Master 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 at level B2 or higher (supporting documentation must be attached with the nomination form): 1 point.
- Certificate(s) of level B2 or higher in other languages (supporting documentation must be attached with the nomination form): 1 point.
- Students belonging to one or more of the target groups of the Erasmus+ Inclusion and Diversity Strategy¹ (supporting documentation must be attached together with the nomination form): 3 points.

2.2. NOMINATION

Partner universities may nominate a maximum of as many students as there are places available for each country (**Annex II**). However, the nomination of students does not imply the granting of a scholarship, which will be subject to available funding and the final admission of the student by the UCA.

¹ Commission Implementing Decision on the Inclusion Framework for the Erasmus+ programme and the European Solidarity Corps programme 2021-2027:
<https://erasmus-plus.ec.europa.eu/document/commission-decision-framework-inclusion-2021-27>.

It is recommended to establish a **reserve list**. If not all places are filled, the UCA will evaluate the reserve list of each university.

Countries that do not have funding allocated in the 2023 project² can nominate up to 3 students for the zero scholarship³.

A first nomination phase will be opened for stays in the Fall Semester (September-February) or the Spring Semester (February-June) of the academic year 2024/25. The semester for which the student is nominated must be clearly indicated in the nomination letter. Subsequently, depending on the funds available, the opening of a second nomination phase for stays in the second semester of the academic year will be considered and the partners will be informed.

The nomination deadline is **15 April 2024**.

In order to formalise the nomination, partner universities must send the following compulsory documents to gestion.ka107@uca.es:

1. Nomination Letter (**Annex III**) in Excel and PDF format (signed and stamped).
2. Signed and stamped document of Absence Of the Conflict of Interest (**Annex IV**).
3. Research plan at the UCA and invitation letter (**Annex V**) for Master or PhD students applying for a research stay only.
4. Certificate of Spanish at level B1 or higher for all nominees (except for students whose mother tongue is Spanish). In the case of Master or PhD students who will only undertake a research stay and do not have an official certificate of Spanish, a certificate of English and/or French at B1 level or higher may exceptionally be attached.
5. Supporting documentation for 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 English or Spanish).
6. Documentary evidence on the publication of the call and the dissemination activities carried out (links to websites, pictures of dissemination events, news in local or university press, social networks, etc.) on the website's partner university.

3. ADMISSION PROCEDURE FOR ADMISSIBLE STUDENTS BY THE UCA

Once the nomination period has closed, the Evaluation Commission of the Vice-rectorate for Internationalisation will proceed to the equitable distribution of the scholarships taking into account the score assigned to each student by the home university, the supporting documentation provided in the nomination and the funds available for each country.

At the beginning of May 2024, the list of admissible students will be published on the website of the call for applications. Admissibility does not imply definitive acceptance, which will be subject to the successful completion of the admission procedure of the students by the UCA.

3.1. ONLINE APPLICATION

² In Annexes I and II they are marked with an asterisk (*).

³ For further information on this kind of scholarship, please consult Annex VII.

Once the list of eligible students has been published, the Internationalisation Office will send them, at the beginning of May 2024, the link to fill in the online application form on the Erasmus+ UCA management platform.

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

1. Copy of passport valid at least until August 2025. If at the time of application the student does not have a valid passport or if the expiry date is before August 2025, he/she must attach the passport he/she has at that time on a provisional basis, and provide the new one by e-mail before 1 June 2024.
2. Language certificate (Spanish certificate at level B1 or higher)
 - Students whose mother tongue is Spanish must attach their passport again in the language certificate section.
 - Exceptionally, Master's and PhD students who will only undertake a research stay may present a certificate of English and/or French at level B1 or higher.
3. Learning Agreement (Annex VI) in PDF format signed by the student, the sending university and the UCA academic coordinator. The contact details of the international mobility coordinators in the UCA faculties/centres can be consulted in the FactSheet (<https://internacional.uca.es/wp-content/uploads/2020/12/Fact-Sheet.pdf>.)

The closing date for online applications with the required attached documentation is **1 June 2024**.

4. RESOLUTION OF THE CALL FOR PROPOSALS

Once the admission procedure for students has been completed by the UCA, the provisional list of accepted, excluded and pending applications will be published on the website of the call for applications at the **beginning of June 2024**, indicating the documents to be corrected or, alternatively, the reasons for exclusion.

A period of **five working days** is established, from the day following the publication of this resolution, for interested parties to rectify the documents and provide the required documentation.

In **mid-June 2024** the final list of admitted students will be published on the website of the call and the student's letter of acceptance will be uploaded to the Erasmus+ UCA management platform in order to process the visa.

