



1506
UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO

DECRETO RETTORALE

IL RETTORE

Premesso che:

- il Programma Erasmus+ favorisce la dimensione internazionale dell'istruzione e della formazione, in particolare attraverso la cooperazione tra gli istituti dei paesi aderenti al Programma (KA131) e dei paesi partner (KA171);
- è stata approvata dall'Agenzia Nazionale Erasmus+ INDIRE una proposta di progetto di attività/mobilità internazionale con l'Università Cattolica Nostra Signora del Buon Consiglio (UKZKM) di Tirana, Albania (KA171/2022);
- in seguito alla rinuncia da parte della studentessa incoming assegnataria della borsa di studio risulta possibile l'attivazione di ulteriori mobilità docenti e personale amministrativo che dovranno essere effettuate entro il 31 luglio 2025;
- si rende opportuno procedere all'emanazione del presente bando in lingua inglese, finalizzato a favorire e regolamentare la mobilità di un/una docente e una unità del personale amministrativo dall'Università Cattolica Nostra Signora del Buon Consiglio (UKZKM) di Tirana presso il nostro Ateneo;

Visti:

- il regolamento UE n. 2021/817 del Parlamento Europeo e del Consiglio, del 20 maggio 2021, che istituisce Erasmus+, il programma dell'Unione per l'istruzione, la formazione, la gioventù e lo sport;
- la comunicazione della Commissione Europea "Education, Audiovisual and Culture Executive Agency" datata 21 febbraio 2020 con oggetto "Erasmus Charter for Higher Education (ECHE). Call for Accreditation (EACEA/03/2020 2021-2027), Selection Year 2021;
- l'approvazione e conseguente assegnazione dell'Erasmus Charter for Higher Education (ECHE) per il periodo 2021-2027, Project: 101014138 – UNIURB_ECHE_2021-2027;
- la guida del Programma Erasmus+, Version 2 (2022): 26-01-2022;
- la comunicazione dell'Agenzia Nazionale Erasmus+ INDIRE relativa alla pubblicazione del bando per la richiesta di finanziamenti finalizzati alla realizzazione di iniziative di mobilità e progetti nell'ambito del Programma Erasmus+ KA171;
- la comunicazione dell'Agenzia Nazionale Erasmus+ INDIRE, relativa all'esito positivo della valutazione della candidatura Azione KA171 proposta dall'Università degli Studi di Urbino progetto n. 2022-1-IT02-KA171-HED-000077002 e all'attribuzione dei finanziamenti;
- le disposizioni nazionali contenute nell'Allegato IV della Convenzione n. 2022-1-IT02-KA171-HED-000077002 con cui si individuano gli importi dei contributi unitari indicati dalle tabelle comunitarie in materia di mobilità studenti Erasmus+, fatte salve eventuali modifiche che potranno essere apportate a tali importi per l'anno accademico 2024/2025 e che saranno prontamente rese note;
- l'addendum n. 1 alla Convenzione n. 2022-1-IT02-KA171-HED-000077002 con cui si individuano le regole finanziarie e contrattuali aggiuntive applicabili solo ai progetti che organizzano attività virtuali a causa del Covid-19;

Richiamati:

- lo Statuto dell'Università degli Studi di Urbino Carlo Bo;
- il Piano Strategico di Ateneo 2024–2026 adottato con D.R. n. 648/2023 del 22 dicembre 2023, previa approvazione del Consiglio di Amministrazione con delibera n. 371/2023 del 21 dicembre 2023, e modificato con D.R. n. 56/2024 del 9 febbraio 2024;
- la delibera n. 55/2023 del 31 marzo 2023, con cui si ratifica il Decreto Rettorale d'urgenza n. 10/2023 del 28 febbraio 2023 con cui si approva la sottoscrizione dell'accordo inter-istituzionale Erasmus con l'Università Cattolica Nostra Signora del Buon Consiglio (Albania) per gli anni accademici 2023/2024 e 2024/25 e relative richieste di mobilità;



