



**UCA**

Universidad  
de Cádiz

**sea·EU**

EUROPEAN UNIVERSITY OF THE SEAS

**Erasmus+**

Enriqueciendo vidas, abriendo mentes.



Vicerrectorado de Internacionalización

# 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



## Table of contents

01	Terms&Conditions	06	UCA's obligations: before, during, after mobility
02	General eligibility requirements	07	Obligations of admitted students: before, during, after mobility
03	Pre-selection, nomination and online application by the Partner University	08	Dissemination
04	Admission procedure for admissible students by UCA	09	Promoting: Gender equality, inclusion and diversity policies and digital transformation
05	Resolution of the Call	10	Annexes & Timing



## 1. TERMS AND CONDITIONS OF THE CALL

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

### **Beneficiary students:**

- Exempted from tuition fees
- Able to use UCA facilities without additional costs (excluding services with fees that are also applicable to UCA students).
- In case funds are available for the country where the home university is located, students will receive an Erasmus+ funded grant for travel and maintenance expenses (**Annex VII**)

### **Universidades de origen:**

- **Must recognise the totality of the study activities** approved in the Learning Agreement and satisfactorily completed at the UCA



## 2. GENERAL ELIGIBILITY REQUIREMENTS FOR STUDENTS

- 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, **both at the time of application and during the stay (Annex 1)**
  - 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: prove a **B1 level or higher of Spanish** (CEFR). The level of Spanish may be accredited by means of the Diploma de Español como Lengua Extranjera (DELE) of Instituto Cervantes.
- i** Students who cannot prove their language level by means of the DELE Certificate, may apply to take a free level test organised by Centro Superior de Lenguas Modernas (CSLM) in UCA.
- i** Exceptionally, Master's and PhD students (with research stay) may present a certificate of English and/or French (minimum level B1)

## Types of grants for an Erasmus+ KA171 SMS IN stay at the UCA

### o Grant

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) **but will NOT receive a grant financed by Erasmus+ funds**, so they will have to cover travel and living expenses by their own means.

### Full grant

Beneficiary students will be **exempted from tuition fees** and will be able to use UCA facilities at no additional cost (excluding services whose fees are also applicable to UCA students). **In addition, they will receive a grant financed by Erasmus+ funds for travel and maintenance expenses.**

Spanish Service for  
the  
Internationalisation of  
Education  
(SEPIE)

## Full grant amounts and requirements



- As a general rule, selected students with a **full grant** will receive both the regular **individual grant (IA) and the travel grant (II)**.
- Students who meet the requirements for **fewer opportunities** will receive **additional support in addition to the individual support for students with fewer opportunities (IB)**.
- Students with a **recognised disability of 33%** may apply for **additional financial support**.

ANNEX VII



# Full grant amounts and requirements



## Individual support

- **Individual support**  
850€/month
- **Additional support** to individual support **for students with fewer opportunities**  
250€/month

## Support for students with a recognised 33% disability.

- Please contact the **Internationalisation Office** by email:  
[erasmus.inclusion@uca.es](mailto:erasmus.inclusion@uca.es)

## Travel support

Distances	Standard displacement - Amount	Ecological displacement - Amount
Between 10 and 99 km:	23 EUR per participant	
Between 100 and 499 km:	180 EUR per participant	210 EUR per participant
Between 500 and 1 999 km:	275 EUR per participant	320 EUR per participant
Between 2 000 and 2 999 km:	360 EUR per participant	410 EUR per participant
Between 3 000 and 3 999 km:	530 EUR per participant	610 EUR per participant
Between 4 000 and 7 999 km:	820 EUR per participant	
8 000 km or more:	1 500 EUR per participant	

**ANNEX VII**



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

### 3.1 PRE-SELECTION

#### Home University

Criteria of transparency and equal opportunities for applicants

#### Home University&UCA

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.

#### Evaluation Commission of the Vice-rectorate for Internationalisation de

Suitability of the profile of the nominated students = criteria (Annex V)

CRITERIA	POINTS
UCA (mandatory)	max. 10 points
First participation in Erasmus+	1
Academic excellence	2
MA/PhD student with research plan related to the UCA's priorities	2
Spanish certificate (B2 or higher)	1
Other languages certificates (B2 or higher)	1
Inclusion criteria	3

## 3.2 NOMINATION

- As many students as there are grants available for each country (**Annex II**).
- 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
- It is recommended to establish a reserve list.
- Countries that do not have funding allocated in the 2023 project can nominate up to 3 students for the zero scholarship (**marked with an asterisk in Annex I**)



### **1st PHASE**

Fall Semester  
(September-February)

### **2nd PHASE**

Spring Semester  
(February-June)

If places are available, partners  
will be informed in October  
2024.



