

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

Call for the allocation of grants for staff mobility in
institutions of Erasmus + Programme and Partner
Countries - KA131

Academic Year 2022/2023

Deadline for submission of applications:

Tuesday 31 May 2022 02:00pm

1st Mobility call from 1 July 2022 to 28 February 2023

Deadline for submission of applications:

Tuesday 13 December 2022 2:00pm

2nd Mobility call from 1 March 2023 to 30 September 2023



Art. 1 Introduction

Erasmus+ 2021-27 is the new 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 Notice

This Call is applicable to the activities of the **Erasmus+ Mobility Programme for teaching**, called “**Staff Mobility for Teaching**”. Subject to an inter-institutional agreement signed by the Universities, this type of mobility allows lecturers to spend a teaching period abroad at institutions in Programme Countries holding an ECHE or Partner Countries¹ (outgoing Mobility). The full list of available venues is on this page <https://www.unipd.it/erasmus-sta-ka131-out>

This Action also makes it possible to invite experts from an EU company to teach at the University of Padua (incoming mobility - Invited staff from enterprises).

Further details, explanations and the operative methods on the call are available in “see Appendix” in the Appendix, which is an integral part of this call.

Art. 3 Recipients

Outgoing mobility

This Call is addressed to the University's teaching staff, including adjunct professors, on mission to teach in institutions of Programme and Partner Countries (Outgoing Mobility).

NB: lecturers on sabbatical leave and retired lecturers are not allowed to participate in the call.

Incoming mobility - Invited staff from enterprises

This Call is addressed to the staff of enterprises, bodies and freelancers from Programme Countries invited to the University of Padua to teach.

¹NB: As a result of **Brexit**, the United Kingdom has become a Partner Country; exchanges with institutions in the UK will therefore continue to be managed under this call only if an inter-institutional agreement has been signed by the Universities (please check the updated list of flows on <https://www.unipd.it/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 (Suisse European Mobility Programme). For further information, see: <https://www.unipd.it/mobilita-docenti-semp>

Art. 4. Types of mobility and requirements

Financed mobility may be of the following types: a) Outgoing mobility, i.e., mobility to teach in Programme and Partner Countries; b) Incoming mobility, i.e., mobility to host experts from EU enterprises to teach specific subjects within a study course of the University of Padua.

Duration of activity

The minimum period of activity is 2 or 5 consecutive days respectively in the case of mobility in Programme Countries or mobility to Partner Countries; 1 day in the case of Enterprise Teaching Staff. The maximum eligible period may not exceed 2 months (60 days excluding travel).

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 - see Appendix art. 5).

Blended mobility

The "**blended**" **mobility**, introduced by the European Commission to encourage exchanges during the pandemic emergency, with Action KA131 becomes an ordinary modality that this Call acknowledges (see Appendix art. 6). This type of mobility allows the participant to plan the teaching and/or when submitting the application: the activities of the first phase carried out in remote should be completed by the end of the Programme with a more or less contiguous period of the participant abroad. Only if the conditions for completing the planned mobility in safety do not exist, will a full period of virtual mobility at "zero cost" also be considered eligible. The unit contribution will be recognised **only** for the actual days of mobility in presence of the participant, as specified by art. 7.

Art. 5 Period of Performance

The eligible period for the mobility governed by this Call starts on 1 July 2022 and ends on 30 September 2023. The first call is for activities to carry out in the period from **1 July 2022 to 28 February 2023**; the **second call is for activities, in the period starting on 1 March 2023, to carry out no later than 30 September 2023**.

Art. 6 Financial contributions

With the 2021 financial agreement, the Italian National Agency for Erasmus+ has provided to the University of Padua a total contribution of EUR 98,820.00 for a period of 26 months, and therefore for the academic years 2021/2022 and 2022/2023 (see Appendix art 2).

Any contribution available to lecturers/experts in mobility depends on the cost of living in the host Country, the distance between Padua and the receiving University or enterprise and the duration of the activity. The value recognised to the participant is obtained by adding the amounts foreseen in the EU scales as contribution for travel and individual support (see Appendix art. 3).

