

EEA Grants Outgoing Mobilities for Teaching and Training from West University of Timișoara

## DETAILS FOR ACADEMIC STAFF

### **Teaching Mobilities through the “Education, Scholarships, Apprenticeships and Youth Entrepreneurship”, 2014-2012, programme.**

These action allows the academic staff of WUT to do a study mobility in an institution of higher education participant in the programme, with which WUT has a bilateral agreement. The total duration of the teaching mobility is of a minimum of 8 hours of teaching per week (5 working days) in an academic year, in the limit of available places within the frame of existing inter-institutional agreements in that academic year.

The objectives of this type of mobility are the following:

- To encourage institutions of higher education to enlarge and enrich their course offer, as well as their course content;
- To allow students whom do not have the possibility to participate in mobility programmes to benefit from the knowledge and the expertise of academic staff from institutions of higher education and the staff invited from companies from other countries part of the programme;
- To create relationships between institutions of higher education participating in the programme;
- To motivate students and staff from the university to participate in mobilities and to help them to prepare the teaching mobility.

Teaching mobilities can be undergone by academic staff from institutions of higher education. In all cases, the activities undergone by a staff during a teaching mobility must be integrated in the host institution’s curricula. The institutions of higher education must have previously agreed on the activities to be carried out by the participating teachers (the teaching programme). When the person undergoing a teaching mobility comes from an institution of higher education, the mobility must have as a basis an inter-institutional agreement between the sending and the host institution.



The participants will receive a financial help which will cover subsistence and transport expenses.

The EEA grant is:

Individual support (subsistence) for staff from Romania on a mobility in another institution from a Donor State	<b>250 € /day (unit cost)</b> <b>1250 € /week (unit cost)</b> <b>2200 € /2 weeks (unit cost)</b>
Extra subsistence costs can be allocated for maximum 2 days of transport (one before the beginning of the visit and one after the visit), if travel time lasts longer than half a day and the extra grant will be paid upon arrival at home university, together with the second, 20% of the total grant, payment.	

The values of the EEA grant for transport will differ based on the distance between the home university and the host university, as follows:

<b>Travel distance</b>	<b>Ammount</b>
10 to 99 KM:	<b>20 EUR per participant</b>
100 to 499 KM:	<b>180 EUR per participant</b>
500 to 1999 KM:	<b>275 EUR per participant</b>
2000 to 2999 KM:	<b>360 EUR per participant</b>
3000 to 3999 KM:	<b>530 EUR per participant</b>
4000 to 7999 KM:	<b>820 EUR per participant</b>

Nota bene: "Travel distance" represents the distance between the home university and the host university, while "Ammount" converts the contribution for transport round-trip.

The Travel distance (from home university to host university and return) represents a fixed amount and is calculated as a straight line according to

[https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

The payment of the EEA grant is done directly to the participant via bank transfer (euro account opened at Banca Comercială Română, as follows:

- first installment (80% of the total grant) before the mobility;
- second installment (20% of the total grant) upon completion of the mobility following the submission of these documents ( attendance certificate, final report of the mobility and declaration of avoidance of double funding).

## THE SELECTION

Each academic member interested in a teaching training mobility will prepare a file containing the following:

- A written request addressed to the Dean, (specifying the faculty, the department of origin and the university for which you apply);
- CV in English;
- A letter of intention in Romanian, which specifies the teaching and professional objectives the candidate will follow during their mobility as well as the expected results (1-2 pages);
- A recommendation letter from the Dean's / the department's director's part, in Romanian;
- The Mobility Agreement for Teaching proposed by the candidate, written in a language convened on with the host institution;
- Language proficiency certificate (from the authorized chairs)
- Copies of diplomas and certificates obtained by the candidate, that are considered useful in the selection process (optional);
- Invitation from the host institution (optional)

The file will be submitted for evaluation at the secretariat of the faculty. The submission of incomplete files or a submission after the established deadline equals the elimination of the candidate from the selection process. All files will be registered. Academic staff with no prior mobilities as well as those mobilities which will contribute to the development of new cooperation projects between faculties are given priority.

At the end of the mobility, the academic staff will come to WUT and summit, at the International Relations Office, in maximum 10 working days from their return home, the documents marking the end of their mobility. Moreover, the participant shall fill in and submit the online Final Report of the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

Those who do not fill in and send the aforementioned questionnaire will be asked to fully or partially refund the EEA grant.

