



## ERASMUS+ PROGRAMME KA107 INTERNATIONAL CREDIT MOBILITY (ICM) CALL FOR APPLICATIONS – TEACHING STAFF MEMBERS

A. Y. 2021/2022  
(R.D. no. 187/2021)

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### Art. 1 – Project objectives

The present call for applications regulates the participation procedures giving access to grants for Erasmus+ teaching staff mobility KA107 (individual support and travel costs). The teaching staff mobility must be carried out at **Università degli Studi di Urbino Carlo Bo (Italy)**.

Both according to the KA107 proposal approved by the Italian National Agency Erasmus+ INDIRE and the total grants given, **no. 2 teaching staff mobilities** can be financed within the academic year 2021/2022. The available grants will be awarded prior to verification of both the application eligibility and the regularity of the submitted documentation, in accordance with the ranking position achieved by the participant.

Teaching staff mobility at Università degli Studi di Urbino Carlo Bo (Uniurb) consists in carrying out **teaching activities** (courses, seminars) and/or **training activities** within the framework of a mobility teaching program agreed with the Partner University. The program aims at enabling teaching staff members to promote exchanges in terms of expertise and knowledge of teaching methods, especially in the field of quantitative methods for economic analysis, and to offer them opportunities for reciprocal exchange and professional development.

### Art. 2 – Admission requirements

2.1 Eligible participants:

- Professors at the Private Institution University "Kyiv School of Economics" (KSE);
- Researchers at the Private Institution University "Kyiv School of Economics" (KSE).

The participant must be covering the above-mentioned positions when submitting the application form and for the whole mobility period.

2.2 The applicant's subject and/or research area must be part of one of the following study fields:

- Economics;
- Mathematics and statistics, with applications to Economics and Finance.

2.3 Moreover, participants:



- must be citizens either of a Programme Country or of a Partner Country;
- must not have their citizenship in the Receiving Country.

### **Art. 3 – Receiving Institution and mobility period<sup>1</sup>**

3.1 Participants can apply for a teaching mobility period at **Università degli Studi di Urbino Carlo Bo**.

3.2 The grant covers mobility periods lasting **from 5 days (minimum duration) to 30 days (maximum duration), plus 2 travel days (round trip)**.

3.3 The mobility program has to comprise:

- at least 8 hours per week both in case of **teaching activity** (courses, seminars) for stays lasting between 5 and 7 days (travel days excluded) and in case of **training activities** and disciplinary studies for stays lasting between 5 and 7 days (travel days excluded) for a minimum of 3 hours per day.

As for stays lasting more than 7 days (travel days excluded), the minimum teaching hours are detailed in the table attached to the present call for applications.

3.4 The teaching activity must be planned in “presence”. If Covid-19 prevention measures and restrictions implemented by both the Receiving Country/Institution and the Sending Country/Institution do not allow the participant to carry out a “physical” mobility, the teaching activity may be performed “virtually”. Possibly, the “virtual” teaching period should be completed in “presence”. If this is not possible, the participant can carry out the entire teaching period “virtually”. Anyway, “virtual” mobilities are not eligible for financing (see art. 9.3).

3.5 The teaching mobility must be carried out **within the 30th of September 2022**.

### **Art. 4 – Application deadline and documentation**

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The candidate must submit the following documents via email to [internationalmobility@uniurb.it](mailto:internationalmobility@uniurb.it) **within May 23 2021 at 12:00 (CET)**.

- a) application form (available at the link [www.uniurb.it/teaching-staff-ka107ukraine](http://www.uniurb.it/teaching-staff-ka107ukraine));
- b) mobility teaching program proposal to be carried out at the Receiving Institution – the teaching program proposal must point out the candidate’s motivation next to the relevance of the teaching activity with the study fields at art. 2.2;
- c) curriculum vitae (European format);
- d) valid ID document/Passport.

### **Art. 5 – Selection criteria**

5.1 A selection committee will draw up a ranking list according to the following evaluation criteria:

1. mobility teaching program proposal to be carried out at the Receiving Institution – the teaching program proposal must point out the candidate’s motivation next to the relevance of the teaching activity with the study fields at art. 2.2;
2. curriculum vitae (European format);
3. prior mobility experience within the study fields at art. 2.2;
4. involvement in teaching/research projects regarding Italy and Ukraine.

5.2 **In case of a tie**, it is privileged the teaching staff member having more academic publications.

