

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 training

Specific eligibility requirements: The scope of applicants' work must focus primarily on international cooperation, student/staff mobility and/or international student support services.

Timeframe for mobility: June 17 – 21, 2019

Deadline for applications: April 14, 2019

The purpose of this call is to give one administrative staff member of the University of Ottawa the opportunity to participate in the International Staff Week at Middle East Technical University, Turkey from June 17-21.

About METU's International Staff Week

This week-long event focuses on exchanging experiences and sharing best practices in the areas of international cooperation, international mobility and international student support services. For the past 3 editions of the event, METU has welcomed their partners from more than 20 countries, across Europe, the Middle East, Asia, and the Americas.

Details about this year's program will be finalized closer to the event. However, the programs from the previous editions can be viewed below:

- [*Overcoming Challenges in Internationalization: July 9 -13, 2018*](#)
- [*International Week by the International Cooperations Office: July 17-21, 2017*](#)
- [*Forging Ties, Building Bridges: May 1-5, 2017*](#)

Due to the scope of METU's International Staff Week, candidates must work in the fields of international cooperation, student/staff mobility and/or international student support services in order to be eligible to apply.

ELIGIBILITY REQUIREMENTS

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

- be employed as a **full-time, regular support staff member** of the University of Ottawa;
- work primarily in the fields of **international cooperation, student/staff mobility and/or international student support services**;
- not have participated in a previous edition of METU's International Staff Week;
- hold a minimum B2 level in English.

FUNDING

Selected participants will receive **financial assistance** to cover subsistence 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.
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 **1100 EUR**.

Note: selected participants must purchase their flight themselves and will only be reimbursed by METU at the beginning of the mobility.

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

The **maximum funding period** will be a maximum of **5 days** (plus 2 travel days). Therefore, the successful applicant could receive up to **2,080 eur** for this week-long staff mobility stay.

HOW TO APPLY

Applications must include:

- **CV** in English ;
- **Letter of motivation** in English or French explaining what you would be able to contribute to METU's International Staff Week / why you should be selected, as well as how this mobility stay in particular would benefit your current role and department as well as your professional development at uOttawa. Any other information you deem pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.) ;
- **Letter of support** from your supervisor in English or French ;
- **Proposed mobility plan** in English outlining your objectives, the added value of you participating (i.e. for your home and host university with regards to institutional goals and internationalisation strategies), and any expected outcomes or impact of this mobility opportunity (on you, your department, your home or host university, etc.). Please use the [Erasmus+ staff mobility proposal - Training](#) template.

Deadline for applications:

Staff must email their complete application to Janine Denis Gonzalez at uointl@uOttawa.ca by 11:59 p.m. on **April 14, 2019**.

EVALUATION

Applicants will be evaluated based on the following criteria:

- a. Previous experience (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 inform the selected candidate, and will nominate them to METU's International Cooperations Office. The selected candidate will then need to submit a brief application with METU for their final approval.

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.