Call for Applications – Erasmus+ Staff Mobility at the University of Turku

Host institution: University of Turku
Host country: Finland
Funding type: Erasmus+
Mobilities available: 2 staff mobilities for teaching / 1 staff mobility for training
Specific eligibility requirements: Teaching mobilities restricted to the Faculty of Social Sciences’ Department of Criminology.
Timeframe for mobility: Winter 2019 semester
Deadline for applications: August 24, 2018

The purpose of this call is to grant 2 teaching staff mobilities and 1 training staff mobility during the Winter semester of the 2018-2019 academic year.

Notes for teaching mobilities:

- The teaching mobilities are reserved for teaching staff from the Department of Criminology to complete their mobilities within the University of Turku’s Faculty of Law.
- 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:

- **Teaching staff**: be employed by the University of Ottawa for educational purposes within the Faculty of Social Sciences’ Department of Criminology.  
  *In the event that the mobility stay is not filled by a lecturer, it could be filled by non-teaching (administrative) staff for training purposes.*
- **Non-teaching staff**: be employed as a full-time, regular support staff member of the University of Ottawa.  
  *In the event that the mobility stay is not filled by a member of the administrative staff, it could be filled by a teaching staff member for training purposes.*

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 the University of Turku, 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 Turku, this amounts to 820 EUR.

   Note: selected participants must purchase their flight themselves and will only be reimbursed by the University of Turku at the start of the mobility stay.

The University of Turku shall pay the funding outlined above according to the terms agreed upon by the participant and the University of Turku as host institution.

The maximum funding period will be a maximum of 5 days (plus 2 travel days) for training staff, and between 5 and 14 days (plus 2 travel days) for teaching staff. The exact duration of mobilities for teaching staff will be determined with selected participants.

HOW TO APPLY

Applications must include:

For training staff

- CV
- Letter of motivation 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 from immediate supervisor
- Draft mobility plan including the identification of a potential host department and possible activities, meetings, etc. to be done during the mobility stay.

For teaching staff

- CV
- Letter of motivation 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 from Head of Department/School, Dean or Vice Dean
- Proposed teaching plan for 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.
  Note: This teaching plan should reflect the preferred mobility duration.

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 August 24, 2018.
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.

The University of Ottawa will select participants and send the list of those selected to the University of Turku.

GENERAL CONDITIONS

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

2. The areas of knowledge of the eligible participants will be those indicated in the interinstitutional agreement signed between the University of Ottawa and the University of Turku 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 the University of Turku.

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 the University of Turku 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.