**NOMINATION  
DEADLINE  
15 APRIL 2024**



## 3.3 NOMINATION



Send to [gestion.ka107@uca.es](mailto:gestion.ka107@uca.es)

### Documents required

- Nomination Letter both Excel & PDF (**Annex III**)
- Document of absence of the conflict of interest. (**Annex IV**)
- Research plan at the UCA and invitation letter for Master or PhD students applying for a research stay (**Annex V**)
- Certificate of Spanish (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.
- Supporting documentation for the inclusion and diversity criteria (translation required if the language is different from English or Spanish).
- Documentary evidence of the publication of the call on the website of the partner university and the dissemination activities carried out.

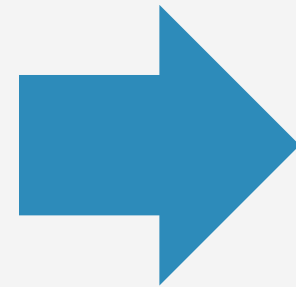
The nomination is formalised by the student's home university.



## 4. ADMISSIBILITY OF STUDENTS BY THE UCA

Beginning  
May 2024

**Mandatory documentation**



- Copy of valid passport (valid at least until August 2025).

**i** If not, provisionally attach the available passport and correct it by e-mail before June 1, 2024.

- 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.
- Learning Agreement signed by the student, the home university and the UCA academic coordinator.

It does not imply definitive acceptance, subject to passing the admission procedure for students by the UCA



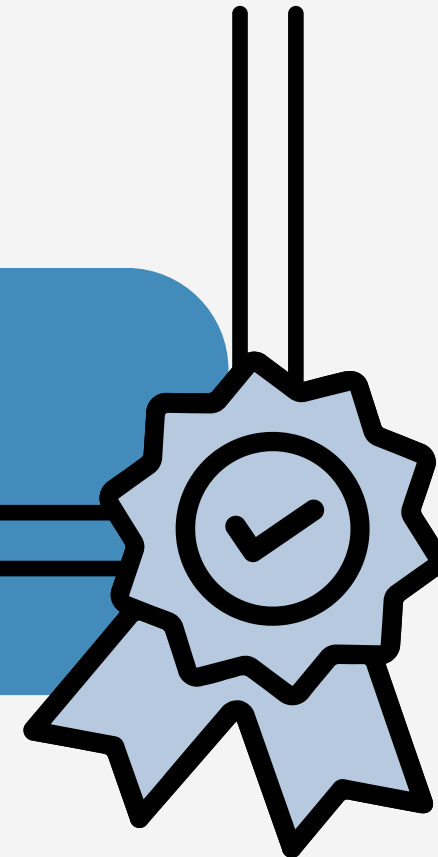


## 5. RESOLUTION OF THE CALL

Beginning of June 2024



Final list of admitted students  
Mid-June 2024



## 6. UCA's Obligations: before, during, after the mobility.

### Before the mobility.

- Send email for access and instructions to the Erasmus+ management platform.
- Make available to the student the letter of acceptance once published on the website of the call the final list of admitted and excluded students.
- Contractt of the accident, repatriation and civil liability insurance policy for each accepted student.

Send the information package about the Erasmus+ stay at the UCA and the welcome days.

### During the mobility.

- Pay the awarded grant (individual support and travel grant) if the student meets the requirements for each payment.
  - First payment: 2700 euros during the first month of stay, if the students have completed the registration and signed the original of the Grant Agreement.
  - Intermediate payment: up to 80% of the total amount of the grant, 3 months after the beginning of his/her stay, if the students have signed the amendment to the grant agreement issued of the Learning Agreement during the mobility and communicated of the exact end date of his/her stay at the UCA.
  - Final payment: remaining amount of the grant (20%) a few days before the end of the stay if the final online survey on the Erasmus+ stay (EU Survey) has been completed and submitted on time.

### After the mobility.

- Send to the student by e-mail, after the closing of the records at the UCA (end of February, end of July or end of September), the Transcript of Records or the Report of the student's research activities.
- Request that the document of Recognition of credits/research hours performed at the UCA be processed.

