

Erasmus + Key Action 1 STAFF MOBILITY FOR TRAINING

Call for applications

Mobility grants for training periods abroad for
technical/administrative staff

Academic Years 2024/25 2025/2026

1st Call for Mobility from 26th April 2025 to 31st January 2026

Application Submission Deadline:

Monday 24th March 2025 at 13:00

2nd Call for Mobility from 1st November 2025 to 31st July 2026

Application Submission Deadline:

Monday 29th September 2025 at 13:00

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



Erasmus+



Art 1. Introduction

Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2021-2027. The general objective of the Programme is to support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport, in Europe and beyond, thereby contributing to sustainable growth, quality jobs and social cohesion, to driving innovation, and to strengthening European identity and active citizenship.

All activities included in this call are subject to the rules of the Erasmus+ Programme ¹.

Art 2. Objectives of the Call

This Call for Proposals regulates Erasmus+ Staff Mobility for Training activities. This type of mobility offers technical-administrative staff the opportunity to carry out a period of training abroad, periods of observation in a work situation (job shadowing) and/or periods of observation/training at "Higher Education Institutions" holding ECHE and/or at organisations of interest² present in one of the countries participating in the Programme.³

Participation in conferences and/or generalist language courses is not permitted. The Commission reserves the right to assess the admissibility of vocational language courses or courses that include other training content.

Art 3. Beneficiaries

The following may apply to take part in the selection

- permanent and fixed-term technical-administrative staff
- linguistic experts (CEL)
- fixed-term research technologists.

Art 4. Mobility Destinations

It will be possible to carry out mobility at:

- 'Higher Education Institutes' holding ECHE partners of UNIPD and/or organisations of interest present in one of the countries participating in the Programme (Mobility KA131);
- Non-European 'Higher Education Institutions' with which the University of Padua has an active Erasmus+ KA171 agreement and for which funds are available (Mobility KA171). The list of destinations and the number of places available can be consulted at: <https://www.unipd.it/erasmus-sta-ka131-out>

All mobilities are subject to an assessment of the security 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. You are also invited to read the 'Guidelines for Security in International Mobility for University Staff' published at: <https://www.unipd.it/erasmus-sta-ka131-out>.

¹ <https://erasmus-plus.ec.europa.eu/it/about-erasmus/what-is-erasmus>

² Any public or private organisation in a programme country active in the labour market or in areas such as education, training and youth.

³ EU countries: Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden e Hungary.

Other Programme Countries EFTA/EEA countries: Island, Liechtenstein, Norway, North Macedonia, Serbia.

Art. 5. Duration of mobility

Under this Call for Proposals, training mobility may be funded for between 2 and 5 days (excluding travel).

Mobility to partner countries (Mobility KA171) may not last less than 5 days (excluding travel).

Mobility of longer duration will be considered eligible but excess activity days will be considered at no cost and may possibly be funded with funds from the applicant's home facility.

.Art 6. Mobility period

The eligible period for the mobility regulated by this Call begins on April 26, 2025 and ends on 31 July, 2026. The first call is for activities to be carried out during the period from April 26, 2025 to January 31, 2026; the second call is for activities, from the period starting on November 1, 2025, to be carried out no later than July 31, 2026.

Requests for mobility to be made before 26 April 2025 may be evaluated by the Commission if adequately justified.

NB: mobility to some of the non-European partner universities must be completed by 31/07/2025, this limitation is indicated in the list available at <https://www.unipd.it/erasmus-sta-ka131-out>

Art 7. Financial Contributions

For the academic year 2024/2025 and 2025/2026, the Erasmus+ National Agency Indire has made available to the University of Padova a total contribution of € 44.551 for mobility to the programme countries and the UK. Funds will be distributed in a balanced manner between the two calls.

For mobility to partner countries, the list published on the University website (an integral part of this call for applications) shows the number of places available for each location.

The contribution for each mission from EU funds is calculated according to the parameters set out in the EU tables.

The contribution for travel expenses is calculated according to the distance between the place of departure (Padua) and the place of destination and it is the overall amount of the contribution for the outward and return journey.

The contribution for subsistence expenses is calculated by multiplying the number of days spent abroad (from the 1st to the 5th day plus any additional 2 days for travel) by the daily unit contribution applicable to the country of destination.

The total contribution recognised to the participant is obtained by adding the amounts provided for in the Community tables as contribution for travel and individual support.

Art 8. Modalità di erogazione dei contributi

The grant is awarded on a mission basis: travel and subsistence costs must be documented and will be reimbursed on the basis of the actual expenditure incurred (if higher than the EU contribution, the excess part of the mission cost will be borne by the individual participant; if lower, reimbursement of the mission cost will be limited to the expenditure incurred). 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 funds from the participant's home facility.

