HIGHED OR EDUCATION ERASMUS+

INTERNATIONAL CREDIT MOBILITY

Call for Applications for Teaching Staff mobility

2017-2018 and 2018-2019 Academic years

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 Ca' Foscari University of Venice, and the following countries and partner Universities:

- **Armenia:** YSU – Yerevan State University (Yerevan)
- **Australia:** ANU – Australian National University
  USYD – University of Sydney
- **Azerbaijan:** GSU – Ganja State University (Ganja)
- **Kosovo:** UP – University of Pristina (Pristina)

Erasmus+ is the EU programme for education, training, youth and sport covering 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 recognised by the sending institution.

1.2 The present Call for Applications covers two different Erasmus+ International Credit Mobility projects between Ca' Foscari University of Venice and its partner universities:
- E+ ICM project 2016 lasts 26 months, from June 1\textsuperscript{st} 2016 to July 31\textsuperscript{st} 2018;
- E+ ICM project 2017 lasts 26 months, from June 1\textsuperscript{st} 2017 to July 31\textsuperscript{st} 2019.

Art. 2 Mobility duration and available places

Under this call for applications the following places are available for prospective candidates from Ca’ Foscari University of Venice. For every destination, priority will be given to candidates proposing a Mobility Programme corresponding to the main objectives of the mobility project approved by the Erasmus+ Italian Agency, as detailed below. In particular, the 20% of the maximum score envisaged for the “Proposed Work/research plan” selection criteria for every destination will be reserved to the above-mentioned coherence priority criteria (see Annex 1):

- **Armenia:** 1 place:
  - YSU: 12 days + 2 travel days each; ISCED codes: 0222 (History and Archaeology), 0232 (Literature and Linguistics), 0311 (Social and behavioural sciences). Priority will be given to candidates proposing courses of Formal and theoretical linguistics, Theory and techniques of the translation, Geopolitics of Caucasus, Archaeology of Caucasus, Romance and Italian languages and literatures;

- **Australia:** max. 3 places. Mobilities to Australia are intended for training activities (not subject to the teaching requirements specified in art. 4.1 below, subject to the training requirements specified in art. 4.2 below). Final duration will be subject to availability of funds:
• **ANU** (max. 2 places) – from a minimum of 5 days (+2 travel days) to a maximum of 58 days (+2 travel days); ISCED codes: 02 (Arts and Humanities), 03 (Social Sciences);

• **USYD** (max 1 place) - from a minimum of 5 days (+2 travel days) to a maximum of 58 days (+2 travel days); ISCED codes: 05 (Natural Sciences, mathematics and statistics);

  - **Azerbaijan:** 1 place:
  - **GSU** (1 place) - 13 days + 2 travel days each; ISCED codes: 02 (Arts and Humanities);

  - **Kosovo:** 1 place:
  - **UP** (1 place) - 14 days + 2 travel days each; ISCED codes: 023 (Languages). Priority will be given to candidates proposing a course of Italian language for foreigners;

Mobilities to ANU and USYD must end before the 31st of July 2018, all other mobilities must end before the 31st of July 2019.

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

Slight duration changes might be possible due to project reasons, upon approval by the International Relations Office.

The present call for applications provides mobility grants for the 2017-2018 and 2018-2019 academic years. You will find detailed information about type, duration and periods of mobilities in ANNEX I.

**Art. 3 Admission requirements**

3.1 In order to apply prospective candidates must be:

- "professori di prima e seconda fascia, anche a tempo determinato";
- "ricercatori universitari e assistenti di ruolo, anche a tempo determinato";
- "docenti a contratto";
- "assegnisti di ricerca";

3.2 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.

3.3 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.

3.4 Language proficiency

Applicants are required to be proficient:

- for YSU – Yerevan State University: Mandatory C1 level of English or Armenian. Language level self-declarations will be accepted;
- for USYD – University of Sydney: To be agreed on a case by case basis. Language level self-declarations will be accepted;
- for GSU – Ganja State University - Mandatory B2 level of English for teaching activity in English; Mandatory B2 level of Italian for teaching activity in Italian (any language certificate can be accepted);
- for UP – University of Pristina: Mandatory B2 level of English for teaching activity in English; Mandatory B2 level of Albanian for teaching activity in Albanian – any language certificate and self-declarations will be accepted;

3.5 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.

3.6 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. 4 Activities**

4.1 Teaching assignments (concerning mobilities with Armenia, Azerbaijan, Kosovo) 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.

4.2 Training assignments (concerning mobilities with Australia) support the professional development of UNIVE teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI.

