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**Resolution of the Rector of the University of Cadiz UCA/R39REC/2019, of 24<sup>th</sup> April, by which the scholarship call for incoming lecturers to the University of Cadiz for the 2019/2020 academic year is approved**

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The Rector holds the powers attributed to him by the Statutes of the University of Cadiz. In addition, according to the provisions of Article 20 of Organic Law 6/2001, of 21st December, on Universities, he also holds any other powers that are not expressly granted to other bodies. In virtue of this, and exercising the powers that he has been granted, with this resolution the Rector of the University of Cadiz approves the call for scholarship applications from incoming lecturers to the University of Cadiz for the 2019/2020 academic year, adhering to the specifications contained in the regulations detailed below.

The II Strategic Plan of the University of Cadiz 2015-2020 (hereinafter, PEUCA) defines as its strategic objective 02 to "increase students' and graduates' ability and skill acquisition in order to improve their employability"; and designates as one of the lines of action to achieve this "2.3. To introduce the use of foreign languages in teaching." The Intermediate Evaluation process of the II PEUCA, culminating in December 2017, highlighted the need to develop this line of action with specific measures, among which the incorporation of lecturers to the classroom was considered especially important<sup>1</sup>.

In accordance with this, the Plan to boost the academic offer in foreign languages of the University of Cadiz (2018-2022)<sup>2</sup> contemplates the participation of lecturers in the teaching-learning process of contents in foreign languages, although this resource is dependent on the corresponding public offers to this effect.

In attention to the above, in 2018 calls were made for scholarship applications from incoming lecturers at the University of Cadiz for the 2018/2019 academic year<sup>3</sup>, which have enabled several Centres and other services and units of our University to have this important support for the development of their language programmes or for their own activities in the teaching-learning process of or in foreign languages. The experience had a very positive outcome that makes it advisable and necessary to make this new offer for the 2019/2020 academic year.

By virtue of the above, having considered the proposal raised to this effect by the General Directorate of Language Policy of the Vice-Rectorate for Planning,

**I HEREBY DECREE,**

The offer of ten (10) scholarships for foreign language lecturers, whose selection and provision will be made in accordance with the following REGULATIONS:

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<sup>1</sup> According to the Intermediate Evaluation Report of the II Strategic Plan of the University of Cadiz (December 2017), accessible at: [destrategico.uca.es/wp-content/uploads/2018/02/EVINTinforme.pdf](http://destrategico.uca.es/wp-content/uploads/2018/02/EVINTinforme.pdf), pg. 35.

<sup>2</sup> Approved by Resolution of the Vice-Rector of Planning of the University of Cadiz UCA/R01VP/2018, of the 23rd January 2018, (BOUCA núm. 247). According to point 4.

<sup>3</sup> According to las Resolutions of the Rector of the University of Cadiz UCA/R58REC/2018, of the 18th June (BOUCA num. 255 and 257) and UCA/R71REC/2018, of the 26th July (BOUCA num. 262), in which, the first and second scholarship calls for incoming lecturers to the University of Cadiz for the 2018/2019 academic year are approved, respectively.

## One. Objectives of the offer

The aim of this offer of scholarships to work as lectors or foreign language assistants at the University of Cadiz is to achieve the following objectives:

- To contribute to a better knowledge and mastery of foreign languages by the members of our university community in order to, among other things, enhance opportunities for the internationalization of students, administration and services personnel and Faculty of the UCA and improve the employability of our graduates.
- To help people of other nationalities who wish to continue their training with us to improve their knowledge of the Spanish language.
- To give the students and graduates of our University the possibility of collaborating as Spanish lectors or language assistants in other countries with which collaboration agreements can be reciprocally subscribed under this call.
- To support initiatives launched by various UCA Centres aimed at improving the bilingual or multilingual teaching and learning process, some of which already have their own internal language plans, and to help those who have not yet designed their own strategies to do so, using a resource as vital as the lector. In this sense, the UCA Centres which have specifically been allocated scholarships in this call were already asking for help in incorporating lectors to their multilingual programmes with a certain degree of stability, an aim that is served by this offer. Likewise, it is hoped that in future scholarship calls, other Centres that so far have not fully identified their needs or are initiating their journey in the process of implementing an academic offer in foreign languages can also incorporate lectors.

To this end, the offer of ten (10) scholarships is made for the 2019-2020 academic year, to be assigned as indicated below to various University Centres.

