



ERASMUS+ HIGHER EDUCATION MOBILITY

Call for applications for Staff mobility for training

2018-19 academic year

Art. 1 Purpose of the call and general regulations

1. This call regulates the application procedure for student and staff mobility in the framework of the **Erasmus+ International Credit Mobility project** between **University of Palermo (hereafter, UNIPA)**, Italy and **Universidad de El Salvador (hereafter, UES), El Salvador**.
Erasmus+ is the EU programme for education, training, youth and sport, covering the period 2014-2020. It offers a wide range of opportunities for students and staff to study and train abroad and obtain credits which are then recognised by the sending institution.
2. The present Erasmus+ International Credit Mobility project between **UNIPA** and **UES**, lasts 26 months, from 1st June 2017 to 31st July 2019.

Art. 2 Mobility types and available places

Under this call for applications the following places are available for prospective candidates from the Universidad de El Salvador:

- a. **STAFF FOR TRAINING (administrative staff, in the time window from 15th April to 28th June 2018):**
 - a. **1 places (1 person * 8 days plus 2 travel days)**

The present call for applications provides mobility grants for *the 2017-2018 academic years*.

Art. 3 Admission requirements

3.1 In order to apply prospective candidates must be *enrolled/employed* at Universidad de El Salvador, San Salvador at the moment of application and for the whole duration of the mobility. **Staff of National or International Relations, can apply to this call.**

3.2 Language proficiency

Applicants for student mobility the are required to be proficient *in English at level A2* of the CEFR or equivalent. Once in Italy students will be requested to attend Italian language courses at UNIPA.

Applicants for staff mobility for teaching and for training are required to be proficient *in English at level B1* of the CEFR.

3.3 In/compatibility

- Selected beneficiaries will not be allowed to benefit from any other grant provided by the European Commission *for mobility for study / for teaching /training* for the same period;
- Selected beneficiaries will not be allowed to benefit from any other grant provided by other entities (including Home institution) for the mobility period;
- Beneficiaries must carry out their mobility activities in a country different from the country where they have their accommodation during their studies (for students) or from the country of residence (for staff);
- Candidates with a double nationality must specify the nationality under which they submit their scholarship application.

3.4 Ineligibility

- If, at any stage in the application procedure, it is established that the information provided by the applicant has been knowingly falsified, the candidate will be disqualified from the selection process.

Art. 4 Activities

Mobility for training:

Erasmus+ grants for training support the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution.

Art. 5 Grants

5.1 Grantees will receive a grant as a contribution to their costs for travel and individual support during their mobility.

They are specified in the table below:

INDIVIDUAL GRANT	INDIVIDUAL SUPPORT
Staff	<p>140€ per day (until the 14th day. 70% from the 15th to the 60th day)*</p> <p>*Grants for staff are taxable unless for beneficiaries coming from countries with national agreements with Italy, upon submitting an official declaration signed also by the National Tax Authority of the beneficiaries' country of residence, stating that taxes are paid in the country of residence.</p>
TRAVEL	
Staff	<p>Travel costs will be covered by the project (up to the amounts depending on the distance bands provided by the project. In this case 1100 Euro. Surcharges or Changes will not be covered)</p>

5.3 The mobility period must be carried out continuously and it must not be split into different periods.

5.5 Special needs support

Extra financial support may be available for beneficiaries with special needs. A person with special needs is a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support. The contribution will be awarded to



beneficiaries with special needs upon request by the Coordinating institution and approval from the Erasmus+ Italian National Agency.

5.6 Incentives

Support in visa application, housing, accommodation will be supplied by the Italian language and culture and International mobility Center – Hanoi University as requested by incoming beneficiaries. For staff going abroad, this mobility will enhance their annual performance assessment.

Art. 6 Admission procedure

6.1 Application

- Prospective applicants should submit their **application form** and **required documents** (6.2) via e-mail to the address **posgrado.agronomia.ues@gmail.com** from **05/04/2019 to 10/04/2019**. Any application received after the deadline will not be accepted.
- The official language of the application is *Spanish*. At this stage non certified translations are accepted. In case you are selected you may have to provide certified translations of all relevant documents.

6.2 Required Documentation

1. *Staff* candidates must provide the following documents:

- Copy of a valid ID card or passport;
- Mobility Programme/ Work Plan signed by the applicant;
- Copy of official language certifications (if any);
- Curriculum Vitae (max. 2 pages) in Spanish including extracurricular activities (courses, seminars, conferences, published researches etc.) and professional experience related to the fields of knowledge of the courses.

Please use the European template on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions.iehtml>.

Art. 7 Selection process

7.1 The Selection process includes the following steps:

- Eligibility and pre-evaluation check by Universidad de El Salvador, Facultad de Ciencias Agronómicas
- Final evaluation process by Selection Committee at Universidad de El Salvador, which will be held at UES on 10th abril 2019.

The *Universidad de El Salvador* will review the submitted applications and evaluate the technical components (eligibility requirements, full documentation, completeness and authenticity of documents attached) to identify the eligible candidates.

Only valid and eligible applications will be evaluated and ranked by the Selection Committee, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university:

Type of Mobility / Criteria	Proposed work plan	Language skills	Motivation	Work experience in general	Minimum score required
<i>Staff for Training</i>	Max. 25 points	Max. 25 points	Max. 20 points	Max. 30 points	70 points



7.2 In the framework of Erasmus+ regulations the first criterion for selecting students must be academic merit, but with equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds.

7.3 The final selection decision will consider also cross-cutting evaluation criteria such as gender balance, equal opportunities and participation of disadvantaged groups (disabled students, economically disadvantaged students) providing a more equal and fair selection process.

7.4 *The Universidad de El Salvador may decide to invite the candidates for an interview, either face-to-face or via Skype.*

7.5 At the end of the selection procedure the Selection Committee will draft a ranking list of qualified candidates. A reserve list will also be defined and will include the names of eligible candidates whom may be awarded a grant in case of withdrawal/drop-out of selected students or if additional funding is available.

7.6 All applicants will be informed by e-mail of the selection results as soon as the evaluation procedure has been concluded. The final list will be also published on the *Universidad de El Salvador* website for transparency reasons.

7.7 Selected candidates will receive a scholarship offer and are required to accept or reject it in written **within seven days**. For every selected candidate not accepting the grant within the deadline, the **Universidad de El Salvador** will nominate a candidate from the reserve list.

7.8 Appeal Procedure

- **Rejected applicants** who feel that a mistake has been made in the process or that their application has not been fairly evaluated can file a complaint to posgrado.agronomia.ues@gmail.com within 24 hours, explaining their reasons.
- Complaints from applicants who have failed to satisfy all of the eligibility criteria (e.g. who have not produced the required documentation, or have applied for a scholarship but do not meet the requirements, etc.), or have failed to satisfy them within the established timeframes, will not be taken into consideration.
- The appeal procedure can only come into play if a candidate feels that the Selection Committee has not handled his/her own application in line with the principles and procedures described in the call. In other words, the appeal cannot concern the decision itself, but only an alleged error made in the process.

Art. 8 Data protection

Information relating to individuals (personal data) is collected and used in accordance with Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data"