4.3 At the end of the mobility, in order to enhance the best impact of the project results, beneficiaries will be asked to provide:
- a short impact report on the template provided by the UNIVE International Relations Office;
- the EU mobility survey;

**Art. 5 Economic support**

5.1 Beneficiaries will receive an individual support as a contribution to their costs during their mobility which is specified in the table below. Such individual support is intended to be a gross payment - “compenso lordo”, and it will be subject to the application of the Italian fiscal law.

<table>
<thead>
<tr>
<th>Teaching staff (both mobilities for teaching and for training)</th>
<th>160 € per day until the 14th day and 112 € per day for the following days</th>
</tr>
</thead>
</table>

5.2 Travels (1 round-trip flight ticket per beneficiary) will be covered by the Erasmus+ International Credit Mobility project according to the fixed amount assigned per destination, as follows (any change after the ticket is emitted cannot be covered by Ca’ Foscari University of Venice):

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 500 and 1999 Km (Kosovo)</td>
<td>Euro 275,00 per participant</td>
</tr>
<tr>
<td>Between 500 and 1999 Km (Armenia, Azerbaijan)</td>
<td>Euro 360,00 per participant</td>
</tr>
<tr>
<td>8000 Km or more (Australia)</td>
<td>Euro 1,100,00 per participant</td>
</tr>
</tbody>
</table>

5.3 Erasmus+ selected beneficiaries will be required to purchase their international medical insurance with their funds.

5.4 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 Ca’ Foscari. Teachers will be invited to provide evidence of the activity performed during their mobility (photos, video, seminars programs, etc).

5.5 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.
5.6 Administrative support: Support in visa application, housing, accommodation will be supplied by each host partner university. Ca' Foscari University will assist beneficiaries in obtaining such support from the receiving institution.

5.7 This call is issued notwithstanding the current regulations on missions at Ca' Foscari University (Regolamento di Ateneo per le Missioni, art. 5.9), in particular concerning the maximum daily amounts and the method of payment.

Art. 6 Admission procedure

6.1 Application

- Applicants should submit their application form and all required documents (6.2) via e-mail to the following address: icm@unive.it. **Deadline:..........................................................** 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. At the time of application any official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non-certified translations are accepted. Selected applicants may be asked to provide certified translations of all relevant documents.
- The application form and all the attachments **MUST BE MERGED IN ONE PDF** file named after the Host University and the Host Country for which the application is submitted and the candidate's name and surname, following this scheme: **acronym.country.name.surname.pdf** (for example: **GSU.usa.mario.rossi.pdf**)

6.2 Required Documents

Teaching staff must provide the following documents:

- Application form, duly filled in and signed by the applicant;
- Mobility Programme signed by the applicant and by the Head of the applicant's Department;
- Copy of a valid passport;
- Copy of official language certifications or, if not available, self-declaration within the Mobility Programme (section "Language skills");
- 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.lehmi;
- Letter of interest signed by the prospective academic supervisor at the host university stating the availability and willingness to supervise the applicant.

6.3 Total number of applications

Applicants can submit as many applications as the number of destinations available for this call, taking into consideration the requirements foreseen for each destination (language, etc.). In such case one application per destination will be required and the personal priority ranking must be indicated in every application form. For further details, please carefully check Annex I.

Art. 7 Selection process

7.1 For mobilities to Kosovo the selection process includes the following steps:

- Eligibility check by Ca' Foscari University;
- 2-step evaluation process (pre-evaluation by Ca' Foscari University Selection Committee and final evaluation by the partner university Selection Committee);

7.2 For mobilities to Armenia, Australia, Azerbaijan, the selection process includes the following steps:

- Eligibility check by Ca' Foscari University;
- evaluation by Ca' Foscari University Selection Committee.

7.3 Valid and eligible applications will be evaluated according to the criteria as specified in Annex 1 for every destination, which have been jointly agreed by the partner universities and the coordinating university.

7.4 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups providing a more equal and fair selection process.

7.5 At the end of the selection procedure Ca' Foscari University of Venice will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates who may be awarded a grant in case of
withdrawals/drop-out of selected candidates.

7.6 All applicants will be notified by e-mail to their institutional e-mail addresses of the selection results as soon as the evaluation procedure has been concluded.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written (no later than 3 days from the notification e-mail). For every selected candidate who will renounce or not accept within the deadline, Ca' Foscari University of Venice will nominate a candidate from the reserve list.

7.8 Appeal Procedure

- **Rejected applicants** who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to icm@unive.it not later than 2 days after the notification e-mail, explaining their reasons.
- Complaints from applicants who have failed to satisfy all the eligibility criteria (e.g., who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committees have not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

**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.

Venice, February 27th, 2018

[Signature]

The Rector
Prof. Michele Bugliesi