



## **OVERSEAS PROGRAMME – TEACHING STAFF CALL FOR APPLICATION**

**Reference Year: 2023**

**Mobility to be carried out by December 31<sup>st</sup> 2023**

**Deadline: June 30<sup>th</sup> 2023 at 1.00 p.m.**

### **Art. 1 – Description**

1. The scientific and cultural cooperation agreements stipulated by Ca' Foscari University of Venice with non-EU universities provide teaching opportunities for professors who are willing to carry out a period of teaching abroad at one of the Partner universities listed in Attachment "1 – destinations".
2. Candidates can carry out their mobility at a single Host University or at multiple Host Universities if located in the same Country.
3. The activities that can be carried out under the framework of the Overseas Programme at one of the Host Universities listed in Attachment "A-destinations" are:
  - research activities;
  - participation in conferences and/or workshops;
  - teaching activities (courses and/or seminars);
  - participation in events (i.e., education fairs, meetings, and conventions) that are held in the Host Country, on behalf of Ca' Foscari University of Venice, with the aim of extending relations with international institutions in order to develop new strategic partnerships, projects and in general to enhance the international strategies of the University.

### **Art. 2 - Intended Recipients of this Call for application**

1. Eligible Teaching figures:
  - Short term and permanent researchers
  - Associate professors
  - Extraordinary/ Full Professors
  - Adjunct Professors
  - Postdoctoral Researchers
2. To participate in the mobility, teachers must be in service at Ca' Foscari University or have a teaching contract with the University of Ca' Foscari at the time of the mobility. Adjunct Faculty members who will undertake their teaching activity during the first 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.
3. It is recommended to agree on the objectives and dates of the mobility well in advance with the Department Director, in order to avoid any overlapping with teaching activities. This is especially valid for adjunct Professors.
4. Postdoctoral Researchers are recommended to verify with the Research Unit of their own Department if the mobility is compatible with their own research activity, especially if the research activity is funded with EU funds or on specific projects. They need to attach to their application a specific authorization (*nulla osta*) from the Department.



### Art. 3 - Budget available

1. The University has allocated a total budget of Euro 23.150 for teaching staff grants for the year 2023. The number of candidates who will be able to benefit from the aforementioned grants will be determined after selecting the participants and on the basis of:
  - Number and quality of eligible applications;
  - Type of destination (see below)

PAESE	Contributo massimo in EUR
Argentina	2500
Australia	3000
Azerbaijan	1500
Brasile	2500
Canada	2000
Cile	2500
Cina	2000
Colombia	2000
Corea del Sud	2500
Emirati Arabi Uniti	2000
Filippine	2000
Georgia	1500
Giappone	3000
India	2000
Indonesia	2000
Israele	2000
Libano	1500
Malesia	2000
Messico	2500
Marocco	1500
Regno Unito	2000
Singapore	3000
Taiwan	2000
Thailandia	2000
Tunisia	1500
Uruguay	2000
USA	3000
Vietnam	2000

Should there be residual funds available after the expiration of this Call, the Administration might re-open the Call approximately in September 2023 in order to award additional grants.

In the event that the number of applications is too high to be covered with the available funding, the Administration may draw up a shortlist of suitable candidates. Suitable candidates may carry out the mobility, but they will not be awarded any of the grants listed above. Suitable candidates may carry out the mobility either at their own expenses or with funding made available by the Department they are affiliated to. These funding must be approved by the Head of the relevant Department.

Should there be any other additional funding available, Ca' Foscari University will reserve the right to award additional grants.



