



Università
Ca' Foscari
Venezia

Prot. n. 52975 del 13/09/2019

Erasmus + / KA1 Staff Mobility for Teaching Assignment (STA) 2019/2020 Call for Applications

deadline:
October 14th,
2019 at 12:00

1. Presentation and admission requirements

The Erasmus+ Programme provides teaching opportunities for teachers of higher education institutions who are willing to undertake a period of teaching abroad at an Institute of Higher Education that has an Erasmus + Agreement with Ca' Foscari University of Venice (available at <https://www.unive.it/pag/12601/>).

Aims of the programme:

- Offering teachers opportunities for professional growth
- Promoting the exchange of skills and experience on teaching methods.

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 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.

- Not residing in the country chosen as the destination for mobility.

3. Budget available

The National Agency for Erasmus+ INDIRE has allocated a total budget of **Euro 14.052,00** for teaching staff grants for 2019/2020 academic year. 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 of eligible applications
- Duration of the mobility as indicated by the candidates
- Type of destination (see the Grant Support section)

In the event that the number of applications is high and the mobilities proposed exceed the available budget, the Administration may draw up a list of suitable staff members who can benefit from the Erasmus+ mobility without receiving any Erasmus+ funding (zero – grant participants). Members of the suitable staff may carry out the mobility at their own expenses or with funds made available by the institute to which they belong, subject to authorization 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 call for applications and award additional grants. The International Relations office – Mobility Unit will inform teaching staff as convenient.

4. Duration of the mobility and teaching hours

- a) The mobility must necessarily be undertaken after the participant has accepted the place and signed the grant agreement. The mobility shall end no later than September, 30th, 2020, as for the Erasmus+ Programme Regulation.
- b) The mobility may have a minimum duration of 2 working days and a maximum of 2 months, plus 2 days of travel (return ticket). **In any case, the University will finance up to a maximum of 7 days of mobility (5 days of teaching activities plus 2 travel days,) regardless of the duration of the university business travel.**
- c) For mobilities of up to 7 days (5 days of teaching activities plus 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.

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

5. Destinations

Participants are to check the list of destinations published at <https://www.unive.it/pag/12601/>, and , via independent search, make contact with the university at which they intend to carry out the teaching period.

6. How to apply

A prerequisite for being eligible is the presentation of a work plan agreed upon between the sending and the host institution (the Mobility Agreement, available at: <https://www.unive.it/pag/12601/> and attached to this call for applications).

To apply, the participant is required to fill in the questionnaire available at <https://forms.gle/eMiiv4JvExRV53RLA> by **October 14th, 2019 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. **Applications without a Mobility Agreement or with an incomplete and / or signature-free Mobility Agreement will not be accepted.** If the participant fills in the questionnaire more than once, the Evaluation Committee will consider the last version submitted before the deadline.

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.

Additional funding is provided for participants with special needs. The additional support grant will be paid as a reimbursement based on real costs incurred during the mobility, after the International Relations Office – Mobility Unit has submitted the relevant request to the Erasmus+ National Agency INDIRE, and following the approval from the latter.

In order to apply for these additional funds, the participant will have to indicate their special needs when filling in the questionnaire, and book an appointment with the Mobility Unit within the deadline of the Call for Applications, in order to complete the relevant forms.

7. Erasmus+ grant

The selected participants will be awarded a grant for both individual support and travel expenses. The maximum amounts are calculated on the basis of the tables provided by the Erasmus+ National Agency INDIRE, as for the European Commission guidelines, and will vary according to the country of destination and travel distances.

a) Individual Support

The payment of the grant is subject to the delivery of documentation relating to the expenses incurred, for a maximum amount equal to the allowance indicated in the following table:

INDIVIDUAL SUPPORT (AMOUNTS PER DAY)

	Receiving country	Amount
GROUP A	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Lichtenstein, Norway	€ 144
GROUP B	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€ 128
GROUP C	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, Former Yugoslav Republic of Macedonia, Turkey, Serbia	€ 112

The following expenses are included in the daily repayable amount on presentation of receipts:

- meals
- accommodation
- local and public transport
- health insurance, pharmaceutical and hospitalization costs, in case the mobility is carried out in a non-EU country with which the Italian Ministry of Health has not signed a specific agreement (e.g. Turkey).

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.

Only the expenses incurred during travel days and the days of teaching activity will be reimbursed.

