



**ERASMUS+ HIGHER EDUCATION STUDENTS AND STAFF MOBILITY - KEY ACTION 107 -
International Credit Mobility Project - 2020-1-IT02-KA107-078582**

Call for Applications

**OUTGOING TEACHING MOBILITY TO PARTNERS COUNTRIES
GRANTS A.Y. 2021-2022**

and

**OUTGOING STAFF TRAINING MOBILITY TO PARTNERS COUNTRIES
GRANTS A.Y. 2022-2023**

Art. 1 Purpose of the Call and General Regulations

1.1 This call regulates the application procedure for teaching and staff training mobility in the framework of the **Erasmus+ International Credit Mobility Project** between **Università degli Studi di Bergamo, Italy** and **Wolaita Sodo University, Ethiopia**.

Erasmus+ is the EU Programme for Education, Training, Youth and Sport. It offers a wide range of opportunities for students and staff to study, teach 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 **Wolaita Sodo University, Ethiopia** will be valid until July 31st 2023.

Art. 2 Mobility, available places and eligible fields:

Under this call for applications the following places are available for **academics and administrative staff regularly employed** at the **University of Bergamo - Italy**.

Academics:

Teaching mobility at Wolaita Sodo University, Ethiopia:

- 1 place for 5 teaching days (+ 2 travel days) in the following academic field:
 - Finance, Banking and Insurance – ISCED code 0412;

Academics and/or Administrative Staff:

Staff training mobility at Wolaita Sodo University, Ethiopia:

- 1 place for 5 training days (+ 2 travel days)

Art. 3 Mobility Period:

Duration must be of at least 5 teaching/training days plus max 2 travel days within the following dates:

Teaching mobility:

5 teaching days for 8 hours in the period within 01.05.2022 – 31.05.2022

Staff training mobility:

5 training days in the period within 01.11.2022 – 31.05.2023

Changes in availability of places, duration and other terms of mobility can arise due to partner or Erasmus National Agency requirements.

Art. 4 Admission Requirements:

4.1 In order to apply prospective candidates must be **regularly employed** as one of the following:

Teaching mobility:

- full and associate professors
- researchers and assistant professors
- contract professors

Staff training mobility:

- administrative staff member
- full and associate professors
- researchers and assistant professors
- contract 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 in a Partner Country different from the country of the sending organisation and their country of residence. Selected beneficiaries might be asked to provide a proof of residence.

4.4 Applicants are required to be proficient:

- English B2

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

Teaching Mobility:

Teaching assignments can come in various forms and take place as seminars, lectures and tutorials. A minimum number of **8 compulsory hours of teaching per week is** required. Although email tutoring or any other forms of distance learning as well as preparation are highly encouraged, they do not count in the minimum number of 8 hours per week.

Staff Training Mobility:

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.

At the end of the mobility, beneficiaries have to fill in the EU mobility survey and to provide the mobility certificate issued by the host university (containing dates of the mobility, number of teaching hours and a description of the academic activity).

Art. 6 Grants

6.1 Beneficiaries will receive a grant as a contribution to their costs for **individual support** during their mobility, for at least **5 working days plus 2 travel days**, as specified in the table below.

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, analytical reimbursement up to the Erasmus maximum daily limit of € 180 (Erasmus rate for Outgoing Staff Mobility)

- for the teaching/training days, hotel expenses are calculated analytically with meal expenses and local transport up to the daily limit of 180 euros (Erasmus rate for Outgoing Staff Mobility)

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

6.2 **Travel costs** will also be supported by the Erasmus+ International Credit Mobility Project. The following rates apply, based on travel distance expressed in km:

Travel distance 4000-7999 KM: 720€/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 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 teaching activity at home university. Participants will be invited to provide evidence of the activity performed during their mobility (photos, video, teaching/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 the 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

Teaching Mobility:

7.1 Application

1. Identify the department or academic member you would like to collaborate with (see art. 2); E-mail the relevant teacher, including a CV, to show your area of expertise and how the activity would benefit both universities.

2. Agree a short "Mobility Agreement/Teaching programme". (Forms attached to the Call)

The Academic Coordinator will consider how the visit fits with the host department plan of work and academic timetables. Once the host department agrees to host you and you have found a suitable time, the academic coordinator will sign the form.

3. Complete the application forms preferably 2 months prior to your mobility.

Staff Training Mobility:

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" (Forms attached to the Call)

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: blerta.topalli@unibg.it

Deadline for Teaching Mobility: 6th April 2022, h. 11.00 a.m.

Deadline for Staff Training Mobility: 30th June 2022, h. 11.00 a.m.

Any application received after the deadline will not be accepted.

A confirmation e-mail will be sent to the applicants after their application has been successfully submitted.

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: **WSU.ET.mario.rossi.pdf**) and forwarded via email to blerta.topalli@unibg.it

7.2 Required Documents

- Application form duly signed;
- Proposed Mobility Programme signed by the applicant, by the Head of the applicant's Department and by the Academic Coordinator;
- Copy of a valid passport;
- Copy of official language certifications or, if not available, self-declaration within the CV.
- Curriculum Vitae (max 2 pages) in English including extra-curricular activities (courses, seminars, conferences, published research, etc.) and professional experience related to the fields of the mobility. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;

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 Chancellor
Prof. Sergio Cavalieri