Erasmus + Key Action 1
STAFF MOBILITY FOR TRAINING

Call for applications

Mobility grants for training periods abroad for technical/administrative staff

Academic Year 2022/23

Application Submission Deadline:
15th November 2022 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 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 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

Permanent and fixed-term⁴ technical-administrative staff belonging to the following categories may apply to take part in the selection: B, C, D, EP, CEL and fixed-term research technologists.

Art 4. Duration of mobility

Under this Call for application, training mobility may be funded for a duration of between 2 and 14 days (excluding travel).

Art 5. Mobility Period

The 2022/2023 training mobility must be completed by 31 July 2023.

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¹ https://erasmus-plus.ac.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.
⁴ Mobility must be implemented during and within the contractual period.
Art 6. Financial Contributions

Mobility grant funded by the European Commission

For the academic year 2022/2023, the Erasmus+ National Agency Indire has made available to the University of Padova a total contribution of €17,731. 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 subsidy for subsistence expenses is calculated by multiplying the number of days spent abroad (from the 1st to the 14th day) by the daily unit subsidy applicable to the country of destination (there are 3 groups of countries) (Annex 1/1-1).

University Contribution

Within the limits of financial availability, the University may provide co-funding to cover additional costs up to a maximum of €600.00 per mission. In the case of mobility not covered by EU funding (due to exhaustion of the funds available as per art. 6 of this call for applications) it will be possible to authorise mobility from the funds of the structure to which the candidate belongs.

Art 7. Contribution disbursement methods

The total contribution awarded to each winner is calculated using the Community scales relating to travel and subsistence expenses (see Art 6). The contribution will be paid in the form of reimbursement of mission expenses.

Travel costs must always be documented: in the event of actual costs exceeding the tabular limit, the excess will be co-financed with the University funds; any costs below the tabular limit will be reimbursed only for the expenses actually incurred.

Subsistence costs must also be documented and will be reimbursed on the basis of the expenses actually incurred: in the event of actual costs exceeding the tabular limit, the excess will be co-financed with the University funds (cf. Art. 6), in compliance with the limits set out in the University Mission Regulations.

Art 8. Submission of applications

In order to participate in the selection, candidates must submit the online application (including the required attachments) accessible by single sign-on at www.unipd.it/relint no later than 13:00 on 15 November 2022. Each candidate may submit only one application per call.

The following documents must be attached to the application, under penalty of exclusion:
1. Mobility agreement;
2. A letter of support signed by the head of the structure\(^5\), highlighting how the structure and the University will benefit from the mobility
3. Curriculum Vitae

\(^5\) For central administration staff, the head of the structure is the area manager (Dirigente)
4. In the case of mobility to companies or non-university structures, a letter of invitation from the host institution.

The submission of incomplete documentation will result in the automatic exclusion of the application. The forms, the list of the partner universities and a Vademecum with the procedures to be followed by the successful candidates are available on the University website: http://www.unipd.it/erasmus-staff and they are an integral part of this call for applications.

**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, 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 Agreement"\(^6\) also signed by the contact person of the host institution/company: max 10 points
- Work activity related to the internationalisation of teaching: max 10 points
- Mobility project linked to the aims and objectives of the Arqus Alliance\(^7\): max 10 points

NB: When submitting the application it is sufficient, for the purposes of eligibility, to enclose the Mobility Agreement signed by the applicant and by the head of the structure. The Mobility Agreement also signed by the contact person of the host institute/company may be submitted at a later stage but, in any case, before the financial contract is signed. It 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. The minimum score for passing the selection is 50/100. In case of equal points, priority will be given to the candidates who have never participated in Staff Training mobility. In the event of renunciation by the assignees or non-signature of the Mobility agreement by the host institution (only in the case of university facilities), the successful candidates in the ranking list will take over.

The Commission also reserves the right to balance, as far as possible, the allocation of mobility grants between the staff of the different functional areas and will give priority to those applicants who have never benefit from the programme before or have used it fewer times.

The Commission may decide to call candidates for an interview and/or to conditionally approve applications that are deemed suitable but require additional documentation.

The invitation and/or the request for additional documentation will be sent by e-mail if necessary. Changes in the dates of the mobility action are admissible provided that the content of the activity is not significantly altered; in no case will a higher number of days than that approved by the Commission be funded. It is not possible to use the funds allocated at an institution other than the one indicated in the application.

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\(^6\) 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.

\(^7\) [www.arqus-alliance.eu](http://www.arqus-alliance.eu)
The ranking list of the winners and any eligible candidates will be published at: http://www.unipd.it/erasmus-staff by 21 November 2022.

Art 10. 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