



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Area Didattica
e Servizi agli studenti

Settore Relazioni Internazionali

HIGHER EDUCATION STAFF MOBILITY

Transnational Education - TNE

**Italy - East Asia Cooperation: from Local Expertise to a Global Outlook - LEGO
- CUP H71I24000300002**

Call for Applications

OUTGOING TEACHING MOBILITY TO PARTNER COUNTRIES Academic Year 2025 - 2026

Art. 1. Purpose of the Call and General Regulations

This call regulates the application procedure for teaching staff mobility in the framework of the
Transnational Education - TNE

Italy - East Asia Cooperation: from Local Expertise to a Global Outlook - LEGO between
Università degli studi di Bergamo, Italy and **the following partner universities:**

- **Xi'an Jiaotong-Liverpool University**

1.2. Transnational Education - TNE Italy - East Asia Cooperation: from Local Expertise to a Global Outlook - LEGO aims to strengthen cooperation in the field of international mobility and education between HEIs in Italy and East Asia, maximizing each partner's educational and scientific excellences and synergizing them to enhance their impact both internationally and on local communities and territories.

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.**

- 1 place for teaching mobility for 5 days (plus 2 travel days) in the following academic field: in academic fields covered by the Department of International Studies of the School of Humanities and Social Sciences, Xi'an Jiaotong-Liverpool University.

Transnational Education - TNE Italy - East Asia Cooperation: from Local Expertise to a Global Outlook - LEGO 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 7 days (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 March 31st 2026.

Changes in availability of places, duration and other terms of mobility can arise due to partner or TNE project 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



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- 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 a mandatory TNE participant Report to be submitted no later than 20 days following the compilation request. Participants who fail to complete and submit the online participant report may be required to partially or fully reimburse the financial support received.

Art. 6 Financial Support

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:

- No grant is foreseen but a reimbursement of the costs. The contribution for the aforementioned reimbursement must not exceed must not exceed € 190.00 per day for 7 days for a total amount of €1.330,00.
- The payment will be made upon presentation of receipts by the beneficiaries (who must advance the expenses).
- The expected reimbursable expenses correspond mainly to board and lodging costs.

6.2 **Travel costs** will also be supported by Transnational Education – TNE Italy – East Asia Cooperation: from Local Expertise to a Global Outlook – LEGO:

- Tickets must be purchased directly by the participant



- A travel reimbursement of up to a maximum of € 1.500.00 (to be paid upon presentation of the proof of expenditure related to airplane ticket) already incurred by the participant.

6.3 Transnational Education – TNE Italy – East Asia Cooperation: from Local Expertise to a Global Outlook – LEGO 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 financial support will sign a nomination and a mobility 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 In any case, the maximum reimbursable amount couldn't exceed €2.830,00, for travel costs and individual support.

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.

4. Will be considered as a plus:

- A disciplinary background in Languages and Cultures: with academic studies and researches related to cross-cutting and innovative activities in the thematic macro-area of Languages and Cultures, serving intercultural skills and promoting Italian language and culture abroad businesses (as per WP 4 of the Transnational Education – TNE Italy – East Asia Cooperation: from Local Expertise to a Global Outlook – LEGO Project)
- The willing of establish new partnership and/or enhance the existing ones.

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

Deadline:

- 15th October 2025, h. 11.00 a.m.

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: **TNE-LEGO.name.surname.pdf** (for example: **TNE-LEGO.mario.rossi.pdf**) and forwarded via email to tne@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 Personal data treatment

In accordance with articles 13 and 14 of Regulation (EU) 2016/679 (GDPR), on the protection of personal data, and with D. Lgs. n. 196 /2003 and subsequent amendments, it is made known that data is controlled and managed by the legal representative of the University of Bergamo, via Salvecchio 19, - 24129 Bergamo.

Data will be collected exclusively for the present bid purposes and will be kept only for the necessary time to complete the relevant procedures. The data treatment controller will be appointed within the managing unit in charge of bidding procedure, who will carry out the treatment with all due respect of propriety, legitimacy, scope, transparency and confidentiality of the treatment; and data will be used exclusively for purposes connected to the selection as well as for the management of the consequent relationship with the university, in compliance with current regulations. Data will be kept for the necessary time to accomplish the selection purposes, subject to the application of norms on document retention, and will be transferred uniquely to public administration bodies directly concerned with the juridical and economic position of the selected applicant, treated in compliance with current regulations and used for personal, welfare, insurance and fiscal position management.

Data will be handled by appointed staff through the acquisition of printed and electronic documents and using, even digitalised, filing procedures, to guarantee confidentiality; data treatment will be carried out through a coordinated organization and processing system, applying elevated safety standards. Furthermore, data will not be used for profiling. Applicants who have provided their personal data will be able to access it and exercise their rights as by art. 16 to 22 of GDPR UE 2016/679.

Any safeguard request can be addressed to the University Data Protection Officer, who can be contacted through the university website (Privacy and Personal Data Protection section), e-mail dpo@unibg.it. In addition to the right of complaint which can be presented to the Italian Data Protection Authority, Piazza Venezia 11, 00187 Roma.

By presenting their application, candidates thereby authorise and fully consent to publication on the University institutional website of all information concerning the current bid, their own data and the contents of their CV in accordance with 111-bis of D.Lgs.196/2003 stating that, within the scope limits defined by art. 6, par. 1, letter b), of the Regulation, consent is not due for personal data present in a submitted CV.

Art. 9 Reports of violations affecting the public interest or the integrity of the University

In application of the provisions of Legislative Decree 24/2023 (concerning the protection of persons who report violations of European Union law and national regulations), persons participating in selection procedures may report to the University's Prevention of Corruption and Transparency Officer (RPCT) conduct that is detrimental to the public interest or the integrity of the Administration.

The above-mentioned reporting persons are guaranteed the protection measures set out in Chapter III of Legislative Decree 24/2023. Whistleblowers are also guaranteed special protection of the confidentiality of their personal identity, provided that the reports are submitted through



the dedicated channels set up by the Administration, i.e. through the special IT platform accessible at the following web address: <https://unibg.whistleblowing.it/#/> or, alternatively, by voice mail, which can be reached at the following telephone number: 035.205.2160. More information on this matter is available on the University's institutional website, in the Transparent Administration section, subsection Altri contenuti/Prevenzione della Corruzione/whistleblowing

Bergamo, registry number and date

The Chancellor
Prof. Sergio Cavalieri