

Erasmus+/KA131 Call for Applications
Staff Mobility for Teaching Assignment (STA)
2023-2024 a.y. - CALL 2022

Deadline: 16/10/2023 12 p.m. (noon)

1. Presentation and eligible activities

The Erasmus+ Programme provides a mobility opportunity for teachers of Higher Education Institutions to benefit from a period of teaching abroad at an Institute of Higher Education that has an Erasmus + Agreement with Ca' Foscari University of Venice, and listed in Annex 1) to this Call.

Eligible activities:

- Teaching in curricular courses
- Teaching in seminars
- Academic tutoring

Mobilities selected through the present Call are disciplined by the provisions of the 2021-2027 Erasmus+ Programme, and financed with funds of the Call 2022.

2. Entry requirements:

a) Eligible Teaching figures:

- Short term and permanent researchers
- Associate professors
- Extraordinary / ordinary professors
- Adjunct Faculty members
- Postdoctoral Researchers

b) To participate in the mobility, teachers must satisfy the following requisites:

- being in service at Ca' Foscari University or having a teaching contract with the University of Ca' Foscari throughout the duration of the mobility. Adjunct Faculty members who will undertake their teaching activity during the second semester only will be eligible on condition that they are able to prove that they have signed a contract with Ca' Foscari of Venice before the beginning of their mobility (via e.g. a signed contract, engagement letter, allocation of a teaching position in the 2nd semester or other relevant documents);
- not residing in the Country chosen as the destination for mobility;
- Postdoctoral researchers and short-term/permanent researchers must prove that they will carry out or have carried out teaching or teaching support activities during a.y. 2023/2024 at Ca' Foscari University;
- postdoctoral researchers working 100% on projects financed by the European Commission or on specific projects must receive the approval of their Department to apply to this Call.

3. Available Budget

For the 2022 Call, the National Agency for Erasmus+ INDIRE has allocated a total budget of **Euros 28.416** for teaching staff mobilities. The number of people who will be able to benefit from the aforementioned grants will be determined on the basis of:

- Number of eligible applications
- Duration of the mobility as indicated by the candidates
- Country of destination (see Art. 7 - Grant)

In the event that the number of applications is high and the mobilities proposed exceed the available budget, the Committee may draw up a list of eligible staff members who can benefit from the Erasmus+ mobility without receiving any Erasmus+ funding (zero-grant participants). Eligible members of the staff may carry out the mobility at their own expenses or with funds made available by the structure to which they belong, subject to authorisation by the Director of the relevant Department.

The total budget may increase and therefore zero-grant participants might receive the European grant, should the National Agency for Erasmus+ INDIRE funds allocated to other mobility activities become available.

Should not all the National Agency for Erasmus+ INDIRE funds be allocated, the Administration may re-open the terms to award additional grants, possibly with procedures different than those described in this Call. The International Office– Mobility Unit will inform teaching staff as convenient.

4. Destinations

Participants are to check the list of destinations, available in Annex 1) to this Call, and, via independent research, contact the university they intend to carry out the teaching period at.

The new Erasmus+ Programme 2021-2027 provides the opportunity to carry out the mobility in more than one Higher Education Institution or more than one Campus of the same Institution, as long as located in the same Country.

5. Duration and deadline

a) The mobility must be carried out after 19th November 2023, and after the participant has accepted the place and signed the grant agreement. The mobility shall conclude by 31st July 2024, as for the Erasmus+ Programme Regulations.

b) The minimum duration of the mobility period is 2 consecutive in-person days, travel days excluded.

The maximum duration is 2 in-person months, travel days excluded. The University will, in any case, finance up to a maximum of 5 days of mobility (plus possible travel days, as defined in the "Grants" paragraph), regardless of the actual duration of the university business travel.

c) For mobilities of up to 7 days (5 days of teaching activities + 2 travel days) the minimum number of teaching hours must be 8. If the mobility lasts more than a week, the minimum number of teaching hours for additional days must be calculated as follows: 8 hours divided by 5, multiplied by the number of additional days. For example, for a 12-day mobility – 1 week + 5 days, the participant must carry out at least 16 hours of teaching ($8 + 8/5 \cdot 5$) – See annex 4

d) The duration of the mobility indicated in the application is binding and the participant will receive the European grant accordingly. Should the mobility last longer, the International office cannot guarantee any funding for additional days. This is to ensure an efficient financial planning of all mobilities.