- il Decreto Rettorale d'Urgenza n. 32/2022 del 25 marzo 2022 da sottoporre a ratifica del Senato Accademico con cui l'Ateneo autorizza l'assegnazione delle risorse;
- il Decreto Rettorale d'Urgenza n. 55/2022 del 25 marzo 2023 da sottoporre a ratifica del Consiglio di Amministrazione con cui l'Ateneo autorizza l'assegnazione delle risorse;
- le comunicazioni intercorse con il referente del progetto KA171 per l'Università degli Studi di Urbino Carlo Bo, prof. Andrea Duranti e la referente estera dott.ssa Laura Yzeiraj;

DECRETA

di approvare il bando di concorso per mobilità ai fini di docenza e del personale amministrativo verso l'Università degli Studi di Urbino Carlo Bo (incoming) nell'ambito del Programma Erasmus+ KA171 con la Università Cattolica Nostra Signora del Buon Consiglio (UKZKM) di Tirana, (Albania) per l'anno accademico 2024/2025 come da testo in inglese sotto riportato.

ERASMUS+ PROGRAMME KA171 INTERNATIONAL CREDIT MOBILITY (ICM) CALL FOR APPLICATIONS – TEACHING STAFF AND STAFF TRAINING MOBILITY Academic year 2024/25

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Art. 1 – Project objectives

- 1.1 The present call for applications regulates the participation procedures giving access to grants for Erasmus+ teaching staff and staff training mobility within the Erasmus+ action KA171 (individual support and travel costs). The teaching staff and staff training mobilities must be carried out at **Università degli Studi di Urbino Carlo Bo (UniUrb)**.
- 1.2 Based on the remaining resources, n. 2 mobilities can be financed;



1.3 Teaching staff mobilities towards UniUrb consist in carrying out **teaching activities** (courses, seminars) and/or disciplinary training and in-depth study activities within the framework of a mobility teaching program agreed with the Partner University.

Staff training mobilities towards UniUrb consists in carrying out disciplinary training and in-depth **training activities** within the framework of a staff training program agreed with the Partner University.

The program aims to promote the exchange of skills and experiences on teaching and disciplinary methodologies, and to offer teachers and administrative staff opportunities for exchange, mutual comparison and updating.

Art. 2 – Admission requirements

2.1 Eligible participants from the Catholic University Our Lady of Good Counsel (UKZKM) in Tirana:

- a) Professors;
- b) Researchers;
- c) Administrative staff.

2.2 The participants must be covering the above-mentioned positions at UKZKM when submitting the application form and throughout the whole mobility period.

2.3 Moreover, participants must:

- be citizens of a member state of the European Union or of another country participating in the Erasmus+ Program or be officially recognized by Italy as refugees, stateless persons or permanent residents
- not have registered residence in Italy.

Art. 3 – Receiving Institution and mobility period¹

3.1 Participants can apply for a teaching staff mobility or staff training period at Università degli Studi di Urbino Carlo Bo, (Italy).

3.2 The grant covers mobility periods lasting **five days (minimum duration), plus two travel days, round trip**.

3.3 The mobility program for **teaching staff** has to comprise:

- at least 8 hours per week both in case of **teaching activity** (courses, seminars) for stays lasting between 5 and 7 days (travel days excluded), as per Annex I.

In case of training activities and disciplinary studies for stays lasting between 5 and 7 days (travel days excluded) for a minimum of 3 hours per day.

3.4 The activity to be carried out during the mobility of **administrative staff** must be specified in the Mobility Agreement, signed and approved by both institutions.

3.5 The mobility period must be carried out and completed **within July 31, 2025**.

Art. 4 – Application deadline and documentation

4.1 Teaching staff candidates must submit the online application form available at this [link](#).

Administrative staff candidates must submit the online application form available at this [link](#).

¹ The participant may ask for information and support concerning visa procedures and necessary documentation to enter the Receiving Country to the International Mobility Office at Università degli Studi di Urbino Carlo Bo.



The candidatures must be presented **within 15 April, 2025 at 12:00 (CET)**

4.2 When submitting the application, candidates must attach the following documents in PDF or JPEG format:

Teaching staff mobility

- a) proposal for teaching/training and disciplinary in-depth activities to be carried out at the host University which substantiates the motivation;
- b) curriculum vitae (European format);
- c) valid ID document/Passport.