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.

b) Travel costs

The grant is calculated on the basis of scales of unit costs by distance bands. The kilometric band refers to only one section of the journey, while the corresponding fare covers both the outward and return journeys. The payment of the grant is subject to the delivery of documentation relating to the travel expenses incurred, for a maximum equal to the amount indicated in the following table:

Travel distance	Unit Cost
10-99 Km	€ 20,00
100-499 km	€ 180,00
500-1999 km	€ 275,00
2000-2999 km	€ 360,00
3000–3999 km	€ 530,00
4000–7999 km	€ 820,00
8000 km or more	€ 1.500,00

Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Travel insurance will not be reimbursed and may be purchased by participants at their own expense.

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, 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 Relations Office - Mobility Unit.

If the participant wishes to associate the Erasmus+ mobility with another University business travel of different nature and purpose, as regards the Erasmus+ funds the travel from the place of mobility to the other destination or the return journey to Italy cannot be reimbursed. As for the stay, it can be paid up

until the last day indicated in the certificate issued by the host institution where the Erasmus+ mobility was carried out.

Travel arrangements are the participant's responsibility. The International Office cannot in any way pay in advance for the participant's expenses.

8. Grants allocation

The Evaluation Committee (made up of two members of the International Relations Office staff and two teachers,) 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 60 points** will be awarded to the evaluation of each participant's mobility agreement according to:
 - Overall objectives of the mobility
 - Added value of the mobility
 - Content of the teaching programme
 - Expected outcomes and impact

- **1st ERASMUS+/OVERSEAS MOBILITY IN THE LAST 2 YEARS:**
A **bonus of 40 points** will be awarded to the participant who has never carried out an Erasmus+ or Overseas Mobility in the last two academic years (2017/2018 – 2018/2019)

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.

The ranking will be published in the personal online area of the university website **by October 22nd, 2019**.

By October 28th, 2019 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/YnFAuvKDhma4REVj8>.

9. Before leaving

Each winner (or those eligible who will carry out the mobility using their own funds or those provided by their own Department), must make an appointment with the International Relations Office - Mobility Unit (erasmus@unive.it, 041 234 8064) for the signing of the grant agreement.

10. On return from the mobility period

Within 30 days from the end of the mobility and no later than October 15th, 2020, for participants whose mobility starts in September 2020, the participant will have to deliver to the International Relations Office - Mobility Unit:

- the teaching certificate
- the original copy of all bills of costs and receipts
- the balance sheet for the university business travel
- a final report on the teaching activity carried out
- any teaching material used during the mobility

By October 20th, 2020, 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.

11. Documents attached to the Call for Applications

The participant is to consult the following attachments to the Call for Applications:

- 1) List of destinations - Erasmus+ Staff Mobility for Teaching Assignment 2019/2020 Call for Applications
- 2) Mobility Agreement
- 3) Vademecum for participants in an Erasmus+ STA mobility

Venice, 12/09/2019

Signed,
The Rector,
Prof. Michele Bugliesi

INFORMATION ON PERSONAL DATA PROCESSING
pursuant to Article 13 of Regulation (EU) 2016/679

The Ca' Foscari University of Venice, as part of its institutional aims and in fulfillment of the obligations set forth in art. 13 of the 2016/679 EU Regulation ("Regulation"), provides you with information regarding the processing of personal data that you have provided to the University for the purpose of carrying out the selection procedure you wish to participate in.

1) THE DATA PROCESSOR

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

2) DATA PROTECTION OFFICER

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

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

The data processing in question involves the provision of personal data and data relating to previous study and professional experience.

Unless the selection procedure is for protected categories, it is not necessary to provide data of a sensitive nature (for example, data concerning health status, sexual orientation or political or trade union opinions); candidates are therefore requested not to provide such data, unless deemed necessary for optimal evaluation of the position selection procedure.

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

The legal basis for this treatment is represented by art. 6.1.e) of the Regulations ("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 correctness, 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 Regulations.

4) DATA PROCESSING MODALITIES

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) 5) STORAGE TIME

The data will be stored in accordance with the Regulations on the storage of administrative documentation.

6) 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 public administrations directly interested in the legal-economic situation of the candidate hired.

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 data of the hired candidate might be shared for the fulfillment of the obligations regarding transparency as per Legislative Decree n. 33/2013 and future modifications.

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

7) DATA PROVISION

I The provision of such data is necessary to evaluate the requirements for participation and to verify academic qualifications. The failure to indicate these data might preclude this assessment, with a consequent exclusion from the procedure.

8) USER RIGHTS AND HOW TO EXERCISE THEM

As an interested party, you have the right to obtain from the University, in the cases provided for by the Regulations, 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 Regulations). The request can be submitted, without any particular formal procedures, by contacting the Data Protection Officer directly at 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.

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