Affiliated Centres	German	French	English
Higher School of Engineering			1
Faculty of Education Science	1	1	2
Faculty of Economics and Business Studies			1
Faculty of Social Science and Communication	1		2
Faculty of Philosophy and Letters		1	
Total number of grants per language	2	2	6

## Two. Duration of scholarships

The duration of each scholarship is nine months, from September 16<sup>th</sup>, 2019 to June 15<sup>th</sup>, 2020.

However, if there is no candidate for one of the lector positions convened, the scholarships may be allocated for periods of less than six months. The provision of a position of lector on a semi-annual basis will require the acceptance of this possibility from the beneficiary's destination Centre, in light of applications submitted.

The beneficiaries of each of these scholarships may remain as lectors in their native language and at the same destination Centre during the following academic year and for a maximum period of nine months from September 15<sup>th</sup>, 2020 to June 15<sup>th</sup> Of 2021, provided that they have the approval of the Directorate-General for Language Policy, in light of a favourable report on their activity issued by the person who coordinated it in the course immediately preceding and if permitted by budget conditions.

### **Three. Commitments of the University of Cadiz**

The University of Cadiz will provide each person who is granted a position as lector from this scholarship call with:

- a) A grant to cover accommodation and living expenses, for an amount of seven hundred fifty euros gross (€750.00) per month or the proportional fraction. It is expressly stated that the beneficiary of the grant is accountable for all corresponding tax payments.
- b) The appointment of a member of the Teaching and Research Faculty to coordinate the activities of the lector. This person will be appointed by the Directorate General of Language Policy at the proposal of the Deanery or Direction of the Centre where the scholarship will be carried out and will be responsible for the correct monitoring of the lector's work and training at the University of Cadiz. This coordinator will be issued with the corresponding document accrediting the functions performed.
- c) A grant of up to one thousand euros (€1,000), aimed exclusively at language learning and improvement on any of the following courses available at the University of Cadiz: courses in Spanish as a second language; Undergraduate or official Master's degree courses as a visiting student and doctorate training activities. This grant will take the form of the payment of enrolment fees and not of direct payment to the beneficiary.
- d) The same treatment as international mobility students for obtaining a Student's Card and having access to the University of Cadiz services.

### **Four. Obligations of beneficiaries**

1. The recipients of a lector scholarship at the University of Cadiz will assume the following obligations:
  - a) Carry out twelve (12) hours of work per week of language practice in their respective languages with students of the corresponding courses, always under the supervision of their coordinator, including conversation practice, teaching about the culture and civilization of their country and other similar tasks. In order to facilitate the development of the complementary training of the lector, the coordinator may adapt their weekly timetable, keeping, at all times, to a minimum of ten (10) hours and a maximum of fourteen (14) hours per week, and meeting a weekly average of twelve (12) hours overall for the total duration of the scholarship.
  - b) Provide two (2) hours of weekly consultations or tutoring, which may be devoted not only to students, but also to teachers who request them.
  - c) Enroll in any of the training activities described in Regulation Three, letter c) of this scholarship call.
  - d) Attend regular follow-up meetings that may be convened by the lector coordinators of the Centres where they carry out their activity, the professors responsible for the subjects in which they collaborate or the corresponding academic authorities.
  - e) Collaborate with the staff of the Centre, the Department and the Area of International Relations in any activities that require the presence of a native speaker, where and when authorized by their Coordinator and as long as these activities are related to and compatible with prior obligations.

- f) Obtain, where appropriate, the corresponding visa in accordance with Organic Law 4/2000, of 11<sup>th</sup> January, on the rights and freedom of foreigners in Spain and their social integration. They must also obtain a foreigner's identification number (NIE) in order to meet their tax obligations.
- g) To take out health insurance that will cover their health care during the scholarship period.

2. The following tasks and activities are not the responsibility of the people who take up the positions as lector:

- a) Direct teaching of groups of students without the guidance of a teacher of the subject.
- b) Preparation of teaching materials not related to their obligations.
- c) Develop or participate in oral assessment exams without the direct supervision of a teacher of the subject.
- d) To participate obligatorily as an invigilator in these assessments.
- e) Dissertation or thesis tutoring work.
- f) Grading of students.

### **Five. Requirements of applicants**

Persons applying for lector scholarships must meet the following requirements at the time of application:

- a) Be a citizen of a State whose official language coincides with that for which the position of lector is postulated.
- b) To be in possession of a University Degree in Philology, Modern Languages, Foreign Language Teaching, Applied Languages (FLE, TEFL) etc., or equivalent qualification in the country of origin, obtained after 2016.
- c) Not fall into any of the prohibition categories indicated in Article 13.2 of General Law of Subsidies 38/2003, of 17<sup>th</sup> November.

