

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

Host institution: University of Turku (<https://www.utu.fi/en>)

Host country: Finland

Funding type: Erasmus+

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

Specific eligibility requirements: Teaching mobility restricted to the Faculty of Social Sciences' Department of Criminology.

Timeframe for mobility: Before July 31, 2022

Deadline for applications: December 6, 2019

The purpose of this call is to grant one 1-week staff mobility opportunity for teaching *or* training, to be completed before July 31, 2022.

Notes for teaching mobility applications:

- 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:

- For teaching staff: be employed by the University of Ottawa for educational purposes within the **Faculty of Social Sciences' Department of Criminology**.
- For non-teaching (training) staff: be actively employed **full-time** at the University of Ottawa and have **completed the probationary period**.

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 **180 EUR per day** for staff. The maximum funding period will be 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 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.

HOW TO APPLY

Applications must include:

For training staff

- **CV** in English
- **Letter of motivation** in French or English 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 English or French from immediate supervisor
- **Draft mobility plan** in English including the identification of a potential host department and possible activities, meetings, etc. to be done during the mobility stay. Please use the template, [Erasmus+ Mobility Plan – Training](#).

For teaching staff

- **CV** in English
- **Letter of motivation** in English or French 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** in English or French from Head of Department/School, Dean or Vice Dean
- **Proposed teaching plan** in English for activities to be completed, including 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. Please use the template, [Erasmus+ Mobility Plan – Teaching](#).

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 December 6, 2019**.

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.

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 the University of Turku for final confirmation. Once the University of Turku 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 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.