



ERASMUS+ HIGHER EDUCATION MOBILITY

Call for applications for Staff mobility for teaching,

2017-18 academic year

Art. 1 Purpose of the call and general regulations

1. This call regulates the application procedure for student and staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **Ca' Foscari University of Venice**, Italy and **National University of Litoral**, Argentina. Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.
2. The present Erasmus+ International Credit Mobility project between Ca' Foscari University of Venice and **National University of Litoral, Argentina** lasts 26 months, from June 1, 2016 to July 31, 2018.

Art. 2 Mobility types and available places

Under this call for applications the following places are available for prospective candidates from the National University of Litoral:

- d. ***STAFF FOR TEACHING (academic staff, including post doctorate. (WARNING: minimum 8 teaching hours per week, which may include lectures, seminars, workshops, tutoring*: 1 place for a mobility lasting 58 days (+2 travel days) reserved to teachers of History and Archaeology (priority will be given to teachers showing competencies in giving a course of History of Social and Political Movements).**

The present call for applications provides mobility grants for 2018 academic years.

Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be employed at **National University of Litoral** at the moment of application and for the whole duration of the mobility.

3.2 Language proficiency

Applicants are required to be proficient in **English at level B2** or **Italian at level B2** of the CEFR (specify according to the Inter-Institutional Agreement) respectively, and to provide certifications or self-certifications of the required level.

3.3 In/compatibility

- Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission for *mobility for teaching* for the same period.

- Beneficiaries must carry out their mobility activities in a country different from the country of residence;
- Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

3.4 Ineligibility

- If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.
- Teachers who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and/or if they fail to complete and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

Art. 4 Activities

Mobility for teaching:

Erasmus+ grants for teaching are awarded to HEI teaching staff for a period of teaching in a partner host university. Teaching assignments can come in various forms and take place as seminars, lectures and tutoring. Actual teaching in this context should require the teacher to be physically present with the students. Although email tutoring or any other forms of distance learning as well as preparation are highly encouraged, they do not count in the minimum number of 8 compulsory hours of teaching per week.

Art. 5 Grants

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility. They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Staff	140€ per day (until the 14th day. 70% from the 15th to the 60th day) *
TRAVEL	
Students & Staff	Travel costs will be covered by the project (up to the amounts defined by the E+ programme on the basis of the distance bands. Changes will not be covered)

5.2 The mobility period must be carried out continuously and it must not be split into different periods.

5.3 Selected candidates accepting the scholarship will sign a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

5.4 Special needs support

Extra financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. The contribution will be awarded to beneficiaries with special needs upon request by the Coordinating institution and approval from the Erasmus+ Italian National Agency.

Art. 6 Admission procedure

6.1 Application

- Prospective applicants should submit their **application form** and **required documents** (6.2) stored in a CD to the **Office of Linkage and International Relations of the Humanities and Sciences College (FHUC) at the “El Pozo” Campus**, e-mail address: extension@fhuc.unl.edu.ar, **from 10th March to 17th April 2017**. Any application received after the deadline will not be accepted;
- A confirmation e-mail will be sent after the application has successfully been submitted.
- The official language of the application is Italian o English. At the time of application diplomas, transcripts and other official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non certified translations are accepted. In case you are selected you may have to provide certified translations of all relevant documents.

6.2 Required Documentation

1. *Staff* candidates must provide the following documents:

- Application form duly filled in and signed (**Formulario 1**)
- Copy of a valid ID card or passport;
- Copy of a residence document;
- Copy of a proof of employment at the **National University of Litoral** (ex. certificate issued by the Home University stating he/she is Academic/Administrative staff employed at the **National University of Litoral**);
- Mobility Programme signed by the applicant (**Formulario 2**)
- **Letter of interest signed by the prospective academic supervisor or Head of Department (for academic staff) at Ca’ Foscari University of Venice or by the administrative supervisor (for administrative staff) stating the availability and willingness to collaborate with the applicant. In order to get this applicants MUST contact international.cooperation@unive.it (providing a CV and a work plan)**
- Curriculum Vitae (max. 2 pages) in English including extracurricular activities (courses, seminars, conferences, published researches etc.) and professional experience related to the fields of knowledge of the courses. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>;
- One letter of recommendation (max. 1 page) written by academics, researchers and/or by professionals who have participated in the candidate’s academic or professional training, complete with their email and phone numbers, and the at least another referee’s contact details.

Art. 7 Selection process

7.1 The Selection process includes the following steps:

- a. Eligibility check National University of Litoral;
- b. 2-step evaluation process (pre-evaluation by the National University of Litoral Selection Committee and final evaluation by Ca' Foscari University Selection Committee).

The **National University of Litoral** will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates. Only valid and eligible applications will be pre-evaluated and ranked **National University of Litoral** Selection Committee and finally evaluated by the Coordinating University Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

Type of Mobility / Criteria	<i>Impact of the proposed mobility for consolidation and extension of relations between partners. For Staff mobility for teaching priority will be given to candidates whose teaching activity will be integrated in the receiving institution course catalogue or whose mobility will contribute to produce new didactical materials</i>	<i>Proposed work/ research plan</i>	<i>Language skills</i>	<i>Motivation</i>	<i>Previous mobility experiences (more points will be assigned to beneficiaries with less mobility experiences)</i>
<i>Staff for teaching and for training</i>	Max. 35 points	Max. 25 points	Max. 20 points	Max. 10 points	Max. 10 points

7.2 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups () providing a more equal and fair selection process.

7.3 The Partner University and/or the Coordinating University Selection Committee may decide to invite the candidates whose average score is above the threshold for an interview, either face-to-face or via Skype.

7.4 At the end of the selection procedure the **National University of Litoral** Selection Committee will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom may be awarded a grant in case of withdrawal/drop-out of selected students or if additional funding is available.

7.5 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded. The final list will be also published on the **National University of Litoral** website for transparency reasons.

7.6 Selected candidates will receive a scholarship offer and are required to accept or reject it in written **within 7 days** for every selected candidate not accepting the grant within the deadline, the **National University of Litoral** will nominate a candidate from the reserve list.



7.7 Appeal Procedure

- **Rejected applicants** who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint for 7 working days after final selection made and informed by Ca`Foscari.
- Complaints from applicants who have failed to satisfy all of the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committees have not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

Art. 8 Data protection

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".