# 7. Obligations of admitted students: before, during, after the mobility.

## 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 to the mobility file (Erasmus+ management platform).
- Apply for a student visa in his/her country and assume the administrative costs.
- Book the transport tickets and assume the administration costs. Students with a scholarship will receive the amount of the travel grant in the first payment, depending on the distance between the home university and the UCA, it is not a reimbursement of the total travel costs.
- Bring enough money to cover the expenses in Cadiz during the first month of stay until having received the first payment.
- Find and book his/her own accommodation
- Access the online linguistic support platform to take a level test of the language.

## During the mobility.

- Stay at the UCA for at least 2 months (60 days) to be considered as Erasmus+ student and receive the grant.
- Attend the face-to-face registration sessions (one general and one specific for the students of this call) and sign the Grant Agreement.
- Sign the Amendment to the Grant Agreement .
- 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.
- Inform the Internationalisation Office of the UCA and the home university in case of early departure (deducting days of stay not completed and if more than 60 days = return of scholarship).
- Complete and submit the Erasmus+ Participant Report (EU Survey) within 10 days after receipt of the link.
- Come in person at the Internationalisation Office (UCA) on the last day of his/her Erasmus+ stay or the following days to receive the Certificate of Stay.

## After the mobility.

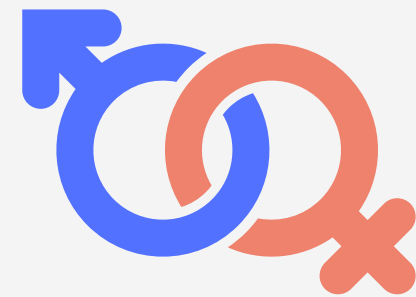
- Issue the Recognition of credits taken or the research stay carried out at the student's home university.

# Erasmus+KA171 SMS IN Programme



## Dissemination

The partner universities will announce this call through their own websites and social networks, as well as local and regional media.



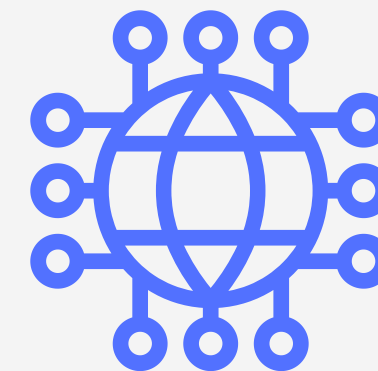
## Gender equality.

Law 3/2007, of March 22, 2007, for the effective equality of women and men, as well as Law 12/2007, of November 26, 2007, for the promotion of gender equality in Andalusia.



## Inclusion & diversity.

Equal opportunities and access, inclusion, diversity and equity in all its actions.



## Digital transformation

The Erasmus+ program plays a key role in helping citizens of all ages to acquire digital skills and competencies.



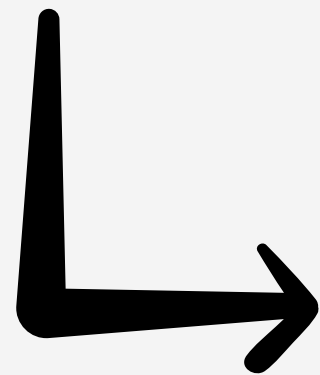
## Environment

The UCA actively participates in the promotion and protection of sustainability by promoting green travel in all types of travel

