Mobility Project for Higher Education for Academic and Administrative staff, European countries with Partner Countries (Israel) January 2024-July 2025

Overview

Erasmus+ is the EU programme for Education, Training, Youth, and

Sport, funded by the European Commission. The official Erasmus+ webpage: **https://erasmus-plus.ec.europa.eu/**

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 Valchev- 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.

Travel is possible in this program from July 2024 until July 2025

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 2024 -2025 involves the following Universities for

Academic and Administrative staff

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

University	Country	Subject Area	Funds
Paris Lodron University of Salzburg	Austria	History & Archaeology/ Religion & Theology	**Grant: 160 EUR per day** **Travel stipend: 360 EUR**
University of Zagreb	Croatia	All subject areas	**Grant: 140 EUR per day** **Travel stipend: 360 EUR**
University of Zadar	Croatia	Travel, Tourism and leisure	**Grant: 140 EUR per day** **Travel stipend: 360 EUR**

Open University of Cyprus	Cyprus	All subject areas	**Grant: 160 EUR per day** **Travel stipend: 180 EUR**
Masaryk University	Czech Republic	All subject areas	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**
Palacky University Olomouc	Czech Republic	Psychology and Geography	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**
Police Academy of the Czech Republic	Czech Republic	All subject areas	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**
University College of Northern Denmark	Denmark	Education	**Grant:** **180 EUR per day** **Travel stipend: 530 EUR**

Bielefeld University	Germany	Social and behavioral sciences/ Sociology	**Grant: 160 EUR per day** **Travel stipend: 360 EUR**
Leipzig University	Germany	German as a Foreign Language	**Grant: 160 EUR per day** **Travel stipend: 360 EUR**
University of Konstanz	Germany	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**
Technical University of Berlin	Germany	German and European Studies	**Grant: 160 EUR per day** **Travel stipend: 360 EUR**

Freie University of Berlin	Germany	All subject areas	**Grant: 160 EUR per day** **Travel stipend: 360 EUR**
Friedrich-Schiller-University in Jena	Germany	All subject areas	**Grant: 160 EUR per day** **Travel stipend: 360 EUR**
Julius-Maximilians-University-Würzburg	Germany	Religion and Theology, Education	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
Saarland University	Germany	Computer Science Informational Systems	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
University of Mannheim	Germany	All subject areas	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**

University of Potsdam	Germany	Humanities Languages	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
Ruhr University Bochum	Germany	Humanities	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
	Germany	All subjects	**Grant: 160 EUR per day** **Travel stipend: 530 EUR**
Aristotle University of Thessaloniki	Greece	All subject areas	**Grant: 160 EUR per day** **Travel Stipend: 275 EUR**
University of the Aegean	Greece	Education	**Grant: 160 EUR per day** **Travel Stipend: 275 EUR**

University of Trento	Italy	Computer Science, Information Systems	**Grant: 160 EUR per day** **Travel Stipend: 360 EUR**
Bologna University	Italy	Education, Humanities Social Behavioral Sciences, Law	**Grant: 160 EUR per day** **Travel Stipend: 360 EUR**
Ca' Foscari University of Venice	Italy	Archaeology	**Grant: 160 EUR per day** **Travel Stipend: 360 EUR**
Kaunas University of Technology	Lithuania	Social Sciences	**Grant: 140 EUR per day** **Travel stipend: 360 EUR**
Mykolas Romeris University	Lithuania	Psychology Political Science and Civics Economics	**Grant: 140 EUR per day** **Travel stipend: 360 EUR**

Vytautas Magnus University	Lithuania	All subject areas	**Grant: 140 EUR per day** **Travel stipend: 360 EUR**
SGH Warsaw School of Economics	Poland	Economics/ Business Administration	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**
University of Economics in Katowice	Poland	All subject areas	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**
University of Warsaw	Poland	All subject areas	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**
SWPS University	Poland	Asian Studies	**Grant: 140 EUR per day** **Travel Stipend: 360 EUR**

Lucian Blaga University of Sibiu	Romania	All subject areas	**Grant: 140 EUR per day** **Travel Stipend: 275 EUR**
Alexandru Ioan Cuza University of Iasi	Romania	All subject areas	**Grant: 140 EUR per day** **Travel Stipend: 275 EUR**
Universidad Complutense de Madrid	Spain	All subject areas	**Grant: 160 EUR per day** **Travel Stipend: 530 EUR**
University Pompeu Fabra	Spain	Law	**Grant: 160 EUR per day** **Travel Stipend: 530 EUR**
Ankara University	Turkey	Archaeology Philosophy Political Sciences and Civics	**Grant: 140 EUR per day** **Travel Stipend: 275 EUR**

University of Malta	Malta	Languages (Hebrew and Arabic)	**Grant: 160 EUR per day**
		Music and Performing Arts	
		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