

Call for Applications – Erasmus+ Staff Mobility at Middle East Technical University (METU)

Host institution: Middle East Technical University (METU)

Host country: Turkey

Funding type: Erasmus+

Mobilities available: 1 staff mobility for teaching

Specific eligibility requirements: Applicants must have a minimum B2 level in English as this is the main teaching language at the host institution.

Timeframe for mobility: Prior to July 31, 2020

Deadline for applications: October 11, 2019

The purpose of this call is to grant one staff mobility for teaching, which must take place prior to July 31, 2020, at Middle East Technical University in Turkey. Note that for teaching mobilities, there is a minimum of 8 teaching hours per week required.

ELIGIBILITY REQUIREMENTS

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

- be employed by the University of Ottawa for teaching and lecturing purposes
- have a minimum B2 level in English as this is the main teaching language at the host institution
- actively work at uOttawa at the time of application

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 METU, this equates to **140 EUR per day** for staff. The maximum funding period for this opportunity is a maximum of **5 days** (plus 2 travel days).
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 Ankara, this amounts to approximately **1500 EUR**.

Note: The selected participant must purchase their flight themselves, as they will only receive the funds listed above in person in Ankara.

METU shall pay the funding outlined above according to the terms agreed upon by the participant and the METU as host institution.

HOW TO APPLY

Applications must include:

1. **CV** in English
2. **Letter of motivation** explaining how the mobility opportunity would benefit your teaching and career at uOttawa as well as any desired outcomes. Any other information you deem pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.).
3. **Letter of support** from Head of Department/School, Dean or Vice Dean
4. Copy of **passport** (required by METU)
5. **Proposed mobility plan in English** for activities to complete during the mobility stay – please use METU's [Mobility Proposal form](#). The plan should include teaching activities to fulfill 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. In the plan, you should also indicate your preferred host department at METU (<https://www.metu.edu.tr/faculties-institutes-schools>).

Note: It is not necessary to have the form signed at this point; the International Office can do this if your application is successful.

Deadline for applications:

Teaching staff must email their complete application by email to Janine Denis Gonzalez at uointl@uOttawa.ca by 11:59 p.m. on **October 11, 2019**.

EVALUATION

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 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 METU's International Cooperations Office, who will then validate the candidate with the academic department concerned for final confirmation. Once the concerned department at METU has validated the nominated candidate, the uOttawa International Office will communicate the results of the selection process to all applicants.

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to METU, and is based on inter-institutional agreements signed between the University of Ottawa and METU.

2. The areas of knowledge of the eligible participants will be those indicated in the inter-institutional agreement signed between the University of Ottawa and METU 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 METU.
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 METU 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.