

## ERASMUS+ PROGRAMME KEY ACTION 1 (KA1) - HIGHER EDUCATION STAFF MOBILITY

Call for applications for the award of grants for teaching  
and training mobility with institutions in Partner Countries  
- KA171

Academic Years 2023/2024, 2024/2025 and 2025/2026  
Mobility period from 01 August 2023 to 31 July 2026

1<sup>st</sup> call for mobility from 01 June 2024 to 31 July 2025

*Deadline for submission of applications:*

*Thursday 28 March 2024, 1:00pm*

2<sup>nd</sup> call for mobility from 01 August 2025 to 31 July 2026

*Deadline for submission of applications:*

*Thursday 31 October 2024, 1:00pm*

3<sup>rd</sup> call for residual grants - if any - to be used by 31 July 2026

*Deadline for submission of applications:*

*Thursday 27 March 2025, 1:00 pm*



Erasmus+



Istituto Nazionale di Documentazione,  
Innovazione e Ricerca Educativa



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## Art. 1 Introduction

Erasmus+ 2021-27 is the EU programme for education, training, youth and sport. The general objective of the programme is to support, through lifelong learning, the educational, professional and personal development of people, thereby contributing to sustainable growth, social cohesion, driving innovation and digitisation, and to strengthening European identity and active citizenship.

## Art. 2 Objectives of the call for applications

This call for applications regulates **Erasmus+ Mobility** activities for the **purposes of teaching and training** with Partner Countries in relation to mobility exchanges already selected and funded by the European Commission.

Professors from the University of Padua, recipients of the community contribution for a specific flow, act as coordinators for the types of personnel mobility specified in the inter-institutional agreement signed between universities: teaching/training period at the Partner Country's institution and/or invitation to Padua for teaching/training of personnel from the same institution. The complete list of available locations related to the KA171 contract for the 2023 academic triennium (2023/2026) can be found at <https://www.unipd.it/en/erasmus-staff-mobility-teaching>.

The same page also provides information on any remaining scholarships related to the KA171 contract for the 2022 academic triennium (2022/2025) for which one can apply according to the procedures outlined in this Call (see the final part of Article 8).

Further details, explanations and practicalities on the call for applications are available in the Appendix, which is an integral part of this call.

## Art. 3 Recipients

### Outgoing mobility

This call for applications is addressed both to the University's teaching staff, including contract professors, to teach in institutions in Partner Countries, and to all staff - including non-teaching staff and Linguistic Experts and Assistants - in the case of training mobility (Outgoing Mobility).

Please note: lecturers on sabbatical leave and retired lecturers may not participate in the call for applications. In the case of researchers recruited with PNRR/PON funds, it is important to verify whether or not the funds in question cover international mobility. If so, those researchers are not eligible to apply to this Call, due to the prohibition of double funding for the same activities.

### Incoming mobility

This call for applications is addressed both to teaching staff of Partner Universities to deliver teaching activities in Padua, and to all staff - including non-teaching staff - invited to Padua for training (Incoming Mobility).

## Art. 4. Types of mobility and requirements

The following types of mobility are eligible for funding: a) Outgoing, i.e. mobility aimed at teaching/training activities from staff in institutions in Partner Countries; b) Incoming, i.e. mobility to host staff in Padua who come from institutions in Partner Countries for teaching/training.

### Duration of activity

The minimum mobility duration is 5 consecutive days, including travel; the maximum eligible period may not exceed 2 months (60 days excluding travel).

To be eligible for funding, at least 8 hours of teaching are required for periods of up to 7 days. In the case of combined teaching/training mobility, the minimum number of teaching hours is halved (at least 4 hours of teaching for periods of up to 7 days - see Appendix art. 4).

### Blended mobility

The “**blended**” mobility, introduced by the European Commission to facilitate exchanges during the pandemic emergency, is acknowledged as a regular modality in this Call for Applications (see Appendix art. 6). This type of mobility allows participants to plan, during the application phase, teaching and/or training in separate phases: activities in the first phase conducted remotely must be completed by the Program deadline, followed by an in-person period abroad, more or less contiguous.

Only if conditions for safely completing the planned mobility are not met, an entire period of virtual mobility at "zero cost" will be considered eligible. The financial contribution will be granted only for the actual days of in-person mobility, following the procedures outlined in Article 7.

### Art. 5 Duration of the mobility period

The eligible period for the mobility regulated by this call for applications starts on 1 June 2023 and ends on 31 July 2026.

- The first call is for activities from 1 June 2024 to 31 July 2025
- The second call is for activities from 1 August 2025 to 31 July 2026.
- The third call is for residual grants - if any – and for activities to be concluded by 31 July 2026.

