



Erasmus + Key Action 1 STAFF MOBILITY FOR TRAINING

Call for applications

Mobility grants for training periods abroad for
technical/administrative staff

Academic Years 2025/26 2026/2027

1st Call for mobility from 31/03/2026 to 31/01/2027

Application Submission Deadline:

Monday 23/02/2026 at 13:00

2nd Call for mobility from 02/11/2026 to 31/07/2027

Application Submission Deadline

Tuesday 29/09/2026 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.



Art 1. Introduction

Erasmus+ is the EU Programme in the fields of 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 in education, training, youth and sport, in Europe and beyond, thereby contributing to sustainable growth, social cohesion, driving innovation and digitalisation, and strengthening European identity and active citizenship. All activities included in this call are subject to the rules of the Erasmus+ Programme.

Art 2. Objectives of the Call and Eligible Activities

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);
- combined periods of observation/training.

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 staff members may apply to take part in the selection:

- permanent and fixed-term technical-administrative staff (operators, collaborators, officials, high-level professionals, management areas);
- linguistic experts (CEL);
- fixed-term research technologists.

Art 4. Mobility Destinations

It will be possible to carry out mobility at:

- Higher Education Institutions holding ECHE that are 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-staff-mobility-training>
- Higher Education Institutions located in Switzerland and the United Kingdom that are partners of UNIPD.

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-staff-mobility-training>.

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; they may possibly be funded with funds from the applicant's home structure.

Art 6. Mobility period

The eligible period for the mobility regulated by this Call begins on **31/03/2026** and ends on **31/07/2027**.

- The **first call** is for activities to be carried out during the period from **31/03/2026 to 31/01/2027**;
- The **second call** is for activities to be carried out during the period from **02/11/2026 to 31/07/2027**.

Requests for mobility to be carried out before 31/03/2026 may be evaluated by the Commission if adequately justified.

NB: mobility to some of the non-European partner universities (KA171) must be completed by 31/07/2026: this limitation is indicated in the list available at <https://www.unipd.it/erasmus-staff-mobility-training>.

Art 7. Funding

7.1 Funding methods

- **For mobility to Programme Countries (KA131), Switzerland, and the UK:** Mobilities will be funded until available Erasmus+ funds are exhausted, following the order of the merit ranking defined in Art. 9 below. The total allocation assigned to the University will be distributed in a balanced manner between the 1st and 2nd calls to ensure participation opportunities in both selection periods.
- **For mobility to Partner Countries (KA171):** Only the exchange places indicated in the list published on the University website (which is an integral part of this call) are eligible for funding. Please note that the number of places indicated is the total for the entire selection cycle (1st and 2nd calls); therefore, places assigned and exhausted in the 1st call will no longer be available for the 2nd call. Only if residual and/or additional funds become available will it be possible to fund other candidates deemed eligible (but not initially selected) in the merit ranking. Finally, the Administration reserves the right to make additional places or new destinations available during the 2nd call, subject to the actual availability of residual or additional funds.

7.2 Individual financial contributions to support mobility

The grant for each mobility, drawn from EU funds, is calculated according to the parameters set out in the Community tables published at: <https://www.unipd.it/erasmus-staff-mobility-training>.

- **Travel contribution:** Calculated based on the distance band between the place of departure (Padua) and the place of destination. It represents the contribution amount for the round trip.
- **Subsistence contribution:** 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 destination country.
- **Total contribution:** Obtained by adding the amounts provided for in the Community tables for travel and individual support.

The grant will be awarded on a **mission basis**: travel and subsistence costs must be documented and will be reimbursed based on 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 exclusively the **maximum reimbursable cost** from EU funds. The contribution made available may be supplemented by funds from the participant's home structure.

Art 8. Submission of applications

To participate in the selection, applicants must submit the **online application** (complete with attachments - see below) accessible via Single Sign-On at www.unipd.it/relint by the following deadlines:

- **1st Call – Mobility from 31/03/2026 to 31/01/2027: Monday 23/02/2026 at 13:00**
- **2nd Call – Mobility from 02/11/2026 to 31/07/2027: Tuesday 29/09/2026 at 13:00**

Applicants must attach the following documents to the application, **under penalty of exclusion**:

1. **Mobility Agreement** signed by the person in charge of the relevant structure (Head of Department/Area);
2. **Letter of support** signed by the person in charge of the structure to which the candidate belongs, highlighting the benefits deriving from the mobility for the structure and for the University;
3. **Curriculum Vitae**;
4. In the case of mobility to companies or non-university structures, a **Letter of Invitation** from the host institution.

