

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



**Prot. VIU U 13177**

**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**

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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 Luav 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 staff of the following universities participating in the Mobility Consortium may apply:

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

Candidates may be full professor, associate professor, short-term contract professor, researcher, research fellow, and must be in employment at the member university at time of application and during the proposed period of staff mobility for teaching.

VIU invites applications in particular from teaching staff of the Italian member universities who:

- have taught in the VIU Globalization Program;
- or have taught in the VIU Intensive Graduate Activities (PhD Academies, Graduate Seminars, Summer Schools);
- or wish to develop collaboration with colleagues in one of the destination universities, especially with a view to proposing a VIU Intensive Graduate Activity
- or wish to continue inter-departmental collaboration that has emerged from VIU joint activities (i.e. candidates who may not have been directly involved in joint VIU activities, but where there is demonstrable engagement between their home university department and the host university department).

#### **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 teaching: 2 days (consecutive)
- Maximum duration of teaching: 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.

Staff must deliver **at a minimum of 8 teaching hours for mobilities of 2-7 days**. If the mobility is longer than one week, the minimum number of teaching hours shall be proportional to the duration of the mobility.

Staff may request a combined mobility, with both teaching and training activities. If training is included the minimum teaching hours can be reduced to 4 hours per week.

**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 teaching (or teaching and training) activity, the overall objectives of the mobility, and the expected outcomes.

The mobility program proposal must be co-signed by the Department Director in the home university

- letter of invitation from the colleague in the host university, (which must be a signed letter on letterhead, including the dates of the intended activity, and the number of teaching 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 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. Participation in VIU academic activities: 20 points  
 The aim of the VIU Call for applications for Staff Teaching is to facilitate the consolidation of collaborations initiated in VIU joint activities (e.g. Globalization Program, PhD Academies, Graduate Seminars, Summer Schools).
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.

#### **ART. 7 – Selected Candidates**

Before the mobility, the participant must submit:

- Mobility agreement with the final detailed teaching 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 ID
- 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 enquiries and 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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