Notwithstanding the provisions of a), the Selection Committee may assess the convenience and possibility of admitting applications from persons who, without meeting this requirement, present official accreditation of level C1 or C2 of the language they are applying for and in addition, can demonstrate direct contact with this language during the year immediately preceding this call, due to either having carried out studies or having resided in a country whose official language is the one for which they were applying for. Similarly, and notwithstanding the provisions of point b), the Selection Committee may assess the convenience and possibility of admitting applications from lectors still following their university studies, in which case, preference would be given to applications from students who are in the most advanced course of these university studies. The Selection Committee will also assess the convenience and possibility of admitting applications from lectors who have other University Degrees of interest to the Centres awarded the corresponding scholarships.

### **Sixth. Deadline and application procedure.**

1. Applications must be made using the form in Annex I of this resolution. All applications must be accompanied by the curriculum vitae of the applicant, drawn up in accordance with the model available at <https://europass.cedefop.europa.eu/es/documents/curriculum-vitae> and any documentation aiming to prove the existence of the aptitude requirements and the merits being claimed.

2. Specifically, the following copies of the documents must be attached:

a) Photocopy of an official ID Document, official foreigner's ID document (NIE) or passport.

b) Photocopy of the university qualification presented.

c) Personal academic certificate or photocopy of the same, showing, where applicable, the average grade calculated on the report. The applicant must provide the equivalency of the average grade obtained at a foreign university, which can be obtained on the following website: <http://www.educacionyfp.gob.es/servicios-al-ciudadano-mecd/catalogo/educacion/gestion-titulos/estudios-universitarios/titulos-extranjeros/ equivalencia-notas-medias.html#dg1>

d) References from professors or academic coordinators of previous lecturing posts, in which teaching skills, capacity to collaborate and integrate into university life and appropriacy of the curriculum to the characteristics of the subjects in which the applicant will collaborate are all accredited.

e) Letter of motivation, written in the language that is the object of the scholarship (max. 1000 words), on which the applicant presents their reflections and experiences on the following points:

e.i) How many languages they speak and how they learnt them. Reflection on different personal non-native language learning/acquisition experiences.

e.ii) Experience of language teaching or linguistic mediation, if they have any.

e.iii) Reflection on the role of oral interaction in the learning process of a non-native language.

3. Applications may be presented up until the 17<sup>th</sup> May 2019 by any of the procedures established in Law 39/2015, of the 1<sup>st</sup> October, on the Common Administrative Procedure of Public Administrations and, specifically, via the User Service Centre available at the following link:

<https://atencionalumnado.uca.es/becas-de-lectorado/>.

When the applicant is opting for a lector's position in a language for which different positions are offered, they will present one single application, indicating in consecutive ordinal numbers their order of preference of the destination Centres of the scholarships for this language. This order of preference will be binding.

### **Seven. Selection Committee and Procedure.**

1. The selection of applicants hoping to take up a lector's position will be made by a Selection Committee made up to this end and in accordance with the procedure described in the corresponding sections of these regulations.

2. The Selection Committee will be made up in the following way:

▪ **Presidency:** Vice-Rector of Planning or the person she delegates in.

▪ **Committee members:**

○ One person representing each of the destination Centres for lectors in this offer. This person may be different for each of the languages in which scholarships are offered. In this case, this member will only intervene in the selection process for lectors in that language.

○ One person representing the Student Vice-Rectorate.

○ One person representing the International Relations Office.

○ One person representing the University of Cadiz Students' Council.

▪ **Secretary:** The Director General of Language Policy.

3. Once the period for presenting applications has finished, the Selection Committee will check that applicants meet the requirements and the provisional resolution of those applicants admitted and excluded for each scholarship will be published, with the latter being given a maximum and unextendible period of ten (10) days to rectify, with the understanding that if they do not do so, their application will be cancelled.

4. Once the rectification period is finalised, the final resolution on which applicants are admitted and excluded will be published, and their case files will be subsequently evaluated.

#### **Eight. Assessment scale of the applications admitted.**

The assessment of application admitted will be carried out separately for each language and destination centre. The following scale will be applied:

a) Level of Spanish, maximum 2 points.

b) Academic record, maximum 2 points.

c) Teaching skills, capacity to collaborate and integrate into university life and appropriacy of the curriculum to the characteristics of the subjects in which the applicant will collaborate, according to the letters of motivation and references presented by applicants, maximum 6 points.

d) Prior experience in activities of interest for the development of the activity referred to in this offer, due to their relationship with communicative abilities, group dynamics, dramatization and similar, maximum 2 points.

e) Come from a university that the University of Cadiz has signed a collaboration agreement with, maximum 3 points. This scale is laid out in Annex II of this offer.

