

Call for Applications – Erasmus+ Staff Mobility at Ca' Foscari University of Venice

Host institution: Ca' Foscari University of Venice (<https://www.unive.it/pag/13526>)

Host country: Italy

Funding type: Erasmus+

Mobilities available: 1 staff mobility for training *and* 1 staff mobility for teaching

Specific eligibility requirements: Teaching mobility restricted to the Faculty of Arts, with priority to the department of Classics and Religious Studies.

Timeframe for mobility: For training staff: Before July 31, 2020. For teaching staff: Before July 31, 2022.

Deadline for applications: December 6, 2019

The purpose of this call is to grant 1 staff mobility opportunity for training to be completed before July 31, 2020, *and* 1 staff mobility opportunity for teaching to be completed before July 31, 2022.

Notes for teaching mobility applications:

- The teaching mobilities are reserved for teaching staff from the Faculty of Arts, with priority given to the Department of Classics and Religious Studies.
- There is a minimum of 8 teaching hours per week required for teaching staff.

ELIGIBILITY REQUIREMENTS

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

- For teaching staff: be actively employed by the University of Ottawa for teaching purposes within the **Faculty of Arts** (with priority given to the **Department of Classics and Religious Studies**).
- For non-teaching (training) staff: be actively employed **full-time** at the University of Ottawa and have **completed the probationary period**.

FUNDING

Selected participants will receive **financial assistance** to cover maintenance costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

1. Aid to cover **subsistence expenses**: This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. For Ca' Foscari University of Venice, this equates to **160 EUR per day** for staff. The maximum funding period will be a maximum of 8 days (plus 2 travel days) for non-teaching (training) staff and a maximum of 14 days (plus 2 travel days) for teaching staff.
2. Aid to help cover **travel expenses**. The amount is calculated based on distance bands between the home and host universities. For a mobility between Ottawa and Venice, this amounts to **820 EUR**.

Note: In most cases, selected participants must purchase their flight themselves and will only be reimbursed by the host institution at the beginning of the mobility.

Ca' Foscari University of Venice shall pay the funding outlined above according to the terms agreed upon by the participant and the Ca' Foscari University of Venice as host institution.

HOW TO APPLY

Applications must include:

For training staff

- **CV** in English
- **Letter of motivation** in French or English explaining how the mobility opportunity would benefit their current position at uOttawa as well as their personal and professional development. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- **Letter of support** in English or French from immediate supervisor
- **Draft mobility plan** in English including the identification of a potential host department and possible activities, meetings, etc. to be done during the mobility stay. Please use the template, [Erasmus+ Mobility Plan – Training](#).

For teaching staff

- **CV** in English
- **Letter of motivation** in English or French explaining how the mobility opportunity would benefit their teaching and career at uOttawa as well as any desired outcomes. Any other information the applicant deems pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
- **Letter of support** in English or French from Head of Department/School, Dean or Vice Dean
- **Proposed teaching plan** in English for activities to be completed, including the minimum 8 hours of teaching time per week. This does not have to be traditional teaching time; it could involve guest lectures, small group seminars or facilitating other teaching-related activities. Please use the template, [Erasmus+ Mobility Plan – Teaching](#).

Deadline for applications:

Teaching and non-teaching staff should email their application to Janine Denis Gonzalez at uointl@uOttawa.ca by **11:59 p.m. on December 6, 2019**.

EVALUATION

Teaching and/or non-teaching staff will be evaluated based on the following criteria:

- a. Previous experience / research (CV): *20 points*
- b. Letter of motivation : *40 points*
- c. Proposed mobility / teaching plan: *40 points*

Priority will be given to individuals **who have not yet completed** an Erasmus+ staff mobility stay.

Following the evaluation of applications and selection of a top candidate by an impartial selection committee, the uOttawa International Office will nominate the selected candidate to Ca' Foscari University of Venice for final confirmation. Once Ca' Foscari University of Venice validates the nominated candidate, the uOttawa International Office will communicate the results of the selection process to applicants.

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to Ca' Foscari University of Venice, and is based on interinstitutional agreements signed between the University of Ottawa and Ca' Foscari University of Venice in Italy.
2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between the University of Ottawa and Ca' Foscari University of Venice 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 of Ottawa is responsible for nominating their selected participants to Ca' Foscari University of Venice.
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 Ca' Foscari University of Venice 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.