

VADEMECUM FOR PARTICIPANTS IN AN ERASMUS+ Staff Mobility for Teaching Assignment

Erasmus+ mobilities are managed by the International Relations Office – Mobility Unit, in compliance with the guidelines provided by the Erasmus+ Programme and by the Call for Applications.

ADMINISTRATIVE ASPECTS

After having being selected, the participant is required to:

BEFORE LEAVING

- 1) Make sure that the mobility period agreed with the host institution and stated in the Mobility Agreement is confirmed. In the event that the participant has had to modify, in agreement with the host institution, the mobility period (date of start and end) previously indicated on the Mobility Agreement, the new dates must necessarily be notified to the Mobility Unit.
- 2) Complete the online procedure required to undertake a university business travel, by accessing the Personal Area on the university webpage as follows:

- Personal Area > Request university business travel authorization > Access the new Application > New request > Application for university business travel and summary

- Fields to fill in:

- o Personal Data*
- o Destination*
- o Reason: Erasmus+ Staff Mobility*
- o Late submission: no*
- o Non-funded university business travel: no*
- o Terms of reimbursement: analytical*
- o Request for an advanced payment: yes/no*
- o Expected cost: maximum amount payable with European funds (see above)*
- o Type of fund: fund established without a project director*
- o Fund description: ERASMUSSTUDIO1920.RI*
- o User who does not require authorization: no*
- o Responsible structure for the fund: Central Administration*
- o Request for a virtual credit card; yes/no (at the choice of the employee)*

At the bottom of the request will be displayed:

- *the authorization of the Director of the Department*
- *the authorization of Dott. Francesca Magni, Manager of ADiSS, responsible person for the funding*
- *the authorization of the responsible person for the blocking of funds, if a virtual credit card has been requested*

3) Book an appointment with the Mobility Unit to sign the Grant Agreement

DURING THE MOBILITY

- Keep the original copy of the travel ticket. As for flights, the boarding passes will have to be kept as well.
- Keep the accommodation invoice and the original copy of all bills and receipts (e.g. of meals)
- Have the teaching certificate filled in and signed by the contact person indicated on the Mobility Agreement

ON RETURN FROM THE MOBILITY PERIOD

- Fill in the balance sheet for the university business travel
- Book an appointment with the Mobility Unit to deliver:
 - the balance sheet for the university business travel
 - the original copy of all bills of costs and receipts
 - final report on the teaching activity carried out (there is not a specific model to follow)
 - any teaching material used during the mobility
 - teaching certificate signed by the host institution
- Fill in the Final Report – EU SURVEY, after receiving the invitation to access the questionnaire from the European Commission.

FINANCIAL ASPECTS

The participant will receive a grant for the individual support and for the travel expenses, calculated on the basis of the rates established by the Erasmus+ National Agency INDIRE and indicated in the Call for Applications.

The grant will be paid upon presentation of the original copy of all bills / receipts of costs incurred. The payment of the grant is subject to the delivery of documentation relating to the expenses incurred.

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).
- teaching certificate

Costs will be allocated on the basis of the date stated on the bills and the receipts. Exception shall be made for accommodation costs (the total expense will be divided by the number of refundable nights of accommodation) and for health insurance costs (which will be reimbursed for the days of mobility, travel days included).

Costs incurred at supermarkets for food will be reimbursed as follows:

- if the participant stays at a hotel, costs will be allocated to day when the bill/receipt is issued;
- if the participant stays in an apartment, costs will be divided by the repayable days of mobility, travel days included, starting from the date of issue of the bill or receipt.

Addition costs exceeding the maximum amount per day will not be reimbursed.

TRAVEL DAYS ELIGIBLE FOR THE FUNDING:

- The University will finance up to 2 days of travel (a return ticket)
- The number of travel days is to be indicated in the grant agreement in order to receive the funding.
- Shall the place of departure/arrival at the end of the mobility not be Venice, the participant must inform the Mobility Unit in advance.

MOBILITY DAYS ELIGIBLE FOR FUNDING:

- Only the actual number of days of teaching activities at the host institution which has signed the Mobility Agreement will be funded.

- The participant must carry out teaching activities during all the mobility period established by contract. Should there be days of disruption (e.g. closing days at the host institution), these will have to be indicated in the mobility certificate and will not be funded.

TEACHING ACTIVITIES ELIGIBLE FOR FUNDINGS AND FOR THE RECOGNITION OF THE MOBILITY:

- Lectures/Classes
- Seminars
- Tutoring activities

NB: 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.

TEACHING CERTIFICATE SIGNED BY THE HOST INSTITUTION

The teaching certificate is the most important document to be delivered to the office at the end of the mobility.

The certificate must state the date of beginning and conclusion of the mobility and the actual number of days of teaching activity.

The destination, the dates and the number of days of activity stated on the certificate must correspond to those stated on the contract signed by the participant before the departure, otherwise the mobility might be partially or completely cancelled.

Only the days indicated on the certificate will be financed.

Certificates attesting a number of hours of activity lower than 8 will not be accepted, and the mobility will be cancelled.

All activities included in the final report must necessarily correspond to those attested by the certificate.