

**ERASMUS+ Programme  
KA131 STAFF MOBILITY FOR TRAINING AT EUROPEAN PARTNER  
UNIVERSITIES (Belgium, France, Germany, Slovenia)  
A.A. 2023-2024  
CALL FOR APPLICATIONS**



**Prot. VIU U 13176  
VENICE INTERNATIONAL UNIVERSITY ERASMUS+ MOBILITY CONSORTIUM  
Erasmus+ Accreditation Code: 2022-1-IT02-KA130-HED-000068577  
Project code: 2022-1-IT02-KA131-HED-000068420**

Reserved for staff of the following universities:

- Università degli Studi di Roma "Tor Vergata"
- Università degli Studi di Milano-Bicocca

**Deadline to apply: September 30, 2023**

**\*\*\* On 09/11/2023, the call was reopened with the new deadline of January 15, 2024 \*\*\***

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**ART. 1 – Introduction**

1. Erasmus+ is the European Union's programme to support education, training, youth and sport in Europe, through which students have the opportunity to spend a period of study in another university, in a different country, and to have the credits achieved recognised in their academic career.
2. Venice International University is an association of 20 member universities and institutions from around the world, with a common campus on San Servolo Island in Venice. VIU was founded in 1995 with the purpose of developing joint academic, research and capacity-building programs, across disciplines, continents, languages and cultures. It has since become the ideal setting for experimenting innovative approaches to education and training, where students, researchers and professors come together to exchange knowledge and ideas while exploring interdisciplinary and transdisciplinary perspectives in their studies and research.
3. The following universities together with Venice International University constitute an accredited Erasmus+ Mobility Consortium:
  - Università Ca' Foscari Venezia
  - Università Iuav di Venezia
  - Università degli Studi di Padova
  - Università degli Studi di Roma "Tor Vergata"
  - Università degli Studi di Milano-Bicocca

4. The following universities are the destinations for this call and are also member universities of VIU:

- KU Leuven in Belgium;
- Ludwig Maximilians Universität in Germany;
- Université de Bordeaux in France;
- University of Ljubljana in Slovenia;

Mobilities to universities other than those listed are not permitted.



#### **ART. 2 – Who can take part**

Any member of the teaching or technical-administrative staff of the universities participating in the Mobility Consortium may apply:

- Università degli Studi di Roma “Tor Vergata”
- Università degli Studi di Milano-Bicocca

Candidates must be in employment (permanent or temporary contract) at the member university at time of application and during the proposed period of staff mobility for training.

The types of training that will be evaluated include:

- staff training weeks
- job shadowing
- workshops
- training activities

(Teaching staff who may wish to apply for mobility for teaching/training combined should consult the Call for Applications for Staff Teaching)

#### **ART. 3 – Destinations**

VIU member universities in KA131 programme countries:

- KU Leuven, Belgium
- Ludwig Maximilians Universität, Germany
- Université de Bordeaux, France
- University of Ljubljana, Slovenia

#### **ART. 4 – Duration**

Erasmus+ Programme Rules:

- Minimum duration of training: 2 days (consecutive)
- Maximum duration of training: 60 days
- In consideration of the funding available, the maximum duration that will be financed is 14 days.

Travel days are not included in the calculation of the minimum duration.

**All mobilities must be completed by July 31, 2024**

#### **ART. 4 – Funding / Individual Support & Travel**

Erasmus+ provides funding for staff mobility as a grant contribution towards subsistence and travel. Expense claims must be submitted within 2 weeks of the completion of the mobility.



#### **Travel**

Maximum Travel Grants are set by the European Commission.

The Erasmus+ Programme has introduced a “Green Travel” supplement to encourage mobility participants to choose sustainable modes of transport to their destination, such as travelling by bus, train, or car-pooling.

According to the distance travelled the following rates contributions apply:

<b>Distance from home university to host university</b>	<b>Maximum amounts reimbursed</b>	<b>Green Travel</b>
10-99 Km	€ 23,00	
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	
8000 km or more	€ 1.500,00	

To calculate the distance the [European Commission’s online tool](#) must be used.

The distance to be calculated is one way – from the location of the sending organisation to that of the receiving organisation. However, please note that the grant amount covers the outward and return journey from home to host institution.

#### **Individual Support – Daily Allowance**

The Individual Support grant is a contribution towards all other costs for the individual including travel within the city, accommodation, meals and snacks.

Actual costs can be reimbursed up to these maximums, and are paid on the basis of receipted expenditure.

#### **Maximum daily allowance:**

up to 14th day	
Belgium, France, Germany	€ 128,00
Slovenia	€112,00

15th to 60<sup>th</sup> day

Belgium, France, Germany:	€90,00
Slovenia	€78,00

Individual support for up to 2 travel days may also be funded if requested at time of application. This can be increased to 4 travel days when Green Travel is used, subject to request, approval and availability of funds.



Please note that staff will be responsible for arranging their own travel and insurance.

**ART. 5 – How to apply**

The candidate must submit following:

- application form, available on VIU website
  - Curriculum Vitae (dated and signed)
  - mobility program proposal, which will describe the planned training activity, the overall objectives of the mobility, and the expected outcomes. The mobility program proposal must be co-signed by the Department Director/Administrative Division Director in the home university
  - letter of invitation from the host university, (which must be a signed letter on letterhead, including the dates of the intended activity, and the number of training hours)
- **Deadline:** September 30, 2023

**ART. 6 – Selection Committee and Criteria**

The Selection Committee will consist of the Dean of VIU, one member of teaching or administrative staff of VIU, and one or more members of the VIU Academic Council, representing the universities participating in the mobility consortium.

Criteria:

1. Quality of the Mobility Plan: 60 points
  - Overall objectives of the mobility
  - Added value of the mobility
  - Content of the teaching programme
  - Expected outcomes and impact
2. Relevance and expected impact of the training programme on the joint academic and research activities of VIU: 20 points

The aim of the VIU Call for applications for Staff Training is to facilitate the creation and consolidation of collaborations among VIU members that are relevant to the VIU joint activities.

3. Incentive for new mobility participants: 20 points

For staff who have not carried out an Erasmus+ mobility in the last two academic years.

Candidates will be informed of the result via email.

**Selected Candidates**

Before the mobility, the participant must submit:



- Mobility agreement with the final detailed training plan, signed by the mobility participant, the relevant office in the home university (international office, department or Rector), the host university.
- Letter of authorisation from home university for mission abroad
- The grant agreement, which will be provided by the VIU Erasmus Office.
- Copy of insurance policy

During the mobility, the participant must:

- Keep all boarding passes and receipts for eligible expenses
- Ask host colleague to sign and stamp confirmation of mobility.

After the mobility, the participant must submit:

- confirmation of mobility
- Reimbursement form, completed and signed (VIU will provide template)
- Original boarding passes and receipts for eligible expenses
- EU Survey (the mobility participant will receive it via email)

**ART. 8 – Blended/virtual mobility**

A period of mobility may be planned as a “blended” activity, ie. a combination of a virtual teaching/training component and an in-person mobility. Consider however that the Erasmus+ Grant for Individual Support and Travel will be due to the mobility participant only for the days of in-person mobility abroad.

For more information contact:

VIU Erasmus Office:

[erasmus@univiu.org](mailto:erasmus@univiu.org)

Venice, September 5, 2023

Venice International University  
Isola di San Servolo Venezia - Italia

Umberto Vattani

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