#### **Nine. Proposal for granting scholarships**

1. After the assessment phase of the applications, the Selection Committee will formulate a reasoned proposal for granting the scholarships to those applicants who obtain the highest score for each of the scholarships convened, according to the regulations of the call.

2. If no applicant meets at least one third of the maximum score of the table (5 points), the Selection Committee may propose that the scholarship be declared void.

3. All applicants who reach at least one third of the maximum score of the table (5 points) will be included in a list of reserves, which may be recurred to if one of the selected candidates decides not to take up the position or resigns during the lector scholarship period. Once the reserve list associated with a Centre has been exhausted, the place can be offered to a person on the reserve list of another Centre.

4. This reserve list may also be fallen back on in the event of the resignation of a person awarded with a scholarship for the 2018/2019 academic year who had decided to continue their work in the 2019/2020 academic year, with a favorable report from their coordinator and the approval of the Directorate General for Language Policy, in accordance with the Resolutions of the Rector of the University of Cadiz UCA/R58REC/2018 and UCA/R71REC/2018.

### **Ten. Resolution of concession**

1. The Selection Committee will make a provisional resolution proposal, duly reasoned, which will be notified to the parties concerned, giving a period of five (5) days for claims to be submitted.
2. Having considered the claims submitted by those concerned, the final resolution proposal will be formulated, which must list the applicants to whom it is proposed the grant be conceded, specifying their assessment.
3. The final resolution proposal will also be notified to the successful applicants, so that they may communicate their acceptance within five (5) days. If the applicant does not communicate their acceptance within this period, they will be considered to have withdrawn from the procedure.
4. The Rector will dictate a resolution of concession in accordance with the proposal for the award of scholarships made to him by the selection committee, which will terminate the administrative procedure.
5. The maximum period for settling and publishing the resolution of the procedure will be three (3) months, to be calculated from the day following the date of termination of the deadline for submitting applications. If this deadline is exceeded without the publication of the resolution, the interested parties may consider their scholarship application dismissed due to silence procedure.
6. The economic and administrative effects of each scholarship will be produced from the date on which each successful applicant takes up their position, which will be recorded by the General Directorate for Language Policy.

### **Eleven. Absence of contractual relationship.**

The granting of the scholarships does not create a contractual, neither work-related nor administrative, relationship between the scholarship holder and the University of Cadiz.

### **Twelve. Possibility of review.**

The granting and enjoyment of these scholarships may be reviewed by the Rector of the University of Cadiz, through adversary proceedings, on the proposal of the Vice-Rectorate for Planning, prior to a report from the Selection Committee, whose resolution may result in the loss of the right to the scholarship, with reimbursement of amounts in cases where it has resulted from the hiding or distorting of data or failure to comply with the activities or obligations of the scholarship holder laid out in the regulations of the scholarship call, in the case of not carrying out the lector's work for more than one week, as well as in all other cases envisaged in Article 37 of the General Law on Subsidies 38/2003, of 17<sup>th</sup> November.

Before the scholarship holders take up their positions, it will be verified that they meet the conditions for carrying out the training activities in which they will be enrolled, in accordance with Regulation Three, letter c) of this call.

### **Thirteen. Notifications and appeals.**

1. Regardless of whether they can be personally notified to the interested parties or not, which will preferably be done electronically in accordance with the provisions of Articles 12 and 14 of the Law 39/2015, of 1<sup>st</sup> October, of the Common Administrative Procedure of the Public Administrations, all the acts of procedure that are contemplated in this offer will be published on the following website: <https://atencionalumnado.uca.es/becas-de-lectorado/> . In any case, this publication will have the same effects as a personal notification, from the date it occurs.



2. This present offer and any administrative acts derived from it and from the actions of the Selection Committee may be challenged in the cases and in the form established in Law 39/2015, of 1<sup>st</sup> October, of the Common Administrative Procedure of the Public Administrations.

3. Likewise, the University may, where appropriate, review the decisions of the Selection Committee, in accordance with the provisions of the aforementioned Law and its Statutes.

**Fourteen. Promotion of gender equality.**

By virtue of Law 3/2007, of 22<sup>nd</sup> March, promoting effective equality between women and men, as well as of Law 12/2007, of 26<sup>th</sup> November, for the promotion of gender equality in Andalusia, any references in this resolution to lector(s) refer to both women and men.

