



**ERASMUS+ HIGHER EDUCATION STAFF MOBILITY – KEY ACTION 107 –  
International Credit Mobility Project - 2017-1-IT02-KA107-036286**

**Call for Applications  
STAFF MOBILITY FOR TRAINING FROM PARTNER COUNTRIES  
GRANTS A.Y. 2017/18 and A.Y. 2018/19**

**Art. 1 Purpose of the Call and General Regulations**

1.1 This call regulates the application procedure for student mobility in the framework of the **Erasmus+ International Credit Mobility Project** between **Università degli Studi di Bergamo, Italy** and **EGE Rabat Faculty of Governance, Economics and Social Sciences “The Mohammed VI Polytechnic University”, Morocco**.

Erasmus+ is the EU Programme for Education, Training, Youth and Sport that covers the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits, which are then recognized by the sending/home institution.

1.2 The present Erasmus+ International Credit Mobility project between **Università degli Studi di Bergamo** and **EGE Rabat Faculty of Governance, Economics and Social Sciences “The Mohammed VI Polytechnic University”, Morocco** will be valid 26 months, from June 1<sup>st</sup> 2017 to July 31<sup>st</sup> 2019.

**Art. 2 Mobility, available places:**

Under this call for applications the following places are available for **academic, administrative and technical staff regularly employed** at **Università degli Studi di Bergamo**:

- **4 places for teaching activities for 5 days each**
- **1 place for training activities for 5 days**

The Erasmus+ Staff Mobility for Training programme provides training opportunities for the administration staff members of the partner universities. This will promote exchange of expertise and experience on administrative methods.

**Art. 3 Mobility Period:**

Duration must be of 5 days plus travel days within the following dates: 01.02.2019 - 30.06.2019  
Every mobility must end before July 31<sup>st</sup> 2019.

**Art. 4 Admission Requirements:**

4.1 In order to apply prospective candidates must be regularly employed at the University of Bergamo as:

- administrative or technical staff
- academic staff under the following categories:
  - full and associate professors
  - researchers and assistant professors

4.2 The selected beneficiaries will have to hold the above-mentioned status at the moment of application and for the whole duration of the mobility period.

4.3 The selected beneficiaries must carry out their mobility at EGE Rabat. Their country of residence must **NOT** be Morocco. Selected beneficiaries might be asked to provide a proof of residence.

4.4 Applicants are required to be proficient:

**French B2  
or  
English B2**

#### 4.5. Incompatibility

Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission for mobility during the same period.

Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

#### 4.6 Ineligibility

If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

Selected beneficiaries who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

### Art. 5 Activities

#### Administrative and technical staff

The activities should promote exchange of expertise and experience on administrative and technical methods. The sending higher education institution supports the staff mobility as part of its modernization and internationalization strategy and will recognize it as a component in any evaluation or assessment of the staff member.

#### Academic staff

Teaching assignments can come in various forms and take place as seminars, lectures and tutorials. Actual teaching in this context should require the teacher to be physically present with the students. A minimum number of **8 compulsory hours of teaching every 5 days** is required.

### Art. 6 Grants

6.1 Beneficiaries will receive a contribution to their costs for **individual support** during their mobility, for **5 working days plus travel days (max 2), (see Art. 2)** as specified below:

- for the travelling days, a daily allowance of € 67,00
- for the teaching/training days, the whole cost of the hotel + a daily allowance for a maximum reimburse of €160,00. In any case, the maximum daily allowance shouldn't exceed € 44,67

6.2 **Travel costs** (from Home University to University of Bergamo) will also be supported by the Erasmus+ International Credit Mobility Project. The following rates apply, based on travel distance expressed in km:

Travel distance 500-1999 KM: 275€/person

6.3 Erasmus+ selected beneficiaries are required to purchase international medical insurance with their own funds but accident and liability coverage will be provided by UNIBG.

6.4 The mobility period must be carried out continuously and it must not be split into different periods. Therefore, during their mobility period beneficiaries must not carry out any activity at their home university. The staff will be invited to provide evidence of the activity performed during their mobility (a brief report, pictures etc).

6.5. Selected candidates accepting the scholarship will sign a grant agreement for mobility listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the host university. Support for visa application and accommodation will be supplied by the **University of Bergamo**.

6.6 Special needs support:

Extra-financial support may be available for beneficiaries with special needs. The contribution will be awarded to beneficiaries who request it at time of acceptance of the mobility grant but will depend on the approval of the Erasmus+ Italian National Agency.

### Art. 7 Admission procedure

Applicants must submit the following documents to the international office of the Home University:

- Application form
- Proposed Mobility Programme signed by International Office of both parties
- Copy of Passport
- Copy of official language certifications or, if not available, self-declaration within the Mobility Programme
- Curriculum Vitae (max 2 pages). Please use the European template on: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;
- Letter of interest signed by the prospective academic supervisor at the host university stating the

availability and willingness to supervise the applicant.

The official language for the application is English.

The application form and all the attachments must be handed over to UNIBG International Office, Room 6, for the attention of Dott.ssa Blerta Topalli from 24nd November 2018 to 15<sup>th</sup> January 2019, h. 12.00 a.m

Deadline: 15th January 2019 - 12.00 a.m. (midday)

Any application received after the deadline will not be accepted.

## **Art. 8 Selection procedure**

The home university will provide a pre-selection of candidates according to the following criteria, always on the basis of fairness and transparency during the selection procedures:

- 1) Adequacy of the training programme to the international interest of the proper University
- 2) Added value of the mobility
- 3) Expected outcomes and impact.

## **Art. 9 Data protection**

Information relating to individuals (personal data) is collected and used in accordance with EC Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals, with Italian legislation (Legislative Decree no. 196/2003) with regard to the processing of personal data by European institutions and organizations and the unrestricted circulation of such data and with EU GDPR.

Bergamo, 29 November 2018

The Rector  
Signed Prof. Remo Morzenti Pellegrini  
Prof. Remo Morzenti Pellegrini