<sup>1</sup> The participant may ask for information and support concerning visa procedures and necessary documentation to enter the Receiving Country to Università degli Studi di Urbino Carlo Bo.



5.3 If more than one candidate is eligible within the same study field, it will be privileged the candidate with the highest score in the ranking list, in accordance with the number of mobilities planned in the agreement between the two Partner Institutions and financed by the Italian National Agency Erasmus+ INDIRE.

#### Art. 6 – Grant allocation

6.1 A selection committee is appointed by Rector's Decree upon suggestion of the project scientific representatives, prof. Laura Gardini (Uniurb) and prof. Olesia Verchenko (KSE) and will evaluate the applications submitted by the participants. The selection committee will draw up a ranking list according to the evaluation criteria at art. 5.

The mobilities will be financed in respect of the funding allocated by the Italian National Agency Erasmus+ INDIRE for teaching staff mobility within the framework of the KA107 project between Università degli Studi di Urbino Carlo Bo and the Private Institution University "Kyiv School of Economics" in the academic year 2021/2022.

6.2 Following both the application deadline (see art. 4) and the selection process (see art. 5), the candidates will receive formal notice via email regarding the publication of the ranking list.

#### Art. 7 – Mobility acceptance and necessary documents

The final allocation of the mobility is subject to:

- submission of an invitation letter issued by the Receiving Institution;
- acceptance by the Receiving Institution;
- submission of the Grant Agreement (no. 2 copies, both signed by the participant and sent via regular post or certified e-mail);
- submission of the Mobility Agreement Staff Mobility for Teaching signed by the participant, the Erasmus coordinator at KSE and the Erasmus coordinator at the Receiving Institution (scanned versions of the document are accepted, as also electronic signatures).

The above-mentioned documents must be sent to the Receiving Institution **within 45 days from the beginning of the planned mobility period**. In case of need, the Receiving Institution will agree to the participant an extension of 15 days.

**If the participant does not submit the documents within the deadlines**, the mobility will be re-allocated according to the ranking list.

In addition to the mobility-related documentation above, the participant should provide autonomously to the documents necessary to enter the Receiving Country and will receive assistance/information on how to set up the trip and/or find an accommodation.

#### Art. 8 – Change or withdrawal

8.1 **In case the participant wishes to change the mobility period**, it must be notified to the International Mobility Office of the University of Urbino. The participant must fill in the "request for change" available at the link [www.uniurb.it/teaching-staff-ka107ukraine](http://www.uniurb.it/teaching-staff-ka107ukraine) and send it via email to [internationalmobility@uniurb.it](mailto:internationalmobility@uniurb.it). The "request for change" must state the reason of the change and the amended dates of the mobility period.

8.2 **In case the participant withdraws from the mobility program**, it must be notified to the International Mobility Office of the University of Urbino. The email must state the reason of the withdrawal and must be sent to [internationalmobility@uniurb.it](mailto:internationalmobility@uniurb.it).



## Art. 9 – Eligible costs

9.1 The teaching staff mobility Erasmus grant includes:

- a) travel costs (round trip);
- b) individual support costs (room and board, assurance costs, costs connected to the period of stay of the participant).

9.2 The Italian National Agency Erasmus+ INDIRE fixes the grant support for participants coming to Italy from Ukraine as follows:

<b>Travel costs (round trip)</b>	€ 275,00
<b>Individual support costs*</b>	€ 160,00

**\*Attention** – The individual support is calculated as described below:

- teaching activities lasting no more than 14 days: individual support per day as described in the table above;
- teaching activities lasting between 15 and 30 days: individual support per day is 70% of the amount described in the table above.

9.3 If the participant carries out a “virtual” mobility period from the country of origin, the individual support and travel costs will not be granted. If the participant either carries out a “virtual” mobility period in the Receiving Country or completes the mobility in “presence”, the individual support and travel costs will be granted for the mobility period spent in the Receiving Country.

## Art. 10 – Terms and arrangements of the EU grant payment

10.1 Terms and arrangements of the EU grant payment will be defined in the grant agreement between the University of Urbino Carlo Bo and the participant. The participant shall receive the financial support in a timely manner, in compliance with both the travel and individual support costs fixed by the Italian National Agency Erasmus+ INDIRE and the national regulations of reference (see art. 9.2).

