



The Spanish version shall always prevail in case of any discrepancy or inconsistency between the Spanish version and its English translation.

UCA/R194REC/2024 Resolution of the Rector of the University of Cadiz announcing international mobility grants for incoming students from partner universities in non-associated third countries of the LiderAfrica Erasmus+ KA171 Programme

ACADEMIC YEAR 2024/2025

The LiderAfrica Consortium is an international mobility consortium certified by the Erasmus+ program in the frame of Higher Education. Its members are the Universities of Huelva, Las Palmas de Gran Canarias, La Laguna, and Cadiz, together with Casa Africa.

As a coordinator of the Consortium, the University of Cadiz is given the authority by the members the ability to elaborate and carry out calls for mobility grants put in place within this consortium.

Within this framework, and with the objective of offering these students of partner universities from non-associated third countries the possibility to carry out part of their studies in the Spanish Universities which are part of the LiderAfrica Consortium during the second academic semester 2024/2025:

HEREBY:

FIRST. - To launch a call for international mobility grants, in accordance with the terms and conditions of the call, for the students selected by the partner universities from non-associated third countries which are part of the LiderAfrica 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.

Cádiz, on the signing day
By delegation of signature.
Resolution UCA/R194REC/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 Universities of Huelva, Las Palmas de Gran Canaria, La Laguna, and Cadiz (hereinafter Consortium LiderAfrica) during the second semester of the academic year 2024-2025.

Beneficiary students will be exempted from tuition fees and will be able to use the LiderAfrica Consortium's facilities without additional costs for the duration of their study stay (excluding services whose fees are also applicable to LiderAfrica Consortium students). In addition, selected students will receive an Erasmus+ grant to cover travel and subsistence costs, subject to funding availability. (see Annex VII).

Home universities, on their behalf, must recognize all study activities completed successfully during their stay, in accordance with the Learning Agreement. The home universities beneficiaries, on the other hand, must recognise the totality of the study activities approved in the Learning Agreement and satisfactorily completed in the LiderAfrica Consortium.

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

1. GENERAL STUDENT ADMISSIBILITY REQUIREMENTS

- To be enrolled in Bachelor, Master or Doctorate studies in one of the African partner universities of the LiderAfrica Consortium within the framework of the Erasmus+ KA171 programme (see Annex I), both at the time of application and during the stay.
- To be pre-selected 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: to 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

For students who cannot provide a DELE certificate but believe they meet the B1 CEFR level, the Consortium universities may offer alternative assessment methods, in accordance with the procedure they will have specified.

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 by each of the universities of the Consortium.

However, this application will not be prioritised, and its eligibility will be contingent upon obtaining a letter of invitation (Annex IV) signed by a professor at the host university who agrees to supervise research activities in that language.

Students whose co-official language or language of instruction is Spanish do not have to present any accreditation of Spanish. Students whose co-official language or language of instruction is English or French are also not required to present accreditations in these languages (PhD and Master students).

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 publicness, transparency and equal opportunities for applicants.

The general eligibility requirements and the scale established by the LiderAfrica Consortium and the specific pre-selection criteria of the partner university must be published in the institutional dissemination media of the home university (physical or virtual notice board, website, social networks...).

In order for the LiderAfrica Consortium Evaluation Commission to assess the suitability of the student's profile, the **scale** must include the following criteria:

- Students carrying out their first Erasmus+ stay: 1 point.
- Academic excellence: 2 points.
- Master or PhD students whose research proposal corresponds to one of the SDGs (invitation letter required, see **Annex IV**): 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 is required to be attached with the nomination form): 1 point.
- Students belonging to one or more of the target groups of the Erasmus+ Inclusion and Diversity Strategy (supporting documentation must be attached together with the nomination form): 3 points.

2.2. NOMINATION

Partner universities may nominate a maximum of one student each. However, nomination does not guarantee a scholarship, which is subject to available funding and final admission by one of the LiderAfrica Consortium universities.

