



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali



Allegato al D.R.

**ERASMUS+ HIGHER EDUCATION STAFF MOBILITY - KEY ACTION 1
International Credit Mobility Project - 2022-1-IT02-KA171-HED-000073568**

**Call for Applications
OUTGOING TEACHING MOBILITY TO PARTNER COUNTRIES
Academic Years 2023-2024 and 2024-2025**

Art. 1. Purpose of the Call and General Regulations

1.1 This call regulates the application procedure for teaching staff mobility in the framework of the **Erasmus+ International Credit Mobility Project** between **Università degli studi di Bergamo, Italy** and **the following Albanian partner universities:**

- **Tirana - Universiteti Tiranës**
- **Tirana - Universiteti "Epoka"**
- **Shkodër - Universiteti "Luigj Gurakuqi"**

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 universities "Universiteti i Tiranës" Tirana, Universiteti "Epoka", Albania** and **Universiteti "Luigj Gurakuqi" Shkodër** will be valid until July 31st 2025.

Art. 2 Mobility, available places and eligible fields:

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

Tirana - Universiteti i Tiranës

- 2 places for teaching mobility for 5 days (plus 2 travel days) in the following academic field:
 - Economics - ISCED code 041;

Tirana - Universiteti "Epoka"

- 2 places for teaching mobility for 5 days (plus 2 travel days) in the following academic field:
 - Engineering and engineering trades – ISCED code 071;

Shkodër - Universiteti "Luigj Gurakuqi"

- 3 places for teaching mobility for 5 days (plus 2 travel days) in the following academic field:
 - Law – ISCED code 0421;



The Erasmus+ Staff Mobility for Teaching programme provides exchange opportunities for the academic members from and to partner universities. This will promote exchange of expertise and experience on teaching methods.

Art. 3 Mobility Period:

Duration must be of at least 5 teaching days (plus max 2 travel days) to be carried out in compliance with the academic calendar of the host institutions. A minimum of 8 (eight) teaching hours per week has to be respected.

All mobilities of this project must end before July 31st 2025.

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 at UNIBG** as:

- 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 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:
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 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 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.

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 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 days, hotel expenses are calculated analytically with meal expenses and local transport up to the daily limit of € 180 (Erasmus rate for Outgoing Staff Mobility).

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

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

- Albania: up to 275€/person

Travel distance to Albania: 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 teaching activity at home university. Teachers are invited to provide evidence of the activity performed during their mobility (photos, video, seminars 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 department or academic member you would like to collaborate with (see art. 2);
Email the relevant professor, 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". The form is available on the University website under the present Call for Application.

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 at least 1 month prior to your mobility.

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

Deadlines:

- **15th January 2024, h. 11.00 a.m. (for mobilities during the 2nd semester 2023/2024)**

- **30th May 2024, h. 11.00 a.m. (for mobilities during the 1st semester 2024/2025)**

- **15th December 2024, h.11.00 a.m. (for mobilities during the 2st semester 2024/2025)**

The 2nd and 3rd deadlines will be valid only in case of availability of places.

Any application received after the deadlines 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: **UNITIRANA.AL.mario.rossi.pdf** or **UNIEPOKA.AL.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 UNIBG International Office/Academic coordinator;

- Copy of a valid travel document;
- 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.

Bergamo, registry number and date

The Chancellor
Prof. Sergio Cavalieri