

## Call for Applications – Erasmus+ Staff Mobility at Université de Liège

**Host institution:** Université de Liège ([https://www.uliege.be/cms/c\\_8699436/fr/portail-uliege](https://www.uliege.be/cms/c_8699436/fr/portail-uliege))

**Host country:** Belgium

**Funding type:** Erasmus+

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

**Specific eligibility requirements:** Please see below under 'eligibility requirements'.

**Timeframe for mobility:** Prior to July 31, 2021

**Deadline for applications:** December 6, 2019

The purpose of this call is to grant a one-week staff mobility for training opportunity, which must take place prior to July 31, 2021.

### ELIGIBILITY REQUIREMENTS

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

- be **actively employed full-time** at the University of Ottawa;
- have completed the required **probationary period**;
- be involved in the management of students in **Anthropology, Sociology, International Development and Globalization or a related field**;
- 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 Université de Liège, this equates to **160 EUR per day**. 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 Liège, 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.

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

## HOW TO APPLY

### Applications must include:

- **CV** in French;
- **Letter of motivation** in English or French explaining how the mobility opportunity would benefit your current position at uOttawa as well as your personal and professional development. 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 immediate supervisor in English or French;
- **Draft mobility plan** in French (please use the template, [Erasmus+ Plan de mobilité – Formation](#)), and identify 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 your supervisor.

### Deadline for applications:

Training staff must email their complete application to Janine Denis Gonzalez at [uointl@uOttawa.ca](mailto:uointl@uOttawa.ca) by **11:59 p.m. on December 6, 2019**.

## EVALUATION

Training staff 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 nominate the selected candidate to Université de Liège for final confirmation. Once Université de Liège 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 Université de Liège, and is based on inter-institutional agreements signed between the University of Ottawa and Université de Liège in Belgium.
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 Université de Liège 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 Université de Liège.
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 Université de Liège 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.