2. The reimbursement will be performed up to the maximum amount defined for each destination in art. 1 of this Call for applications and in accordance with the relevant regulations. It indeed will be performed only upon submission of the documents listed below to the International Relations Office of Ca' Foscari University of Venice:
  - hard copies of travel receipts or electronic tickets, along with boarding passes;
  - meal and accommodation receipts;
  - visa application fees;
  - transportation to and from the airport;
  - public transportation of the city where the Host University is
  - health insurance;
  - travel agency fees;
  - final certificate issued by the Host University (or certificates if the Host Universities were more than one) confirming the dates of the mobility and stating the activities carried out by the Professor;
  - a final report on the teaching/research activity carried out. The final report must contain a description of the activities carried out by the Professor at each Host Institution, the objectives that has been reached, an evaluation on the state of the agreement, the list of contacts, any result obtain by participating in the events listed in art. 1, section 3 of this Call.
3. Only the expenses incurred during travel days and the days of teaching/research activity will be reimbursed.
4. If travel time is 7 hrs. or more (layovers included), the day after the arrival and immediately before the beginning of the activities may be considered for reimbursement.
5. The cost of meals, accommodation and taxis must not exceed the limits of the university business travel Regulations, that each participant must know, available at [https://www.unive.it/pag/fileadmin/user\\_upload/ateneo/norme\\_regolamenti/regolamenti/amministrativo\\_contabile/missioni.pdf](https://www.unive.it/pag/fileadmin/user_upload/ateneo/norme_regolamenti/regolamenti/amministrativo_contabile/missioni.pdf).
6. Participants holding a VAT number are required to send an electronic invoice to the International Relations Office for all the expenses incurred during their mobility, as for articles 4 and 21 DPR 633/72 and article 54 of DPR 917/86. According to the University business travel Regulations, participants will not be able to ask for neither an advance payment nor the issue of a virtual credit card.
7. Participants are responsible for their own travel arrangements. The International Office cannot in any way pay in advance for the participant's expenses.

#### **Art. 4 – Duration of the mobility**

1. The mobility must necessarily be carried out starting from the day after the deadline for the acceptance of the place has expired and it shall end not later than December 31st 2023. The mobility period must be previously agreed upon with the Host University. According to the Call, it shall not have a minimum or maximum duration.
2. The mobility period shall start after the deadline for the acceptance of the place has expired.
3. Any mission immediately after or before the Overseas mobility must be communicated to the International Relations Office - Mobility Unit.



#### Art. 5. How to apply

1. Participants are to check the list of destinations (Attachment 1 – Destinations) and, via independent search, make contact with the university at which they intend to carry out the teaching period.
2. To apply, the participant is required to fill in the questionnaire available at <https://forms.gle/rsZVFH1JUmeXqGig5> by **June 30th, 2022 at 1 p.m.**  
When completing the questionnaire, the participant will be asked to attach one Mobility Agreement (Attachment 2 - Overseas Mobility Agreement) for each Host Institution, completed in all its parts and with all signatures. The required signatures are those of the candidate, the Director of the relevant Department and the contact person at the Host University. Applications without a Mobility Agreement or with an incomplete and / or signature-free Mobility Agreement will not be accepted.
3. It is possible to carry out the mobility at a single university or at several partner universities listed in Annex 1 - Destinations, provided they are located in the same country.

#### Art. 6 - Grants allocation

1. The Evaluation Committee (made up of professors and members of the International Relations Office staff) will draw up a ranking list of both winners and suitable candidates based on the following criteria and scores:

WORKING PLAN:	A maximum score of <b>60 points</b> will be awarded to the evaluation of each participant's mobility agreement according to: <ul style="list-style-type: none"><li>• Overall objectives of the mobility (up to 15 points)</li><li>• Added value of the mobility in terms of modernisation and internationalisation of the institutions involved (up to 15 points)</li><li>• Content of the teaching programme (up to 15 points)</li><li>• Expected outcomes and impact on the teacher's professional developments and on students' competences (up to 15 points)</li></ul>
BONUS	A bonus of <b>40 points</b> will be awarded to the participant who did not carry out an Overseas mobility in 2022

2. In the event of a tie, candidates who meet the rotation of the relevant departments and, in the second instance, the homogeneity of the applicants' roles (short term and permanent researchers, Associate Professors, Full Professors Adjunct Faculty members, Postdoctoral Researchers) will receive preferential treatment.

#### Art. 7 – Ranking

1. The ranking will be published in the personal online area of the university website **by July 14th, 2023**.
2. **By July 19th, 2023**, the winners and those eligible who intend to participate at their own expense or at the expense of the Department they belong to, must fill in the acceptance form available at <https://forms.gle/fHFgr33XgdgyrQfw5>.
3. Should the professor be unable to carry out the mobility within the due date, he/she must withdraw from the mobility and he/she must promptly write an email to the address: [overseasout@unive.it](mailto:overseasout@unive.it).



