Mobility Project for Higher Education for Academic and Administrative staff, European countries with Partner Countries (Israel) 2018-2019

Overview

Erasmus+ is the new EU programme for Education, Training, Youth, and Sport for 2014-2020, funded by the European Commission. The official Erasmus+ webpage: http://ec.europa.eu/programmes/erasmus-plus/discover/index_en.htm.

Erasmus+ aims to modernize and improve higher education across Europe and the rest of the world. It gives opportunities for staff to undertake professional development activities include Teaching and Training.

Academic staff – mobility for university academic staff (a teaching activity has to comprise a minimum of 8 hours of teaching per week (5 days).

Administrative staff –mobility for university administrative staff The duration of the staff mobility will be of 5 working days (excluding travel to/ from the host university).

Administrative staff can travel within the framework of Erasmus Plus, for a training program, once every 5 years.

Documents to be submitted for academic / administrative staff:

1. Copy of the first page on your passport
2. Current CV
3. Proof of employment in the home university (UofH), issued by your home university (original and authorized translation into English/ certificate issued directly in English)
4. Letter stating your motivation for applying for the Erasmus+ scholarship and describing the activities planned for the duration of the mobility in the host university. Describe whether you have an existing cooperation with the host university and/or if there is an intention to develop such cooperation in the future
5. An approximate dates for intended mobility
6. Approval from the Dean of the Faculty (for academic staff) and approval from the Managing Director (administrative staff) of travel abroad and of the absence of work on the specific dates

7. Two recent passport photos

8. How to organize the mobility:

   A. **For academic staff,** you must find a professor from the host university, and receive an Invitation Letter from the professor with specific dates that are agreed upon by both sides (which includes the mandatory teaching hours).

   B. **For administrative staff**, there are 2 options:
      - (1) to attend an Staff Week which is organized by the host university on predetermined dates, which you can find by searching online at the university websites, or
      - (2) to find a staff member to host you at the university, and receive an invitation letter from the staff member who is willing to train you on your specific role/field

   9. **Administrative staff** must also submit a permit from the direct manager and the head of the department who approves the staff's travel within the framework of the program.

* If there are no specific travel dates yet, the employee will be asked to submit an additional signed approval from his department head confirming his/her travel on the specific dates (when available).

* As part of the program's selection process, administrative staff will be asked to prepare an English presentation on internationalization in his/her faculty/unit before a committee that includes the vice Rector.

* Preference will be given to administrative staff who will take part in an international course that will be opened in 2019.

* Priority will be given to those who previously hosted a colleague at the University of Haifa within the framework of the Erasmus Plus program.

* All documents must be issued in English.

* All documents should be submitted to Ms. Lilach Bareket room number 226 international school, "student building" lbareket@univ,haifa.ac.il

* The final decision regarding the academic staff admitted to this program will be taken by a committee overseen by the Rector's office.

The application deadline for the academic year 2019 is **1.1.2019**.

Travel is possible in this program until July 2019.

1) Once your staff mobility is approved by the University of Haifa, please note that it then must be approved by the host University as well in order to receive the mobility grant

2) Mobility agreement- A "Mobility Agreement" sets out the programme of teaching / training to be followed; it defines the components of the teaching or training period abroad and emphasizes the mutual responsibility for the quality of the mobility of both the sending institution and the receiving institution. The teaching / training agreement will be sent by the host university. Mrs. Lilach Bareket should sign the agreement as the Erasmus+ coordinator.

3) Application form for Erasmus+ administrative staff training program:
At least a month before the mobility, Administrative Staff should get an HR travel form to approve their mobility as an external training:

(טופס בקשה לנסיעה לחו"ל לסגל מנהלי במסגרת תכנית ארסמוס +)

* It is the responsibility of the staff members to arrange their own insurance policy. Accommodation and flight tickets will be arranged according to the host university policy (in most cases the staff members are also responsible on this).

4) The host university will issue the reimbursement of the grant directly to the staff member. In some cases, there may be taxes on the grant amount, depending on the laws of the country of the host university.

5) The traveling staff should represent the University of Haifa at the hosting university. Therefore outgoing staff should arrange before the trip marketing material about the university's international school programs + prepare a presentation on an international subject that he/she can present and develop with the partners abroad.