It should be noted that all mobility activities approved under this call for applications can only be carried out once the inter-institutional agreement between the Universities involved has been signed.

### Art. 6 Financial contributions

With the 2023 financial agreement, the Italian Erasmus+ National Agency has granted the University of Padua a total contribution of EUR 100.466.00 euro for teacher and staff mobility for a period of 36 months and, therefore, for the academic years 2023/2024, 2024/2025 and 2025/2026 (see Appendix, art. 1).

The mobility contribution depends on the cost of living in the country of destination, on the distance between Padua and the Partner University, and on the duration of the mobility. Within the limits of the budget per country, as described in article 1 in the Appendix, the grant awarded to the participant is calculated adding the fixed amounts foreseen in the EU tables, such as contribution for travel and individual support (see Appendix, art. 2).

### Art. 7 Payment of contributions

For outgoing mobility, the contribution is awarded under a mission regime: travel, board and accommodation costs must be documented and will be reimbursed on the basis of the expenses actually incurred (if higher than the EU grant, the part exceeding the mission costs will be borne by the individual lecturer, if lower, the reimbursement of the mission costs will be limited to the expenses incurred - see Appendix art. 3). The total contribution calculated using the EU tables represents only the maximum reimbursable cost from EU funds. For mobility to non-EU Partner Countries no form of co-financing is provided by the University.

For incoming mobility, the contribution to staff of Partner Universities is paid as a grant if the individual holds foreign citizenship (Italian Revenue Agency Resolution 109/E/209 of 23 April 2009). In the case of Italian citizens residing abroad, this will be an analytical reimbursement of expenses within the limits of the contribution granted in accordance with the procedures set out in circular 20 September 2013 ref. no. 81162). This procedure applies to in person and blended mobility for reimbursement of the actual days spent abroad.

### Art. 8 Submission of applications

#### 1<sup>st</sup> Call - Mobility from 01 June 2024 to 31 July 2025

The application must always be filled in by the lecturer in Padua using the ONLINE FORM, which will be available until **Thursday 28 March 2024** - 1:00pm. This first call also allocates, with the current deadlines and

procedures, any remaining scholarships from the KA171 project of 2022, expiring on 31/07/2025, and referring to the academic triennium 2022/2025.

### 2<sup>nd</sup> Call - Mobility from 01 August 2025 to 31 July 2026

The ONLINE FORM will be available from Tuesday 1 October 2024 until Thursday 31 October 2024 - 1:00pm. This second call also allocates, with the current deadlines and procedures, any remaining scholarships from the KA171 project of 2022, expiring on 31/07/2025, and referring to the academic triennium 2022/2025.

### 3<sup>rd</sup> Call – For residual grants to be used by 31 July 2026

The ONLINE FORM will be available from Monday 3 March 2025 until Thursday 27 March 2025 - 1:00pm. This third call for remaining scholarships merges into the first call of the 2025 call related to the KA171 contract of 2024 and referring to the academic triennium 2024/2027.

All teaching staff will be informed via email before the opening of the calls.

### Forms

When applying Staff Mobility for Teaching in a Partner Country, the documents marked with letter D available on the University's website <https://www.unipd.it/en/erasmus-staff-mobility-teaching>, must be attached, under condition of ineligibility:

1. **Mobility Agreement**” completed in all its parts, concerning to the teaching activity to be carried out abroad, duly signed and stamped by the host institution and the participant;
2. **Approval** for teaching activities abroad issued by the Head of Department (the approval applies to all the categories of participating lecturers);
3. **Self-certification** regarding the teaching assignment for the academic year outlined in this call for applications, in the case of contract professors; if the contract professor is a self-employed professional with a VAT number, this must be reported in advance in the self-certification. The mobility period and the assignment must fall within the same academic year among those envisaged in this call for applications.

When applying for Training Activities in a Partner Country, the documents marked with letter E available on the University's website <https://www.unipd.it/en/erasmus-staff-mobility-teaching>, must be attached, under condition of ineligibility:

1. **“Mobility Agreement”** completed in all its parts concerning the training activity to be carried out abroad, duly signed and stamped by the host institution;
2. for linguistic experts, assistants and non-teaching staff at the University of Padua, their own **letter of motivation**, and a **letter of support** from the departmental Erasmus coordinator countersigned by the head of the relevant structure;
3. for teaching staff at the University of Padua, **approval** for training activities abroad issued by the Head of Department (the approval applies to all the categories of participating lecturers);
4. **self-certification** regarding the teaching assignment for the academic year outlined in this call for applications, in the case of contract professors; if the contract professor is a self-employed professional with a VAT number, this must be reported in advance in the self-certification. The mobility period and the assignment must fall within the same academic year among those envisaged in this call for applications.

