



ERASMUS+ HIGHER EDUCATION MOBILITY

Call for applications for Staff mobility for teaching and training

2017-18 academic year

Art. 1 Purpose of the call and general regulations

1. This call regulates the application procedure staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **University of Modena and Reggio Emilia**, Italy and **Universidade Federal de Viçosa**, Brazil.

Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.

2. The present Erasmus+ International Credit Mobility project between **University of University of Modena and Reggio Emilia** and **Universidade Federal de Viçosa, Brazil** lasts from July 2017 to July 31, 2019.

Art. 2 Mobility types and available places

Under this call for applications the following places are available for prospective candidates from the Universidade Federal de Viçosa

- *STAFF FOR TEACHING (academic staff): 1 place* 7 days (+ 2 days of travel)*
 - *STAFF FOR TRAINING (administrative staff): 1 place* 7 days (+ 2 days of travel)*
- For staff mobility, the period will be agreed by mutual institutions from June 2018 to July 2019.

Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be *enrolled/employed* at *Universidade Federal de Viçosa, Brazil* at the moment of application and for the whole duration of the mobility.

3.2 Language proficiency

Applicants for staff mobility for teaching are required to be proficient *in English or Italian at level C1* of the CEFR or equivalent. Applicants could provide certifications or self-certifications of the required level.

Applicants for staff mobility for training are required to be proficient *in English or Italian at level B2* of the CEFR or equivalent. Applicants could provide certifications or self-certifications of the required level.

3.3 In/compatibility

- Selected beneficiaries **will not be allowed to benefit from any other grant provided by the European Commission for mobility for study / for teaching /training for the same period;**
- Selected beneficiaries **will not be allowed to benefit from any other grant provided by other entities (including Home institution)** for the mobility period;
- Beneficiaries must carry out their mobility activities in a country different from the country of residence (for staff);
- Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

3.4 Ineligibility

- If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

Art. 4 Activities

Mobility for teaching and training:

Erasmus+ grants for teaching are awarded to Universidade Federal de Viçosa teaching staff for a period of teaching in the University of Modena and Reggio Emilia.

Erasmus+ grants for training are awarded to Universidade Federal de Viçosa administrative staff for a period of training in the University of Modena and Reggio Emilia.

Art. 5 Grants

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility.

They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Staff (faculty and administrative)	140€ per day (7 days plus 2 days for travel)
TRAVEL	
Staff (faculty and administrative)	Travel costs will be covered by the project (up to the amounts depending on the distance bands provided by the project, in this case 1100 Euro/person. Changes or higher travel costs will be borne by the candidate)

5.2 The mobility period must be carried out continuously and it must not be split into different periods.

5.3 Special needs support

Extra financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. The contribution will be awarded to beneficiaries with special needs upon request by the Coordinating institution and approval from the Erasmus+ Italian National Agency.

5.4 Incentives:

Support in visa application, housing, accommodation will be supplied by UNIMORE – International Welcome Desk and by Universidade Federal de Viçosa – Office of International Affairs, as requested by outgoing beneficiaries.

Art. 6 Admission procedure

6.1 Application

- Prospective applicants **for staff mobility** should submit their **application documents** (6.2) via e-mail to the address dri@ufv.br **from 24 to 27/04/2018**. The head of the message must have the following format: '**Application to Erasmus+ UNIMORE-UFV**'. Any application received after the deadline will not be accepted;
- **A confirmation e-mail will be sent after the application has successfully been submitted;**
- The official language of the application is *English*. At the time of application official documents may be submitted in original language but they must be accompanied by an English translation. At this stage non certified translations are accepted. In case you are selected you may have to provide certified translations of all relevant documents.

6.2 Required Documentation

Candidates must provide the following documents:

1. Copy of a valid ID card or passport;
2. Copy of a residence document
3. Copy of a proof of employment at Universidade Federal de Viçosa (E.g. certificate issued by the Home University stating he/she is Academic/Administrative staff employed at the University);
4. Work Plan in English, signed by the applicant and by the head of the section where the applicant works;
5. Curriculum Vitae (max. 2 pages) in English including extracurricular activities (courses, seminars, conferences, published researches etc.) and professional experience related to the fields of knowledge of the course;
6. Motivation letter (max. 2 pages) *in English* explaining the background of the candidate and the reasons for applying to the programme;
7. Document (may be e-mail) from Italian partner indicating that the partner is aware of the plans of the candidate and is prepared to receive the candidate during the defined period;
8. One letter of recommendation (max. 1 page) written by academics, researchers and/or by professionals who have participated in the candidate's academic or professional training, complete with their email and phone numbers, and at least another referee's contact details (if relevant).

Art. 7 Selection process

7.1 The Selection process includes the following steps:

- a. Eligibility check by Universidade Federal de Viçosa;
- b. Evaluation and selection process by Universidade Federal de Viçosa Selection Committee to make selected staff list to be communicated to the University of Modena and Reggio Emilia

The Universidade Federal de Viçosa will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates. Only valid and eligible applications will be evaluated and ranked

by Universidade Federal de Viçosa Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

<i>Type of Mobility/Criteria (0-100 points)</i>	<i>Language skills</i>	<i>CV with Experience in teaching to foreigners</i>	<i>Work plan (syllabus and course contents)</i>	<i>Motivation</i>	<i>Minimum score required</i>
Academic staff	Max 25 points	Max 20 points	Max 30 points	Max 25 points	80 points

<i>Type of Mobility/Criteria (0-100 points)</i>	<i>Language skills</i>	<i>CV with work experience in general and with Italian universities</i>	<i>Work plan</i>	<i>Motivation</i>	<i>Minimum score required</i>
Administrative staff	Max. 25 points	Max. 35 points	Max. 20 points	Max. 20 points	70 points

7.2 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.3 The Universidade Federal de Viçosa may decide to invite the candidates whose average score is above the threshold for an interview, either face-to-face or via Skype.

7.4 At the end of the selection procedure the Universidade Federal de Viçosa Selection Committee will define a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom may be awarded a grant in case of withdrawal/drop-out of selected students or if additional funding is available.

7.5 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded. The final list will be also published on the UFV Office of International Affairs website for transparency reasons.

7.6 Selected candidates will receive a scholarship offer and are required to accept or reject it in written **within 24 hours** For every selected candidate not accepting the grant within the deadline, the Univerisdade Federal de Viçosa will nominate a candidate from the reserve list.

7.7 Appeal Procedure

- **Rejected applicants for student mobility** who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to dri@ufv.br not later than 24 hours since the rejection notice, explaining their reasons.
- Complaints from applicants who have failed to satisfy all of the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committee has not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

Art. 8 Data protection

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data".