



Co-funded by the
Erasmus+ Programme
of the European Union

585832-EPP-1-2017-1-IT-EPPKA2-CBHE-JP
Master in SMARt transport and
LOGistics for cities



Dear Applicant,
we are grateful for your interest to the
SmaLog project.

This Call for staff will be opened
from the 7th of March of 2019 to 1st of 25 of April 2019.

Please note that you are submitting Application for the internship according to the Special Mobility Strend of SmaLog project
The selection is provided for selecting participants for the internship.

1-Target Group

Universities' academic staff from the Georgian and Ukrainian universities/academy of SmaLog project.

*All the details on the Target groups are also available on the **SmaLog** website <http://smalog-2017.uniroma2.it>, section "Application Info" and on the website of UA and GE Universities.*

2 - Eligibility Criteria

For participating to the selection the following requirement are asked:

- To be academic staff from the Georgian and Ukrainian universities/academy partners of SmaLog
- To have a work agreement with the institution to which the application is submitted; the work agreement must end not later than two years after the end of SmaLog or a declaration from the institution that it is available to continue collaboration for not later than two years after the end of SmaLog
- To be involved in SmaLog programme as professor or lecture
- To have experience in the topic of modules of SmaLog
- To held a Master degree or equivalent academic title
- To have adequate knowledge of English

Teachers with fewer opportunities, from less advantaged socio-economic backgrounds, who going abroad for the first time and less experience rather than more experienced staff members will have priority.

Teachers with **fewer opportunities** are:

- ✓ economically disadvantage groups, which belong to the Low-income families in accordance with Ukrainian legislation;





- ✓ persons with disability I and II groups in accordance with Ukrainian legislation and etc.;
- ✓ persons who suffered from the Chernobyl disaster;
- ✓ participants in hostilities;
- ✓ citizens belonging to preferential population groups in accordance with Ukrainian legislation.

3 - Types of mobility

Mobility for training.

4 – Duration of mobility

Internship period – 45 days

The place of the internship is European universities, namely:

European University	Period
University of Rome Tor Vergata, Italy	June, July 2019 September, October 2019
Sapienza University of Rome, Italy	
Hochschule Wismar, University of applied Science: Technology, Business and Design, Germany	

5 – Financial conditions

According to the **Guidelines for the Special Mobility Strand** for grants awarded in 2017 under Call EAC/A03/2016:





RECEIVING COUNTRIES	Staff from Partner Countries Amount (per day)		Staff from Programme Countries Amount (per day)	
	up to the 14 th day	between the 15 th & 60 th day	up to the 14 th day	between the 15 th & 60 th day
Denmark, Ireland, Netherlands, Sweden, United Kingdom	160€	112€	Not eligible	
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Liechtenstein, Norway, Turkey	140€	98€	Not eligible	
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslav Republic of Macedonia	120€	84€	Not eligible	
Estonia, Croatia, Lithuania, Slovenia	100€	70€	Not eligible	
Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo ⁹ Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine ¹⁰ , Syria, Tunisia	100€	70€	160€	112€
All other Partner Countries	Not eligible		Not eligible	

Financial support is granted to contribute to cover costs incurred during the mobility such as subsistence costs, accommodation, use of public transport and personal optional health insurance (see the Student/Staff Grant Agreement) for the individual participating in the mobility scheme. As reported in the E+ Programme Guide and here below, the amount provided varies depending, on the one hand on the destination and on the other, on the origin of the mobility whether it is from a Partner or a Programme country.

6 – Study fields

Final mobility programme shall be formally agreed both by the sending and receiving organisations.

7 - Required documents

Documents must be in **PDF format only**.

- 1- Declaration of Honour (example is to be downloaded; other template will be not accepted) – **mandatory document**.
- 2 - Passport copy – **mandatory document**.
- 3 - Curriculum Vitae (example is to be downloaded) – **mandatory document**.
- 4 - Language Certificate(s) (example is to be downloaded) – **mandatory document**.
- 5 - Recommendation Letter (**Expert from the minute of University**) – **mandatory document**.
- 7 - Motivation Letter – **mandatory document**.



- 8 - Proof of staff employment (Decree) – **mandatory document**.
- 9 – Grant agreement (example is to be downloaded) – **mandatory document**.
- 10 – Mobility agreement for training (example is to be downloaded) – **mandatory document**.
- 11 - Additional information (proof of socially disadvantaged situation, other certificates, portfolio, conferences’ diplomas) – **facultative documents**.

Please contact the Local Coordinator at the Home University in order for getting examples of the required documents or click on the link below.

IMPORTANT NOTE:

Complete application: You are requested to submit your application according to the rules of this Guideline. Each applicant, participating in the selection, declares to accept the rules and constraints defined by the Guidelines provided by EACEA. Please be aware that without providing all mandatory documents your application will be considered **ineligible**.

The mobility assignments must be based on partnership agreements between the members of the partnership. The Home and Host universities must agree the individual grand, learning agreements.

Also, to verify your eligibility on the SmaLog website.

8 – Documents upload procedure

For NUUE students:

- send all documents in the PDF format on the email nuuesmalog@gmail.com with file name “SMS_SmaLog_staff_participant last name”;
- bring all printed documents to the the Local Coordinator at the Home University

9 – Submission of the Application

Spring term [month]	
March	April

10 – Deadline

25th of April 2019





11 - Evaluation procedure

Selection criteria for ACADEMIC/ADMINISTRATIVE STAFF	
Curriculum Vitae	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
Recommendation letter(s)	The number of votes from the minute of University (Department)
Motivation letter	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
Language Certificate	0 points - insufficient; 1 point - sufficient; 2 points - good; 3 points - very good.
Total Score	

Applicants with fewer opportunities, from less advantaged socio-economic backgrounds, less experience rather than more experienced staff members will have priority.

12 – Selection results

Final lists of the candidates: Main List, Reserve List and Non-selected List will be drawn up as a result of the selection procedure and will be published on the **SmaLog** project website, section “Selection results”. The awarded candidate will receive an Award Letter from the Coordinating Office and will have 5 working days. After the acceptance of the grant, each grantee will receive an Invitation/Acceptance letter from the Host HEI in order to start the process for obtaining Visa. It is the responsibility of the selected candidates to provide all necessary documents requested by the Embassies/Consulates of the Host country. Local Coordinators from the Host/Home HEI have to provide the grantees with information about the visa procedure and with full assistance during the visa obtaining process.

Cross-cutting issues:

- ✓ Gender balance;
- ✓ Economically disadvantage groups with the corresponding supporting documents to be uploaded to the Application;
- ✓ Physically disabled participants with the corresponding supporting documents to be uploaded to the Application;
- ✓ Impact on the project outcomes (Doctorate, Post-doctorate, Academic/Administrative staff).

13 - Results notification timetable:





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Publication of the call for applications	7 of March 2019
Deadline for submission of applications and documentation	25 of April 2019
Selection process	April 2019
Publication of results	May 2019
Sending of invitation letters to beneficiaries	May 2019
Visa application	Depends from the EU University
Start of mobilities	Depends from the EU University

For more info: <http://smalog-2017.uniroma2.it/>

For any doubt, see the following documents (to be downloaded):

- Guidelines for the use of the Grant
- Guidelines for SMS.