Mobility Project for Higher Education for Academic and Administrative staff, European countries with Partner Countries (Israel) 2021-2022

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)). Some universities include two additional days for travel to/from the host university (5 days teaching + 2 days travel = 1 week).

Administrative staff – mobility for university administrative staff. The duration of the staff mobility will be a minimum of 5 working days (some universities include two additional days for travel to/from the host university- 5 days teaching + 2 days travel = 1 week).

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. The approximate dates for intended mobility

6. Approval from the Dean of the Faculty (for academic staff) and approval from the Managing Director (administrative staff) for travel abroad and for the absence from 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.

* Preference will be given to administrative staff who took part in an international course given by the HR department together with the International School.

* 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. Teodora Pankov tvalchevp@staff.haifa.ac.il and Ms. Avrit Rubin arubin1@staff.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 2021-2022 is **28.2.2021**.
Travel is possible in this program until from fall 2021 until July 2022 (pending university approval for travel).
Once approved:

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. Teodora Pankov 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 for 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 make sure to take marketing material about the university's international school programs as well as

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 2021 -2022 involves the following Universities for

Academic and Administrative staff

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

	University	Country	Degree and # of Openings	Subject Area	Funds
1	Masaryk University 19-21	Czech Republic	1 Teaching 1 Training 1 week	All subject areas	Grant: 140 EUR per day Travel Stipend: 360 EUR
2	University of Konstanz 18-20 (1 left) 19-21	Germany	2 Teaching 1 Training 1 week	Mathematics Informatics Physics Chemistry Biology Psychology Philosophy History Sociology Sport Sciences Literature Linguistics Law Economics Politics	Grant: 160 EUR per day Travel stipend: 360 EUR

3	Alexandru Ioan Cuza University of Iasi 18-20	Romania	1 Teaching 1 week	All subject areas	Grant: 140 EUR per day Travel stipend: 275 EUR
4	Friedrich-Schiller-University in Jena 18-20 (2) 19-21 (1)	Germany	3 Teaching or training 1 week	All subject areas	Grant: 160 EUR per day Travel stipend: 360 EUR
5	Kaunas University of Technology 18-21	Lithuania	2 Teaching 2 Training 1 week	Social Sciences	Grant: 140 EUR per day Travel stipend: 360 EUR
6	Bielefeld University 18-20	Germany	1 Teaching 3 weeks each	Social and behavioral sciences/ Sociology	Grant: 160 EUR per day Travel stipend: 360 EUR
7	Aarhus University	Denmark	1 Teaching 1 Training	All subject areas	Grant: 180 EUR per day

	18-20		1 week		Travel stipend: 530 EUR
8	University of Copenhagen	Denmark	1 Teaching 1 week	Arts and Humanities	Grant: 180 EUR per day Travel stipend: 530 EUR
9	Università degli Studi di Napoli Federico II 18-20	Italy	1 Teaching or Training 13 days	Information and communication Technologies	Grant: 160 EUR per day Travel Stipend: 360 EUR
10	University of Zagreb 18-20	Croatia	3 Teaching 3 Training 1 week	All subject areas	Grant: 140 EUR per day Travel stipend: 360 EUR
11	Mykolas Romeris University 18-20	Lithuania	1 Teaching or Training 1 week	Psychology Political Science and Civics Economics	Grant: 140 EUR per day Travel stipend: 360 EUR
12	Salzburg University 18-20	Austria	1 Teaching 1 week	All subject areas	Grant: 160 EUR per day

					Travel stipend: 360 EUR
13	University of Trento 19-22	Italy	3 Teaching 10 days	Computer Science, Information Systems	Grant: 160 EUR per day Travel Stipend: 360 EUR
14	Universidad Complutense de Madrid 18-20 (1) 19-20 (1)	Spain	1 Training 1 teaching 1 week	Humanities/Social Sciences	Grant: 160 EUR per day Travel stipend: 530 EUR
15	National University of Public Service (NUPS) 18-20	Hungary	1 Teaching 1 Training 1 week	Political science and International Relations Security Services	Grant: 140 EUR per day Travel stipend: 360 EUR
16	Jagiellonian University 19-20 (4)	Poland	2 Teaching 2 Training 1 week		Grant: 140 EUR per day Travel stipend: 360 EUR
17	University of Potsdam 19-22	Germany	5 Teaching 4 Training 1 week	Humanities Languages	Grant: 160 EUR per day Travel stipend: 530 EUR

