



ERASMUS+ HIGHER EDUCATION STAFF MOBILITY – KEY ACTION 107 – International Credit Mobility Project – 2019-1-IT02-KA107-061514

**Call for Applications
OUTGOING STAFF MOBILITY TO PARTNERS COUNTRIES
GRANTS A.Y. 2021/22**

Art. 1 Purpose of the Call and General Regulations

1.1 This call regulates the application procedure for administrative staff mobility in the framework of the **Erasmus+ International Credit Mobility Project** between **Università degli Studi di Bergamo, Italy** and **the following country and partner university:**

Albania:

- **Vlore – Universiteti “Ismail Qemali”**

1.2. Erasmus+ is the EU Programme for Education, Training, Youth and Sport that covers the period 2021-2027. 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.

1.3 The present Erasmus+ International Credit Mobility project between **Università degli Studi di Bergamo, Italy and the partner university “Ismail Qemali” Vlore** will be valid until July 31st 2022.

Art. 2 Mobility, available places and eligible fields:

Under this call for applications the following places are available for **administrative staff regularly employed at Università degli Studi di Bergamo.**

Vlorë – Universiteti “Ismail Qemali”

- 1 place for training activities for 5 days (plus 2 travel days)

The Erasmus+ Staff Mobility for Training provides exchange opportunities for the university administrative staff members from and to partner universities. This will promote exchange of expertise and experience on working methods.

Art. 3 Mobility Period:

Duration must be of 5 working days plus max 2 travel days within the following dates:
01.06.2022 - 30.06.2022.

Art. 4 Admission Requirements:

4.1 In order to apply prospective candidates must be **regularly employed at UNIBG** as:
- administrative staff members

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 in a Partner Country different from the country of the sending organization and their country of residence. Selected beneficiaries might be asked to provide a proof of residence.

4.4 Applicants are required to be proficient:

At least English B2, preferable English C1

4.5. Incompatibility

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

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 training days, the whole cost of the hotel + a daily allowance for a maximum reimbursement of €180,00 per day. In any case, the maximum daily allowance shouldn't exceed € 44,67.

The reimbursement will be effected upon the presentation of all the due receipts.

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

- Vlore: 275€/person

Travel distance 500-1999 KM: 275€/person

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

6.3 Erasmus+ selected beneficiaries are required to purchase international medical insurance with their own funds but accident and liability coverage will be provided 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 professional activity at home university. Participants will be invited to provide evidence of the activity performed during their mobility (photos, video, work programs, 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, housing, accommodation will be supplied by each host partner university.

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

7.1 Application

1. Identify the unit/office you would like to collaborate with (see art. 2); Email the relevant office, including a CV, to show your area of expertise and how the activity would benefit both universities.

2 Agree a short "Mobility Agreement/Work programme" The form is available on the University website.

The Programme Coordinator/IRO will consider how the visit fits with the host department plan of work and academic timetables. Once the host university unit/office agrees to host you and you have found a suitable time, the programme coordinator will sign the form.

Application form and **all required documents** (7.2) are to be submitted exclusively via e-mail to the following address: elena.gotti@unibg.it

Deadline: 4th April 2022, h. 10.00 a.m.

Any application received after the deadline will not be accepted.

The official language for the application is English.

The **application form** and **all the attachments MUST BE MERGED IN ONE PDF** file named after the Host University and Country for which the application is submitted and the candidate's name and surname, following this scheme: **acronym.country.name.surname.pdf** (for example: **UNIVLORA.AL.mario.rossi.pdf**) and forwarded via email to elena.gotti@unibg.it

7.2 Required Documents

Application form duly signed;

- 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 International Office at the host university stating the availability and willingness to welcome the applicant.

Art. 8 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, and 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.

The Rector
Prof. Sergio Cavalieri