

**Venice International University Erasmus+ Mobility Consortium  
“Staff Mobility for Teaching” | Call for Applications**

**KA103 Programme Countries | Belgium, France, Germany, Slovenia, United Kingdom**



A.Y. 2021-2022 (up to September 30, 2022)

**Prot. VIU U 13147**

**Who can take part?**

Teaching staff of the Italian member universities who:

- have taught in the VIU Globalization Program
- have taught in the VIU Intensive Graduate Activities (PhD Academies, Graduate Seminars, Summer Schools)
- wish to develop collaboration with colleagues in one of the destination universities, with a view to proposing a VIU Intensive Graduate Activity
- 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).

The member of teaching staff 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.

**Destinations:**

VIU member universities in KA103 programme countries:

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

### The duration of teaching:

KA103 programme countries (Belgium, France, Germany, Slovenia, United Kingdom)

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 5 days.

Teaching hours: Staff must deliver **at least 8 hours of teaching per week**. 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.

Travel days are not included in the calculation of the minimum duration. Subsistence allowances for up to 2 days travel either side of the mobility may also be funded if requested at time of application.

### Funding | Travel & Subsistence

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 according to the distance travelled at the following rates:

Distance from home university to host university	Maximum amounts reimbursed
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

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 subsistence 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

United Kingdom €144,00

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

Belgium, France, Germany: €90,00

Slovenia €78,00

United Kingdom €101,00

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

### **Mobility Program Proposal**

At the time of application, the candidate must submit an application form and mobility program proposal, which will describe the planned teaching 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, and submitted together with a 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).

The application form will be available on the VIU website.

## Deadlines

- June 30, 2021 for mobility between September 1 and December 31, 2021
- September 30, 2021 for mobility between January 1 and September 30, 2022

These should be considered as the final deadlines for the mobility periods.  
Early applications will be accepted and evaluated.



## 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. Overall objectives of the mobility
2. Added value of the mobility
3. content of the teaching programme
4. Expected outcomes and impact

Criteria 1- 4 up to 60 points

5. Previous participation in VIU academic activities: the aim of the VIU Call for applications for Staff Teaching is to facilitate the continuation of collaborations initiated in VIU joint activities (e.g. Globalization Program, PhD Academies, Graduate Seminars, Summer Schools).

Criteria 5 up to 20 points

6. Incentive for new mobility participants: a bonus of up to 20 points for staff who have not carried out an Erasmus+ mobility in the last two academic years.

Criteria 6 up to 20 points

Candidates will be informed of the result via email.

## 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 insurance policy

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:



- 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)

For more information contact:

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Amb. Umberto Vattani  
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