Art. 7 Payment of contributions

For Outgoing Mobility, the grant is awarded by mission: 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 professor, 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 scales represents only the maximum reimbursable cost from EU funds. In the event of travel and/or board and accommodation expenses exceeding the EU maximum reimbursable cost, the University will guarantee, as co-financing, an additional contribution for missions to Countries in Groups A, B, and C up to a maximum of EUR 600.00 per mission (co-financing is excluded for mobility to Partner Countries - see Appendix art. 3 last line of the EU scale “amounts provided for individual support”).

This procedure applies to in person and blended mobility for reimbursement of the actual days spent abroad.

Art. 8 Submission of applications

1st Call - Mobility from 1 July 2022 to 28 February 2023

The request for participation for all types of mobility must always be filled in by the lecturer in Padua using the ONLINE FORM, which will be available until **Tuesday 31 May 2022 - 2:00pm**.

2nd Call - Mobility from 1 March 2023 to 30 September 2023

The ONLINE FORM will be available from Tuesday 15 November 2022 until Tuesday 13 December 2022 - 2:00pm; all teaching staff will be informed in advance by email.

Forms

The following documents, under penalty of exclusion, should be attached to the application for teaching in a Programme or Partner Country, namely the forms marked with letter A available on the University website <https://www.unipd.it/erasmus-sta-ka131-out> **in a single PDF file:**

1. the fully completed "**Mobility Agreement**" relating to the teaching activity to be carried out abroad, duly signed and stamped by the host institution and the participant;
2. **Approval** issued by the Director of Department to teach abroad (the approval applies to all the categories of participating lecturers);
3. **Self-certification** relating to the teaching assignment for the academic year provided by this call notice, in the case of adjunct professors.

The following documents, under penalty of exclusion, should be attached to the application to invite an expert from a UE Country enterprise to teach in Padua, namely forms marked with letter B available on the University website, <https://www.unipd.it/erasmus-sta-ka131-in> **in a single PDF file:**

1. the fully completed "**Mobility Agreement**" relating to the teaching contents that the expert from the enterprise is to carry out at the University of Padua, duly signed and stamped by the guest and the foreign enterprise;
2. the **letter/email of invitation** drawn up by the lecturer of the University of Padua.

The submission of incomplete documentation (for example, if the Mobility Agreement has not been signed and stamped by the host University or the foreign enterprise and/or not signed by the lecturer or guest lecturer) **will result in the automatic exclusion of the application** (see Appendix art. 8).

Art. 9 Selection criteria and method

Applications will be selected by a special Committee, appointed by Rector's Decree, on the basis of the following criteria:

- ◆ the relevance of the teaching project, also in relation to the proposed venue;

- ◆ 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 extend relations between institutions, departments and schools and prepare other cooperation projects.

In the selection process, priority will be given to lecturers who participate for the first time in a Erasmus+ Teaching Staff Action.

As regards the period of activity, priority will be given to missions whose duration is considered to be standard, namely of one week (5 working days + 1 day for the forward trip and 1 day for the return trip); requests for periods of more than 8 days (see art. 4) and applications for a second participation will be financed only if there are residual amounts (see Appendix arts. 2 and 5). With regard to the approval of applications to Partner Countries, the Committee will take into account the ratio of 1:5 on the total number of grants awarded as required by the European Commission.

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

Art. 10. Selection results

The selection results will be communicated by email to the candidates and published on the website <https://www.unipd.it/erasmus-sta-ka131-in> by **Friday 24 June 2022 for the first call and by Friday 27 January 2023 for the second call.**

Art. 11 Person in charge of Administrative Procedure and information

The Person in charge of Administrative Procedure is Alessandra Gallerano, Head of the Projects & Mobility Office.