The list of selected/nominated applicants, as well as those in reserve list, must be published in the home university institutional media (physical or virtual notice board, webpage, social media...). In the case of not covering all the places, the LiderAfrica Consortium will proceed to evaluate the reserve list of each university.

It is recommended to establish a reserve list of 1 to 2 students. If all places are not filled, the LiderAfrica Consortium will proceed to evaluate the reserve list of each university.

A nomination phase will be opened for stays in the second semester (February-June) of the academic year 2024/25, clearly indicated in the nomination letter.

The nomination deadline is **October 23, 2024**.

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

1. Letter of Nomination (**Annex II**) in Excel and PDF format (signed and stamped).
2. Signed and stamped document of absence of conflict of interest (**Annex III**).
3. Research plan with one of the Universities of the LiderAfrica Consortium and invitation letter (**Annex IV**) for Master or PhD students applying for a research stay only.
4. Spanish certificate of B1 level 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, in its case, for the inclusion and diversity criteria assessed in the pre-selection process and scored in the nomination letter (translation required if the language is other than English or Spanish).
6. Documentary evidence (links to websites, pictures of dissemination events, news in local or university press, social networks, etc.) on the publication of the call; the list of the selected/ nominated applicants and the reserve list, on the website of the partner university and the dissemination activities carried out.

3. ADMISSIBILITY OF STUDENTS BY THE LIDERAFRICA CONSORTIUM

Once the nomination period has closed, the Evaluation Commission of the LiderAfrica Consortium will proceed to the equitable distribution of the scholarships among the Spanish Universities, considering the score assigned to each student by the home university, the supporting documentation provided in the nomination and the funds available for each country.

By the end of October 2024, the list of eligible students will be published on the website of the call for applications. Admissibility does not imply final acceptance, which will be subject to the successful completion of the admission procedure of the students by one of the universities of the LiderAfrica consortium.

3.1. ONLINE APPLICATION

Once the list of eligible students has been published, the Internationalisation Office of the Lider Africa Consortium University where the student has been admitted will contact the selected students to inform them about the procedure to follow, in accordance with the procedure guide included in this call for applications.

The deadline for the submission of applications with accompanying documents is November 15, 2024.

4. RESOLUTION OF THE CALL FOR PROPOSALS

Once the admission procedure has been completed, the provisional list of accepted, excluded and pending applications will be published on the LiderAfrica Consortium website at the **beginning of December 2024**, indicating the documents to be corrected or, failing that, 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-December 2024**, the final list of admitted students will be published on the website of the call and each host university will process the letter of acceptance of the student for the management of the corresponding visa.

5. OBLIGATIONS OF THE LIDERAFRICA CONSORTIUM HOST UNIVERSITIES

5.1. Before the mobility

- Sending by email the necessary credentials for the access to the Erasmus+ management platform and instructions for downloading and uploading documentation through the Erasmus+ management platform.

- Making 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.
- Arranging, as much as possible, with the agreed insurance company the contracting of the accident, repatriation and civil liability insurance policy required by the Erasmus+ Programme, in this case with a minimum medical expenses coverage of 30 thousand euros.. The insurer 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.
- Sending an information pack about the Erasmus+ stay at the host university and the welcome organised by the Vice-rectorate for Internationalisation at the beginning of the semester for Erasmus+ students.

5.2. During the mobility

- Pay the awarded scholarship (individual support and travel assistance) depending on the procedures established by each host university. Information on the procedures of each university will be published on the web page of the call.

5.3. After the mobility

- Sending the student the Transcript of Records or the Report on the student's research activities by e-mail after the closing of the records (end of July or end of September). Request that the document of Recognition of credits/research hours carried out be processed.