### Art. 8 – Before leaving

1. Before leaving each winner must fill in the online mobility request; a copy of the request must be sent to [overseasout@unive.it](mailto:overseasout@unive.it).

2. Updated information and regulations on the online mobility request are available here: <https://www.unive.it/pag/8269/>. Selected candidates are invited to frequently check this webpage, since the procedures may change following new provisions from the competent Authorities (Ministry of Health, Ministry of Foreign Affairs, Ministry of University and Research...). The International office will offer its support in assisting the selected candidates.

3. General instructions for online mobility request:

Personal Area>Richiesta autorizzazione missioni>Accedi al nuovo applicativo>Nuova richiesta>Domanda di missione e consuntivo

Fields to fill in:

- Dati personali / Personal information
- Destinazione / Destination
- Motivo: Mobilità Overseas Docenti 2022
- Richiesta fuori termine: no
- Missione senza rimborso spese: no
- Modalità di rimborso: analitico
- Richiesta di anticipo: sì/no
- Costo previsto: (maximum amount defined above)
- Tipo di fondo: fondo finalizzato senza responsabile di progetto
- Descrizione del fondo: MOBD0C.OVER.23
- Utente che non necessita di autorizzazione: no
- Struttura responsabile del fondo: Amministrazione Centrale
- Richiesta carta di credito virtuale: SI/NO

Your request will then need to be approved by:

- Direttore di Dipartimento / Head of the Department;
- dott.ssa Francesca Magni, Dirigente ADiSS, responsabile della copertura finanziaria / Dr. Francesca Magni, Manager ADiSS, responsible for the funds;
- If the virtual credit card has been requested, the name of the person authorizing the use will appear.

3. At the end of the mobility, the participant will have to deliver to the International Relations Office - Mobility Unit the following documents:

- the final certificate issued by each Host University confirming the dates of the mobility and stating the activities carried out by the Professor;
- a final report on the teaching/research activity carried out. The final report must contain a description of the activities carried out by the Professor, the objectives that has been reached, an evaluation on the state of the agreement, the list of contacts, any result obtain by participating in the events listed in art. 1, section 3 of this Call.
- The hard copies of the receipts (see art. 2).

The Rector

Prof. Tiziana Lippiello

Attached to Rectoral Decree n 560/2023, Prot. n. 110048 of 17/05/2023

Ufficio Relazioni Internazionali- Settore Mobilità /ADiSS

[overseasout@unive.it](mailto:overseasout@unive.it) / T. 041 234 7566



### Attachment 1 – Destinations 2023

The scientific and cultural cooperation agreements stipulated by Ca' Foscari University of Venice with non-EU universities provide teaching opportunities for professors who are willing to carry out a period of teaching abroad at one of the following Partner Universities. The International Relations Office updates on a yearly basis the list of destinations, according to the availability of the Partner Universities. Candidates are to be reminded that the mobility period must be carried out by December 31st 2023. The mobility period must be organized and agreed upon with the Partner University. For further information please refer to the Call for Application and to the International Relations Office (email: [overseasout@unive.it](mailto:overseasout@unive.it) – tel. 041 234 7566).

PAESE	UNIVERSITA'	CITTA'
Argentina	Universidad Argentina de la Empresa - UADE	Buenos Aires
Australia	The University of Melbourne	Melbourne
Azerbaijan	ADA University	Baku
Brazil	Universidade Federal de Santa Catarina - UFSC- Florianopolis	Florianópolis
Brazil	Universidade do Estado de Santa Catarina - UDESC	Florianópolis
Brazil	University of Campinas	Campinas
Canada	Bishop's University	Sherbrooke
Canada	British Columbia Institute of Technology - School of Business	Vancouver
Canada	Université de Montreal - Faculty of Arts and Sciences	Montréal
Canada	Université Laval	Quebec
Canada	University of Guelph	Guelph
Canada	University of Regina	Regina
Chile	Universidad Adolfo Ibanes	Santiago del Cile
Chile	Universidad de Chile -Facultad de Economia y Negocios	Santiago del Cile
China	Capital Normal University	Pechino
China	School of Philosophy - Fudan University	Shanghai
China	Nankai University	Nankai
China	Nanjing University	Nanjing
China	Nanjing Normal University	Nanjing
China	Peking University	Pechino
China	Southwest University	Chongqing
China	Soochow University	Suzhou
China	Tianjing Foreign Studies university	Tianjin
China	Shanghai University of Finance and Economics	Shanghai
China	Xi'an Jiaotong-Liverpool University	Suzhou
China	Xiamen University	Xiamen
Colombia	Pontificia Universidad Javeriana	Bogotá
Colombia	Universidad de Los Andes	Bogotá
South Korea	Catholic University of Korea	Seoul
South Korea	Chung - Ang University	Seoul
South Korea	Dongkuk University	Seoul
South Korea	Ewha Womans University	Seoul
South Korea	Koreatech	Cheonan
South Korea	Kyungpook National University	Daegu
South Korea	Pusan National University - PNU	Pusan

