

## 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 2026/2027

1<sup>st</sup> call for mobility from 01 September 2026 to 31 January 2027

*Deadline for submission of applications:*

*Tuesday 31 March 2026, 1:00pm*

2<sup>nd</sup> call for mobility from 01 February 2027 to 30 June 2027

*Deadline for submission of applications:*

*Thursday 29 October 2026, 1:00pm*

**For legal purposes refer only to the Italian version of the Call. This translated version is intended only for a better comprehension.**



Erasmus+



Istituto Nazionale di Documentazione,  
Innovazione e Ricerca Educativa



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## **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 Proposals regulates the Erasmus+ Mobility activities for teaching purposes, called “Staff Mobility for Teaching”, aimed at:

- to spend a teaching period abroad at institutions holding an ECHE in Programme or Partner Countries<sup>1</sup> (Outgoing Mobility), in the presence of an inter-institutional agreement previously stipulated between the universities;
- to Invite at University of Padua experts from EU Companies of countries participating in the Programme (Incoming Mobility).

The full list of available Partner Universities is available at <https://www.unipd.it/en/erasmus-sta-ka131-out>. 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 and eligibility requirements**

### **Outgoing Mobility (Unipd Staff Abroad)**

This call for applications is open to University faculty, including contract professors, to teach at institutions in Program Countries and/or 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 – Teaching Staff from Companies (Experts to the University of Padua)**

This call for applications is open to staff from companies, organisations, and professionals from Erasmus+ Program countries invited to the University of Padua for teaching activities.

## **Art. 4. Types of mobility and requirements**

Funded mobility can be of the following types: a) Outgoing, i.e., mobility aimed at teaching in Programme countries and Partner Countries; b) Incoming, i.e., mobility aimed at hosting experts from EU companies to teach specific subjects as part of a study programme at the University of Padua.

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<sup>1</sup>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>

### Duration of activity

The eligible duration under the Erasmus+ regulations ranges from 2 to 60 days (for UK and CH from 5 to 60 days see Appendix, Article 4). However, this Call for Proposals primarily finances mobility projects up to a maximum of 7 days (including travel). Additional days (up to the 14th) may be financed only if there are remaining budgetary resources, according to the procedures described in the Appendix (Articles 1 and 5).

Teaching Mandatory (Minimum Teaching Hours – see Appendix, Article 4)

To ensure eligibility for Outgoing and Incoming mobility, the following minimum of teaching hours are required:

- Standard Mobility: at least 8 hours of teaching for stays of up to 7 days
- Combined Mobility (Teaching + Training): at least 4 hours of teaching for stays of up to 7 days
- Mobility Training: only if carried out within BIP of which the University of Padua is a partner.
- Incoming (from the company): There is no minimum teaching hours, but the activity must last at least 1 day

### Blended mobility

Blended mobility that mixed remotely and in person activities, (see Appendix, Article 6) is allowed. 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.

### Art. 5 Duration of the mobility period

The mobility program must take place between September 1, 2026, and June 30, 2027.

Specifically:

- The first call will fund activities to be carried out between September 1, 2026, and January 31, 2027.
- The second call will fund activities to be carried out between February 1, 2027, and June 30, 2027.

Any mobility activities to be carried out during periods other than those mentioned above (e.g., July or August 2026) will be eligible only if justified and supported by adequate documentation (e.g., event program with the activities to be carried out, such as 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 2025 financial agreement, the Italian Erasmus+ National Agency has granted the University of Padua a total contribution of EUR 141.401 for a period of 26 months, and therefore for the academic years 2025/2026 and 2026/2027 (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

- Outgoing: The grant is awarded under a Mission regime. Costs are reimbursed based on actual and documented expenses incurred, up to the maximum amount calculated according to EU tables. Any excess is the responsibility of the individual teacher or of the Department which it belongs (see Appendix, Article 3).
- Incoming: The grant is paid as a scholarship (for foreign citizens) or a specific reimbursement on actual and documented expenses incurred (for Italian citizens residing abroad) – see Appendix, Article 3, final section.

## Art. 8 Submission of applications

Applications (both Outgoing and Incoming) must be submitted via the ONLINE FORM only by the teacher in Padua within the peremptory deadlines indicated below

- Call 1: Deadline: Tuesday, March 31, 2026, 1:00 PM
- Call 2: Deadline: Thursday, October 29, 2026, 1:00 PM

Each candidate may submit only one application per call. Therefore, it is not 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

### Outgoing Mobility

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.

