

ERASMUS+ PROGRAMME KEY ACTION 1 (KA1) - HIGHER EDUCATION STAFF MOBILITY

Call for applications for the award of grants for teaching
and training mobility with institutions in Partner Countries
- KA171

Academic Years 2024/2025, 2025/2026 and 2026/2027
Mobility period from 01 June 2025 to 31 October 2026

1st call for mobility from 01 June 2025 to 28 February 2026

Deadline for submission of applications:

Thursday 27 March 2025, 1:00pm

2nd call for mobility from 01 March 2026 to 31 October 2026

Deadline for submission of applications:

Thursday 30 October 2025, 1:00pm



Art. 1 Introduction

Erasmus+ 2021-27 is the EU programme for education, training, youth and sport. The general objective of the programme is to support, through lifelong learning, the educational, professional and personal development of people, thereby contributing to sustainable growth, social cohesion, driving innovation and digitisation, and to strengthening European identity and active citizenship.

Art. 2 Objectives of the call for applications

This call for applications regulates **Erasmus+ Mobility** activities for the **purposes of teaching and training** with Partner Countries in relation to mobility exchanges already selected and funded by the European Commission.

Professors from the University of Padua, recipients of the community contribution for a specific flow, act as coordinators for the types of personnel mobility specified in the inter-institutional agreement signed between universities: teaching/training period at the Partner Country's institution and/or invitation to Padua for teaching/training of personnel from the same institution.

The complete list of available locations related to the KA171 contract for the 2024 (according to this Call the deadline for the mobility activities is the 31/10/2026) can be found at the following web pages <https://www.unipd.it/en/erasmus-sta-ka171-out> and <https://www.unipd.it/en/erasmus-sta-ka171-in>.

The same page also provides information on any scholarships related to the Erasmus KA171 previous contracts (Call 2022 and Call 2023); from the second it will be possible to refer also the list of available locations related to the contract 2025 (according to this Call the deadline for the mobility activities will be the 31/10/2026). For each flow it will be possible to apply according to the procedures outlined in this Call (see the final part of Article 8).

Further details, explanations and practicalities on the call for applications are available in the Appendix, which is an integral part of this call.

Art. 3 Recipients

Outgoing mobility

This call for applications is addressed both to the University's teaching staff, including contract professors, to teach in institutions in Partner Countries.

Please note: Lecturers on sabbatical leave and retired lecturers may not participate in the call even if they are assigned a teaching position as contract teachers. Researchers hired with PNRR/PON funds can participate only if they do not have other European Funds intended for International Mobility, this is to avoid double funding.

Incoming mobility

This call for applications is addressed to all staff of Partner Universities invited to Padua for teaching and/or training activities (Incoming Mobility).

Art. 4. Types of mobility and requirements

The following types of mobility are eligible for funding: a) Outgoing, i.e. mobility aimed at teaching/training activities from staff in institutions in Partner Countries; b) Incoming, i.e. mobility to host staff in Padua who come from institutions in Partner Countries for teaching/training.

Duration of activity

According to the Erasmus Guide, the minimum mobility duration is 5 consecutive days, excluding travel time; the maximum eligible period may not exceed 60 days, excluding travel time.

To be eligible for funding, at least 8 hours of teaching are required for periods of up to 7 days. In the case of combined teaching/training mobility, the minimum number of teaching hours is halved (at least 4 hours of teaching for periods of up to 7 days - see Appendix art. 4).

Blended mobility

The “**blended**” **mobility** allows participants to plan, during the application phase, teaching and/or training in separate phases: activities in the first phase conducted remotely must be completed by the Program deadline, followed by an in-person period abroad, more or less contiguous (see Appendix art. 6)

Only if conditions for safely completing the planned mobility are not met, an entire period of virtual mobility at "zero cost" will be considered eligible. The financial contribution will be granted only for the actual days of in-person mobility, following the procedures outlined in Article 7.

Art. 5 Duration of the mobility period

The eligible period for the mobility regulated by this call for applications starts on 1 June 2025 and ends on 31 October 2026.

- The first call is for activities from 1 June 2025 to 28 February 2026
- The second call is for activities from 1 March 2026 to 31 October 2026.

It should be noted that all mobility activities approved under this call for applications can only be carried out once the inter-institutional agreement between the Universities involved has been signed.

Art. 6 Financial contributions

With the 2024 financial agreement, the Italian Erasmus+ National Agency has granted the University of Padua a total contribution of EUR 233.862 euro for teacher and staff mobility for a period of 36 months and, therefore, for the academic years 2024/2025, 2025/2026 and 2026/2027 (see Appendix, art. 1).

