

Erasmus+ Staff Mobility for Teaching 2018/19

Guidelines to applicants:

Erasmus+ Staff Mobility for Teaching may be carried out by all Academic staff at the University Fan S. Noli.

The mobility for teaching must be carried out at a Higher Education Institute that is a holder of an Erasmus University Charter and with which UNIKO has signed an inter-institutional agreement in the specific area of teaching or any public or private organisation active in the labour market or in the fields of education, training and youth.

Prospective candidates are advised to consult the list of placements that has been drawn up according to the inter-institutional agreements that UNIKO has signed with European partners for the academic year 2018-19.

Applicants are advised to schedule their mobility activities between the 15 October 2018 and the 30 September 2019.

Mobility activities taking place before or after these dates cannot be considered as eligible and will not be considered in the selection process.

The following documents are required in order to apply:

- Application Form
- Official invitation letter from the hosting Institution confirming the dates of the mobility period and the number of teaching hours.

• **Staff Mobility for Teaching - Mobility Agreement** to be delivered abroad. The Mobility Agreement must be endorsed by both institutions.

When filling out the application form, academic staff are advised to read the information below, regarding the Duration of Mobility and the Eligible Activities Abroad

Applicants must submit one original application form at the following address:

Erasmus+ Coordinator Office,
Rektorati,
Universiteti Fan S. Noli.

Incomplete application forms will not be accepted.

Late applications will not be considered.

All applicants will receive a receipt when submitting their application.

Pre-requisites of participation

Erasmus+ Teaching Mobility for may be carried out by all resident academic teaching staff at UNIKO, regardless of nationality. The sending and receiving organisations, must have agreed in advance on the program of the activities to be delivered by the visiting teachers (teaching program) - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target teaching outcomes for the teaching period abroad, specify the formal recognition provisions and list the rights and obligations of each party.

Duration of mobility:

The eligibility period of the Erasmus+ Mobility for Teaching will be between the 15 October 2018 and 30 September 2019.

The minimum duration for an Erasmus+ Mobility for Teaching is of 2 working days and the maximum duration is that of 2 months. In all cases, a teaching activity has to comprise a minimum of 8 hours teaching per week (or any lower period of stay). If the teaching activity is combined with a training

activity during a single period abroad involving the development of pedagogical skills and/or the development of curriculum content (study units or programmes), the number of hours of teaching per week is reduced to 4 hours.

The individual support (subsistence allowance) will cover up to one day prior to the start of your Staff Mobility and up to one day after the end of your mobility period.

Eligible activities abroad:

The home and the host institution shall ensure that the visiting lecturer's contributions will be an integral part of a diploma programme of the host institution.

Priority should be given to mobility activities which will also

- lead to the production of new teaching material
- be used to consolidate and extend links between Departments and Faculties to prepare future co-operation projects.

Venue of the Activity:

Staff must carry out their mobility activity in any programme country different from the country of the sending organisations and country of residence.

Financial rules for Mobility for teaching:

All selected Erasmus+ beneficiaries will receive a grant through the Erasmus+ Coordinator Office, which will partially cover the expenses incurred abroad. Members of the Academic body selected to undertake Erasmus Staff Mobility for Teaching must contact the Erasmus+ Coordinator Office. Two months prior to the mobility beneficiaries are requested to submit the documentation requested by the International Office.

Selected applicants are eligible to receive funds to partially support their visit. Funds eligible for Erasmus+ Staff Mobility for Teaching are made up of two components; Travel contribution and Individual support (Subsistence).

Travel Contribution

Travel contribution is calculated using a Travel distance calculator supported up by the European Commission. Distance is calculated between start and end location of the mobility in straight lines from one location to another. Beneficiaries will be requested to present a copy of their flight tickets prior to departure.

The grants will be issued as follows:

Travel Distance

Amount

Between 100 and 499KM

180 EUR per participant

Between 500 and 1999KM

275 EUR per participant

Between 2000 and 2999KM

360 EUR per participant

Between 3000 and 3999KM

530 EUR per participant

Between 4000 and 7999KM

820 EUR per participant

8000KM or more

1100 EUR per participant

Beneficiaries proceeding on Staff Mobility for Teaching should submit a copy of the certificate of attendance which includes the start and end date of the mobility together with the number of teaching hours and the participant's report once they complete their mobility. Kindly note that the individual support (subsistence allowance) will only cover up to one day prior to the start of your Training Staff

mobility and up to one day after the end of your mobility period. If travel takes place before or after the allowed margin of one day before and after the actual mobility period, the Individual Support will be eligible only from the first day of the mobility itself.

Individual Support (subsistence)

Costs directly linked to the subsistence of participants during the mobility will depend on the destination of the mobility. Individual Support (Subsistence) is calculated using the daily minimum-maximum guide rate issued by the European Commission as per Erasmus+ Programme Guide.

Beneficiaries are kindly reminded that same costs funded through other European Community programmes or other funds cannot be claimed twice.

Travel arrangements not directly related to the Erasmus+ Staff mobility for teaching such as travel to other conferences or any other visits before/after the Erasmus+ mobility will not be considered eligible. If the number of applications received exceeds the funding available, the Erasmus+ Staff Grant Allocation Committee reserves the right to limit the funding to 7 days including travel for each beneficiary.

Further Information

If you require any further information please contact us at:

Erasmus+Coordinator Office

Rektorati

Universiteti Fan S. Noli

Telephone number: +355 822 42230

E-mail: acerava@gmail.com