

November 20, 2017

Mobility Project for Higher Education for Academic and Administrative staff, European countries with Partner Countries (Israel) 2017-2018

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).

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. Two recent passport photos
6. 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

7. An approximate dates for intended mobility

- * 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 2018 is **1.1.2018**.

Travel is possible in this program until July 2018.

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. Lilach Bareket should sign the agreement as the Erasmus+ coordinator.
- 3) HR travel form (טופס בקשה לנסיעה בתפקיד על שעות השתלמות)-
Administrative Staff should get an HR travel form to approve their mobility as an external training a month before their mobility

- 4) 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).
- 5) 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.

**The Erasmus+ Partner Countries mobility scheme of University of Haifa
 for 2017 -2018 involves the following Universities for**

Academic and Administrative staff

University	Country	Days	Number	Subject Area	Funds
National University of Public Service	Hungary	7 days each	6 academic staff 2 admin staff	All	Grant: 140 EUR/day 360 EUR travel expenses
Masaryk University	Czech Republic	7 days each	1 academic staff 1 admin staff	All	Grant: 140 EUR/day 360 EUR travel expenses
Aarhus University	Denmark	7 days each	2 academic staff 1 admin staff	All	Grant: 160 EUR/day 530 EUR travel expenses

University of Konstanz	Germany	7 days each	1 academic Staff 1 admin staff	All	Grant: 120 EUR/day 360 EUR travel expenses
Aristotle University of Thessaloniki	Greece	5 days each	2 academic staff	All	Grant: 140 EUR/day 275 EUR travel expenses
Zagreb University	Croatia	10 days 5 days each 7 days each	3 academic staff 3 academic staff 4 academic staff	All Nursing, Therapy, Elderly/disabled, Child care, Social Work All	Grant: 100 EUR/day 360 EUR travel expenses
Jagiellonian University	Poland	7 days each 7 days	1 academic staff 2 admin staff	Humanities (except languages), Jewish Studies	Grant: 140 EUR/day 360 EUR travel expenses

Bologna University	Italy	5-14 days each	2 academic staff	Education, Humanities Social Behavioral Sciences, Law	Grant:140 EUR/day 360 EUR travel expenses
Salzburg University	Austria	40 days total 20 days total	3 academic staff 2 admin staff	Humanities	Grant:140 EUR/day 360 EUR travel expenses
Saarland University	Germany	14 days each	2 academic staff	Computer Science and Information Systems	Grant: 120 EUR/day 360 EUR travel expenses
University of the Aegean	Greece	7 days each	1 academic staff	Education	Grant: 140 EUR/day 275 EUR travel expenses
Open University of Cyprus	Cyprus	7 days each	1 admin staff	All	Grant: 140 EUR/day 180 EUR travel expenses

University of Cyprus	Cyprus	7 days each	1 academic staff	History, Archaeology	Grant: 140 EUR/day 180 EUR travel expenses
Babes-Bolyai University	Romania	7 days each	2 academic staff 2 admin staff	Social Work/ Welfare	Grant: 140 EUR/day 275 EUR travel expenses
Friedrich Alexander Universitat Erlangen Nurnberg	Germany	5 days each	1 academic staff 1 admin staff	Education	Grant: 120 EUR/day 360 EUR travel expenses
Eberhard-Karls-Universität Tübingen	Germany	7 days each	1 admin staff	All	Grant: 120 EUR/day 360 EUR travel expenses
Universidad Complutense de Madrid	Spain	7 days each	1 academic staff 1 admin staff	Humanities, Social Sciences	Grant: 120 EUR/day 530 EUR travel expenses
Queen Mary University	London	7 days each	1 academic staff	History, Archaeology	Grant: 160 EUR/day 530 EUR travel expenses

Mykolas Romeris University	Lithuania	7 days each	2 academic staff 1 admin staff	Psychology / Political Science and Civics/ Economics	Grant: 100 EUR/day 360 EUR travel expenses
Friedrich-Schiller-Universität Jena	Germany	7 days each	1 academic staff	Biology	Grant: 120 EUR/day 360 EUR travel expenses
EMUNI	Slovenia	Details Pending			
Bielefeld University	Germany	Details Pending			
Alexandru Ioan Cuza University of Iasi	Romania	Details Pending			

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

Individual support for staff on mobility: The amounts depend on the receiving country- please see the amount under the "Host countries".

Travel expenses - Calculated by the distance from country to country:

Travel distances ³²	Amount
Between 10 and 99 KM:	20 EUR per participant
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:	1500 EUR per participant

Grant:

Host Country	Per Diem
DK, IE, NL, SE, UK	160
BE, BG, CZ, EL, FR, IT, CY, LU, HU, AT, PL, RO, FI, IS, LI, NO, TR	140
DE, ES, LV, MT, PO, SK, FYROM	120
EE, HR, LT, SI	100