The mobility contribution depends on the cost of living in the country of destination, on the distance between Padua and the Partner University, and on the duration of the mobility. Within the limits of the budget per country, as described in article 1 in the Appendix, the grant awarded to the participant is calculated adding the fixed amounts foreseen in the EU tables, such as contribution for travel and individual support (see Appendix, art. 2).

Art. 7 Payment of contributions

For outgoing mobility, the contribution is awarded under a mission regime: travel, board and accommodation costs must be documented and will be reimbursed on the basis of the expenses actually incurred (if higher than the EU grant, the part exceeding the mission costs will be borne by the individual lecturer, if lower, the reimbursement of the mission costs will be limited to the expenses incurred - see Appendix art. 3). The total contribution calculated using the EU tables represents only the maximum reimbursable cost from EU funds. The contribution made available may be supplemented by the Teaching Staff member with its own funds at the Department..

The amount of co-financing could increase in the event that, due to a lack of budget, the selection commission applies a reduction in the number of days required in the application unless the same is remodulated after the assignment of the communal contribution (see article 9 of the notice and article 1 of the appendix).

For incoming mobility, the contribution to staff of Partner Universities is paid as a grant if the individual holds foreign citizenship (Italian Revenue Agency Resolution 109/E/209 of 23 April 2009). In the case of Italian citizens residing abroad, this will be an analytical reimbursement of expenses within the limits of the contribution granted in accordance with the procedures set out in circular 20 September 2013 ref. no. 81162). This procedure applies to in person and blended mobility for reimbursement of the actual days spent abroad.

Art. 8 Submission of applications

Applications will be accepted from the date of publication of the call until funds are exhausted and, in any case, no later than 31 October 2026.

In addition to the two regular calls listed below, the Office may consider opening additional time windows to allow the use of remaining funds, for which the provisions of this Call will apply. Mobility will be assigned based on the selection criteria provided until the funds are exhausted (see Article 9 for more information).

1st Call - Mobility from 01 June 2025 to 28 February 2026

The application must always be filled in by the lecturer in Padua using the ONLINE FORM, which will be available until **Thursday 27 March 2025** - 1:00pm

2nd Call - Mobility from 01 March 2026 to 31 October 2026

The ONLINE FORM will be available from Wednesday 1 October 2025 until Thursday 30 October 2025 - 1:00pm.

Each candidate can submit only one application in each call. For exchanges with more than one outgoing and/or incoming mobility flows, the National Agency recommends *not* having the same staff.

Eventually alternative calls will be published on the site and via the mailinglist of the Institution

Forms

When applying Staff Mobility for Teaching in a Partner Country, the documents marked with letter D available on the University's website <https://www.unipd.it/en/erasmus-sta-ka171-out> must be attached, under condition of ineligibility:

1. **Mobility Agreement** completed in all its parts, concerning to the teaching activity to be carried out abroad, duly signed and stamped by the host institution "receiving institution", by the participant (The Teaching Staff Member) and by the Head of the relevant Department at Unipd for the "sending institution"; The signature of the department director on the Mobility Agreement acts as authorization; Please note: the data reported in the document, inclusive of the period, numbers of days and hours, is valid for the calculation of the contribution to be assigned and for verifying eligibility of the application (number of hours envisaged by the Programme Guide with respect to the Mobility period – art. 4 Appendix). The Commission will also refer to them to apply any reductions.
2. **Self-certification** regarding the teaching assignment for the academic year outlined in this call for applications, in the case of contract professors; if the contract professor is a self-employed professional with a VAT number, this must be reported in advance in the self-certification. The mobility period and the assignment must fall within the same academic year among those envisaged in this call for applications.

When applying for Training Activities in a Partner Country, the documents marked with letter E available on the University's website <https://www.unipd.it/en/erasmus-sta-ka171-out> must be attached, under condition of ineligibility:

1. **"Mobility Agreement"** completed in all its parts concerning the training activity to be carried out abroad, duly signed and stamped by the host institution "receiving institution", by the participant staff of Unipd "the staff member" and by the Head of the relevant structure at Unipd for the "sending institution";
2. **self-certification** regarding the teaching assignment for the academic year outlined in this call for applications, in the case of contract professors; if the contract professor is a self-employed professional with a VAT number, this must be reported in advance in the self-certification. The mobility

period and the assignment must fall within the same academic year among those envisaged in this call for applications.