Published on the website of the call



# Annexes



Annex I - List of Partner Universities

Annex II - Number of grants per country

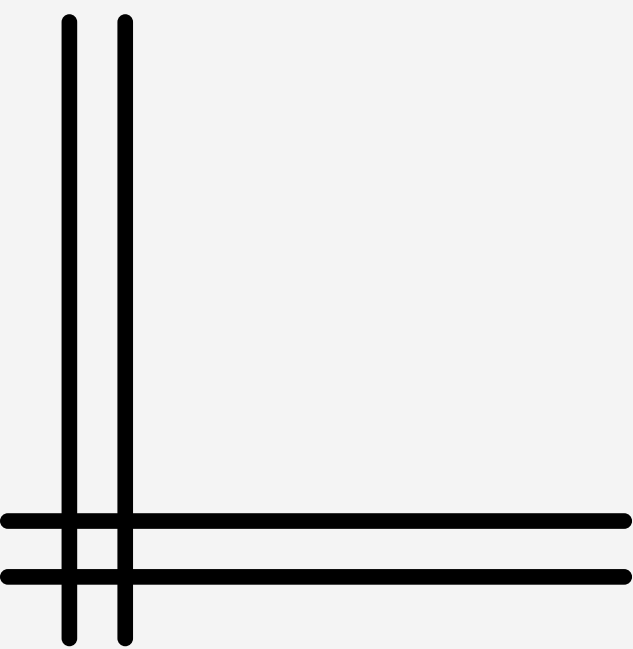
Annex III - Nomination Letter

Annex IV - Document of absence of the conflict of interest

Annex V - Research plan at the UCA and invitation letter

Annex VI - Learning Agreement

Annex VII - Erasmus+ financial support KA171 SMS IN



## List of Partner Universities

2	Ucrania	NATIONAL AVIATION UNIVERSITY
2	Ucrania	NATIONAL PEDAGOGICAL DRAGOMANOV UNIVERSITY **
2	Ucrania	NATIONAL TRANSPORT UNIVERSITY
2	Ucrania	ODESSA NATIONAL I.I. MECHNIKOV UNIVERSITY
2	Ucrania	ODESSA NATIONAL POLYTECHNIC UNIVERSITY
2	Ucrania	PETRO MOHYLA BLACK SEA NATIONAL UNIVERSITY
2	Ucrania	SUMY STATE UNIVERSITY
2	Ucrania	TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV
2	Ucrania	V. N. Karazin Kharkiv National University
3	Argelia	DJILALI BOUNAAMA KHEMIS-MILIANA UNIVERSITY
3	Argelia	UNIVERSITE DES SCIENCES ET DE LA TECHNOLOGIE D'ORAN
3	Argelia	UNIVERSITE DE SKIKDA
3	Argelia	UNIVERSITE DE SIDI BEL-ABBES* DJILALI LIABES UNIVERSITY
3	Argelia	UNIVERSITE DE CONSTANTINE 3
3	Argelia	UNIVERSITE SETIF 2
3	Argelia	UNIVERSITE ORAN 1
3	Argelia	UNIVERSITE DE TLEMCEM
3	Argelia	UNIVERSITE DE BISKRA
3	Indonesia	GADJAH MADA UNIVERSITY* (beca cero)
3	Jordania	AL-BALQA APPLIED UNIVERSITY
3	Jordania	UNIVERSITY OF JORDAN
3	Jordania	YARMOUK UNIVERSITY
3	Libano	UNIVERSITE DE SAINT ESPRIT-KASLIK AUTORITE RELIGIEUSE
3	Marruecos	UNIVERSITE HASSAN IER SETTAT
3	Marruecos	UNIVERSITE ABDELMALEK ESSAADI
3	Marruecos	UNIVERSITE CADI AYYAD
3	Marruecos	UNIVERSITE MOULAY ISMAIL
3	Marruecos	UNIVERSITE HASSAN II DE CASABLANCA
3	Marruecos	UNIVERSITE CHOUAIB DOUKKALI **
3	Palestina	BIRZEIT UNIVERSITY
3	Palestina	PALESTINE AHLIYA UNIVERSITY COLLEGE
3	Palestina	UNIVERSITY COLLEGE OF APPLIED SCIENCES
3	Túnez	CARTHAGE UNIVERSITY
3	Túnez	SFAX UNIVERSITY
3	Túnez	UNIVERSITE DE LA MANOUBA
3	Túnez	University of Sousse

### Important



Only Universities that have signed agreements with the UCA can participate in the call (**Annex I**)



Universities with an asterisk\* will be able to nominate their students for only one o (unfunded) grant and those with two asterisks\*\* have to sign the IIA with the UCA before 15.04.24 in order to nominate their students.

### ANNEX I





# Number of grants per country

ANEXO II – N° de becas por país

Región	País	Número de becas por país
1	Albania	3
1	Bosnia y Herzegovina	7
1	Montenegro	6
2	Armenia	2
2	Azerbaiján	3
2	Georgia	5
2	República de Moldova	4
2	Ucrania	28
3	Argelia	3
3	Indonesia*	0
3	Jordania	4
3	Libano	1
3	Marruecos	3
3	Palestina	2
3	Túnez	4
6	Kazajistán	1
6	Kirguistán	1
6	Uzbekistán	1
7	Emiratos Arabes Unidos	1
9	Burkina Faso	1
9	Camerún	1
9	Guinea Ecuatorial	1
9	Gabón	1
9	Chana	1
9	Costa de Marfil	7
9	Kenia	1
9	Tanzania	1
9	Togo	1
9	Uganda	1
10	Argentina*	0
10	Bolivia*	0
10	Brasil*	0
10	Chile*	0

