

## ERASMUS+ International Mobility Grants for IFiS Faculty

### Call for Applications for Short Teaching Stays Abroad

GSSR invites faculty at IFiS PAN to participate in ERASMUS+ staff mobility for teaching in the academic year 2023/2024. The aim of this programme is to offer IFiS faculty an opportunity to:

- Share your academic expertise;
- Experience new teaching environments;
- Connect with peers abroad to develop common activities to achieve the ERASMUS programme's objectives;<sup>1</sup>
- Exchange good practices and enhance cooperation between IFiS and Higher Education Institutions (HEIs) abroad.

Under this Erasmus+ scheme, teaching must take place at **HEIs abroad that IFiS partners with**. As of now, IFiS has confirmed partnerships for faculty mobility with *Universita degli Studi di Firenze* (Italy), the *Bulgarian Academy of Sciences*, *Marmara University* (Turkey), and the *University of Ljubljana* (Slovenia).

It is possible to close Erasmus+ collaboration agreements with other HEIs abroad. GSSR will assist with the process, once you identify the HEI abroad and get their initial approval for (i) you to teach there, (ii) your teaching plan (see section "Application package"), and (iii) to sign an Erasmus+ collaboration agreement with IFiS PAN. As soon as you have this initial documentation (emails from a representative, e.g. Department Chair, of the HEI abroad suffices), please share it with Dr. Fells, who will pursue the signing of the formal agreement.

A teaching stay abroad can span from two days to two months (excluding travel) and must cover a minimum of eight 60-minute hours for stays spanning one week or less. For stays longer than one week and involving an incomplete week (e.g. 10 days = one full and one incomplete week), the minimum number of teaching hours *for the incomplete week* must be proportional to the number of days spent in that week: for three days of an incomplete week (see earlier example), the minimum number of teaching hours equals five (3 days/5 working days \* 8 hours = 0.6\* 8 = 4.8 hours). Thus, a 10-day teaching stay abroad would require at least 13 teaching hours (8+5).

The funding amount that a successful applicant can receive depends on:<sup>2</sup>

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<sup>1</sup> <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/priorities-of-the-erasmus-programme/objectives-features>

The general objective of the Programme is to support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport, in Europe and beyond, thereby contributing to sustainable growth, quality jobs and social cohesion, to driving innovation, and to strengthening European identity and active citizenship. As such, the Programme shall be a key instrument for building a European Education Area, supporting the implementation of the European strategic cooperation in the field of education and training, with its underlying sectoral agendas. In addition, it is key in advancing youth policy cooperation under the European Union Youth Strategy 2019-2027 and developing the European dimension in sport.

<sup>2</sup>The rates within the Erasmus + staff mobility program for selected countries are shown below:

- (i) the length of the teaching spell, and
- (ii) the hosting HEI's location.

Under the current Erasmus+ scheme, IFiS/GSSR's **total budget** for individual teaching mobility awards in the period up to July 2024 is **2500 Euro**.

### Application package

To apply, please submit the following documents:

1. Summary data sheet, including (a) your first and last name, and academic discipline; (b) the name and location of the HEI abroad that will host your teaching stay; (c) dates of your planned teaching stay abroad; and (d) the name and email of the contact person at the HEI abroad where you will be teaching.
2. Teaching plan (similar to a syllabus) that includes the following elements:
  - Brief description of what is to be taught, including its target audience (undergraduate/MA/PhD students, faculty, etc.);
  - Training objectives;
  - Structure and content of the course, including its requirements, that enable it to meet its goals; if applicable, division between offline and virtual teaching parts;
  - Expected outcomes and impact of the planned course
3. The foreign HEI's written approval of your Teaching plan.
4. If you plan to teach somewhere else than *Universita degli Studi di Firenze (Italy)*, the *Bulgarian Academy of Sciences* or *Marmara University (Turkey)*, or the *University of Ljubljana* the foreign HEI's initial agreement to:
  - (a) host your teaching stay **and**
  - (b) sign an Erasmus+ collaboration agreement with IFiS,

**together with**
5. Your written request to Dr. Fells to initiate the process by which IFiS and this HEI sign the Erasmus+ collaboration agreement. Appendix A provides a template for such agreements.
6. Rationale for international teaching mobility (500 words). Please discuss the added value of the teaching mobility on your professional development and in the context of internationalisation strategies of the institutions involved (i.e. why and how your teaching will benefit the HEI abroad; potential benefits to GSSR's doctoral school).

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**Group 1:** Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden

For stays up to 14 days € 180 per day. For stays from 15 days up to 2months € 126 per day

**Group 2:** Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain

For stays up to 14 days € 160 per day. For stays from 15 days up to 2months € 112

**Group 3:** Bulgaria, Croatia, Czech Republic, Estonia, Northern Macedonia, Hungary, Latvia, Lithuania, Romania, Serbia, Slovakia, Slovenia, Turkey.