For further information, please contact Mr. Nicola Benfatto - tel. 049 8277471 - e-mail nicola.benfatto@unipd.it

Padua, date of registration

Rector
Prof. Daniela Mapelli

Digitally signed pursuant to Italian Legislative Decree 82/2005

APPENDIX - DETAILS AND OPERATING PROCEDURES

Art. 2	In the case of six-monthly calls, half of the budget on paper is allocated to the call of the first six months and the other 50% in the second six-months: if the number of applications of the first semester produces a cost estimate greater than half the budget, it will not be possible to finance extra days in the case of single or multiple applications exceeding 8 days. If the cost estimate for the first semester is under 50% of the allocation, it will be possible to finance single or multiple requests exceeding 8 days with the residual amount; in this case, no more than 12 days may be funded in order to increase the budget for the following six months, if possible.		
Art. 3	The final contribution is the sum of the travel contribution (calculated on the basis of unit cost scales for distance zones between Padua and the destination) and the individual support for the stay differentiated according to the cost of living in the hosting 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 COMMUNITY SCALE FOR KA131	Eligible daily allowance up to day 14	Eligible daily allowance from day 15 to day 60
GROUP A	Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden. Partner countries of Region 14: Faroe Islands, Switzerland, United Kingdom.	€ 144.00	€ 101.00
GROUP B	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain. Partner countries of Region 5: Andorra, Monaco, San Marino, Vatican City State	€ 128.00	€ 90.00
GROUP C	Bulgaria, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary.	€ 112.00	€ 78.00
Staff mobility to the Partner countries	Partner country in regions 1 to 4 and 6 to 13	€ 180.00	€ 126.00

Travel contribution

The maximum contribution for travel, as provided by the Programme Guide, is calculated on the basis of scales of unit costs 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.

Travel distances	Amount for standard travel	Amount for green travel
Between 0 and 99 KM	EUR 23.00 per participant	

Between 100 and 499 KM	EUR 180.00 per participant	EUR 210.00 per participant
Between 500 and 1999 KM	EUR 275.00 per participant	EUR 320.00 per participant
Between 2000 and 2999 KM	EUR 360.00 per participant	EUR 410.00 per participant
Between 3000 and 3999 KM	EUR 530.00 per participant	EUR 610.00 per participant
Between 4000 and 7999 KM	EUR 820.00 per participant	
8000 KM or more	EUR 1,500.00 per participant	
Art. 3	<p>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”).</p> <p>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 Country of destination is included (Table 2A. “Maximum amounts for alternative treatment abroad” - 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 pay slip 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)</p> <p>The total contribution calculated using the EU scales <u>represents exclusively the maximum reimbursable cost from EU funds</u> regardless of the reimbursement method chosen (detailed or alternative “lump sum”). In the case of the alternative mission treatment, the University guarantees an additional contribution only for mobility to countries in groups A, B and C, for an amount of up to a maximum of EUR 600 per mission (as in the case of detailed reimbursement, co-funding for mobility to non-EU countries is excluded); this co-funding is used to cover any overrunning of the total cost of the mission, consisting of the cost of trip and reimbursement of the value of the allowance provided by table A of the University Missions Regulation (e.g. costs of vaccinations, but not of visas and/or health insurance,</p>	

	given that the countries in groups A, B and C are EU countries). 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.		
Art. 5	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, HOLIDAYS AND/OR DAY BEFORE A HOLIDAY)	NUMBER OF TEACHING HOURS TO BE PROVIDED	NUMBER OF TEACHING/LEARNING HOURS COMBINED TO BE PROVIDED
	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

<p>Art. 5</p>	<p>Missions of more than 8 days may only be funded if there are residual amounts after the allocation of all the grants. Any residual amount will be distributed between all requests by funding the ninth day of each, then the tenth and so on until the funds have been used up; in this way, requests with less additional days have a greater chance of being fully funded.</p> <p>This method is also applied to applications for participation after the first application, when the sum of the number of days of all the applications submitted by the same participant is equal to a total period of more than 8 days: regardless of the number of applications submitted, only the total number of days requested by the same participant is taken into account.</p> <p>In both cases (a single request for more than 8 days of mobility and/or several requests involving a total period of more than 8 days), the extra days that cannot be covered will be granted at zero cost.</p> <p>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 six months of the year.</p>
<p>Art. 6</p>	<p><i>The mobility period may also be planned in as a “blended” activity period: the period of virtual activity must be followed by a period of physical mobility with the presence of the participant. The blended activity must take place within the end of the contractual period (art. 5 of the Call) and should comply with the minimum duration established by the Programme Guide (art. 4 of the Call).</i></p> <p><i>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.</i></p>
<p>Art. 8</p>	<p>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)</p> <p>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).</p>