

Call for Applications – Erasmus+ Staff Mobility at Sorbonne Université

Host institution: Sorbonne Université

Host country: France

Funding type: Erasmus+

Mobilities available: 1 staff mobility for training

Specific eligibility requirements: There are no restrictions, other than the general criteria outlined below (under 'Eligibility Requirements').

Timeframe for mobility: Prior to June 30, 2019

Deadline for applications: January 4, 2019

The purpose of this call is to grant one staff mobility for training, which must take place prior to June 30, 2019.

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;
- have at least a level B2 in French.

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 Sorbonne Université, 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 Paris, 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.

Sorbonne Université shall pay the funds according to the terms agreed upon by the participant and Sorbonne Université.

The **maximum funding period** will be a maximum of **12 days** (plus 2 travel days) for training staff. Erasmus+ staff mobilities must be at least 5 days (plus 2 travel days).

HOW TO APPLY

Applications must include:

- **CV** in French
- **Letter of motivation** in English or French 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 French from immediate supervisor
- **Proposed mobility plan** in French (please use the template, [Erasmus+ plan de mobilité – Formation](#)), which must include the identification of a potential host department, the preferred timeframe of the mobility, as well as possible activities, meetings, etc. to be done during the mobility stay – and signed by the supervisor.

Deadline for applications:

Interested staff members must email their complete application to Janine Denis Gonzalez at uointl@uOttawa.ca by 11:59 p.m. on **January 4, 2019**.

EVALUATION

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 Sorbonne Université for final confirmation. Once Sorbonne Université 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 Sorbonne Université, and is based on inter-institutional agreements signed between the University of Ottawa and Sorbonne Université in France.
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 Sorbonne Université for the purposes of this call.

3. All activities included in the Mobility 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 Sorbonne Université.
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 Sorbonne Université 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.