



ERASMUS+ Programme

KA171 STAFF MOBILITY FOR TRAINING IN THIRD COUNTRIES NOT ASSOCIATED TO
THE PROGRAMME (South Africa)

A.A. 2023-2024 & 2024-2025

CALL FOR APPLICATIONS

Prot. VIU U 13181

VENICE INTERNATIONAL UNIVERSITY ERASMUS+ MOBILITY CONSORTIUM

Erasmus+ Accreditation Code: 2022-1-IT02-KA130-HED-000068577

Project code: 2022-1-IT02-KA171-HED-000071925

Reserved for staff of the following universities:

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

Deadline to apply: March 31, 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 staff have the opportunity to spend a period of training in another university, in a different country. The purpose of this type of mobility is not only professional growth but to learn another institution's best practices prioritizing inclusion and diversity, digital transformation, environment and fight against climate change, and participation in democratic life, common values and civic engagement.
2. Venice International University is an association of 21 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 university is the destination for this call and is also a member university of VIU:

- Stellenbosch University, South Africa

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 following universities participating in the Mobility Consortium may apply:

1. Università degli Studi di Padova
2. Università degli Studi di Roma "Tor Vergata"
3. Università Iuav di Venezia
4. 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 staff must not benefit from any other funds during the same mobility period, nor combine it with any other funding, to avoid double funding for the same activities. Candidates should consider that any restrictions to eligibility for Erasmus+ mobility in the home university will apply also to the VIU Erasmus+ call. Such possible circumstances will in any case be verified during the evaluation of the candidates.

The types of training that will be evaluated include:

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

Candidates must have proficiency in the language used for training.

Conferences will not be accepted as a training activity in the framework of this Call.

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

ART. 3 - *Destination*

VIU member universities in KA171 third countries not associated to the Programme:

- Stellenbosch University, South Africa



It will be necessary to find out in advance, through the relevant bodies (embassies and consulates), on the procedures required for entry and temporary stay in the destination country. If the Ministry of Foreign Affairs and International Cooperation advises against travel to the destination location, the mobility period may be suspended, modified, interrupted or cancelled. It is advisable to read the security measures adopted by the country of destination and to always keep up to date by consulting the website of the Ministry of Foreign Affairs and International Cooperation: [Viaggiare Sicuri](#). It is also of fundamental importance that every mobility participant registers on the website www.dovesiamonelmundo.it and downloads the "Crisis Unit" APP. It is underlined that, during their stay abroad, mobility participants are required to respect the safety regulations established by the host institution.

ART. 4 – *Duration*

Erasmus+ Programme Rules:

- Minimum duration of training: 5 days (consecutive)
- Maximum duration of training: 60 days

In consideration of the funding available, the maximum duration that will be financed is 16 days (including travel days).

Travel days are not included in the calculation of the minimum duration. Individual support for up to 2 travel days (one before and/or one after the training activity), may also be funded if requested at time of application.

All mobilities must be completed by July 31, 2025

ART. 5 - *Funding / Travel Support & Individual Support*

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 Support

Maximum travel grants are set by the European Commission.



Distance from home university to host university	Maximum standard travel reimbursed	Maximum green travel reimbursed
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	

Contribution to the travel costs of participants, from their place of origin (location of home university) to the venue of the activity and return are calculated by using the distance calculator supported 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.

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 organization 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 costs directly linked to the subsistence of participants during the activity and includes accommodation, meals, and local transportation.

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: € 180,00

15th to 60th day: € 126,00

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. 6 - How to apply

The candidate must submit the following:

- Application form, available on [VIU website](#)
- Curriculum Vitae (dated and signed)
- Motivation Letter
- Mobility Agreement, available on [VIU website](#) which will describe the planned training activity, the overall objectives of the mobility, added value of the mobility, content of the training programme, and the expected outcomes. The Mobility Agreement must be co-signed and stamped by their Department Director or Unit Manager, according to the the home university regulations, as well as the colleague in the host university.
- Obligatory forms by their home university, for example, mission forms.

Deadline to apply: March 31, 2024



ART. 7 - 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 training programme
 - Expected outcomes and impact
2. Relevance and expected impact of the training programme on the joint academic and research activities of Venice International University: 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.

In case of withdrawal, the candidate is required to promptly inform the VIU Erasmus Office in order to allow the reallocation of the grant to the next suitable ranked candidate. Before the scheduled departure date, a Grant Agreement must

be signed which indicates the mobility dates as requested in the application. If these dates have changed, an explanation must be sent via email to the VIU Erasmus Office beforehand.

ART. 8 - 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), and the host university.
- Letter of authorization from home university for mission abroad
- The grant agreement, which will be provided by the VIU Erasmus Office.
- Copy of passport
- Copy of insurance policy valid for the entire mobility period covering, basic health and medical (including permanent or temporary incapacity); accident; civil liability; and, wherever relevant travel (including damage or loss of luggage).

During the mobility, the participant must:

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

After the mobility, the participant must submit within 2 weeks of the end date the following documents which will initiate the request for the 2nd payment:

- confirmation of mobility by the host institution certifying the activity - carried out, mobility dates, and indication of training hours
- reimbursement form, completed and signed (VIU will provide template)
- documents related to travel expenses, (return trip ticket, boarding passes, payment receipts) and other payment receipts for eligible expenses
- once the mobility is completed, the mobility participant will receive a "PARTICIPANT SURVEY" from the European Commission reporting platform. This must be completed and a copy sent as a pdf to the VIU Erasmus Office to validate the second payment request.

ART. 9 – Blended/virtual mobility

A period of mobility may be planned as a “blended” activity, ie. a combination of a virtual training component and an in-person mobility. For training activities, online courses and workshops can be combined with physical interaction among the participating staff abroad, putting into practice the skills they acquired in an environment that is relevant to their field of expertise. 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. The minimum duration of the in-person mobility is in any case 5 days.

For more information contact:

VIU Erasmus Office:

erasmus@univiu.org



Venice, 29/02/2024

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