

## ERASMUS + INTERNATIONAL CREDIT MOBILITY 2017-2019

### Application guidelines for Incoming Staff Mobility

International Credit Mobility (ICM) supports the mobility of individuals employed at a higher education institution (HEI), from a Partner Country to the University of Siena.

There are two types of staff mobility:

- Staff mobility for teaching for academic staff to teach at a partner higher education institution (HEI) abroad. The mobility period can last from 5 days to 2 months.
- Staff mobility for training for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI.

The mobility period can last from 5 days to 2 months, excluding travel time.

A teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay).

If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.

#### **Selection and nomination of participants**

The selection of staff members will be made by the sending institution on the basis of a draft mobility programme submitted by the staff member after consultation with the receiving institution. Prior to departure, the final mobility programme shall be formally agreed by both the sending and receiving institution (by exchange of letters or electronic messages).

Incoming Teaching Staff must be individually accepted by the host Department at UNISI

Incoming visitors participating on the Staff Training programme must be individually accepted by the host Department/Office at UNISI

Both the sending and receiving institution are responsible for the quality of the mobility period abroad.

The selection of participants must be fair, transparent and documented and must be made available to all parties involved in the selection process

After the selection of participants, the partner university sends a Nomination letter to the Incoming Students and Researchers Office of the University of Siena ([icm@unisi.it](mailto:icm@unisi.it)) with the following data: Name, surname, email address, department and academic contact at the University of Siena

#### **Acceptance of the participants**

The assessment of the candidates will be made by the UNISI academic coordinator.

Once accepted the participants will receive a confirmation email with the link to the online *Registration form* for incoming ICM staff

After submitting the online application, the Incoming Students and Researchers Office will send an invitation letter to apply for a visa at the Italian consulate.

Further information about the Visa for Italy: <http://vistoperitalia.esteri.it/home/en>

### **Benefits**

Beneficiaries will receive an individual support as a contribution to their costs during their mobility (€ 140,00 per day until the 14th day, and € 98,00 per day for the following days).

One round-trip flight ticket per beneficiary will be covered by the Erasmus+ International Credit Mobility project and provided by the University of Siena, according to the fixed amount assigned per destination.

Travel support depends on the distance between the home and the host University:  
<http://usienaicm.wp.unisi.it/scholarships/>

### **Requested documents before the mobility**

#### 1) The mobility agreement (MA)

Before the mobility can start, the sending and receiving institutions, together with the, must agree on the activities that the participant will undertake during the period abroad.

The “Mobility Agreement for teaching / training” sets out the teaching/training programme to be followed, and lists the rights and obligations of each party.

#### 2) The participant grant agreement (GA)

The participant grant agreement sets out the financial support and payment arrangements to the participant.

The University of Siena will be responsible for signing the grant agreement with the participant and will administer all grant payments for the mobility to Europe ("incoming")

### **Accommodation**

UNISI will provide assistance to find accommodation and for the release of the visa when necessary. During the whole mobility, UNISI will provide support through its Incoming Mobility Office

### **UNISI Contacts for ICM incoming mobility**

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