**Fifteen. Entry into force.**

This scholarship call will enter into force the day after its publication in the Official Bulletin of the University of Cadiz (BOUCA).

Cadiz, 24<sup>th</sup> April 2019  
THE RECTOR,  
**Eduardo González Mazo**

Annex I

4

**APPLICATION FORM FOR LECTOR SCHOLARSHIPS FOR THE 2019/2020  
ACADEMIC YEAR**

**PERSONAL DETAILS:**

Mr./Mrs./Ms. (full name) .....

With ID number (NIE, ID Document or Passport) .....

Address (full postal address) .....

.....

And with email .....

**I DECLARE:**

After the publication of the Resolution of the Rector of the University of Cadiz UCA/R39REC/2019, of 24<sup>th</sup> April, by which the of scholarship call for incoming lectors to the University of Cadiz for the 2019/2020 academic year is approved

**I REQUEST:**

1º.- That my application be considered to participate in the scholarship offer for a lector of\*:

German

French

English

(\* Mark only the appropriate language. If the applicant wishes to be considered for the position of lector in more than one language, a separate application must be presented for each language)

2º.- That the following order of preference of the possible destination Centres\*\* be taken into consideration:

Language of lector	Destination centres	Order of preference
German	Faculty of Education Science	
	Faculty of Social Science and Communication	
French	Faculty of Education Science	
	Faculty of Philosophy and Letters	
English	Higher School of Engineering	
	Faculty of Education Science	
	Faculty of Economics and Business Studies	
	Faculty of Social Science and Communication	

(\*\* Assign an ordinal number to each destination Centre corresponding to the language chosen in the previous section, according to preference).

In \_\_\_\_\_, on the \_\_\_\_\_ of \_\_\_\_\_, 2019.

Signature of the interested party:

4 To be presented, preferably, via the CAU habilitated to this effect on the following website: <https://atencionalumnado.uca.es/becas-de-lectorado/> or via the UCA Electronic Register, or physically at: Registro General. Rectorado – Oficina 001, Address: Centro Cultural Municipal “Reina Sofia” – Paseo Carlos III, s/n – 11003 Cádiz.

## Annex II

Details of regulation 8	Points
<b>a) Level of knowledge of Spanish</b>	<b>Between 0 and 2 points</b>
Official accreditation of level A1	0.25
Official accreditation of level A2	0.5
Official accreditation of level B1	0.75
Official accreditation of level B2	1
Official accreditation of level C1	1.5
Official accreditation of level C2	2
Hold a Spanish Degree	1.5
Spanish as a foreign language course of six months or more	0.5 per course
Spanish as a foreign language course of between three and six months	0.25 per course
Spanish as a foreign language course of between one and three months	0.10 per course
<b>b) Academic record</b>	<b>Between 0 and 2 points</b>
3 <sup>rd</sup> class Degree (Grade 3)	0.5
2 <sup>nd</sup> class 2 <sup>nd</sup> division Degree (Grade 2'2)	1
2 <sup>nd</sup> class 1 <sup>st</sup> division Degree (Grade 2'1)	1.5
1 <sup>st</sup> class Degree (1)	2
Second university degree	0.5 per degree
University Master's	0.5
Doctorate	0.5
<b>c) Teaching skills, capacity to collaborate and integrate into university life and appropriacy of the curriculum to the characteristics of the subjects in which the applicant will collaborate, according to the letters of motivation and references presented by applicants</b>	<b>Between 0 and 6 points</b>
Generic reports from the aspirant's tutors or professors	0.2
Specific reports from tutors, professors or those responsible for the specific activities carried out by the applicant	Up to 1 point
Letter of motivation from the applicant	Up to 6 points
<b>d) Prior experience in activities of interest for carrying out the activity referred to in this offer, related to communicative abilities, group dynamics, dramatization and similar</b>	<b>Between 0 and 2 points</b>
Each experience of interest for the scholarship considered, of up to 3 months	0.5
Each experience of interest for the scholarship considered, of between 3 and 6 months	1
Each experience of interest for the scholarship considered, of between 6 and 9 months	1.5
Each experience of interest for the scholarship considered, of over 9 months	2
<b>e) Come from a university that the University of Cadiz has signed a collaboration agreement with*.</b>	<b>Between 0 and 3 points</b>
Specific agreement for the exchange and/or promotion of lector positions	3
Specific agreement for the joint offer of courses	1.5
Specific agreement for international mobility programmes	1
Collaboration framework agreement	0.5
(* If there are various, only that with the highest score will be applied, corresponding to the specific agreement that is highest in the table)	