

Regulation for the Selection of Beneficiaries of Grants for Staff Mobility for Training (STT)

Article I

Object

The present Regulation aims to establish the rules regarding the participation of non-teaching staff from the Universidade Católica Portuguesa (UCP), Estoril Higher Institute for Tourism and Hotel Studies (ESHTE) and University of Algarve (Ualg) in the mobility programme for the non-teaching staff for mobility training (STT grants) under the Atlantic Erasmus Training Consortium (AETC) framework. Candidates should preferably be staff members whose professional activity is closely linked to international mobility programmes and/or ERASMUS+ Programme, or whose training abroad are of direct interest to the development of the sending institutions and are in agreement with a favourable opinion from their hierarchical superior, which should be presented with the application.

Article 2

Description

1. Staff mobility for training (STT grants) may take place:
 - (i) in Higher Education Institutions (HEI), that are holders of an Erasmus Charter for Higher Education and with which the partner institutions of the AETC partner HEIs have established, or not, interinstitutional agreements, or in enterprises or organisations that offer training;
 - (ii) in a Higher Education Institution through participation in a staff week, workplace visits or job shadowing;
 - (iii) in an enterprise, through regular training or short-term courses, and/or other types of actions of the host institution considered eligible under the Erasmus+ Programme framework.
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 North Macedonia, Iceland, Lichtenstein, Norway and Turkey.



Article 3

Objectives

1. Staff mobility for training (STT grants) aims to:

1.1. acquire knowledge or expertise from experiences and good practices abroad, as well as practical skills relevant to the performance of duties and professional development in line with the internationalisation plans of the AETC partner HEIs.

1.2. promote and strengthen the cooperation between Higher Education Institutions and enterprises.

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. The average duration of the mobility is 5 days.

Article 5

Eligibility conditions and number of vacancies

1. Staff members who have a labour contract with 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 information about the start and end of the application period is announced by each AETC partner.

Article 6

Application and required documents

The applications for mobility are submitted to the International Relations Offices of the AETC partner HEIs. At UCP, 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;
- (iv) the opinion letter of a hierarchical superior recognising the interest of the mobility;
- (v) training program/Staff Mobility for Training – Mobility Agreement.

Article 7

Ranking and/or selection criteria

1. Candidates will be ranked and/or selected according to the following criteria (applied sequentially):
 - (i) the applicant has not yet participated in an ERASMUS mobility programme;
 - (ii) the candidate should preferably be a staff member whose professional activity is closely linked to the management of the international mobility programme and/or the ERASMUS+ Programme;
 - (iii) the relevance of the application is in line with the opinion of the senior hierarchical supervisor or with the internationalisation plan of the AETC partner HEI;
 - (iv) profile of the candidate and analysis of the CV.
2. In the event of a tie in the ranking of candidates, preference may be given to people with disabilities or other special needs, in order to compensate for the natural disadvantages they may experience in similar situations.
3. The application of the criteria will be the responsibility of the local AETC coordination in each HEI partner.

Article 8

Dissemination of results

1. Applications will be ranked according to the criteria listed in the previous article, and selected candidates will be notified by email.
2. The selected candidates will have 5 (five) working days counting from the notification of results to present a declaration of acceptance of the grant to the International Relations Office of the AETC partner HEIs.

3. The results will be published on the AETC and/ or the sending HEI website, 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 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 calculation of distances (Distance Calculator).

1.2. Individual Support (living expenses)

1.2.1. Amounts may be awarded up to 100% between the 1st and 14th day of mobility. After the 15th day, grant values will be allocated up to a maximum of 70% of the scale.

1.2.2. The grant amounts are those listed on the mobility grants table of the Erasmus+ Programme Guide.

2. Mobilities with zero grant are eligible.
3. Depending on the funds allocated annually to the 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 an AETC partner HEI and the beneficiary of the mobility grants. 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. Submit 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 dates of the programme.
 - 2.2. Submit the Final Report in accordance with the instructions 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 imply the reimbursement of the grant in full amount by the beneficiary.
4. The AETC partner HEIs undertake to provide all the necessary support to formalise the applications and the documentation related to the execution of the mobility.

Article 11 **Doubts of interpretation and omitted cases**

The doubts of interpretation or omitted cases shall be resolved by the Coordination of the AETC after consulting the other HEI partners.

Article 12 **Entry into force**

The present Regulation shall enter immediately into force.

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

For any questions, you are kindly invited to contact:

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