ERASMUS+ PROGRAMME
KEY ACTION 1 (KA1) - HIGHER EDUCATION
STAFF MOBILITY

Call for applications for the award of grants for teaching mobility in institutions of Erasmus+ Programme Countries and Partner Countries - KA131

Academic Year 2025/2026

1st call for mobility from 01 September 2025 to 31 January 2026
Deadline for submission of applications:
Thursday 27 March 2025, 1:00pm

2nd call for mobility from 01 February 2026 to 30 June 2026
Deadline for submission of applications:
Thursday 30 October 2025, 1:00pm

Erasmus+ Indire Istituto Nazionale di Documentazione, Innovazione e Ricerca Educativa MIUR

Art. 1 Introduction

Erasmus+ 2021-27 is the EU programme for education, training, youth and sport. The general objective of the programme is to support, through lifelong learning, the educational, professional and personal development of people, thereby contributing to sustainable growth, social cohesion, driving innovation and digitisation, and to strengthening European identity and active citizenship.

Art. 2 Objectives of the call for applications

This Call for Applications regulates **Erasmus+ Mobility** activities for the **purposes of teaching** (i.e. **Staff Mobility for Teaching**).This type of mobility allows lecturers to spend a teaching period abroad at institutions holding an ECHE in Programme or Partner Countries[1] (outgoing mobility). An active inter-institutional agreement between the University of Padua and the hosting university is needed in order to carry out the mobility. The full list of available Partner Universities is available at https://www.unipd.it/en/erasmus-sta-ka131-out

This Action also allows for the invitation of experts from EU companies to teach at the University of Padua (incoming mobility - Company Teaching Staff).
Further details, explanations and the practicalities of the call for applications are available in the Appendix, which is an integral part of this call.

Art. 3 Recipients

Outgoing mobility

This call for applications addresses the University’s teaching staff, including contract professors, to teach in institutions in Programme Countries and Partner Countries (Outgoing Mobility).
Please note: Lecturers on sabbatical leave and retired lecturers may not participate in the call even if they are assigned a teaching position as contract teachers. Researchers hired with PNRR/PON funds can participate only if they do not have other European Funds intended for International Mobility, this is to avoid double funding.

Incoming mobility - Company Teaching Staff

This Call for Applications is addressed to the staff of companies, organisations and professionals from Erasmus+ Programme Countries invited to the University of Padua for teaching activities.

Art. 4. Types of mobility and requirements

The following types of mobility are eligible for funding: a) Outgoing mobility, i.e., mobility to teach in Programme Countries and Partner Countries; b) Incoming mobility, i.e., mobility to host experts from EU companies to teach specific subjects in a study course of the University of Padua.

Duration of activity

According to the Erasmus Guide, the minimum Mobility duration is 2 or 5 consecutive days, for mobility to Programme Countries or mobility to Associated Countries respectively, excluding travel time.
In the case of Company Teaching Staff, the minimum duration is 1 day (excluding travel time)

[1]NB: As a result of **Brexit**, the United Kingdom has become a Partner Country; exchanges with institutes in the UK will therefore continue to be managed under this call for applications only if an inter-institutional agreement has been signed by the Universities (please check the updated list of exchanges on https://www.unipd.it/en/erasmus-sta-ka131-out It should however be noted that the number of grants allocated for Partner Countries should not exceed 20% of the total. As regards the Swiss Confederation, although it is a Partner Country, mobility is in any case managed and financed by the Swiss Government through the S.E.M.P. programme (Swiss European Mobility Programme). For further information, see: https://www.unipd.it/mobilita-docenti-semp

and without a minimum of teaching hours
The maximum eligible period may not exceed 60 day (excluding travel). However, the Call is limited to a maximum period of 14 days including travel time.
To be eligible for funding, at least 8 hours of teaching are required for periods of up to 7 days. In the case of combined teaching/training mobility, the minimum number of teaching hours is halved (at least 4 hours of teaching for periods of up to 7 days). In the case of Company Teaching Staff , there is no minimum of teaching hours (see Appendix art. 4).