PLEASE NOTE: Exclusively for mobility requests to Non-EU Partner Countries (KA171), a specific two-phase application procedure is foreseen:

- **Phase 1: Expression of Interest** Interested candidates must send an **expression of interest email** to staffmobility.ari@unipd.it by **February 3rd** (for the 1st call) or **September 10th** (for the 2nd call). The email must include the following attachments: (1) A brief description of the activities planned during the mobility and their relevance to their job role (in English); (2) Updated Curriculum Vitae in English.
- **Phase 2: Verification and Final Application** The Projects & Mobility Office will verify the actual willingness of the foreign institution to host the interested staff. **Only following positive confirmation from the Office**, candidates may proceed with the formal completion of the online application by the deadline indicated above. If the partner institution does not confirm its willingness to host the interested staff, it will not be possible to apply for that specific destination, but it will still be possible to apply for mobility to KA131 partners, UK, or Switzerland.

Clarification: A positive outcome of the availability check is a necessary but not sufficient condition for the assignment of the grant: it does not imply the automatic selection of the candidate, which will occur exclusively based on the evaluation procedure and merit ranking described in Art. 9 below.

For each call, each candidate may submit only **one application** for mobility to countries participating in the programme (KA131) or Switzerland/UK, and **one application** for mobility to partner countries (KA171). Submission of incomplete documentation will result in the automatic exclusion of the application. The forms, Community tables indicating grants, and the list of university institutions that are already partners of the University within the Erasmus+ programme are available on the University website: <https://www.unipd.it/erasmus-staff-mobility-training>.

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

Art 9. Selection procedures and criteria

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

1. **Benefits of the mobility project** for the structure to which the applicant belongs and/or for the University: **max 30 points**
2. **Innovative character**, coherence, and seriousness of the project presented: **max 20 points**
3. **Personal benefit** in terms of experience and training: **max 20 points**
4. **Mobility Agreement** also signed by the contact person of the host institution/company: **10 points**
5. Work activity related to the **internationalisation of teaching**: **max 5 points**
6. Mobility project linked to the aims and objectives of the **Arqus Alliance**: **max 15 points**

The Mobility Agreement signed by the foreign institution may be submitted after the application deadline, but compulsorily before the signing of the financial contract, and is a necessary condition for the final award of the mobility grant. However, as mentioned above, the submission of a Mobility Agreement complete with all signatures at the time of application results in the award of additional points.

At the end of the process, the Commission will establish a merit ranking identifying: (1) Successful candidates for mobility grants; (2) Any candidates eligible but not successful due to exhaustion of available funds or places for the requested location; (3) Any unsuccessful candidates excluded from the ranking list. Mobility grants will be funded in order of score and based on available funds. The minimum score to pass the selection is 35/100.

The Commission reserves the right to:

- Indicate as ineligible applications that are not of sufficient quality in terms of application completion or consistency with the proposed activities and objectives;
- Give priority to applicants who have never participated in Erasmus+ Staff Training mobility in previous editions of the Call;
- Balance, as far as possible, the allocation of mobility places among the staff of the different University structures (functional diversification) and among the different University partners (geographical diversification). To this end, the Commission may decide to limit the number of candidates selected for the same Staff Training Week or for the same host institution, even in the presence of eligibility;
- Convene candidates for an interview and/or conditionally approve applications considered suitable but requiring additional documentation.

In the event of renunciation by the assignees or non-signature of the Mobility Agreement by the host institution, the eligible candidates in the ranking list will take over. The ranking list may also be scrolled if additional funds become available. Changes to the dates of mobility are admissible as long as the contents of the activity 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 allocated funds for mobility to be carried out at an institution other than the one indicated in the application phase. The ranking list of winners and eligible candidates will be published at: <https://www.unipd.it/erasmus-staff-mobility-training>.

Art 10. Healthcare and insurance

For health insurance coverage during a stay abroad in **European Union countries** and in Iceland, Liechtenstein, and Norway, it is generally sufficient to carry the **European Health Insurance Card**

(EHIC/TEAM) issued by the Ministry of Health. Non-EU citizens registered with and paid by the National Health Service (SSN) cannot use the EHIC in Iceland, Norway, and Liechtenstein (Regulation EC 859/2003) and are invited to contact their local health authority (ASL). Non-EU citizens not registered with the SSN must have adequate health insurance coverage. For health insurance coverage during a stay abroad in **countries outside the European Union**, EHIC coverage is not sufficient. It is therefore necessary to always take out **private insurance**. For more information on insurance coverage abroad guaranteed by the University, please consult: <https://www.unipd.it/assicurazione>.

Art 11. 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, e-mail: staffmobility.ari@unipd.it.

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

Digitally signed in accordance with legislative decree 82/2005