Administrative staff mobility

- a) project and/or possible program of the Staff Training Week;
- b) self-certification of the linguistic skills necessary to carry out the proposed activities;

Art. 5 – Selection criteria

5.1 A selection committee will draw up a ranking list according to the following evaluation criteria:

Teaching staff mobility:

1. mobility teaching program proposal to be carried out at the Receiving Institution – the teaching program proposal must point out the candidate's motivation and the relevance of the teaching activity with the study field;
2. curriculum vitae (European format);
3. involvement in teaching/research projects regarding Italy and Albania.

Administrative staff mobility:

1. proposed mobility project, aimed at enriching skills;
2. positive impact of the initiative/project on the University structures;
3. the actual possession of adequate linguistic competence.

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5.2 In case of equal evaluation, preference will be given to the teacher with the higher number of publications. For the administrative staff ranking, preference will be given to the candidate with the youngest age.

Art. 6 – Grant allocation

6.1 A selection committee is appointed by Rector's Decree upon suggestion of the project scientific representatives and will evaluate the applications submitted by the participants. The selection committee will draw up a ranking list according to the evaluation criteria at art. 5.

The mobilities will be financed in respect of the funding allocated by the Italian National Agency Erasmus+ INDIRE for teaching staff mobility within the framework of the KA171 project between Università degli Studi di Urbino Carlo Bo and the Catholic University Our Lady of Good Counsel in the academic year 2024/2025.

6.2 Following both the application deadline (art. 4.1) and the selection process (art. 5), the candidates will receive notice via email regarding the publication of the ranking list.

Art. 7 – Mobility acceptance and necessary documents



The following documents have to be sent via e-mail (studerasmus@uniurb.it) to the International Mobility office:

- invitation letter issued by the Receiving Institution;
- submission of the **Grant Agreement** (no. 2 copies, both copies must be signed by the participant and sent via regular post or certified e-mail);
- submission of the Mobility Agreement for Teaching Staff, signed by the participant, the Erasmus coordinator at UKZKM and the Erasmus coordinator at the Receiving Institution;
- for the administrative staff: submission of the Mobility Agreement for staff training, signed by the participant, the Erasmus coordinator at UKZKM and the Erasmus coordinator at the Receiving Institution

Scanned versions of the document are accepted, as also electronic signatures;

The above-mentioned documents must be sent to the Receiving Institution **within 30 days from the beginning of the planned mobility period.**

If the participant does not submit the documents within the deadlines, the mobility will be re-allocated according to the ranking list.

In addition to the mobility-related documentation above, the participant should provide autonomously to the documents necessary to enter the Receiving Country and will receive assistance/information on how to set up the trip and/or find an accommodation.

Art. 8 – Change or withdrawal

8.1 **In case the participant wishes to change the mobility period**, it must be notified to the International Mobility Office of the University of Urbino. The participant must fill in the “request for change” available at the [link](#) and send it via email to internationalmobility@uniurb.it. The “request for change” must state the reason of the change and the amended dates of the mobility period.

8.2 **In case the participant withdraws from the mobility program**, it must be notified to the International Mobility Office of the University of Urbino. The email must state the reason of the withdrawal and must be sent to internationalmobility@uniurb.it.

Art. 9 – Eligible costs

9.1 Expenses must be duly documented as per art 10. The following constitute eligible expenses:

- a) travel costs (round trip);
- b) individual support costs (for instance: room and board, assurance costs, costs connected to the period of stay of the participant).

9.2 The Italian National Agency Erasmus+ INDIRE fixes the grant support for participants coming to Italy from Albania as follows:

Travel costs (round trip)	€ 275,00
Individual support costs*	€ 160,00

***Attention** – The individual support is calculated as described below:



- teaching activities lasting no more than 14 days: individual support per day as described in the table above;
- teaching activities lasting between 15 and 30 days: individual support per day is 70% of the amount described in the table above.

Art. 10 – Terms and arrangements of the EU grant payment

10.1 Terms and arrangements of the EU grant payment will be defined in the grant agreement between the University of Urbino Carlo Bo and the participant. The participant shall receive the financial support in a timely manner, in compliance with both the travel and individual support costs fixed by the Italian National Agency Erasmus+ INDIRE and the national regulations of reference (art. 9.2).

10.2 The receipt relating to the travel ticket and boarding passes in case of use of the plane (in original, with the exception of boarding passes produced with online check-in and/or electronic tickets, which must in any case be kept track of for reimbursement purposes). The travel ticket must indicate the cost of the trip, the dates and the name of the participant. Otherwise, a receipt/invoice for the cost incurred must be requested from the travel agency, also containing the data requested above.

