

Call for Applications Staff mobility call

Universitat Politècnica de Catalunya (Spain) in the framework of the European Programme
ERASMUS+ KA1

Objective

The Erasmus+ Programme – mobility offers the possibility to spend a period of teaching or training at **Universitat Politècnica de Catalunya** for **Academic and Administrative Staff** from the University of Sfax

UPC is organizing the “**Staff Training Week 2018**”, only for staff of UPC partner universities in the framework of the ERASMUS+ Programme KA107

The purpose of the activity is to share experiences in the field of management and it will take place through an immersion in the different units and management areas of the UPC on which the participants and the speakers, will discuss the points of common interest.

This is the only activity that the UPC will organize to receive the administrative staff of all partner universities of the KA107, that is to say, administrative staff from 11 countries. **The UPC will not receive an exchange of administrative staff, outside of this activity.**

In addition to the administrative staff, teachers (academic staff) who develop management functions can also participate in this activity. Teachers will be able to meet with their counterparts in parallel meetings to the proposed training activity. To request meetings with their homologous is compulsory to specify the objective of the meeting and the interest topic.

Financing

Grant amount: **120 € per day.**

Travel grant: **275 €**

All financial details will be duly described in the **Grant Agreement** that Staff will sign before their mobility starts.

Teaching Mobility:

Based on the budget allocated to the **Universitat Politècnica de Catalunya**, it is possible to fund maximum 7 days (included travel days) per participant.

Training mobility:

Based on the budget available, it is possible to fund maximum 7 days per participant (included travel days).

Mobility Period:

STAFF TRAINING WEEK 2018

Barcelona, May 8th-12th 2018

Conditions and procedures:

General conditions for admittance

Applications should be submitted to the home institution that will be responsible for selecting the participants, according to previously established criteria. All fundamental principles and mobility requirements set out in the Inter-Institutional Agreement must be respected. The selection procedure must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process

Application Procedures:

- Copy of the Passport
- Short CV
- Teaching Agreement for Academic Staff (see annex I)
- Training Agreement for Administrative Staff (see annexII)

The documents must be submitted to the home Institution (International Relations Office) at the following address: University of Sfax, Airport road km 0.5 P.O.BOX 1169 – 3029 – Sfax. The home Institution will be responsible of selection procedures on the basis **transparent and fair criteria**.

The deadline for applying is **fixed at 20 December 2017**.

For any specific question or information you can contact Ms. Fatma GHORBEL, e-mail fatma.ghorbel@usf.tn at your home institution.