10.2 In order to define the mobility period eligible for the EU grant, the University of Urbino Carlo Bo will take into account both the dates on the grant agreement and the dates on the certificate of stay, plus no. 2 travel days (round trip). The round trip must take place the day before the start of the mobility and the day after the end date of the mobility, as stated in the grant agreement. “Virtual” teaching periods from the country of origin are not eligible for EU grants (see art. 9.3).

## Art. 11 – EU Participant Report Form

The teaching staff member will receive a participant report form via email directly from the Mobility Tool EU Platform at the end of the mobility period. The report form is mandatory and the evaluation/suggestions given by the participant will contribute to the general evaluation of the project by the Italian National Agency Erasmus+ INDIRE. Participants are kindly invited to complete it carefully.

## Art. 12 – Inclusion of participants with special needs

In order to make access to teaching staff mobility as inclusive as possible, the Erasmus+ Programme allocates special funding to disadvantaged categories of participants wishing to take part into a mobility program. The



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candidate must point it out when accepting the mobility grant assigned. The additional support is granted subject to formal request, and subsequent acceptance according to the availability of funds, to the Italian National Agency Erasmus+ INDIRE. Then, the additional grant is calculated in accordance with the real costs regarding the participant's disability supported during the mobility period.

### **Art. 13 – Person in charge of the administrative procedure**

According to the law 7 august 1990, no. 241 and subsequent amendments and additions, the administrative procedure described in the present call for applications is in charge of dr. Simona Di Carlo, Ufficio Mobilità Internazionale – Settore Mobilità Internazionale e Servizi agli Studenti.

The instructions provided in the present call for applications guarantee participants the transparency in the stages of the procedure, in the selection criteria, in the appointment of both the selection committee and the person in charge of the administrative procedure. The instructions provided in the present call for applications are implemented according to the law 7 august 1990, no. 241 and subsequent amendments and additions.

Participants have the right of access to the documents related to the procedure according to the current legislation. The request of access to the documents related to the procedure must be addressed to the Rector and sent to Ufficio Protocollo e Archivio, via Saffi no. 2 - 61029 Urbino (PU) within 7 days (not later than 12 pm) of the ranking list publication on the Official Register of the University of Urbino.

Holder of the substitutive power is Dr. Simona Pigrucci, Head of Settore Mobilità Internazionale e Servizi agli Studenti Via Saffi, 2 - 61029 Urbino (PU); e-mail: [simona.pigrucci@uniurb.it](mailto:simona.pigrucci@uniurb.it).

### **Art. 14 – Protection of personal data**

In compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity of the art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679), according to the art. 13 of the GDPR Regulation – EU 2016/679 and of the law 196/2003 and subsequent amendments and additions, the Offices of the University of Urbino Carlo Bo acting as data controller will collect the personal data submitted by the participants in the application form. In compliance with objectives of the present call for applications, the authorized officers will process and store the data collected both on paper and on digital documents in accordance with the rules concerning the conservation of administrative documentation.

Policy and information are available at the link:

[http://blog.uniurb.it/wp-content/files\\_mf/1540157915Uniurbinformativastudenti.pdf](http://blog.uniurb.it/wp-content/files_mf/1540157915Uniurbinformativastudenti.pdf).

Eng. Mauro Raimondi is in charge of the data protection (RPD), tel. 0722305234 e-mail: [rpd@uniurb.it](mailto:rpd@uniurb.it).

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Urbino, 23 April 2021

THE RECTOR  
F.to Prof. Giorgio Calcagnini



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**ATTACHMENT no. 1**  
**Table Minimum Teaching Hours<sup>2</sup>**

Duration of Mobility Period (days) (Travel excluded)	weeks	extra days	Minimum Teaching Hours EC Rule
5	0	5	8
6	0	6	8
7	1	0	8
8	1	1	9
9	1	2	11
10	1	3	12
11	1	4	14
12	1	5	16
13	1	6	16
14	2	0	16
15	2	1	17
16	2	2	19
17	2	3	20
18	2	4	22
19	2	5	24
20	2	6	24
21	3	0	24
22	3	1	25
23	3	2	27
24	3	3	28
25	3	4	30
26	3	5	32
27	3	6	32
28	4	0	32
29	4	1	33
30	4	2	35

<sup>2</sup> Reference: Italian National Agency Erasmus+ INDIRE, Kick Off Meeting ICM, 22<sup>nd</sup> of October 2020.