When applying for hosting teaching staff from a Partner Country institution for teaching activities at the University of Padua, the documents marked with letter F available on the University's website <https://www.unipd.it/en/erasmus-staff-mobility-teaching>, must be attached, under condition of ineligibility:

- 1 “Mobility Agreement” completed in all its parts concerning the teaching activity to be carried out in Padua, duly signed and stamped by the invited staff and by the Institution in the Partner Country-

When applying for hosting teaching and/or non-teaching staff for training activities at the University of Padua, the documents marked with letter G available on the University's website <https://www.unipd.it/en/erasmus-staff-mobility-teaching> must be attached, under condition of ineligibility:

- 1 the "Mobility Agreement" completed in all its parts concerning the training activity to be carried out in Padua, duly signed and stamped by the invited staff and by the Institution in the Partner Country.

The submission of incomplete documentation (for example, if the Mobility Agreement has not been stamped and/or signed by the host University or by the foreign University and/or if it is missing the signature of the lecturer or of the guest invited to teach/train) **will result in the automatic rejection of the application** (see Appendix, art. 6).

### **Art. 9 Selection methods and criteria**

Applications will be selected by a special Committee, appointed by Decree of the Rector, on the basis of the following criteria:

- ♦ the importance of the teaching/training project, also considering the proposed venue;
- ♦ mobility activities that lead to the production of new teaching or research material and/or the development of new skills;
- ♦ mobility activities that consolidate and extend relations between institutes, departments and schools and prepare the ground for other cooperation projects.

In the selection phase, priority will be given to personnel from the disciplinary division indicated in the inter-institutional agreement signed with the Partner University. Except in case of residual grant, it's necessary to receive approval of the application by the exchange coordinator in advance (see exchange list art. 2). For exchanges with more than one outgoing and/or incoming mobility flows, the National Agency recommends *not* having the same staff participate.

The Committee reserves the right to exclude candidates who, in previous call for applications: withdrew without justification, or did not submit the documents within the deadlines specified by the contract signed before their departure and those foreseen for submitting the final report in the EU database.

### **Art. 10 Selection results**

The selection results will be communicated via email to candidates, and published on the webpages listed above by Friday 31 May 2024 for the first call, by Wednesday 18 December 2024 for the second call, and by Friday 30 May 2025 for the third call. In case of requests to review the selection minutes, please contact the International Relations Division - see references in the article "Person in charge of the administrative procedure and information".

Please note: the actual realization of the mobility will always be subject to an assessment of safety conditions in the destination countries, based on the indications of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national provisions.

### **Art. 11 Person in charge of the administrative procedure and contact information**

The Person in charge of the Administrative Procedure is Alessandra Gallerano, Director of the Projects & Mobility Office.

For further information, please contact the Projects and Mobility Office ([international.projects@unipd.it](mailto:international.projects@unipd.it) - tel. 049 8277471).

Padua, date of registration

**Rector**  
**Prof. Daniela Mapelli**

Digitally signed pursuant to Italian Legislative Decree 82/2005

APPENDIX - DETAILS AND OPERATING PROCEDURES

Art. 1	The National Agency, in approving the funding, recognises a set budget for each country distributed between “incoming” and “outgoing” mobility and by type of beneficiary students (SMS and SMP) and staff (STA and/or STT). The budget allocated to each country, calculated for each approved activity on the basis of the number of recognised mobility days and the number of beneficiaries, is restricted; the amount allocated to a given country cannot be transferred to other countries; it is only possible to shuffle the number of days and/or the number of participants within the same activity (SMS, SMP, STA and STT) and/or between different activities.		
Art. 2	The final contribution is the sum of the travel contribution (calculated on the basis of unit cost tables by distance zones between Padua and the destination/origin) and the individual support for the stay differentiated between Italy for “incoming” and the rest of the world for “outgoing” and on the basis of the length of the stay (for each group, daily allowances up to the 14th day, and daily allowances from the 15th to the 60th day calculated as 70% of the allowances granted up to the 14th day).		
	AMOUNTS PROVIDED BY THE EU TABLE FOR KA171	Admissible daily allowance up to day 14	Admissible daily allowance from day 15 to day 60
OUTGOING	From Italy to Partner Country	€ 180.00	€ 126.00
INCOMING	From Partner Country to Italy	€ 160.00	€ 112.00

**Travel contribution**

The maximum contribution for travel, as provided by the Programme Guide, is calculated on the pay basis of unit cost tables for distance zones. The kilometre band refers to a single leg of the journey, while the corresponding fare covers both the outward and return trip.