When applying for hosting teaching staff from a Partner Country institution for teaching activities at the University of Padua, the documents marked with letter F available on the University's website <https://www.unipd.it/en/erasmus-sta-ka171-in>, must be attached, under condition of ineligibility:

- 1 "Mobility Agreement" completed in all its parts concerning the teaching activity to be carried out in Padua, duly signed and stamped by the invited "teaching staff member", by the Institution in the Partner Country "sending institution" and by the Head of the relevant Department at Unipd for the "receiving institution";

When applying for hosting teaching staff for training activities at the University of Padua, the documents marked with letter G available on the University's website <https://www.unipd.it/en/erasmus-sta-ka171-in> must be attached, under condition of ineligibility:

- 1 "Mobility Agreement" completed in all its parts concerning the training activity to be carried out in Padua, duly signed and stamped by the invited "staff member", by the Institution in the Partner Country "sending institution" and by the Head of the relevant structure at Unipd for the "receiving institution";

The submission of incomplete documentation (for example, if the Mobility Agreement has not been stamped and/or signed by the host University or by the foreign University and/or if it is missing the signature of the lecturer or of the guest invited to teach/train) **will result in the automatic rejection of the application** (see Appendix, art. 6).

Art. 9 Selection methods and criteria

The applications presented will be selected by a dedicated commission appointed by the Rector.

The Commission will first verify the conformity of the applications to the eligibility criteria set out in the Notice and the Programme Guide such as

- presence of an inter-institutional agreement signed with the host institution
- presence of all signatures in the Mobility Agreement
- compliance with the minimum number of hours to be worked with respect to the mobility (article 4 of the Appendix):

Requests will then be prioritized based on the following criteria:

- Faculty participating for the first time in an Erasmus+ Teaching Staff Call;
- Requests with a "standard" duration between a minimum of 5 days (excluding travel) and a maximum of 14 days (including travel), considering factors such as distance and equitable distribution of the available budget (see Article 5 of the Appendix);
- Staff from the disciplinary area, if specified, of the inter-institutional agreement already signed with the Partner University.

In case of a tie the Commission will evaluate the following aspects:

- the relevance of the educational project, also in relation to the proposed location,
- mobility activities that lead to the production of new teaching or research material and/or the acquisition of new skills
- Mobility activities that consolidate and expand relationships between institutions, departments, and schools, and that prepare further cooperation projects.

- A fair distribution of application requests between departments/disciplinary areas

The Commission may decide to reduce the number of days financed, on the basis of the applications received and the overall funding available. In the event of the reduction of funding, the selected candidates will be able to decide whether to (1) keep the mobility dates unchanged with the consequent increase in co-financing paid by them or by the relevant structure, or (2) reduce the mobility period, in agreement with the Partner and always with the Erasmus+ Programme rules. As a last resort, the candidate, may opt to renounce the scholarship (see article 7 of the notice and article 5 of the appendix).

In the event that additional application windows are opened beyond the two calls provided for in the Call, applications that meet the above requirements will be evaluated by a dedicated Commission appointed by the Rector, and if the evaluation is positive, they will be accepted until the available funds are exhausted.

The Committee reserves the right to exclude candidates who, in previous call for applications: withdrew without justification, or did not submit the documents within the deadlines specified by the contract signed before their departure and those foreseen for submitting the final report in the EU database.

Art. 10 Selection results

The selection results will be communicated via email to candidates, and published on the webpages listed above **by Thursday 29 May 2025 for the first call, and by Thursday 18 December 2025 for the second call.**

For any other calls, the results will be communicated to the candidates as soon as the selection process is concluded.

Please note: the actual realization of the mobility will always be subject to an assessment of safety conditions in the destination countries, based on the indications of the Ministry of Foreign Affairs and International Cooperation (MAECI) and other local or national provisions.

Art. 11 Person in charge of the administrative procedure and contact information

The Person in charge of the Administrative Procedure is Alessandra Gallerano, Director of the Projects & Mobility Office.

For further information, please contact the Projects and Mobility Office (international.projects@unipd.it – tel. 049 8277471).

Padua, date of registration

Rector
Prof. Daniela Mapelli

Digitally signed pursuant to Italian Legislative Decree 82/2005

APPENDIX - DETAILS AND OPERATING PROCEDURES

Art. 1 The National Agency assigns a specific budget for each Geographic Region (non-associated third countries are grouped into 12 Regions) among those that were proposed in the application; some Regions may be only partially funded or not funded at all. The indicated amount is binding, and transfers between Regions are not allowed. In turn, the budget allocated for each Region is distributed by the National Agency (Annex 1 to the financial contract) among a specific number of countries within that Region, based on those proposed in the application. The budget for a given country, which the National Agency may have reduced or zeroed compared to the application, and can, in some cases, be transferred between countries within the same Region that have an approved budget. Finally, the budget for each individual country is divided between "incoming" and "outgoing" mobility and by beneficiary type (students: SMS and SMP; staff: STA and/or STT). It is therefore possible to adjust the number of days and/or participants within the same activity (SMS, SMP, STA, and STT) and/or across different activities and/or countries within the same Region

Art. 2 The final contribution is the sum of the travel contribution (calculated on the basis of unit cost tables by distance zones between Padua and the destination/origin) and the individual support for the stay differentiated between Italy for "incoming" and the rest of the world for "outgoing" and on the basis of the length of the stay (for each group, daily allowances up to the 14th day, and daily allowances from the 15th to the 60th day calculated as 70% of the allowances granted up to the 14th day).