18	Saarland University 19-22	Germany	3 Teaching 1 Training 1 week	Computer Science Informational Systems	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
19	Julius-Maximilians-University-Würzburg 19-22	Germany	The numbers are not finalized yet	Religion and Theology	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
20	University of Physical Education in Wrocław 19-21	Poland	4 Teaching 2 Training 1 week	Physical Education Sport Science	**Grant: 140 EUR per day** **Travel stipend: 360 EUR**
21	University of Girona 18-20	Spain	2 Teaching 8 days	Travel, Tourism and Leisure	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
22	Koblenz-Landau University 19-21	Germany	1 Training 1 Teaching 1 week	Social Sciences, Journalism and Information, Inter-disciplinary programs	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
			1 Training 1 Teaching	Languages	

			1 week		
			1 Training 1 Teaching 1 week	Political Sciences and Civics	
23	Eberhard Karls University- Tübingen 17-21	Germany	1 Training 1 week	All subjects	Grant: 160 EUR per day Travel stipend: 530 EUR
24	Central European University 18-20	Hungary	3 Teaching 2 Training 1 week	All subjects	Grant: 140 EUR per day Travel stipend: 360 EU
25	Police Academy of the Czech Republic in Prague 19-22	Czech Republic	3 Teaching 15 days	Security Services	Grant: 140 EUR per day Travel Stipend: 360 EUR
26	University of Zadar 19-21	Croatia	2 Training 15 days	Travel, Tourism and leisure	Grant: 140 EUR per day Travel stipend: 360 EUR

27	University of Granada 19-22	Spain	1 Training 1 week	All subjects	Grant: 160 EUR per day Travel stipend: 530 EUR
28	The Polytechnic Institute of Porto	Portugal	4 Training 1 week	Therapy and rehabilitation	Grant: 160 EUR per day Travel stipend: 530 EUR
29	Zagreb University of Applied Sciences	Croatia	1 Teaching 1 Training 12 days	Computer Science	Grant: 140 EUR per day Travel stipend: 360 EUR
30	Charles University	Czech Republic	4 Training 1 week	All subject areas	Grant: 140 EUR per day Travel Stipend: 360 EUR
31	University of Silesia in Katowice 18-20	Poland	3 Teaching 1 week	Biology	Grant: 140 EUR per day Travel Stipend: 360 EUR

32	Bologna University	Italy	1 Teaching 1 week	Education, Humanities Social Behavioral Sciences, Law	Grant: 160 EUR per day Travel Stipend: 360 EUR
33	Babes-Bolyai University	Romania	1 Teaching 1 Training 1 week	All subject areas	Grant: 140 EUR per day Travel Stipend: 275 EUR
34	University of Piraeus 19-20	Greece	1 Teaching or Training 1 week	Information and Communication Technologies Economics, Business and International Studies Maritime and Industrial Studies Finance and Statistics	Grant: 160 EUR per day Travel Stipend: 275 EUR
35	Aristotle University of Thessaloniki	Greece	1 Teaching 1 Training 1 week	All subject areas	Grant: 160 EUR per day Travel Stipend: 275 EUR

36	University of Warsaw	Poland	2 Teaching 1 week 2 Training 1 week	Economics/ Business and Administration	Grant: 140 EUR per day Travel Stipend: 360 EUR
37	Ca' Foscari University of Venice	Italy	1 Teaching 8 days 1 Teaching 14 days	Archaeology	Grant: 160 EUR per day Travel Stipend: 360 EUR
38	University of the Aegean	Greece	1 Teaching 5 days	Education	Grant: 160 EUR per day Travel Stipend: 275 EUR
39	Dublin City University	Ireland	2 Teaching 3 weeks	Natural Sciences, Mathematics and Statistics	Grant: 180 EUR per day Travel Stipend: 275 EUR
40	University of Malta 18-20	Malta	1 Teaching 1 week	Languages (Hebrew and Arabic)	Grant: 160 EUR per day
			1 Teaching 1 week	Music and Performing Arts	

			2 Training 1 week	Geosciences (Marine)	Travel Stipend: 530 EUR

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 the 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