

## ERASMUS+ HIGHER EDUCATION MOBILITY

### Staff Mobility for Training 2024-25 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 The University of Messina, Italy and Business and Technology, Georgia.

#### **Art. 2 Admission requirements**

- 2.1 In order to apply prospective candidates must be employed at (Business and Technology University) at the moment of application and for the whole duration of the mobility.
- 2.2 Language proficiency

Applicants are required to be proficient in English at level B2 and/or Italian (or others) at level B2 of the CEFR respectively majeure.

#### **Art. 3 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. 4 Grants**

4.1 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	<b>160€ per day</b>
TRAVEL	
Staff	Travel costs will be covered by the project (up to the amounts defined by the E+ programme on the basis of the distance bands. Changes will not be covered)

## **Art. 5 Admission procedure**

### 5.1 Application

- Prospective applicants should submit their application form and required documents (6.2) via e-mail to the address: erasmusplus@btu.edu.ge from 10<sup>th</sup> of January to 31<sup>th</sup> of January 2025 Any application received after the deadline will not be accepted;
- A confirmation e-mail will be sent after the application has successfully been submitted;

### 5.2 Required Documentation

Staff candidates must provide the following documents:

- Copy of a valid ID card or passport;
- Copy of a proof of employment at Business and Technology University (ex. certificate issued by the Home University stating he/she is Academic/Administrative staff employed at the University);
- Mobility Programme signed by the applicant and by the E+ Administrative Coordinator;
- Motivation Letter (max 2 pages);
- Curriculum Vitae (max. 2 pages) in English including extracurricular activities (courses, seminars, conferences, published researches etc.)

## **Art. 6 Selection process**

6.1 The Selection process includes the following steps:

Eligibility check and evaluation/interview by Business and Technology University;

Business and Technology University 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 via interview, according with the following criteria, which have been jointly agreed by the partner university and the coordinating university

<b>Type of Mobility / Criteria</b>	<i>Motivation</i>	<i>Oral Presentation</i>	<i>Work Plan</i>
<i>Staff for Teaching / Training</i>	<i>Max. 10 points</i>	<i>Max. 10 points</i>	<i>Max. 10 points</i>

6.2 At the end of the selection procedure Business and Technology University Selection Committee will draft a ranking list of qualified candidates.