Blended mobility

The **"blended" mobility** allows participants to plan, during the application phase, teaching and/or training in separate phases: activities in the first phase conducted remotely must be completed by the Program deadline, followed by an in-person period abroad, more or less contiguous (see Appendix art. 6)
Only if conditions for safely completing the planned mobility are not met, an entire period of virtual mobility at "zero cost" will be considered eligible. The financial contribution will be granted only for the actual days of in-person mobility, following the procedures outlined in Article 7.

Art. 5 Duration of the mobility period

The eligible period for the mobility regulated by this call for applications starts on 1 September 2025 and ends on 30 June 2026.

- The first call is for activities to be carried out from September 1, 2025, to January 31, 2026
- The second call is for activities starting on February 1, 2026, to be completed no later than June 30, 2026.

Any mobility to be carried out in periods outside of the dates mentioned above (i.e. in the month of July or August 2025) will be permitted only if motivated and supported by adequate documentation (event program with the activities to be carried out for example BIP, Summer School etc.) This additional documentation must be attached to the Mobility Agreement (article 8 forms) for evaluation by the commission.

Art. 6 Financial contributions

With the 2024 financial agreement, the Italian Erasmus+ National Agency has granted the University of Padua a total contribution of EUR 145.275 for a period of 26 months, and therefore for the academic years 2024/2025 and 2025/2026 (see Appendix art 1).
The mobility contribution depends on the cost of living in the country of destination, on the distance between Padua and the host University or company of origin, and on the duration of the mobility. The grant awarded to the participant is calculated adding the fixed amounts foreseen in the EU tables, such as contribution for travel and individual support (see Appendix art. 2).

Art. 7 Payment of contributions

For outgoing mobility, the grant is awarded under a mission regime: travel, board and accommodation costs must be documented and will be reimbursed on the basis of the expenses actually incurred (if higher than the EU grant, the part exceeding the mission costs will be borne by the individual teacher, if lower, the reimbursement of the mission costs will be limited to the expenses incurred - see Appendix art. 3). The total contribution calculated using the EU tables represents only the maximum reimbursable cost from EU funds. The contribution made available may be supplemented by the Teaching Staff member with its own funds at the Department..

The amount of co-financing could increase in the event that, due to a lack of budget, the selection commission applies a reduction in the number of days required in the application unless the same is remodulated after the assignment of the communal contribution (see article 9 of the notice and articles 1 and 5 of the appendix).

For incoming mobility, the contribution to staff from enterprises is paid as a grant if the individual holds foreign citizenship, or as an analytical expense reimbursement in case of Italian citizens residing abroad (see Appendix art. 3). This procedure applies to both in-person and blended mobility for reimbursement of the actual days spent abroad.

Art. 8 Submission of applications

1st Call - Mobility from 01 September 2025 to 31 January 2026

The application must always be submitted by the lecturer in Padua using the ONLINE FORM, which will be available until **Thursday 27 March 2025** - 1:00pm.

2nd Call - Mobility from 01 February 2026 to 30 July 2026

The ONLINE FORM will be available from Wednesday 1 October 2025 until Thursday 30 October 2025 - 1:00pm; all teaching staff will be informed in advance via email.

Each candidate can submit only one application in each call. It will therefore not be possible to submit two applications for two different types of mobility (e.g. staff teaching and invitation to company staff) in the same call (see Appendix article 5).

Forms

When applying for Staff Mobility for Teaching in a Programme Country, the documents marked with letter A available on the University's website https://www.unipd.it/en/erasmus-sta-ka131-out must be attached, under condition of ineligibility:

1. the "**Mobility Agreement**" completed in all its parts, concerning the teaching activity to be carried out abroad, duly signed and stamped by the Receiving Institution, by the participant (Teaching Staff Member) and by the Head of Department (Sending Institution) - See last paragraph article 5 for mobility in derogation. The signature of the department director on the Mobility Agreement acts as authorization; the data reported in the document, inclusive of the period, numbers of days and hours, is valid for the calculation of the contribution to be assigned and for verifying eligibility of the application (number of hours envisaged by the Programme Guide with respect to the Mobility period – art. 4 Appendix). The Commission will also refer to them to apply any reductions.
2. **Self-certification** regarding the teaching assignment for the academic year outlined in this call for applications, in the case of contract professors; if the contract professor is a self-employed professional with a VAT number, this must be reported in advance in the self-certification. The mobility period and the assignment must fall within the same academic year among those envisaged in this call for applications.