## Important



- ✓ Partner Universities can nominate as many students as there are grants available per country.
- ✓ In countries without allocated funding (marked with an asterisk\*) partner universities can nominate 3 students for a '0 grant'

## ANNEX II



# Nomination Letter

Send in both formats



## Important



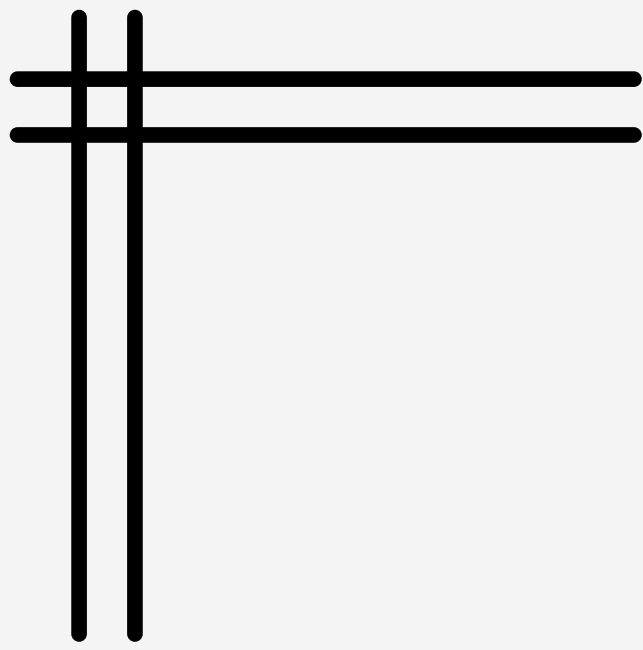
Students who do not have a Spanish certificate must pass a language level test at the UCA in order to be considered for acceptance.

ANNEX III - NOMINATION LETTER											
[24-25] Erasmus+ KA171 SMS EN (Fall semester)											
1. Name of Receiving Institution:		UNIVERSIDAD DE CÁDIZ (UCA)									
2. Name of Sending Institution:											
3. Erasmus+ coordinator full name:											
4. Coordinator email:											
5. Application for:		2024-25 academic year									
6. Nominated students with full grant in decreasing order of preference (use CAPITAL LETTERS)											
LAST NAME	FIRST NAME	EMAIL	LEVEL OF STUDIES (BA/MA/PhD)	FACULTY AT HOME UNIVERSITY	FACULTY AT UCA	FACULTY COORDINATOR AT UCA <small>Please check UCA's FactSheet and write down full name of the international mobility coordinator at the chosen faculty (ex. Filosofía y Letras Acto: RAFAEL YELIZ)</small>	Semester (1st: September 2024, February 2025, 1st; February - June 2025)	CERTIFIED LEVEL OF SPANISH <small>Minimum B1 level, mandatory for all BA/MA students</small>	CERTIFIED LEVEL OF ENGLISH/FRENCH <small>Minimum B2, only for MA/PhD students applying for research stay without a Spanish certificate</small>	The student does have any Spanish Certificate and would like to pass the test of level of Spanish at the UCA in order to be considered acceptable (Yes/NO)	UCA's mandatory criteria = Partner university criteria






## APPENDIX III





# Document of absence of the conflict of interest

   Cofinanciado por la Unión Europea

AYUDAS DE MOVILIDAD INTERNACIONAL DESTINADAS A ESTUDIANTES ENTRANTES DE UNIVERSIDADES SOCIAS DE TERCEROS PAÍSES NO ASOCIADOS EN EL MARCO DEL PROGRAMA ERASMUS+ KAI171.

CURSO 2024/2025.

ANEXO IV- Declaración jurada de ausencia de conflicto de intereses

Name of the Partner University:

**Absence of Conflict of Interest**

We, the undersigned, confirm that we do not have any conflict of interest in connection to the applicants below. A conflict of interest may arise in particular as a result of economic interests, political, family or emotional ties or any other relevant connection or shared interest. We also confirm that we will inform the University of Cadiz of any issue that could give rise to a conflict of interest.

