

## Erasmus + Key Action 1 STAFF MOBILITY FOR TRAINING

### Call for applications

Mobility grants for training periods abroad for  
technical/administrative staff

### Academic Year 2024/25

1<sup>st</sup> Call for Mobility from 1<sup>st</sup> May 2024 to 31<sup>st</sup> January 2025

*Application Submission Deadline:*

***Thursday 21<sup>st</sup> March 2024 at 13:00***

2<sup>nd</sup> Call for Mobility from 1<sup>st</sup> November 2024 to 31<sup>st</sup> July 2025

*Application Submission Deadline:*

***Monday 30<sup>th</sup> September 2024 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 Erasmus+ Programme <sup>1</sup>.

## 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 interest<sup>2</sup> present in one of the countries participating in the Programme.<sup>3</sup>

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-term<sup>4</sup> 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 Proposals, training mobility may be funded for between 2 and 5 days (excluding travel).

Mobility of longer duration (up to a maximum of 12 days excluding travel) 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 5. Mobility Period

The eligible period for the mobility regulated by this Call begins on May 1, 2024 and ends on July 31, 2025. The first call is for activities to be carried out during the period from May 1, 2024 to January 31, 2025; the second call is for activities, from the period starting on November 1, 2024, to be carried out no later than July 31, 2025.

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

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

<sup>3</sup> 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.

<sup>4</sup> 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 2024/2025, the Erasmus+ National Agency Indire has made available to the University of Padova a total contribution of € 34.528. 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 accommodation expenses** is calculated by multiplying the number of days spent abroad (1st to 5th day plus any 2 additional days for travel) by the daily unit subsidy applicable to the country of destination (there are 3 groups of countries).

The value recognized to the participant is obtained by adding the amounts provided in the community tables as a contribution for travel and individual support.

## Art 7. Contribution disbursement methods

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 8. 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/re/lin](http://www.unipd.it/re/lin) by the following deadlines:

1<sup>st</sup> call – Mobility from May 1, 2024 to January 31, 2024: **Thursday March 21, 2024 at 13:00**

2<sup>nd</sup> call – Mobility from November 1, 2024 to July 31, 2024: Monday **September 30, 2024 at 13:00** (The online form will be available by September 2 2024)

Each candidate may submit only one application for each 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<sup>5</sup>, highlighting how the structure and the University will benefit from the mobility
3. A European **CV**
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.

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<sup>5</sup> For central administration staff, the head of the structure is the area manager (Dirigente)

## 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"<sup>6</sup> also signed by the contact person of the host institution/company: max 10 points
- Work activity related to the internationalisation of teaching: max 5 points
- Mobility project linked to the aims and objectives of the Arqus Alliance<sup>7</sup>: max 15 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 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 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 benefited 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.

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.

The convocation and/or request for additional documentation will be sent by e-mail if necessary. 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> **by Friday 5<sup>th</sup> April 2024 for the first call and by Tuesday 15<sup>th</sup> October 2024 for the second call.**

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<sup>6</sup> 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.

<sup>7</sup> [www.arqus-alliance.eu](http://www.arqus-alliance.eu)

## 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

La Responsabile del procedimento amministrativo Dott.ssa Alessandra Gallerano	La Dirigente Dott.ssa Dora Maria Cornelia Longoni	Il Direttore Generale Ing. Alberto Scuttari
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