When applying to invite an expert from a company from an EU country to teach in Padua, the documents marked with letter B available on the University's website https://www.unipd.it/en/erasmus-sta-ka131-in must be attached, under condition of ineligibility:

1. the "**Mobility Agreement**" completed in all its parts concerning the contents of the teaching that will be carried out in Padua by the expert, duly signed by the invited lecturer (Teaching Staff Member), signed and stamped by the foreign enterprise (Sending Enterprise) and by the Head of Department (Receiving Institution).
2. the **letter/email of invitation** by the lecturer of the University of Padua.

The submission of incomplete documentation (for example, if the Mobility Agreement has not been signed and/or stamped by the host University or the foreign company and/or not signed by the lecturer or guest lecturer) **will result in the automatic rejection of the application** (see Appendix art. 7).

Please remember that a request made by a Professor of the University of Padua to invite company personnel and the presentation of one's own application in the same semester lead to the exclusion of one of the two requests, as it is a double request from the same candidate. If submitted in different semesters, the application submitted in the second semester is considered as a second request and treated accordingly (article 9 of the Notice).

Art. 9 Selection methods and criteria

The applications presented will be selected by a dedicated commission appointed by the Rector.

The Commission will first verify the conformity of the applications to the eligibility criteria set out in the Notice and the Programme Guide such as

- presence of an inter-institutional agreement signed with the host institution
- presence of all signatures in the Mobility Agreement
- compliance with the minimum number of hours to be worked with respect to the mobility (article 4 of the Appendix):

The requests will be sorted based on the following priority criteria:

- lecturers participating in an Erasmus+ Teaching Staff call for applications for the first time
- Requests with a "standard" duration of 7 days including travel time (see Article 5 of the Appendix);
- lecturers submitting a mobility project linked to the aims and objectives of the Arqus European University Alliance (http://www.arqus-alliance.eu/)
- Academic staff participating in a Blended Intensive Programme;

With regard to the approval of applications to Partner Countries, the Committee will take into account further criteria to ensure a balanced geographical distribution.

In case of a tie the Commission will evaluate the following aspects:

- the relevance of the educational project, also in relation to the proposed location,
- mobility activities that lead to the production of new teaching or research material and/or the acquisition of new skills
- mobility activities that consolidate and expand relationships between institutions, departments, and schools, and that prepare further cooperation projects.
- A fair distribution of application requests between departments/disciplinary areas

The Commission may decide to reduce the number of days financed, on the basis of the applications received and the overall funding available. In the event of the reduction of funding, the selected candidates will be able to decide whether to (1) keep the mobility dates unchanged with the consequent increase in co-financing paid by them or by the relevant structure, or (2) reduce the mobility period, in agreement with the Partner and always with the Erasmus+ Programme rules. As a last resort, the candidate, may opt to renounce the scholarship (see article 7 of the notice and articles 1 and 5 of the appendix).

The Committee reserves the right to exclude candidates who, in previous call for applications: withdrew without justification, or did not submit the documents within the deadlines specified by the contract signed before their departure and those foreseen for submitting the final report in the EU database.

Art. 10 Selection results

The selection results will be communicated via email to candidates, and published on the webpages listed above **by Thursday 29 May 2025 for the first call, and by Thursday 18 December 2025 for the second call.**

Please note: the actual realization of the mobility will always be subject to an assessment of safety conditions in the destination countries, based on the indications of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national provisions.

Art. 11 Person in charge of the administrative procedure and contact information

The Person in charge of the Administrative Procedure is Alessandra Gallerano, Director of the Projects & Mobility Office.
For further information, please contact the Projects and Mobility Office (international.projects@unipd.it. – tel. 049 8277471).

