



## ERASMUS+ HIGHER EDUCATION MOBILITY

### Call for applications for Staff mobility for teaching and training

2021-22 academic year

#### **Art. 1 Purpose of the call and general regulations**

1. This call regulates the application procedure for staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **University of Messina, Italy** and **Hanoi University of Home Affairs (Vietnam)**.  
Erasmus+ is the EU programme for education, training, youth and sport covering the period 2014-2020. It offers a wide range of opportunities for staff to teach and train abroad.
2. The present Erasmus+ International Credit Mobility project between **University of Messina, and Hanoi University of Home Affairs** lasts 36 months, from June 1, 2019 to July 31, 2022.

#### **Art. 2 Mobility types and available places**

Under this call for applications the following places are available for prospective candidates from the Hanoi University of Home Affairs:

- a. *STAFF FOR TRAINING: 1 place* (1 person \* 7 days (+ 2 travel days))
- b. *STAFF FOR TEACHING: 1 place* (1 person \* 7 days (+ 2 travel days))

The present call for applications provides mobility grants for 2021-2022 academic year.

The mobilities of staff can be carried out between November 2021 until 31/07/2022;

#### **Art. 3 Admission requirements**

3.1 In order to apply prospective candidates must be *employed* at *Hanoi University of Home Affairs* at the moment of application and for the whole duration of the mobility.

3.2 Language proficiency

Applicants for staff mobility are required to be proficient *in English or in Italian at level B2* of the CEFR or equivalent respectively.

Applicants for training staff mobility are required to:

- Obtain a bachelor' degree in foreign language studies or international studies;
- Have previous experience working in international context;
- Have previous experience working with international organizations;
- Be able to coordinate and execute projects.

Applicants for teaching staff mobility are required to:

- Obtain a doctoral degree;
- Have at least 10 years' experience teaching at higher educational institutions;
- Have previous experience in leading research projects and supervise master's thesis;
- Have international publications.

### 3.3 Approved mobility programme

Applicants for staff mobility are required to prepare tentative mobility programme for their exchange periods at the receiving institution prior to the application. Only applicants whose mobility programmes are approved by the receiving institution are eligible in the selection process.

### 3.4 In/compatibility

- Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission *for mobility 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.

### 3.5 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.
- Staffs who receive an Erasmus+ grant will fully or partially reimburse the EU grant if they do not comply with the terms of the grant agreement and if they fail to complete the approved programme and submit the final online report, unless they are prevented from completing their planned activities abroad due to a case of force majeure.

## **Art. 4 Activities**

### **Mobility for teaching and training:**

Erasmus+ grants for teaching are awarded to HEI teaching staff for a period of teaching in a partner host university. Teaching assignments can come in various forms and take place as seminars, lectures and tutoring. Actual teaching in this context should require the teacher to be physically present with the students. Although email tutoring or any other forms of distance learning as well as preparation are highly encouraged, they do not count in the minimum number of 8 compulsory hours of teaching per week.

Erasmus+ grants for training support the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution.

## **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
<b>Staff</b>	<b>160€ per day</b> (until the 14th day. 70% from the 15th to the 60th day)*
TRAVEL	
<b>Staff</b>	Travel costs will be covered by the project (up to the amounts defined by the E+ programme on the basis of the distance bands. Changes will not be covered)

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

5.4 Selected candidates accepting the scholarship will sign a scholarship contract listing their duties and responsibilities. They will be required to comply with the local admission requirements and registration procedures at the Host University.

#### 5.5 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.

#### 5.6 Incentives:

For staff going abroad, this mobility will enhance their annual performance assessment

## **Art. 6 Admission procedure**

### 6.1 Application

- Prospective applicants for staff mobility should submit their **application form** and **required documents** (6.2) via e-mail to the address: [icd.huha@gmail.com](mailto:icd.huha@gmail.com) **from 12/11/2021 to 25/11/2021**. 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 or Italian*. At the time of application diplomas, transcripts and other 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 applicants are selected they may have to provide certified translations of all relevant documents.

### 6.2 Required Documentation

*Staff* candidates must provide the following documents:

- Copy of a valid ID card or passport;
- Mobility Programme signed by the applicant and by the E+ Administrative Coordinator and Academic Coordinator;
- 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 courses. Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>

## **Art. 7 Selection process**

7.1 The Selection process includes the following steps:

- a. Eligibility check by the Hanoi University of Home Affairs;
- b. Evaluation process by the Hanoi University of Home Affairs Selection Committee and University of Messina Selection Committee

The *Hanoi University of Home Affairs* 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 the Hanoi University of Home Affairs Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

<b>Type of Mobility / Criteria</b>	<i>Impact of the proposed mobility on consolidation and extension of relations between partner universities</i>	<i>Coherence of the proposed workplan with the specific country-project objectives</i>	<i>Language skills</i>	<i>Motivation</i>	<i>Minimum score required</i>
<i>Staff for Training</i>	<i>Max. 30 points</i>	<i>Max 20 points</i>	<i>Max. 30 points</i>	<i>Max. 20 points</i>	<i>80 points</i>
<b>Type of Mobility / Criteria</b>	<i>Curriculum vitae</i>	<i>Teaching plan</i>	<i>Language skills</i>	<i>Motivation</i>	<i>Minimum score required</i>
<i>Staff for Teaching</i>	<i>Max. 30 points</i>	<i>Max 20 points</i>	<i>Max. 30 points</i>	<i>Max. 20 points</i>	<i>80 points</i>

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

7.4 *The Hanoi University of Home Affairs may decide to invite the candidates whose average score is above the threshold for an interview, either face-to-face or via Skype.*

7.5 At the end of the selection procedure the Hanoi University of Home Affairs Selection Committee will draft 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 staff or if additional funding is available.

7.6 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written **within 48 hours**. For every selected candidate not accepting the grant within the deadline, the **Hanoi University of Home Affairs** will nominate a candidate from the reserve list.

7.8 Appeal Procedure

- **Rejected applicants** 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 ..... not later than **24 hours since receipt of rejection mail**, 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 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data