Art 9. Submission of applications

To participate in the selection, applicants must submit the online application (complete with attachments) accessible by single sign-on at www.unipd.it/relint by the following deadlines:

1° Call – Mobility from April 26, 2025 to January 31, 2026: **Monday March 24, 2025 – at 13:00.**

2° Call – Mobility from November 1, 2025 to July 31, 2026: **Monday September 29, 2025 – at 13:00**

For each call, each candidate may submit only one application for mobility to countries participating in the programme (KA131) and one application for mobility to partner countries (KA171).

The following documents must be attached to the application, under penalty of exclusion:

- **Mobility Agreement** signed by the person in charge of the relevant structure. For mobility to partner countries (KA171), the signature of the host institution will also be mandatory at the time of application;
- **Letter of support** signed by the person in charge of the structure to which the candidate belongs, in which the benefits deriving from the mobility for the structure and for the University are highlighted;
- Curriculum Vitae;
- In the case of mobility to companies or non-university structures, **letter of invitation** from the host institution.

The submission of incomplete documentation will result in the automatic exclusion of the application.

The forms, the Community tables with the indication of the grants, the list of the university institutions which are already partners of the University within the Erasmus+ programme, are available on the University website: <http://www.unipd.it/erasmus-staff>.

The Office may consider opening further application windows (in addition to the two above) in order to allow the use of residual flows. In this case, the provisions of this Call for Applications will still apply. Mobility will be allocated on the basis of the selection criteria provided until the fund is exhausted.

Art 10. Selection procedures and criteria

The selection of applications will be carried out by a special Commission, appointed by Decree of the Administrative Director, on the basis of the following criteria:

- Benefits of the mobility project for the structure to which the applicant belongs and/or for the University: max 30 points
- Innovative character, coherence and seriousness of the project presented: max 20 points
- Personal benefit in terms of experience and training: max 20 points
- Mobility Agreement⁴ also signed by the contact person of the host institution/company: 10 points

⁴ The Mobility Agreement defines the training programme to be followed and is approved by the applicant technical-administrative staff, the sending organisation or institute and the host organisation or institute. The agreement defines the components of the training period and emphasises the mutual responsibilities of the home organisation or institute and the host organisation or institute for the quality of the mobility.

- Work activity related to the internationalisation of teaching: max 5 points
- Mobility project linked to the aims and objectives of the Arqus Alliance⁵: max 15 points

NB: For mobility in countries participating in the programme (KA131) the Mobility Agreement also signed by the foreign institution may be submitted after the application deadline, but compulsorily before the financial contract is signed, and is a necessary condition for the final award of the mobility grant. The submission of a completed Mobility Agreement with all signatures at the time of application will result in the award of additional points.

A ranking will be established by the Commission, that will be identifying: the successful candidates for mobility grants, any candidates eligible but not successful due to exhaustion of available funds, any unsuccessful candidates excluded from the ranking list. Mobility grants will be funded in order of score and on the basis of available funds.

The minimum score to pass the selection is 35/100.

The Commission may indicate as ineligible applications which are not of sufficient quality in terms of the completion of the application or of consistency with the proposed activities and objectives. The Commission also reserves the right to give priority to applicants who have never participated in Erasmus+ Staff Training mobility in previous editions of the Call. Furthermore, it reserves the right to balance, as far as possible, the allocation of mobility places among the staff of the different functional areas. The Commission reserves the right to convene candidates for an interview and/or to conditionally approve applications considered suitable but requiring additional documentation. The convocation and/or the request for additional documentation will be sent by e-mail if necessary.

In the event of renunciation by the assignees or non-signature of the bilateral agreement by the host institution (only in the case of university facilities), the successful candidates ("IDONEO/A") in the ranking list will take over. The ranking list may also be terminated if additional funds become available.

Changes in the dates of mobility are admissible as long as the activities are not significantly altered; in no case will a higher number of days than that approved by the Commission be financed. It is not possible to use the funds allocated at an institution other than the one indicated in the application.

The ranking list of the winners and any eligible candidates will be published at:
<http://www.unipd.it/erasmus-staff>

Art 11. Healthcare and insurance

For health insurance coverage during a stay abroad in European Union countries and in Iceland, Liechtenstein, Norway it is generally sufficient to carry the European Health Insurance Card (EHIC) issued by the Ministry of Health. Non-EU citizens who are registered and paid 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 (Regulation EC 859/2003). They are therefore invited to contact their local health authority (ASL) in any case. Non-EU citizens who are not registered with the SSN must have adequate health insurance coverage.

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

⁵ www.arqus-alliance.eu

For more information on the insurance cover abroad guaranteed by the university, please consult the university website at: <https://www.unipd.it/assicurazione>.

Art 12. Person in charge of the procedure and information

The person in charge of the Administrative Procedure is Dr. Alessandra Gallerano, Director of the Projects & Mobility Office.

For further information please contact the Projects & Mobility Office, Mobility Sector
e-mail: erasmus@unipd.it tel. 0498275029

Padua, date of registration
The Director General
Dr. Alberto Scuttari

Digitally signed in accordance with legislative decree 82/2005