Padua, date of registration

Rector
Prof. Daniela Mapelli

Digitally signed pursuant to Italian Legislative Decree 82/2005

APPENDIX - DETAILS AND OPERATING PROCEDURES			
Art. 1	In the case of six-monthly call for applications, half the budget on paper is allocated to the call for the first semester and the other 50% in the second semester. If the cost estimate relating to applications for the first semester is greater than half the budget available, it will not be possible to finance additional days for applications with periods longer than 7 days; if this estimate is less than 50% of the assignment, with the remainder it will be possible to finance extra days up to the eighth day: If this estimate is less than 50% of the assigned funds, the remainder will be eligible to finance extra days up to the eighth day of the mobility duration. This sets the maximum limit of additional days that can be financed at 1 day to gurantee availability of an adequate budget in the second semester.		
Art. 2	The final contribution is the sum of the travel contribution (calculated on the basis of unit cost tables by distance zones between Padua and the destination/origin) and the individual support for the stay differentiated according to the cost of living in the destination country (there are 4 different groups of countries) and the length of the stay (for each group, daily allowances up to the 14th day, and daily allowances from the 15th to the 60th day calculated as 70% of the allowances granted up to the 14th day).		
	AMOUNTS PROVIDED BY THE EU TABLE FOR KA131	Admissible daily allowance up to day 14	Admissible daily allowance from day 15 to day 60
GROUP A	**Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden. Partner countries of Region 13: Andorra, Monaco, San Marino, Vatican City State; Partners countries of Region 14: Faroe Islands, Switzerland, United Kingdom.**	**€ 152,00**	**€ 106,00**
GROUP B	**Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain**	**€ 136,00**	**€ 95,00**
GROUP C	**Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye.**	**€ 118,00**	**€ 83,00**
Staff Mobility from Italy to	**Third Countries not associated with the Programme**	**€ 190,00**	**€ 133,00**

Travel contribution

The maximum contribution for travel, as provided by the Programme Guide, is calculated on the pay basis of unit cost tables for distance zones. The kilometre band refers to a single leg of the journey, while the corresponding fare covers both the outward and return trip.

Journey distance	NON green travel amount	Green travel amount
Between 0 and 99 KM	€ 28,00 per Participant	€ 56,00 per Participant
Between 100 and 499 KM	€ 211,00 per Participant	€ 285,00 per Participant

Between 500 and 1999 KM	€ 309,00 per Participant	€ 417,00 per Participant
Between 2000 and 2999 KM	€ 395,00 per Participant	€ 535,00 per Participant
Between 3000 and 3999 KM	€ 580,00 per Participant	€ 785,00 per Participant
Between 4000 and 7999 KM	€ 1.188,00 per Participant	€ 1.188,00 per Participant
8000 KM or more	€ 1.735,00 per Participant	€ 1.735,00 per Participant

Art. 3	Article 16, paragraph 5, C) of the University Missions Regulation, in the context of the detailed treatment, grants the reimbursement of documented costs such as expenses incurred for visas, vaccinations, and health insurance (costs of this kind should not apply to countries in groups A, B and C but only mobility to non-EU partner countries - for further information on the reimbursement of health insurance, see the note ref. no. 458557 of 28 October 2019 “Explanations relating to the University Missions Regulation”). As an alternative to the detailed reimbursement, it is possible to opt for “alternative mission treatment” (article 17 of the University Missions Regulation) by adding the cost of the trip and/or transport and the daily allowance (calculated on the number of nights, not days!) provided by the table attached to the University Missions Regulation for the Area in which the destination country is included (Table 2A. “Maximum amounts for alternative treatment abroad” - Decree of the Minister of Foreign Affairs 23 March 2011). These are gross amounts that contribute to the income for the part exceeding EUR 77.47 per day net of travelling expenses. The employee’s income, and more precisely the taxable amount indicated on the payslip on which the income tax is calculated, increases only for the part of the allowance exceeding EUR 77.47 per day; this is the amount taxed, and the employee working away will pay IRPEF tax and regional and municipal surcharges. The alternative mission treatment is the sum of the reimbursement of travelling expenses and the allowance calculated on the number of nights to cover all the costs of the mission; however, any documented costs for swabs, which is a cost not covered by the Regulations in force issued prior to the pandemic, may be reimbursed separately for both reimbursement methods (detailed and alternative), if documented. The total contribution calculated using the EU tables represents exclusively the maximum reimbursable cost from EU funds regardless of the reimbursement method chosen (detailed or alternative “lump sum”). In the case of mobility to non-EU countries, in addition to the travelling expenses and daily allowance, visa, vaccination and health insurance costs may be charged separately, in accordance with the derogation for external funds provided by article 23 of the University Missions Regulation. Given that there is no university co-financing envisaged, the only limit is represented by the total value of the EU contribution The contribution to staff from EU companies is recognised as a grant if the guest lecturer is a foreign national (Italian Revenue Agency Resolution 109/E/209 of 23 April 2009). In the case of Italian citizens resident abroad, this will be a detailed reimbursement of expenses (if higher than the EU contribution, the excess will be borne by the hosted person or the lecturer who

