Call for Applications – Staff Mobility Opportunity

Host institution: Constantine the Philosopher University in Nitra
Host country: Slovak Republic
Funding type: Erasmus+
Mobilities available: 2 staff mobility for training
Timeframe for mobility: Must be completed before May 31st, 2018
Deadline for application: March 30, 2018

The purpose of this call will be granting 2 places for staff to be occupied by 1 member of administrative staff from the University of Ottawa to Constantine the Philosopher University in Nitra for a period of one week.

ELIGIBILITY REQUIREMENTS:

To participate in this call for mobility, applicants must meet the following requirements:

- Non-teaching staff: be employed as a full-time, regular support staff member of the University of Ottawa.

FUNDING

Staff mobility receive financial assistance to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

a) 840 EUR = 120 EUR/day x 7 days – individual support for subsistence costs i.e. for per diem (meals), accommodation, public transport within Nitra, insurance, etc.

b) 820 EUR – travel support for covering part or total price of round-travel ticket from and back to Canada. 820 EUR is the final sum you get for travel. You are free to buy air ticket by yourself. Please, keep your air ticket & boarding ticket with you so the Partner University can make a copy after arrival.

*Note from Nitra: For both categories of costs (travel and subsistence), the Erasmus+ grant is a maximum and fixed financial contribution to mobility (lump sum), which belongs to you regardless of the amount of the real costs of your mobility. If your real costs (travel or subsistence) are lower than the fixed Erasmus+ grants mentioned in a) and b), the whole Erasmus+ grants belongs to you. If the real costs (travel or subsistence) are higher than the fixed Erasmus+ grants mentioned in a) and b), you cover the remaining expenses from your own financial resources. As written above, Erasmus+ grants (90% of the total amount) will be paid to you upon arrival to our university based on the Erasmus+ financial agreement. I will prepare and send you the E+ financial agreement later (approx 2-3 weeks before your arrival).
HOW TO APPLY

Training or Staff Mobility Grant:

Teaching or non-teaching staff should email their application to Régine Legault-Bouchard at rlegault@uOttawa.ca.

Applications must include:

- CV
- letter of motivation explaining how the mobility opportunity would benefit their current position at uOttawa (optional: include draft mobility plan, identification of a potential host department, learning objectives and potential activities).
- letter of authorization from their supervisor

Deadline for applications: 30 March, 2018

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to Constantine the Philosopher University in Nitra and is based on interinstitutional agreements signed between the University of Ottawa and Constantine the Philosopher University in Nitra in the Slovak Republic.

2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between the University of Ottawa and Constantine the Philosopher University in Nitra for the purposes of this call.

3. All activities included in the Learning or Teaching / Work Agreement between participating universities will be recognized at the home university.

4. As the sending institution, the University is responsible for nominating their selected participants to Constantine the Philosopher University in Nitra.

5. The University of Ottawa shall publish this call on its website as well as the selected candidate of this call, once a selection has been made.

6. Participants must agree to the Mobility Agreements provided by the University of Ottawa and Constantine the Philosopher University in Nitra as well as complete any required steps by these institutions in order to participate in the mobility stay.

7. Once the Acceptance document has been signed, the participant shall be bound to carry out the period of stay granted. Possible resignations submitted by participants will be penalized for future requests for international assistance or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.
EVALUATION

Staff mobility

Non-teaching staff will be evaluated based on the following criteria:

   a. Previous experience / research: 35 points
   b. Level of language: 20 points
   c. Letter of motivation (optional: additional skills, interests, vulnerable socio-economic status, proposed mobility plan, learning objectives, etc.): 45 points

   Note: In the event that there is only one staff member who fulfills the application requirements in the applicable Erasmus+ term and has submitted an acceptable application, no grading will be required and that staff member shall be selected.

The University of Ottawa will select participants and send the list of those selected to the Constantine the Philosopher University in Nitra.