**Selection Results**

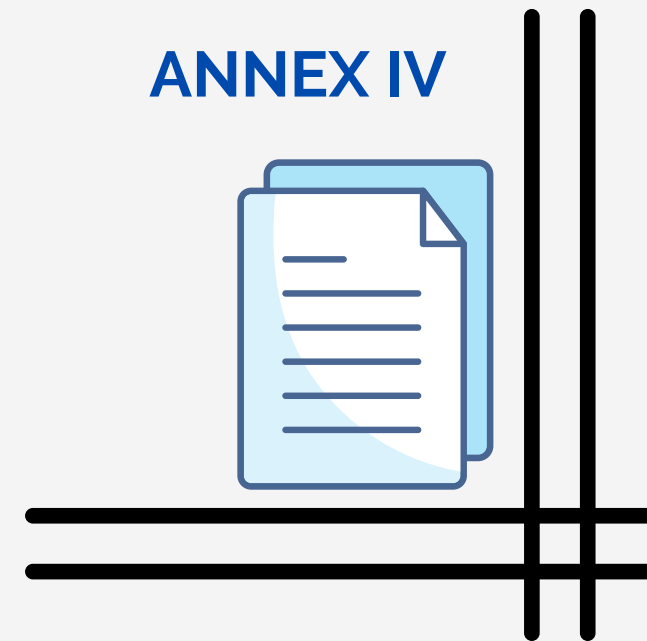
We hereby declare that the students have been selected according to the EU Commission's principle that requires a call for application that addresses all potential participants and a selection process which is fair, transparent, objective and documented, ensuring equal opportunities to participants eligible for mobility. All calls, announcements, applicant lists and selection records are kept available upon demand.

**SELECTION COMMITTEE**

Name	Surname	Position	Signature

Place, Date and Stamp

## ANNEX IV



# Research plan at the UCA and invitation letter

CURSO 2024/2025.

ANEXO V – Propuesta de investigación en la UCA y carta de invitación

ANNEX V - Abstract of the research at UCA & Invitation Letter

## A. Propuesta de investigación /Abstract of the research at UCA

Nombre del estudiante/Student's name:	
Apellido del estudiante/ Student's surname:	
Nº pasaporte/Passport number:	
Email:	
Universidad de Origen/ Home University	
País de la Universidad de Origen / Country of the Home University	
Nombre y apellido del Tutor/Director de Tesis en la Universidad de origen/ Name and surname of the Tutor/PhD supervisor at the Home University	
Email del Tutor/Director de Tesis en la Universidad de origen/ Email of the Tutor/PhD supervisor at the Home University	
Título de la tesis de la Universidad de Origen / Title of the PhD thesis at the Home University	
Área de conocimiento/ Study area	
Área y grupo de investigación en la UCA en el que solicita realizar la estancia de investigación / Area and research group at UCA in which the student would like to do his research stay	
UCA's research groups: <a href="#">click here</a>	
Nombre y apellido del responsable del grupo de investigación en la UCA / Name and surname of the head of the research group at UCA	
Nombre y apellido del posible tutor/coordinador académico en la UCA / Name and surname of the possible tutor/academic coordinator at UCA:	

To be filled in by the student and must be signed by a UCA lecturer.

ANNEX V








## Timing of the Call

<b>04.03.24</b>	Launching the Call: publish on the website, contact partners
<b>15.04.24</b>	Deadline for nominations
<b>Beginning May</b>	List of admissible students
<b>Beginning May</b>	Sending the link to the online application
<b>01.06.24</b>	Deadline for the application with all LA approved documents included
<b>Beginning June</b>	Provisional list of admitted students Correction
<b>Mid-June</b>	Definitive list of admitted students
<b>End-June</b>	Letter of Acceptance in ORI2



## Timing of the Call

<b>End September</b>	Students arrival Registration days  Signature of the original of the Grant Agreement in the obligatory register Ka171. Delivery of cheques  Self-registration
<b>Mid- November</b>	Follow-up Amendment to the grant agreement
<b>Mid- December</b>	Grant intermediate payment (up to 80%). BM Survey Online
<b>End-January</b>	Grant final payment (20%) Certificate of stay
<b>End-February</b>	Transcript of Records
<b>Beginning March</b>	Recognition of credits / research hours by the Home University

Thank you  
very much for  
your attention

Velkommen  
Hoan nghênh  
Bine ati venit  
நல்வரவு  
Hoşgeldiniz  
Wolkom  
добро пожал  
Kaabo  
환영하다  
Willko  
selamat  
**Welcome**  
よ  
Sugeng rawuh  
Bineati  
歡迎  
Bien  
venit  
स्वागत  
Tervetuloa  
أهلاً وسهلاً  
ຍິນດີຕ້ອນຮັບ  
benvenuto  
receber