	hosts, if lower, the reimbursement will be limited to the expenses actually incurred) in accordance with the procedures set out in circular 20 September 2013 ref. no. 81162.
Art. 4	In order to be eligible for funding, a minimum of 8 hours of teaching must be provided for periods of up to 7 days (including travelling days and/or any public holidays or days before public holidays during the period). 1.5 hours of lessons must be added to the 8 hours provided for up to 7 days for each additional day, from the 8th day onwards (including travelling days and/or any public holidays or days before public holidays during the period). In the case of "combined" mobility (teaching/training), the minimum number of teaching hours is halved (4 hours of teaching for periods of up to 7 days).

TOTAL DURATION OF MISSION IN DAYS (INCLUDING TRAVELLING DAYS, PUBLIC HOLIDAYS AND/OR DAYS BEFORE PUBLIC HOLIDAYS)	NUMBER OF TEACHING HOURS TO BE PROVIDED STA	NUMBER OF TEACHING HOURS TO BE PROVIDED STA COMBINED
3	8	4
4	8	4
5	8	4
6	8	4
7	8	4
8	10	5
9	11	6
10	13	7
11	14	7
12	16	8
13	16	8
14	16	8
Between 15 and 19 days	1.5 hours to add for each day	No. of hours equal to half rounded up
For 20 and 21 days	24	12

Art. 5	Missions of more than 7 days may only be funded if there are residual amounts after the allocation of all the grants. Any remaining funds from the first semester (please remember that a maximum of 8 days of mission are expected in the first semester) will be distributed among all requests, financing

	the eighth day of each. In the second semester it will be possible to finance the eighth, ninth, tenth and so on until the funds are exhausted. With this method, requests with fewer additional days have a greater chance of being fully financed. Applications submitted in the second semester by those who have already participated in the first semester are considered last, even if adding the number of days of the two requests gives a total period less than/equal to 7 days. Additional days that cannot be covered will be recognised at no cost; in the presence of residues, gradual financing is applied even in the case of second requests (eighth, ninth, and so on). This regulation should also be taken into account in the light of the information provided in the first part of this appendix relating to applications submitted in the first semester.
Art. 6	*The mobility period may also be planned as a "blended" modality: the period of virtual activity must be followed by a physical mobility period with the presence of the participant. The "blended" activity must take place within the end of the contractual period (art. 5 of the Call for Applications) and should comply with the minimum duration established by the Programme Guide (art. 4 of the Call for Applications).* *In terms of funding, during the "virtual" mobility period, the participant will not receive any contribution for individual support and travel - zero cost. Only if the participant completes the mobility in person, will he/she receive the corresponding unit contribution for the actual number of days of mobility carried out in person.*
Art. 7	Original signatures are not compulsory in the **Mobility Agreement**: scanned copies and electronic signatures are accepted (even through the Erasmus Without Paper network), as provided by Italian national legislation or the Regulation of the Institution (Rector's Decree Rep. no. 2968/2020 - Ref. no. 0388722 of 14 September 2020). If the grant announced herein is allocated, the digital signature is the manner in which the Grant Agreement is signed by the University of Padua and its beneficiary staff (decree ref. 2968/2020 ref. no. 0388722 of 14 September 2020).