10.3 In order to define the mobility period eligible for the EU grant, the University of Urbino Carlo Bo will take into account both the dates on the grant agreement and the dates on the certificate of stay issued by the Receiving Institution, plus two travel days (round trip). **The round trip must take place the day before the start of the mobility and the day after the end date of the mobility, as stated in the grant agreement.**

Art. 11 – EU Participant Report Form

The participants will receive a Participant report form via email directly from the official EU Platform at the end of the mobility period. The report form is **mandatory** and the evaluation/suggestions given by the participant will contribute to the general evaluation of the project by the Italian National Agency Erasmus+ INDIRE. Participants are invited to complete it carefully.

Art. 12 – Inclusion of participants with special needs

In order to make access to teaching staff mobility as inclusive as possible, the Erasmus+ Programme allocates special funding to disadvantaged categories of participants wishing to take part into a mobility program. The candidate must point it out when accepting the mobility grant assigned. The additional support is granted subject to formal request, and subsequent acceptance according to the availability of funds, to the Italian National Agency Erasmus+ INDIRE. Then, the additional grant is calculated in accordance with the real costs regarding the participant's disability supported during the mobility period.

Art. 13 – Person in charge of the administrative procedure

According to the law 7 august 1990, no. 241 and subsequent amendments and additions, the administrative procedure described in the present call for applications is in charge of dr. Lucia Bartolucci, Ufficio Mobilità Internazionale – Settore Didattica, Post Laurea e Servizi agli Studenti.

The instructions provided in the present call for applications guarantee participants the transparency in the stages of the procedure, in the selection criteria, in the appointment of both the selection committee and the



person in charge of the administrative procedure. The instructions provided in the present call for applications are implemented according to the law 7 august 1990, no. 241 and subsequent amendments and additions. Participants have the right of access to the documents related to the procedure according to the current legislation. The request of access to the documents related to the procedure must be addressed to the Rector and sent to Ufficio Protocollo e Archivio, via Saffi no. 2 - 61029 Urbino (PU) within 7 days (not later than 12 pm) of the ranking list publication on the Official Register of the University of Urbino. Holder of the substitutive power is dr. Simona Pigrucci, Head of Settore Didattica, Post Laurea e Servizi agli Studenti Via Saffi, 2 - 61029 Urbino (PU); e-mail: simona.pigrucci@uniurb.it.

Art. 14 – Protection of personal data

In compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity of the art. 5, paragraph 1 of the GDPR (EU Regulation 2016/679), according to the art. 13 of the GDPR Regulation – EU 2016/679 and of the law 196/2003 and subsequent amendments and additions, the Offices of the University of Urbino Carlo Bo acting as data controller will collect the personal data submitted by the participants in the application form. In compliance with objectives of the present call for applications, the authorized officers will process and store the data collected both on paper and on digital documents in accordance with the rules concerning the conservation of administrative documentation.

Policy and information are available at the link:

http://blog.uniurb.it/wp-content/files_mf/1540157915Uniurbinformativastudenti.pdf.

Eng. Mauro Raimondi is in charge of the data protection (RPD), tel. 0722305234 e-mail: rpd@uniurb.it.

Urbino, data del protocollo

IL RETTORE
Prof. Giorgio Calcagnini
Firmato digitalmente



ANNEX I
Minimum teaching hours table²

Duration of Mobility Period (days) (Travel excluded)	weeks	extra days	Minimum Teaching Hours EC Rule
5	0	5	8
6	0	6	8
7	1	0	8
8	1	1	9
9	1	2	11
10	1	3	12
11	1	4	14
12	1	5	16
13	1	6	16
14	2	0	16
15	2	1	17
16	2	2	19
17	2	3	20
18	2	4	22
19	2	5	24
20	2	6	24
21	3	0	24
22	3	1	25
23	3	2	27
24	3	3	28
25	3	4	30
26	3	5	32
27	3	6	32
28	4	0	32
29	4	1	33
30	4	2	35

² Fonte: Agenzia Nazionale Erasmus+ INDIRE, Kick Off Meeting ICM del 05-06/07/2022.