6. Typologies of mobility

The new Erasmus+ Programme 2021-2027 provides the opportunity to carry out:

- Physical mobilities
- Blended mobilities (a physical part lasting at least 2 consecutive days combined with a virtual part)

7. Grant

Selected participants will benefit from a grant for individual support and travel expenses. The maximum amounts of these grants are defined by the Erasmus+ National Agency INDIRE, and will vary according to the country of destination and travel distances.

The new Erasmus+ Programme 2021-2027 offers two financial incentives for those participants who will opt for a green travel to reach their destination:

- Increase of the amount of contribution for travel, for specific distance bands;
- Up to 4 additional travel days financed, in addition to the 2 travel days already provided for by the Programme (so up to 3 days for the outbound journey, 3 days for the return journey) financed via individual support, if necessary.

“Green travel” refers to a journey carried out via low-emission means of transport: train, bus, carpooling (by a rental car shared with other people), bike. In order to benefit from the financial incentives associated with the green travel, most of the route must be covered by low-emission means of transport.

Only the days of in-person teaching activities and travel days approved in the Mobility Agreement (plus possible additional travel days for green travel) can be financed.

The grant will be paid as a flat-rate reimbursement, therefore, participants will not be required to submit any documentation relating to the expenses incurred. **The total amount is to be considered as the gross amount to be received in accordance with the current tax regulations.** The 70% of the total gross amount will be paid before the departure as an advance (upon return from the mobility the net amount due will be calculated in compliance with tax regulations and – according to the case – the final instalment will be paid or a reimbursement will be requested). As for the payment via alternative economic treatment, this Call is issued by way of derogation to the regulations in force at Ca' Foscari University of Venice, as an increase in the maximum amounts established by the Erasmus+ Programme is allowed (see *Regolamento di Ateneo per le Missioni*, art. 5.3 e art. 8.1). Participants holding a VAT number will not be able to benefit from the advance and will be required to send an electronic invoice after the mobility period, provided that the teaching activity carried out during the mobility is pertinent to their profession.

a) Individual support.

| GROUP | COUNTRIES | DAILY AMOUNT in Euros |
|-------|---|-----------------------|
| A | Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden | 144 |
| B | Austria, Belgium, Cyprus, France, Germany, Greece, Malta, Netherlands, Portugal, Spain | 128 |
| C | Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkije, Hungary | 112 |

b) Travel costs

The grant is calculated on the basis of scales of unit costs by distance bands. The kilometric band refers only to one section of the journey, while the corresponding fare covers both the outward and return journeys.

Travel distances must be calculated using the distance calculator supported by the European Commission, available at: https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

| Travel distances | Fare for outward and return travel, in Euros | Fare for outward and return green travel , in Euros |
|------------------|--|--|
| 0-99 Km | 23,00 | N/A |

| | | |
|---------------|----------|--------|
| 100-499 km | 180,00 | 210,00 |
| 500-1999 km | 275,00 | 320,00 |
| 2000-2999 km | 360,00 | 410,00 |
| 3000-3999 km | 530,00 | 610,00 |
| 4000-7999 km | 820,00 | N/A |
| 8000 km o più | 1.500,00 | N/A |

The place of departure (for the outward journey) and of arrival (for the return journey), shall be Venice Marco Polo Airport or Treviso Canova Airport, in case of air travel, and Venezia Mestre or Venezia Santa Lucia railway stations, in case of train travel. In the case of justifiable economic necessity or logistics, the employee can leave from a different city, after consultation with the International Office - Mobility Unit.

If the participant wishes to combine the Erasmus+ mobility with another University business travel of different nature and purpose, they need to contact the International Office to verify any restrictions on financing.