South Korea	Seoul National University	Seoul
South Korea	Sogang University	Seoul
South Korea	INHA University	Incheon
South Korea	Busan University of Foreign Studies-BUFS	Pusan
South Korea	Yonsei University of Korea	Seoul
South Korea	Kyung Hee University	Seoul
EAU	American University in Dubai	Dubai
Philippines	Ateneo de Manila University	Manila
Georgia	Ivane Javakhishvili Tbilisi State University	Tbilisi
Japan	Akita International University	Akita
Japan	Hokkaido University	Sapporo
Japan	Hosei University	Tokyo
Japan	Keio University	Tokyo
Japan	Kobe University	Kobe
Japan	Kwansei Gakuin University	Nishinomiya
Japan	Kyoto University	Kyoto
Japan	Meiji University	Tokyo
Japan	Nagasaki University	Nagasaki
Japan	Okayama University	Okayama
Japan	Osaka University	Osaka
Japan	Ryukoku University	Kyoto
Japan	Ritsumeikan Asia Pacific University	Beppu
Japan	Shinshu University	Matsumoto
Japan	Sophia University	Tokyo
Japan	Tokyo University of Foreign Studies	Tokyo
Japan	Tohoku University	Sendai
Japan	Toyo University	Tokyo
Japan	Waseda University - Tokyo	Tokyo
Japan	Yokohama City University	Yokohama
Japan	Yokohama National University	Yokohama
India	Indian Institute of Management Lucknow	Lucknow
India	Indian Institute of Management Kozhikode	Kozhikode
Indonesia	Universitas Indonesia	Jawa Barat
Israel	Hebrew University of Jerusalem	Gerusalemme
Lebanon	Université Saint-Joseph de Beyrut	Beirut
Malaysia	University of Malaya	Kuala Lumpur
Morocco	ESCA – Ecole de Management	Casablanca
Morocco	Université Internationale de Rabat	Rabat
Mexico	Instituto Tecnológico Autónomo de México - ITAM	Città del Messico
United Kingdom	University of Kent	Canterbury
United Kingdom	Northumbria University	Newcastle
United Kingdom	Cardiff University	Cardiff
Singapore	Nanyang Technological University - College of Humanities, Arts and Sciences	Singapore
Taiwan	Asia University	Taichung
Taiwan	National Central University	Taoyuan
Taiwan	National Chung Hsing University Taiwan	Hsinchu City
Taiwan	National Tsing Hua University	Hsinchu City
Thailand	Chulalongkorn University	Bangkok
Tunisia	University of Sfax	Sfax
Uruguay	Universidad de Montevideo	Montevideo
USA	Southern Utah University	Cedar City
USA	Texas A&M University - Mays Business School	College Station

USA	California State University – Long Beach	Long Beach
Vietnam	Hanoi University	Hanoi
Vietnam	Vietnam National University Ho Chi Min City	Ho Chi Min City



# **Allegato 2 - Overseas Mobility Agreement – Teaching Staff**

**Planned period of the mobility (travel days included):**

**from** [*day/month/year*]\_\_\_\_\_

**till** [*day/month/year*]\_\_\_\_\_

**Planned period of the teaching/training activity (travel days excluded):**

**from** [*day/month/year*]\_\_\_\_\_

**till** [*day/month/year*]\_\_\_\_\_

## **The Teaching Staff Member**

Last name (s)		First name (s)	
E-mail			
Department			

## **The Receiving Institution**

Name of Receiving Institution			
Country			
City			
Name of receiving Department/Faculty			
Contact person, name and position at receiving Institution		Contact person e-mail / phone	