6. OBLIGATIONS OF ADMITTED STUDENTS

6.1. Before the mobility

- Managing 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.
- Applying for the study visa in your country of origin and assuming the management costs. To make it easier to obtain it, the UCA will issue a letter of acceptance and, with the collaboration of Casa África, will send a list of admitted students to the Spanish consulates in each country
- Depending on the specific conditions of each partner university of destination, book the transportation tickets and assume the management costs. Students with a scholarship will receive the amount of the travel allowance in the first payment (see section 5.2), but should bear in mind that it is a one-time grant with a fixed amount depending on the distance between the home university and the host university, not a reimbursement of the total travel expenses. In the event that it is the host university

that arranges the reservation, the amount of the trip will be deducted from the aid granted.

- Bringing enough money with them to cover their expenses in the hosting city during the first month of their stay until they receive their first payment.
- Search and reserve your own accommodation. The host university will facilitate this process to the best of its ability. Some universities may have places reserved for students in their residence halls.
- Finding and booking their own accommodation. The host university will facilitate this process to the best of its ability. Some universities may have places reserved for students in their residence halls.
- Completing online enrolment in accordance with the procedure and deadlines established by the host university.
- Accessing 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 host university (Spanish, English/French).

6.2. During the mobility

- Staying 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.
- At the beginning of the stay, attend the Internationalization Office of the host university and sign the grant agreement before the beginning of the mobility. Both requirements will be mandatory to receive the initial grant payment.
- Filling in the follow-up form halfway through the stay
- Attending classes or carrying out the research work indicated in the Learning Agreement and taking the exams that form part of the syllabus of the subjects they are taking at the host university.
- Taking 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 host university.
- Informing the Internationalisation Office of the host university 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.
- Completing and submitting 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.

- Reporting 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

- Processing 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 LiderAfrica Consortium together with the Nomination document of their students.

8. PROMOTING GENDER EQUALITY, INCLUSION AND DIVERSITY POLICIES

The Erasmus+ Programme aims to promote equal opportunities and access, inclusion, diversity and equity in all its actions. Organisations and participants with fewer opportunities are at the heart of these objectives and the Programme makes mechanisms and resources available to them, which is why the LiderAfrica Consortium adopts an inclusive approach in designing its calls and activities, making them accessible to a diverse range of participants.

These requirements for inclusion support and complementary support have to be present both at the time of selection and at the time of carrying out the activity.

8.1.Support for inclusion

Participants with a recognised disability of 33% or other physical/ mental issues related to their health, duly documented.

8.2.Complementary support

- Risk of social exclusion or social emergency
- Large or single-parent family
- Victim of terrorism or gender violence
- Orphanhood

- Student with a full-time job.

Both items 8.1 and 8.2 must be justified with documentation in Spanish and/or English (translated by an official organism) and documents without stamp and validation from the home University will not be admitted.

According to the LiderAfrica strategy on inclusion, the partner University presenting nominations correctly accredited which meet some of the conditions previously indicated, will receive a contribution with charge to the OS (Organisational support) of 200€.

9. PROMOTING THE DIGITAL TRANSFORMATION

In line with the strategic priorities of the Digital Education Action Plan (2021-2027) and the two Council Recommendations adopted in November 2023 on a) key enablers for successful digital education and training and b) improving 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 host university 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.).

10. PROMOTING ENVIRONMENTAL PROTECTION AND COMBATING CLIMATE CHANGE

The environment and the fight against global warming are horizontal priorities in the management of Erasmus+ projects, therefore the LiderAfrica Consortium will promote the protection of the environment and the fight against climate change by promoting green travel in all possible situations for the students' travel from their country of origin to the University of destination (ferry, train, bus).

11. DATA PROTECTION

In compliance with article 11 of Organic Law 5/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights, which regulates the right to information in the collection of data, you are informed that your personal data will be processed by the University of Cadiz and the host university in their capacity as data controllers for the purpose of administrative management and enrolment of students, teachers and administrative and service 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>).

12. ACCEPTANCE OF THE TERMS AND CONDITIONS

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.

Cádiz, on the signing day
By delegation of signature.
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ANNEXES

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

ANNEX I.- List of Partner Universities

ANNEX II.- Nomination letter

ANNEX III.- Absence Of the Conflict Of Interest

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

ANNEX V.- Learning Agreement

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