8. Staff members with special needs

Teaching staff members whose physical, psychological or, more generally, health conditions prevent them from participating in the Programme without an additional contribution can benefit from specific additional funds. These additional funds will be paid as a reimbursement, upon submission of the relevant request from the International Office – Mobility Unit to the Italian Erasmus+ National Agency INDIRE, which will verify and confirm if additional funds to cover all requests are available, and on the basis of the real costs related to special needs incurred by the participants during their mobility. Participants can notify their special needs when filling out the application form in order to request these additional funds. In addition, after accepting the place, they must arrange an appointment with the Mobility Unit, in order to fill out the relevant documentation.

9. How to apply

A prerequisite to apply is the presentation of a work plan agreed upon between the sending Department and the host institution (the *Mobility Agreement*, Annex 2) to this Call and available at: www.unive.it/pag/12601/).

To apply, the participant is required to fill in the questionnaire available at <https://forms.gle/uGDrUfMCMYDAzbg87> by 16th October 2023 at 12:00 p.m. (noon).

When completing the questionnaire, the participant will be asked to attach the *Mobility Agreement* completed in all its parts and signed by all parties. The required signatures are the candidate's, the relevant Department Director's and the host University contact person's. **Applications without a *Mobility Agreement* or with an incomplete and / or signature-free *Mobility Agreement* will not be accepted.**

The participant can select and apply for one or more destinations in one country.

Participants applying for more than one institution must submit a single application, and attach one Mobility Agreement for each selected destination.

10. Selection criteria

The evaluation committee, made up of members of the International Office staff and Professors, will draw up a ranking list of both selected and suitable candidates based on the following criteria and scores:

| | MAXIMUM TOTAL SCORE: 95 POINTS |
|---------------------------------|--|
| WORKING PLAN (up to 65 points) | <ul style="list-style-type: none"> ● Overall objectives of the mobility (up to 15 points) ● Added value of the mobility in terms of modernisation and internationalisation of the institutions involved (up to 15 points) ● Content of the teaching programme (up to 20 points) ● Expected outcomes and impact on the teacher's professional developments and on students' competences (up to 15 points) |
| MOBILITY BONUS (20 points) | Participants who did not carry out a Staff Mobility for Teaching Assignment KA103 during a.y. 2022/2023 will be awarded 20 points. |
| EUTOPIA BONUS (up to 10 points) | <ul style="list-style-type: none"> ● Selected institution is a member of the EUTOPIA Alliance (5 points) ● Teaching or academic tutoring activity related to the EUTOPIA <i>Work Packages</i> planned activities (5 points) |

In the event of a tie, the application that favours a fair distribution of the applicants' departments and, in the second instance, of their roles (short term and permanent researchers, Associate Professors, Extraordinary / Ordinary Professors, Adjunct Faculty members, Postdoctoral Researchers) will be given priority.

The ranking will be published in the personal online area of the university website by 30th October 2023.

By 6th November 2023 at 12:00 p.m. (noon), the selected and the eligible participants who intend to participate at their own expense or at the expense of the Department they belong to, must fill in the acceptance form published at <https://forms.gle/7yuHfKTuqqTH7YB1A>

11. Before leaving

Each selected member of the teaching staff (or eligible members who will carry out the university business travel using their own funds or those provided by their own Department) must contact the International Office - Mobility Unit (erasmus@unive.it) to:

- Work out the details of their mobility
- notify if they have opted for a green travel solution

Each selected member of the teaching staff must also fill in the request for university business travel from their personal area.

12. On return from the mobility

Within 30 days from the end of the mobility, and no later than 10th August 2023 for participants whose mobility starts in July 2024, the participant will have to deliver to the International Office - Mobility Unit:

- a certificate issued by the host institution reporting the duration and contents of the mobility;
- proof of travel (e.g. boarding passes, bus/tran tickets, car rental bill)
- a final report on the teaching activity carried out;
- any teaching material used during the mobility

By 20th August 2024, the participant will have to fill in the online questionnaire provided by the European Commission. The link to access the questionnaire will be sent to the participant via email after the delivery of the documents referred to in this article.

Annexes:

- 1) List of destinations
- 2) Mobility Agreement
- 3) Privacy Policy
- 4) Teaching hours

Venice,

Signed,

The Rector

Prof.ssa Tiziana Lippiello