For stays up to 14 days € 140 per day. For stays from 15 days up to 2 months € 98

A complete list of rates for all eligible countries is given on page 32 of the Erasmus + programme guide [https://erasmus-plus.ec.europa.eu/sites/default/files/2022-01/2022-erasmusplus-programme-guide-v2\\_en\\_0.pdf](https://erasmus-plus.ec.europa.eu/sites/default/files/2022-01/2022-erasmusplus-programme-guide-v2_en_0.pdf)

**Support for travel costs** is allocated according to distance travelled starting at € 180 for destinations up to 499 km from Warsaw (rates are slightly higher for "Green travel" – e.g., by train)

The deadline for applications is **May 30, 2023**. Please submit electronically your application package to John Fells, Project Coordinator ([john.fells@gssr.edu.pl](mailto:john.fells@gssr.edu.pl)).

### **Funding decisions**

A Commission appointed by the Director of GSSR makes the funding decisions, based on the submitted Application package. You will receive an email notification about the outcome of your application by June 20, 2023.

Receiving the Erasmus+ teaching abroad funds is contingent upon a signed Erasmus+ collaboration agreement of IFiS and the HEI that you plan to teach at. If an Erasmus+ collaboration agreement has not been signed by May 30, 2023 (when the GSSR Call closes), and your application is successful, the inter-institutional collaboration agreement must be signed as soon as possible and **prior to you incurring any teaching abroad-related expenses**. A copy of the signed agreement must reach John Fells **at least 14 days** prior to the date that your teaching abroad is scheduled to start.

If 14 days prior to the start of your planned teaching abroad the Erasmus+ collaboration agreement of IFiS and your HEI of choice has not been signed (with a copy shared with GSSR), you become ineligible to receive the Erasmus+ international mobility grant for short teaching stays abroad, and GSSR will withhold the funding.

Successful applicants must provide ERASMUS, via GSSR, specific documentation related to the outcome of their international mobility, including:

- Signed grant contract (prepared by GSSR before departure).
- Signed certificate of participation from the HEI abroad that hosted your (you will submit this to GSSR within 15 working days upon returning from your teaching stay abroad).
- An online final participation report – Erasmus will send you an email prompt about completing the report.

For any questions about the Erasmus+ staff mobility grant, including about the template for Erasmus+ collaboration agreements (see Appendix A), please contact John Fells.

## **Mobility Agreement**

### **Staff Mobility For Teaching<sup>i</sup>**

Planned period of physical teaching activity: from *[day/month/year]* to *[day/month/year]*

If applicable, planned period(s) of virtual teaching activity: from *[day/month/year]* to *[day/month/year]*

Duration of physical mobility (days) – excluding travel days: .....

#### **The teaching staff member**

Last name (s)		First name (s)	
Seniority <sup>ii</sup>		Nationality <sup>iii</sup>	
Gender [ <i>Male/Female/Undefined</i> ]		Academic year	20../20..
E-mail address			

#### **The Sending Institution/Enterprise<sup>iv</sup>**

Name	<b>Instytut Filozofii i Socjologii Polskiej Akademii Nauk</b>		
Erasmus code <sup>v</sup> (if applicable)	<b>PL WARSZAW62</b>	Faculty/Department	<b>GSSR</b>
Address	Nowy świat 72	Country/ Country code <sup>vi</sup>	Poland/PL
Contact person name and position	John Fells	Contact person e-mail / phone	jfells@gssr.edu.pl
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

#### **The Receiving Institution**

Name		Faculty/Department	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

For guidelines, please look at the end notes on page 3 of this form.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>vii</sup>: .....

Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

Number of students at the receiving institution benefiting from the teaching programme:  
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Number of teaching hours<sup>viii</sup>: .....

Language of instruction: .....

Is the teaching mobility a part of a blended mobility programme?  Yes  No

**Overall objectives of the mobility:**

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

**Content of the teaching programme and if applicable division between physical and virtual parts:**

**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

### II. COMMITMENT OF THE THREE PARTIES

By signing<sup>x</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

### **The teaching staff member**

Name:

Signature:

Date:

### **The sending institution/enterprise**

Name of the responsible person:

Signature:

Date:

### **The receiving institution**

Name of the responsible person:

Signature:

Date:

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<sup>i</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.
- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).

<sup>ii</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>iii</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>iv</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth .

<sup>v</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>vi</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>vii</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) (available at [http://ec.europa.eu/education/tools/iscsed-f\\_en.htm](http://ec.europa.eu/education/tools/iscsed-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.

<sup>viii</sup> A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.

<sup>ix</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.