

## Venice International University Erasmus+ Mobility Consortium Call for Applications | Staff Mobility for Training



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

Prot. VIU U 13152

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**Project reference:** 2020-1-IT02-KA103-078939  
(extended to September 30, 2022)

#### Who can take part?

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

1. Università Ca' Foscari Venezia
2. Università degli Studi di Padova
3. Università degli Studi di Roma "Tor Vergata"
4. Università luav di Venezia

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)

#### Destinations:

Member universities of Venice International University 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:



Erasmus+ Programme Rules for mobility to KA103 programme countries (Belgium, France, Germany, Slovenia, United Kingdom):

- 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.

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.*

### All mobilities must be completed by September 30, 2022

#### 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 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, 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 training hours).

The application form will be available on the VIU website.

#### **Deadline**

- January 14, 2022



### **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. Relevance and expected impact of the training programme on the joint academic and research activities of Venice International University.

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 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)

### **Covid Clauses:**

#### Blended/virtual mobility:

Due to the ongoing Covid-19 pandemic and limitations to travel (physical mobility), a period of mobility may be planned as a “blended” activity, ie. a combination of a virtual teaching/training component and a physical mobility. If it is not possible to travel to complete the physical mobility, either due to governmental or institutional restrictions in the sending country/institution or in the receiving country/institution a wholly virtual mobility may be recognized. Consider however that the Erasmus+ Grant for Individual Support and Travel will only be due to the mobility participant if the physical mobility is completed.

#### Quarantine:

If it is necessary to quarantine on arrival in the receiving country, the period of quarantine will count towards the duration of the mobility and the individual support will be granted within the maximum funding available in the Erasmus+ project.

For more information contact:

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