Travel distances	Amount for standard travel	Amount for green trip
Between 0 and 99 KM	€ 23.00 per participant	
Between 100 and 499 KM	€ 180.00 per participant	€ 210.00 per participant
Between 500 and 1999 KM	€ 275.00 per participant	€ 320.00 per participant
Between 2000 and 2999 KM	€ 360.00 per participant	€ 410.00 per participant
Between 3000 and 3999 KM	€ 530.00 per participant	€ 610.00 per participant
Between 4000 and 7999 KM	€ 820.00 per participant	
8000 KM or more	€ 1,500.00 per participant	

Art. 3	<p>Article 16, paragraph 5, C) of the University Missions Regulation, in the context of the detailed treatment, grants the reimbursement of documented costs such as expenses incurred for visas, vaccinations, and health insurance (for further specifications regarding the reimbursement of health insurance, see note ref. no. 458557 of 28 October 2019 “Explanations relating to the University Missions Regulation”).</p> <p>As an alternative to the detailed reimbursement, it is possible to opt for “alternative mission treatment” (article 17 of the University Missions Regulation) by adding the cost of the trip and/or transport and the daily allowance (calculated on the number of nights, not days!) provided by the table attached to the University Missions Regulation for the Area in which the destination country is included (Table 2A. “Maximum amounts for alternative treatment abroad” - Decree of the Minister of Foreign Affairs 23 March 2011). These are gross amounts that contribute to the income for the part exceeding EUR 77.47 per day net of travelling expenses. The employee’s income, and more precisely the taxable amount indicated on the payslip on which the income tax is calculated, increases only for the part of the allowance exceeding EUR 77.47 per day; this is the amount taxed, and the employee working away will pay IRPEF tax and regional and municipal surcharges. The alternative mission treatment is the sum of the reimbursement of travelling expenses and the allowance calculated on the number of nights to cover all the costs of the mission; however, any documented costs for swabs, which is a cost not covered by the Regulations in force issued prior to the pandemic, may be reimbursed separately for both reimbursement methods (detailed and alternative), if documented.</p> <p>The total contribution calculated using the EU tables <u>represents exclusively the maximum reimbursable cost from EU funds</u> regardless of the reimbursement method chosen (detailed or alternative “lump sum”). In the case of mobility to non-EU countries, in addition to the travelling expenses and daily allowance, visa, vaccination and health insurance costs may be charged separately, in accordance with the derogation for external funds provided by article 23 of the University Missions Regulation; given that there is no university co-financing envisaged, the only limit is represented by the total value of the EU contribution.</p>		
Art. 4	<p>In order to be eligible for funding, a minimum of 8 hours of teaching must be provided for periods of up to 7 days (including travelling days and/or any public holidays or days before public holidays during the period). 1.5 hours of lessons must be added to the 8 hours provided for up to 7 days for each additional day, from the 8th day onwards (including travelling days and/or any public holidays or days before public holidays during the period). In the case of “combined” mobility (teaching/training), the minimum number of teaching hours is halved (4 hours of teaching for periods of up to 7 days).</p>		
	TOTAL DURATION OF MISSION IN DAYS (INCLUDING TRAVELLING DAYS, PUBLIC HOLIDAYS AND/OR DAYS BEFORE PUBLIC HOLIDAYS)	NUMBER OF TEACHING HOURS TO BE PROVIDED STA	NUMBER OF TEACHING HOURS TO BE PROVIDED STA COMBINED
	5	8	4
	6	8	4
	7	8	4
	8	10	5

9	11	6
10	13	7
11	14	7
12	16	8
13	16	8
14	16	8
Between 15 and 19 days	1.5 hours to add for each day	No. of hours equal to half rounded up
For 20 and 21 days	24	12
Art. 5	<p><i>The mobility period may also be planned as a “blended” modality: the period of virtual activity must be followed by a physical mobility period with the presence of the participant. The “blended” activity must take place within the end of the contractual period (art. 5 of the Call for Applications) and should comply with the minimum duration established by the Programme Guide (art. 4 of the Call for Applications).</i></p> <p><i>In terms of funding, during the “virtual” mobility period, the participant will not receive any contribution for individual support and travel - zero cost. Only if the participant completes the mobility in person, will he/she receive the corresponding unit contribution for the actual number of days of mobility carried out in person.</i></p>	
Art. 6	<p>Original signatures are not compulsory on the Mobility Agreement: scanned copies and electronic signatures are accepted (even through the Erasmus Without Paper network), as provided for by Italian national legislation or the Regulation of the Institution (Rector’s Decree Rep. no. 2968/2020 - Ref. no. 0388722 of 14 September 2020).</p> <p>If the grant announced herein is allocated, the digital signature is the manner in which the Grant Agreement is signed by the University of Padua and its beneficiary staff (decree ref. 2968/2020 ref. no. 0388722 of 14 September 2020).</p>	