5. UCA'S OBLIGATIONS

5.1. BEFORE THE MOBILITY

- Send via email the necessary credentials for accessing the Erasmus+ management platform and instructions for downloading and uploading documentation through the platform.
- Make the letter of acceptance available to the student on the Erasmus+ management platform once the final list of admitted and excluded students has been published on the call's website.

- To take out the accident, repatriation and civil liability insurance policy required by the Erasmus+ programme with the insurance company agreed with the UCA. The insurance company will be responsible for sending a copy of the insurance policy to the student. The student will be responsible for uploading this document in his/her mobility profile on the platform.
- Send an information pack about the Erasmus+ stay at the UCA and the welcome organised by the Vice-rectorate for Internationalisation at the beginning of the semester for Erasmus+ students.

5.2. DURING THE MOBILITY

- To pay the awarded grant (individual support and travel insurance) on condition that the student fulfils the requirements for each payment, as stated in the Grant Agreement signed by the student before the start of his/her mobility:
 - ✓ Initial payment: 2700 euros for the first month of stay, on condition of having completed the registration and having signed the original Grant Agreement.
 - ✓ Intermediate payment: up to 80% of the total amount of the grant 3 months after the beginning of his/her stay, on condition of having signed the amendment of the grant agreement (if necessary, indicated by the Internationalisation Office), processing of the Learning Agreement during the mobility and communication of the exact end date of your stay at the UCA.
 - ✓ Final payment: remaining amount of the grant (20%) a few days before the end of the stay on condition that the final online Erasmus+ stay survey (EU Survey) is completed and submitted within the deadline.

5.3. AFTER THE MOBILITY

- Send the student the Transcript of Records or the Report of the student's research activities by e-mail once the Transcripts of Records are closed at the UCA (end of February, end of July or end of September). Request that the document of Recognition of credits/research hours carried out at the UCA be processed.

6. OBLIGATIONS OF ADMITTED STUDENTS

6.1. BEFORE THE MOBILITY

- Manage the Learning Agreement, signed by the student, the academic coordinator of the UCA and the academic coordinator of the sending university and add it (signed by the three parties) to the mobility file in the Erasmus+ management platform.
- Apply for the study visa in your country of origin and assume the management costs. To make it easier to obtain it, the UCA will issue a letter of acceptance and will send a list of admitted students to the Spanish consulates in each country.
- Book the transport tickets and assume the administration management costs. Students with a scholarship will receive the amount of the travel grant in the first payment (see section 5.2) but should bear in mind that it is a one-off grant with a fixed amount

depending on the distance between the home university and the UCA, not a reimbursement of the total travel costs.

- Bring enough money with them to cover their expenses in Cadiz during the first month of their stay until they receive their first payment.
- Find and book their own accommodation. The information pack that will be sent to students before the mobility includes information about the UCA's Residence Hall and the university residences in Cadiz.
- Complete online enrolment in accordance with the procedure and deadlines established by the UCA.
- Access the online linguistic support platform (<http://www.sepie.es/educacion-superior/ols.html#contenido> and <https://academy.europa.eu/>) to take a level test of the language in which the student is going to study at the UCA (Spanish, English/French).

6.2. DURING THE MOBILITY

- Stay at the UCA for at least 2 months (60 days) to be considered as Erasmus+ student and receive the grant. Otherwise, the student will have to return the amount of the grant already received.
- Attend the face-to-face registration sessions (one general and one specific for the students of this call) and sign the grant agreement before the start of their mobility in the specific Erasmus+ KA171 session. Both requirements will be compulsory to receive the initial grant payment. In case of not being able to attend the face-to-face registration session, or of not being able to carry out the mobility due to force majeure, the student must inform the UCA as soon as possible by email to erasmus.ka107.incoming@uca.es.
- Sign the Amendment to the Grant Agreement if necessary (modification of dates of stay and/or opening of bank account in Spain).
- Fill in the follow-up form halfway through the stay.
- Attend classes or carry out the research work indicated in the Learning Agreement and take the exams that form part of the syllabus of the subjects they are taking at the UCA.
- Take the language course on the Online Language Support platform (<http://www.sepie.es/educacion-superior/ols.html#contenido> and <https://academy.europa.eu/>) to improve your language level during your stay at the UCA.
- Inform the Internationalisation Office of the UCA and the home university in case of early departure. In this case, the days of the stay not completed will be deducted from the grant. If the student stays less than 60 days, he/she will be asked for a full refund of the grant.

- Complete and submit the Erasmus+ Participant Report (EU Survey) within 10 days after receipt of the link (the link will be sent by email 30 days before the end of the mobility). This requirement will be compulsory in order to receive the remaining amount of the grant.
- Report directly to the Internationalisation Office of the UCA on the last day of their Erasmus+ stay or the following days to receive the Certificate of Stay in person.