6) It is the responsibility of the sending unit/ department to provide suitable gifts that the employee will take with him to the host university (in terms of budget and purchase of the gifts).

The Erasmus+ Partner Countries mobility scheme of University of Haifa
for 2018 -2019 involves the following Universities for
Academic and Administrative staff

	University	Country	Days	Number	Subject Area
1	National University of Public Service	Hungary	14 days each	1 academic staff 1 admin staff	Security services Political science and international relations
2	Masaryk University	Czech Republic	14 days each	1 academic staff 1 admin staff	All
3	Aarhus University	Denmark	5 days each	2 academic staff 1 admin staff	All
4	University of Konstanz	Germany	7 days each	1 academic Staff 1 admin staff	All
5	Aristotle University of Thessaloniki	Greece	5 days each	1 academic staff	All

6	Zagreb University	Croatia	5 days each	4 academic staff	All
				1 academic staff	Nursing, Therapy, Elderly/dis abled, Child care, Social Work
				2 admin staff	All
7	Jagiellonian University	Poland	7 days each	1 academic staff	Humanities (except languages), Jewish Studies
			7 days	1 admin staff	
8	Bologna University	Italy	5-14 days each	1 academic staff	Education, Humanities Social Behavioral Sciences, Law
				1 admin staff	
9	Salzburg University	Austria	8 days total	1 academic staff	Religion and theology
10	Saarland University	Germany	7 days	2 academic staff	Computer Science and Information Systems
11	University of the Aegean	Greece	7 days	1 academic staff	Education

12	Open University of Cyprus	Cyprus	5 days	1 admin staff	All
13	Euro Mediterranean university EMUNI	Slovenia	5 days	1 admin staff	All
14	University Maribor	Slovenia	5 days each	1 academic staff 1 admin staff	All
15	University of Primorska	Slovenia	5 days each	1 academic staff	Arts and humanities, social sciences, journalism
16	Friedrich Alexander Universitat Erlangen Nurnberg	Germany	5 days each	1 admin staff	Personal skills and development
17	Universidad Complutense de Madrid	Spain	7 days each	1 academic staff 1 admin staff	Humanities, Social Sciences
18	Bielefeld University	Germany	Until 2 month	1 academic staff	Social and behavioral sciences

19	Mykolas Romeris University	Lithuania	7 days each	2 academic staff 1 admin staff	Psychology / Political Science and Civics/ Economics
20	Friedrich-Schiller-Universität Jena	Germany	12 days each	1 academic staff 1 admin staff	Didactics of Biology
21	Alexandru Ioan Cuza University of Iasi	Romania	5 days each	2 academic staff 1 admin staff	All
22	Università degli Studi di Napoli Federico II	Italy	13 days	1 academic staff	Information and communication Technologies
23	University of Malta	Malta	7 days each	1 academic staff 1 academic staff 2 admin staff	Languages (Hebrew and Arabic) Music and Preforming arts Marine Geosciences

24	Kaunas University of Technology	Lithuania	5 days each	2 academic staff 2 admin staff	Social sciences
25	University of Economics	Poland	5 days	1 academic staff	Economics Business and Administration
26	Charles University	Czech Republic	5 days each	1 academic staff 2 admin staff	Sociology All
27	Technische Universitat Berlin	Germany	14 days	1 admin staff	All
28	University of Copenhagen	Denmark	5 days	1 academic staff	Arts and Humanities

Please note that there may be changes or additions during the academic year.

Grant:

1) Travel costs

Based on the travel distance from country to country per participant, staff going to/coming from partner countries will receive the following support for their travel costs:

Travel distances	Amount
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

Travel distances must be calculated using the distance calculator supported by European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of EU grant that will support the round trip. The amount for the travel costs will be transferred by the host university directly to the grantees' bank accounts (opened in Euro in the country of the host university bank).

2) Individual support for staff on mobility: The amounts depend on the receiving country- please see the amount under the "Host countries".
The amounts for individual support defined by National Agencies will be set as follows:

From	To/Host countries	Amount
Group 1 Programme Countries with higher living costs	Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, Liechtenstein, Norway	180 EUR per day
Group 2 Programme Countries with medium living costs	Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	160 EUR per day
Group 3 Programme Countries with lower living costs	Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, ,Poland, Romania, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	140 EUR per day