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## **Proposed mobility programme**

**Overall objectives of the mobility:**

**Expected impact on the professional development of the teaching staff member and motivations, added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Content of the teaching/training/activity programme:**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

### **The teaching staff member**

Name:

Signature:

Date:

**The sending institution**

Name of the responsible person (**DIRETTORE DIPARTIMENTO**):

Signature:

Date:

**The receiving institution**

Name of the responsible person:

Signature:

Date:

**PRIVACY POLICY**  
**in accordance with article 13 of EU Regulation 2016/679**

Ca' Foscari University of Venice, as part of its institutional aims and in fulfillment of the obligations set forth in article 13 of the EU Regulation 2016/679 ("Regulation"), gives you information regarding the processing of your personal data for the purpose of carrying out the selection process you wish to participate in.

**1) THE DATA CONTROLLER**

The data controller is Ca' Foscari University of Venice, with headquarters in Dorsoduro n. 3246, 30123 Venice (VE), in the person of the Rector.

**2) DATA PROTECTION OFFICER**

The University has appointed a "Data Protection Officer", who can be contacted by writing to the e-mail address [dpo@unive.it](mailto:dpo@unive.it) or to the following address: Ca' Foscari University, Venice, Data Protection Officer, Dorsoduro n. 3246, 30123 Venice (VE).

**3) PERSONAL DATA CATEGORIES, PURPOSES AND LEGAL BASIS OF DATA PROCESSING**

The data processing involves the collection of personal data (such as name and surname), contact details and data relating to previous study and professional experience.

The processing of personal data is aimed solely at the completion of the selection process and will take place in a way and within the limits necessary to pursue the aforementioned purpose.

The legal basis for this processing activity is represented by art. 6.1.e) of the Regulation ("execution of a task of public interest or connected to the exercise of public powers").

The processing of personal data is based on the principles of fairness, lawfulness and transparency and the protection of the privacy and rights of the data subject, as well as the additional principles established by art. 5 of the Regulation.

**4) MEANS OF DATA PROCESSING**

The processing of personal data will be carried out by authorized parties (in compliance with the provisions of Article 29 of the Regulation), with the use of computerized procedures, adopting appropriate technical and organizational measures to protect them from unauthorized or illegal access, destruction, loss of integrity and confidentiality, even if accidental in nature.

**5) DATA RETENTION**

The data will be stored in accordance with the laws and regulations on the storage of administrative documentation.

**6) RECIPIENTS AND CATEGORIES OF RECIPIENTS OF PERSONAL DATA**

For the purposes set out above, in addition to specifically authorized employees and collaborators of the University, personal data may also be processed by individuals who execute outsourced activities on behalf of the Data Controller, in their capacity as External Data Processors.

The same data might be communicated to the University where you wish to spend your mobility period.

There are no further communications to third parties except to persons to whom the data must be transmitted in fulfillment of legal obligations or, on request, to judicial and supervisory authorities.

The results of any intermediate tests and final rankings will be published according to current legislation.

## **7) DATA COLLECTION**

The collection of such data is necessary to evaluate the requirements for participation. The failure to indicate these data might preclude this assessment, with a consequent exclusion from the process.

## **8) DATA SUBJECTS RIGHTS AND HOW TO EXERCISE THEM**

As a data subject, you have the right to obtain from the University, in the cases provided for by the Regulation, access to personal data, rectification, integration, their cancellation or processing limitation or to object to the data processing itself (articles 15 and following of the Regulation). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at [dpo@unive.it](mailto:dpo@unive.it) or by sending a communication to the following address: Ca' Foscari University Venice - Data Protection Officer, Dorsoduro 3246, 30123 Venice. Alternatively, you can contact the Data Controller, by writing a PEC (certified email) to [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it).

Data subjects, who believe that the processing of their personal data is in violation of the provisions of the Regulation, also have the right to file a complaint to the Data Protection Authority, as provided for by art. 77 of the Regulation itself, or to take appropriate legal action (Article 79 of the Regulation).