### Incoming Mobility

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).

**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 (see Note to article 2)

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 28 May 2026 for the first call, and by Thursday 17 December 2026 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 Health care and insurance**

To obtain health insurance coverage during your stay abroad in European Union countries and in Iceland, Liechtenstein, and Norway, you generally only need to carry the European Health Insurance Card (EHIC) issued by the Ministry of Health. Non-EU citizens registered with and covered by the National Health Service (SSN) cannot use the EHIC in Iceland, Norway, and Liechtenstein, as this is not provided for by current EU legislation (EC Regulation 859/2003). Therefore, they are advised to contact their local health authority (ASL) in any case. Non-EU citizens not registered with the SSN must obtain adequate health insurance.

For health insurance coverage during a stay abroad in countries outside the European Union, EHIC coverage is not sufficient. It is therefore always necessary to purchase private insurance.

For more information on the insurance coverage provided by the University abroad, please visit the university website at: <https://www.unipd.it/assicurazione>.

### **Art. 12 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 [staffmobility.ari@unipd.it](mailto:staffmobility.ari@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. (art. 5 of the Note) If the total estimated cost for applications for the first semester: a) exceeds half of the available budget, it will be possible to fund applications on a staggered basis for periods of up to seven days; b) only if the total estimated cost is less than half of the available budget will the days after the seventh day be funded. In this case, the Commission, keeping 50% of the available budget for the second semester, will decide how many additional days after the seventh day can be funded.		
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	<b>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.</b>	<b>€ 152,00</b>	<b>€ 106,40</b>
GROUP B	<b>Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain</b>	<b>€ 136,00</b>	<b>€ 95,20</b>
GROUP C	<b>Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye.</b>	<b>€ 118,40</b>	<b>€ 82,60</b>
<b>Staff Mobility from Italy to</b>	<b>Third Countries not associated with the Programme</b>	<b>€ 190,00</b>	<b>€ 133,00</b>

**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	<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>It is also 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.</p> <p>The total contribution calculated using the EU tables <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 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.</p> <p>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 7 and 9 of the notice and articles 1 and 5 of the appendix).</p> <p>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</p>
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	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. 7 of the Notice).		
Art. 4	<p>According to the Erasmus Guide, the minimum Mobility duration is 2 or 5 consecutive days, for mobility to Programme Countries (from this point of view, UK and CH are also considered Partners), excluding travel time. In the case of Company Teaching Staff, the minimum duration is 1 day (excluding travel time) and without a minimum of teaching hours.</p> <p>The maximum eligible period may not exceed 60 day (excluding travel) (art 4 of the notice)</p> <p>In order to be eligible for funding, a minimum of 8 hours of teaching must be provided for periods of up to 7 days excluding travelling days (including 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 excluding travelling day (including 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, excluding travelling days).</p>		
	TOTAL DURATION OF MISSION IN DAYS (EXCLUDING TRAVELLING DAYS)	NUMBER OF TEACHING HOURS TO BE PROVIDED STA	NUMBER OF TEACHING HOURS TO BE PROVIDED STA COMBINED
	2	8	4
	3	8	4
	4	8	4
	5	8	4
	6	8	4
	7	8	4
	8	9	5
	9	11	6
	10	12	6
	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	<p>Missions of more than 7 days may only be funded if there are residual amounts after the allocation of all the grants (article 9 of the notice)</p> <p>Any remaining funds will be distributed among all requests for a given semester, funding the eighth day of each, the ninth, the tenth, and so on until funds are exhausted. This approach increases the likelihood of fully funding requests with fewer additional days.</p> <p>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) (articles 8 and 9 of the notice)</p> <p>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 (see paragraph above and article 8 of the Notice)</p> <p>This regulation regarding residues must be considered also taking into account what is reported in the first part of this appendix regarding the budget available for the first and second semesters.</p>	
Art. 6	<p><i>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 <u>Applications</u>).</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 (art. 7 of the notice)</i></p>	
Art. 7	<p>Original signatures are not compulsory in the <b>Mobility Agreement</b>: 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). final part of article 8 of the notice)</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>	