6.3. AFTER THE MOBILITY

- Process the Recognition of the credits coursed, or the research stay carried out at the student's home university.
- If necessary, fill in the survey on credit recognition at the home university (link will be sent by email).

7. DISSEMINATION

The partner universities will announce this call through their own websites and social networks, and will also communicate the news about this call in the local and regional media in order to disseminate it as widely as possible among society.

Partner Universities will provide the information on the dissemination of this call together with all possible evidence (news links, links of publication of the call, links on social networks, pictures of holding dissemination meetings with students, etc.) to the UCA together with the Nomination document of their students.

8. PROMOTING GENDER EQUALITY

By virtue of *Ley 3/2007, de 22 de marzo, para la igualdad efectiva de mujeres y hombres*, as well as *Ley 12/2007, de 26 de noviembre, para la promoción de igualdad de género en Andalucía*, all references in this Resolution that refer to students and whose gender is masculine are referring to the unmarked grammatical gender, including, therefore, the possibility of referring to both women and men.

9. PROMOTING INCLUSION AND DIVERSITY POLICIES

The Erasmus+ Programme aims to promote equality of opportunity and access, inclusion, diversity and equity in all its actions. Organisations and participants with fewer opportunities are the moving force of these objectives and, with this in mind, the Programme makes mechanisms and resources available to them, whereby the UCA, when designing its calls and activities, adopts an inclusive approach, making them accessible to a diverse range of participants.

To this end, a specific website has been created at the UCA where all the information on inclusion and diversity for participants of the Erasmus+ Programme (both incoming and outgoing) is gathered (<https://internacional.uca.es/erasmus-inclusion/>) and a specialised technician attends to individual requests from participants.

10. PROMOTING DIGITAL TRANSFORMATION

In line with the strategic priorities of the Digital Education Action Plan (2021-2027)⁴ and the two Council Recommendations⁵ adopted in November 2023 regarding

- a) key enablers for successful digital education and training, and
- b) the improvement on the provision of digital skills in education and training,

The Erasmus+ programme can play a key role in helping citizens of all ages to acquire the digital skills and competences they need to live, learn, work, exercise their rights, be informed, access online services, communicate, consume critically, create and disseminate digital educational content.

With the aim of promoting digital transformation (one of the priorities of the Erasmus+ programme) the UCA will manage the documentation of the participants of this call through a specific online platform without the need to exchange the original documents (learning agreement, mobility report, acceptance letter, etc.).

11. PROMOTING ENVIRONMENT PROTECTION AND COMBATING CLIMATE CHANGE

The environment and the fight against global warming are horizontal priorities in the management of Erasmus+ projects. Therefore the UCA will promote the protection of the environment and the fight against climate change through its Office for Sustainability (<https://oficinasostenibilidad.uca.es/>) and by promoting green travel in all possible situations, both for students' travel from their home country to the UCA (ferry, train, bus), between different UCA Campuses (using public transport) and within a UCA Campus (using bicycles).

12. DATA PROTECTION

In compliance with article 11 of *Ley Orgánica 5/2018, de 5 de diciembre, de Protección de Datos Personales y garantía de los derechos digitales*, which regulates the right to information in the collection of data, you are informed that your personal data will be processed by the UCA in its capacity as data controller in order to carry out the administrative management and enrolment of students, teachers and administrative and services staff for mobility programmes with foreign universities or companies. You may exercise the following rights: access, rectification, opposition, suppression, limitation, portability and not to be subject to automated individual decisions, including profiling, as well as to file a complaint before the Data Protection Delegate of the University of Cadiz or before the Council for Transparency and Data Protection (<https://www.ctpdandalucia.es/es>).

⁴ <https://ec.europa.eu/education/education-in-the-eu/digital-education-action-plan.es>.

⁵ <https://data.consilium.europa.eu/doc/document/ST-15741-2023-INIT/en/pdf>;
<https://data.consilium.europa.eu/doc/document/ST-15740-2023-INIT/en/pdf>.

13. ACCEPTANCE OF THE BASES

The nomination by the partner universities and the submission of the application by the student implies the acceptance by both parties of the content of the terms and conditions of this call and its annexes.

By delegation of signature. Resolution UCA/R011REC/2024, (BOUCA 403), of 16th February 2024, The Vice-Rector for Internationalisation

S.F.: Marcela Yasmin Iglesias Onofrio.

ANNEXES

The annexes are published on the website of the call for proposals:

ANNEX I.- List of Partner Universities with a valid Inter Institutional Agreement (IIA)

ANNEX II.- Grant Distribution Per Country

ANNEX III.- Nomination letter

ANNEX IV.- Absence Of the Conflict Of Interest

ANNEX V.- Abstract of the PhD research at UCA and Invitation Letter

ANNEX VI.- Learning Agreement

ANNEX VII.- Erasmus+ KA171 (SMS IN) funding information and requirements