



OVERSEAS PROGRAMME – TEACHING STAFF CALL FOR APPLICATION

Reference Year: 2020

Mobility to be carried out by December 31st 2020

Deadline: February 28th 2020 at 12.00 (noon)

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 "A – destinations".
2. Candidates must possess the qualifications defined by the individual Cooperation Agreements, in accordance to the criteria agreed upon with the Partner Universities. Only the Host Universities can grant the definitive approval of the candidates.
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 and to recruit international students and professors.

Art. 2 - Intended Recipients of this Call for application

1. Eligible Teaching figures:
 - Short term and permanent researchers
 - Associate professors
 - Extraordinary / ordinary professors
 - Adjunct Faculty members
 - 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 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.

Art. 3 - Budget available

1. The University has allocated a total budget of Euro 30.000 for teaching staff grants for the year 2020. The number of people 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)



COUNTRY	Maximum amount of the grant (€)
Argentina	2000
Australia	2500
Azerbaijan	1000
Brazil	2000
Canada	2500
Chile	2000
China	1500
Colombia	1500
Republic of Korea	2000
Ecuador	1500
Russian Federation	1500
Philippines	1500
Georgia	1000
Japan	2500
India	1500
Indonesia	1500
Iran	1000
Israel	1500
Kazakhstan	1000
Lebanon	1000
Malaysia	1500
Morocco	1000
Mexico	2000
Pakistan	1000
Singapore	2500
Taiwan	1500
Thailandia	1500
Ukraine	1000
Uruguay	1500
USA	2500
Vietnam	1500

Should there be residual funds available after the expiration of this Call, the Administration may re-open the Call approximately in September 2020 in order to award additional grants.

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

Should there be any other additional fundings 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;

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- 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 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.
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 before the beginning of the activities may be considered for reimbursement.
 5. The cost of meals, accommodation and taxis must not in any case 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.
 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. Travel arrangements are the participant's responsibility. 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 2020.

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.

Art. 5. How to apply

1. Participants are to check the list of destinations published at <https://www.unive.it/pag/12598/> and, via independent search, make contact with the university at which they intend to carry out the teaching period.
2. A prerequisite for being eligible is the presentation of a work plan agreed upon between the sending and the host institution (Attachment 2 - Overseas Mobility Agreement, available at: <https://www.unive.it/pag/12598/> and attached to this call for applications).
3. To apply, the participant is required to fill in the questionnaire available at <https://forms.gle/XX6bDbXMSeN3a5FEA> by February 28th, 2020 at 12:00 (noon).
When completing the questionnaire, the participant will be asked to attach the Mobility Agreement 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 at the Host University.

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Applications without a Mobility Agreement or with an incomplete and / or signature-free Mobility Agreement will not be accepted.

4. The participant can select and apply for one destination only. The teaching activity must be carried out exclusively at the host university indicated in both the Mobility Agreement and the grant agreement.

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	Max 60 points
No Erasmus (Europe and ICM) / Overseas in the last 2 years (01/01/2018-31/12/2019)	A bonus of 40 points

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, Extraordinary / Ordinary 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 March 9th, 2020.
2. By March 13th, 2020 at 12:00 (noon), 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 published at <https://forms.gle/ThR1vmxHMn78zx2Y6>.
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.

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.

2. Information required to complete the 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 2020
- Richiesta fuori termine: no
- Missione senza rimborso spese: no

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- 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: MOB.DOC.OVER.20
- 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 the 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. Michele Bugliesi

Attached to DR 97/2020, Prot. n. 7226 of 03/02/2020