



**CALL FOR APPLICATIONS ERASMUS+ KA107-2020 SCHOLARSHIPS  
FOR TRAINING STAFF MOBILITY FROM PARTNER COUNTRIES**

**Training Mobility Between Program Countries,  
The School of Management and Technology of Porto Polytechnic, Portugal  
and Partner Countries, the Canadian Institute of Technology in Tirana, Albania.  
(KA107)**

**Spring Semester Academic Years 2022-2023**

To: **ADMINISTRATIVE STAFF**

This call refers to the Erasmus+ Program, action KA107 that promotes the mobility of university academic staff. The program provides funding for exchange mobility between partner universities. The School of Management and Technology of Porto Polytechnic, and the Canadian Institute of Technology have been awarded scholarships that involve academic staff from the Faculty of Economy.

The Erasmus+ KA1 - Mobility of persons for teaching and training - Action: Staff Mobility between programme countries and partner countries (KA107) aims to consolidate the institutional relations between the participating universities and explore new possibilities for cooperation. Action KA107 will be an excellent opportunity to increase the collaboration between European regions.

This program aims to expand the participants' teaching and knowledge and foster the exchange of skills and experiences between the participating countries. After participants return from the mobility, they continue to disseminate gained knowledge among their peers and raise the CIT's competitiveness in higher education.

For more information concerning the study offered at the School of Management and Technology of Porto Polytechnic, please follow the link: [https://www.ipp.pt/?set\\_language=en](https://www.ipp.pt/?set_language=en).

*The aim of the call:*

This call aims to provide direct grants to the Canadian Institute of Technology (CIT) staff for outgoing international mobility at the School of Management and Technology of Porto Polytechnic. The grant will financially support 2 (two) outgoing academic staff from the Faculty of Economy during the Spring Semester of the Academic Year 2022-2023.

Selection process. Each partner university shall conduct an internal selection process among the interested academic staff and send the list of nominations to the School of Management and

Technology of Porto Polytechnic before 3 March, 2023. The information shall include the nominee's full name, email address, and teaching field.

### **Nomination criteria for administrative staff:**

The nomination of the academic staff is based on the CIT STAFF AND STUDENT'S MOBILITY MANUAL and accompanying documents, including the Document I.A.: The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria. Below you can find the relevant section describing the criteria for the nomination of candidates:

1. Motivation letter explaining the exchange program's personal, professional, and institutional (CIT) benefits. The explanation of institutional benefits shall include the description of the contribution of exchange to building relations with the hosting university, including cooperation on the research and knowledge transfer level. **10 points** (motivational letter);
2. Previous experience in previous professional activities. **25 points**;
3. The proposed Erasmus+ or mobility program is the first exchange experience for the candidate. **35 points**. (Written candidate declaration)
4. The number of trainings that comply with training courses agreed with partnering institutions. **(15 points)**.
5. The job performance. **(15 points)**.

The exclusion criterion is English proficiency (certificates, B2-C1).

Acceptance/Enrollment Process.

After receiving the list of nominated staff, the School of Management and Technology of Porto Polytechnic, will contact nominated candidates via email, including instructions about the application procedure.

The application process will be conducted via the School of Management and Technology of Porto Polytechnic.

Upon the reception of online applications and after checking other requirements, the candidate will receive an email confirming acceptance and allowing the candidate to resume with other procedures.

The number of granted mobilities is **2 (two) administrative staff from the Faculty of Economy, 5 (five) days per participant**.

Insurance. Applicants need to provide health insurance coverage valid for Portugal for the whole period of the stay.

### **Financial conditions**

All candidates will sign a grant agreement before the mobility starts.

The School of Management and Technology of Porto Polytechnic will send the agreement document via email to be signed before travelling. The document must be signed and returned to the School of Management and Technology of Porto Polytechnic.

Payment. Upon their arrival at the School of Management and Technology of Porto Polytechnic academic staff will receive a cheque representing the 100% of the total financial support from Erasmus+ EU funds. Applicants will receive payment upon their arrival, not before. In advance, they will have to book their tickets and accommodation for travel to the School of Management and Technology of Porto Polytechnic.

The beneficiary rights:

- To perform the entire mobility period awarded without the possibility of extending the scholarship.
- To receive the scholarship according to the amounts set out by the Erasmus+ Programme guidelines. The beneficiary will bear the expenses not covered by the scholarship.
- To receive information and advice on the application procedure and pre-departure and onsite guidance.

#### **Obligations of the beneficiary:**

- To obtain the Visa for the stay in the receiving country.
- To carry out the mobility stay according to the proposal and dates committed during the 2022/23 Spring semester;
- In the event of force majeure, the mobility period must be modified by signing an addendum to the agreement.
- To complete all procedures and fill in the required documents as required by the Erasmus+ Programme, before, during and after the mobility period, meeting the deadlines established:

*Before mobility:*

- Signature of the Grant Agreement
- Signature of the Learning Agreement Proposal

*After mobility:*

- Submission of the Mobility Certificate;
- Obligation to file the ex-post report to the International office. The report shall include a description of achievements and experience gained during the mobility. The report shall include a description of accomplishments, established connections (including the list of names and contact data), and experience gained during the mobility. The report shall contain the list of benefits for the CIT and academic staff.
- Any other obligation inherent to the Erasmus+ Programme and the internal regulations of the sending and receiving institutions;

#### **The final report**

Mobility participants will receive an email with information to complete and submit the only EU final report at the end of their mobility period. The report must be completed and submitted within 30 calendar days upon receipt of the invitation.

The report aims to ensure the information that will help improve future staff mobility and contribute to the continued improvement of the program.

**Documents required:**

1. Curriculum Vitae,
2. Copy of passport/ID;
4. A motivation letter, as described in the Nomination criteria for academic staff.
5. A written candidate declaration on mobility experience, as described in the Nomination criteria for academic staff;
6. A draft plan of training mobility in the host university, description of compliance between CIT training and training offered by this mobility, as described in the

**The deadline for applications is 25 February, 2023.**

Attached you can find:

- the training agreement for administrative staff;
- the Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria;

All the application documents must be sent electronically to the following address:

**[Erasmusapplications@cit.edu.al](mailto:Erasmusapplications@cit.edu.al)**, no later than **25 February, 2023**.

The list of nominated staff will be sent to the School of Management and Technology of Porto Polytechnic no later than 3 March, 2023.

Please contact the International & Project Office ([iro@cit.edu.al](mailto:iro@cit.edu.al)) if you are interested in more information