



**Regulation for the Selection of Beneficiaries of Staff Mobility
Grant for Teaching Missions (STA)**

**Article 1
Object**

The present Regulation aims to establish the rules regarding the participation of teaching staff of UCP, ESHTE and UAlg in the mobility programme for staff mobility for teaching (STA grant) under the AETC - Atlantic Erasmus Training Consortium framework.

**Article 2
Description**

1. Teaching staff from AETC partner HEIs can undertake a mobility for teaching periods, teaching at a partner HEI abroad. Teaching mobility can take place in any field of study/academic disciplines;
2. The host institution must be located in one of the countries participating in the Programme: Member States of the European Union, the Former Yugoslav Republic of Macedonia, Iceland, Lichtenstein, Norway and Turkey.

**Article 3
Objectives**

1. Teaching staff mobility (STA grant) aims to:
 - 1.1. Acquire and share professional knowledge from experiences and good practices abroad, as well as practical skills relevant to the performance duties and professional development, in line with the internationalisation plans of the AETC partner HEIs;
 - 1.2. Promote and strengthen ties between HEIs through the discussion and preparation of inter-institutional cooperation research;
 - 1.3. Develop ongoing research projects.

**Article 4
Duration of mobility**

1. The mobility will have a minimum duration of 2 days and a maximum of 2 months (excluding travel days).



2. In the case of mobility between Programme countries, the 2-day minimum duration of mobility must be consecutive.
3. In all cases, teaching activity must comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). If the mobility lasts more than one week, the minimum number of hours of teaching for an incomplete week must be proportionate to the duration of that week.
4. The recommended average duration of the mobility is 3 days.

Article 5

Eligibility conditions and number of vacancies

1. All teaching staff from the AETC partner HEIs are eligible.
2. The number of vacancies may vary according to the grant period in question. The number of vacancies for each academic year shall be indicated when the information about the start and end of the application period is announced by each AETC partner HEI.

Article 6

Application and required documentation

The application for mobility shall be submitted to the International Relations Offices of the AETC partner HEIs. At UCP, the applications are presented to the International Relations Office of the Faculty of Human Sciences (FCH). The following documents must be submitted:

- (i) application form;
- (ii) CV;
- (iii) motivation letter in which the relevance of the mobility is justified (ongoing research projects; interest of mobility for the sending institution, among other reasons);
- (iv) Training programme/Staff Mobility for Teaching – Mobility Agreement.

Article 7

Seriation and/or selection criteria

1. Candidates will be ranked and/or selected according to the following criteria (applied sequentially):
 - (i) motivation letter justifying the relevance of the mobility;
 - (ii) the candidate has not yet participated in an ERASMUS mobility of this type;
 - (iii) the candidate's curriculum vitae.
2. In the event of a tie in the ranking of candidates, preference may be given to the people with disabilities or other special needs in order to compensate for natural disadvantages they may experience in similar situations.
3. The application of the criteria will be the responsibility of the local AETC coordinator in each HEI partner.

Article 8

Dissemination of results

1. Applications will be ranked in accordance with the criteria set out in the previous article and selected candidates will be notified by email.
2. Selected candidates will have 5 (five) working days counting from the notification of the results to present a declaration of acceptance of the grant to the International Relations Offices of the AETC partner HEI.
3. Results will be published on the AETC and/or the sending HEIs' website(s), making public the list of selected individual beneficiaries, as well as the corresponding grants, but without compromising the confidentiality of the individual beneficiaries' personal information.

Article 9

About the grants

1. The mobility grants comprise travel costs and an amount of individual *per diem* support.
 - 1.1. Travel

Under the Erasmus+ programme, travel expenses are based on fixed unit costs depending on the distance between the sending and receiving institutions.

For this purpose, the European Commission has created an online tool for calculating distances (Distance Calculator).

1.2. Individual Support (Living Expenses)

- 1.2.1. Individual support is a contribution to cover individual costs related to accommodation, food, local transport, travel insurance and any costs related to travel cancellation, visa, telecommunications, internet and other costs.
- 1.2.2. Amounts may be awarded up to 100% between the 1st and the 14th day of mobility. After the 15th day, grant values will be awarded up to a maximum of 70% of the scale.
- 1.2.3. Failure to submit the supporting travel documents will imply the full reimbursement of the grant.
- 1.2.4. The grant amounts are those listed in the grant table of the Erasmus+ Programme Guide.

2. Mobilities with a zero-grant are eligible.
3. Depending on the funds allocated annually to AETC, the grant amounts indicated in the table may not be paid in full.

Article 10 **Obligations of the parties**

1. After the notification of the selection results, a financial contract will be established between the AETC partner HEI and the beneficiary of the mobility grant. For this purpose, the following documents must be submitted for verification:
 - (i) Citizen/ID card and Fiscal Identification Number;
 - (ii) proof of Banking Identification Number.
2. At the end of the mobility period and within a maximum of 15 days, the beneficiary should:
 - 2.1. Present a certificate proving the completion of the training mission (Certificate of Attendance) to the International Relations Office of the AETC partner HEI, signed by the host institution, indicating the start and end days of the programme.



- 2.2. Submit the Final Report in accordance with the instructions that will be provided by the International Relations Office of each AETC partner HEI.
3. Failure to submit the documents indicated in points 2.1. and 2.2. will result in the full reimbursement of the grant by the beneficiary.
4. The AETC partner HEIs undertake to provide all the necessary support to the formalisation of the applications and documentation related to the execution of the mobility.

Article 11 **Interpretation doubts and omitted cases**

Any doubts of interpretation or omission cases should be resolved by the AETC Coordinator, after consulting the other HEI partners.

Article 12 **Entry into force**

The present Regulation shall enter into force immediately.

NOTE: The consultation of this Regulation does not exempt the reading of the other rules applicable to the Erasmus+ Programme, which are available on the website of Erasmus+, the National Agency for Education and Training.

For any questions, you are kindly invited to contact:

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