## TEACHING MOBILITIES

- Minimum one month prior to their leave, the participants must submit at the International Relations Office a request for a displacement arrangement. The request must be followed by a letter of acceptance / mail of acceptance from the host institution specifying the exact dates of the mobility.



- On submission of the request for the displacement arrangement, the participant will be drawn up the financial contract of his teaching mobility. In this sense, the participant is kindly asked to provide a copy of his ID card and a bank statement from his account at the Banca Comercială Română.
- Once returned from the teaching mobility, the participant needs to present at the International Relations Office the following documents:
  - o Certificate of attendance (signed and stamped by the host institution);
  - o Mobility Agreement for Teaching (signed and stamped by WUT and the host institution);
  - o Declaration of avoidance of double funding;
  - o Documents attesting transport / accommodation fees during the mobility (plane / train ticket, gas receipt, etc.);
  - o Activity report;

## USEFUL DOCUMENTS:

## DETAILS FOR ADMINISTRATIVE STAFF

## TRAINING MOBILITIES

This action allows the administrative, didactic and non-didactic, staff of WUT to undergo a traineeship within a company or institution of higher education part of the **“Education, Scholarships, Apprenticeships and Youth Entrepreneurship”, 2014-2012, programme**, with which the WUT has signed a bilateral agreement.

The full duration of a training mobility is of 5 working days, during an academic year, within the limits of the places available under the inter-institutional agreements in force in the respective academic year.

The objectives of the training mobilities within the **“Education, Scholarships, Apprenticeships and Youth Entrepreneurship”, 2014-2012, programme**, are:

- To offer the participants the opportunity to study and exchange knowledge and skills in order to acquire practical skills following activities such as: seminars, workshops, courses and conferences, periods of practical training, etc.
- To allow the participants to learn from the experience and good practices of the host institution as to improve the necessary skills for their current job, following short traineeship periods, study visits, etc.

It is advisable that the participant in a training mobility do their traineeship within an event such as a “Staff Training Week”/ “International Week” organized by the host institution in this sense. Information related to these events can be found on the sites of the universities with which WUT



has signed inter-institutional agreements, as well as on our site under “Staff Training Week Offers”, or by accessing the IMOTION platform (link: [staffmobility.eu](http://staffmobility.eu)).

The participants will receive a financial help which will cover subsistence and transport expenses.

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- second installment (20% of the total grant) upon return following the submission of the documents certifying the completion of the mobility (attendance certificate, final report of the mobility and declaration concerning the double funding)

## THE SELECTION

The selection for training mobilities within the **“Education, Scholarships, Apprenticeships and Youth Entrepreneurship”, 2014-2012, programme**, is centralized and organized by the International Relations Office of West University of Timișoara.

Each application file must contain the following documents:

- A written request addressed to the Institutional Coordinator containing the following information: faculty and / or department of origin, the university for which you opt;
- An intention letter, in Romanian, specifying your training and professional objectives to be followed during your mobility and the expected results (1-2 pages);
- A recommendation letter from the Dean’s / the department director’s part, in Romanian;
- The Mobility Agreement for Training proposed by the candidate, written in a language convened on with the host institution;
- Language proficiency certificate in the language your mobility will be undergone (from the authorized chairs)
- Copies of diplomas and certificates obtained by the candidate, that are considered useful in the selection process (optional);
- Invitation from the host institution (optional)

The file will be submitted for evaluation at the International Relations Office of WUT. The submission of incomplete files or a submission after the established deadline equals the elimination of the candidate from the selection process. All files will be registered.

Academic staff with no prior mobilities as well as those mobilities which will contribute to the development of new cooperation projects between faculties are given priority.

At the end of the mobility, the academic staff will come to WUT and submit, at the International Relations Office, in maximum 10 working days from their return home, the documents marking the end of their mobility. Moreover, the participant shall fill in and submit the online Final Report of the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

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  - Declaration of avoidance of double funding;
  - Documents attesting transport / accommodation fees during the mobility (plane / train / bus ticket, gas receipt, etc.);
  - Activity report;

**USEFUL DOCUMENTS:**