

Erasmus+ Staff Mobility for Training 2018/19

Guidelines to applicants:

Erasmus+ Staff Mobility for Training may be carried out by all Academic Supporting/Administrative staff at UNIKO.

The staff training must be carried out at a Higher Education Institute that is a holder of an Erasmus University Charter or any public or private organisation active in the labour market or in the fields of education, training and youth.

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.

In order to apply, Academic Supporting/Administrative staff are required to download and fill in the application form which must be signed by the Head of Department/Dean/Director.

The following documents are required in order to apply:

- Application Form.
- Official invitation letter from the host institution confirming the dates of the mobility period.
- **Staff Mobility for Training - Mobility agreement** to be carried out abroad. (The agreement must be endorsed by both institutions).

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

You can also search for a staff week which might be of interest to you.

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

Eligible applicants, regardless of nationality, must hold an employment contract with UNIKO.

The sending and receiving organisations, together with the staff, must have agreed on the activities to be undertaken by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning 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+ Staff Training mobility will be between the 15 October 2018 and 30 September 2019.

The minimum duration for an Erasmus+ Staff Training mobility is of 2 working days and the maximum duration is that of 2 months.

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 partner institutions must agree in advance on the mobility agreement to be achieved by the visiting staff. Staff mobility training periods support the professional development of HEI non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/ observation/ periods/ training at a partner HEI.

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 training:

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

Selected applicants are eligible to receive funds to partially support their visit. Funds eligible for Erasmus+ Staff Mobility for Training 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 Training should submit a copy of the certificate of attendance which includes the start and end date of the mobility 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 training such as travel to conferences or any other visits before/after the Erasmus+ mobility will not be considered eligible.

Further Information

If you require any further information please contact us at:

Erasmus+ Coordinator Office,
Rektorati
Universiteti Fan S. Noli
Telephone number: +355 822 42033
E-mail: acerava@gmail.com