	AMOUNTS PROVIDED BY THE EU TABLE FOR KA171 UNTIL CONTRATC 2023 CONTROLLARE	Admissible daily allowance up to day 14	Admissible daily allowance from day 15 to day 60
OUTGOING	From Italy to Partner Country	€ 180.00	€ 126.00
INCOMING	From Partner Country to Italy	€ 160.00	€ 112.00
	AMOUNTS PROVIDED BY THE EU TABLE FOR KA171 FROM CONTRATC 2024 CONTROLLARE	Admissible daily allowance up to day 14	Admissible daily allowance from day 15 to day 60
OUTGOING	From Italy to Partner Country	€ 190,00	€ 133,00
INCOMING	From Partner Country to Italy	€ 190,00	€ 133,00

Travel contribution for KA171 until contract 2023

The maximum contribution for travel, as provided by the Programme Guide, is calculated on the pay basis of unit cost tables for distance zones. The kilometre band refers to a single leg of the journey, while the corresponding fare covers both the outward and return trip.

Travel distances	Amount for standard travel	Amount for green trip
Between 0 and 99 KM	€ 23.00 per participant	
Between 100 and 499 KM	€ 180.00 per participant	€ 210.00 per participant
Between 500 and 1999 KM	€ 275.00 per participant	€ 320.00 per participant

Between 2000 and 2999 KM	€ 360.00 per participant	€ 410.00 per participant
Between 3000 and 3999 KM	€ 530.00 per participant	€ 610.00 per participant
Between 4000 and 7999 KM	€ 820.00 per participant	
8000 KM or more	€ 1,500.00 per participant	

Travel contribution for KA171 from contract 2024

The maximum contribution for travel, as provided by the Programme Guide, is calculated on the pay basis of unit cost tables for distance zones. The kilometre band refers to a single leg of the journey, while the corresponding fare covers both the outward and return trip.

Travel distances	Amount for standard travel	Amount for green trip
Between 0 and 99 KM	€ 28,00 per Participant	€ 56,00 per Participant
Between 100 and 499 KM	€ 211,00 per Participant	€ 285,00 per Participant
Between 500 and 1999 KM	€ 309,00 per Participant	€ 417,00 per Participant
Between 2000 and 2999 KM	€ 395,00 per Participant	€ 535,00 per Participant
Between 3000 and 3999 KM	€ 580,00 per Participant	€ 785,00 per Participant
Between 4000 and 7999 KM	€ 1.188,00 per Participant	€ 1.188,00 per Participant
8000 KM or more	€ 1.735,00 per Participant	€ 1.735,00 per Participant

Art. 3	<p>Article 16, paragraph 5, C) of the University Missions Regulation, in the context of the detailed treatment, grants the reimbursement of documented costs such as expenses incurred for visas, vaccinations, and health insurance (for further specifications regarding the reimbursement of health insurance, see note ref. no. 458557 of 28 October 2019 "Explanations relating to the University Missions Regulation" - https://www.unipd.it/missioni)</p> <p>As an alternative to the detailed reimbursement, it is possible to opt for "alternative mission treatment" (article 17 of the University Missions Regulation) by adding the cost of the trip and/or transport and the daily allowance (calculated on the number of nights, not days!) provided by the table attached to the University Missions Regulation for the Area in which the destination country is included (Table 2A. "Maximum amounts for alternative treatment abroad" - Decree of the Minister of Foreign Affairs 23 March 2011). These are gross amounts</p>
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	<p>that contribute to the income for the part exceeding EUR 77.47 per day net of travelling expenses. The employee's income, and more precisely the taxable amount indicated on the payslip on which the income tax is calculated, increases only for the part of the allowance exceeding EUR 77.47 per day; this is the amount taxed, and the employee working away will pay IRPEF tax and regional and municipal surcharges. The alternative mission treatment is the sum of the reimbursement of travelling expenses and the allowance calculated on the number of nights to cover all the costs of the mission; however, any documented costs for swabs, which is a cost not covered by the Regulations in force issued prior to the pandemic, may be reimbursed separately for both reimbursement methods (detailed and alternative), if documented.</p> <p>The total contribution calculated using the EU tables <u>represents exclusively the maximum reimbursable cost from EU funds</u> regardless of the reimbursement method chosen (detailed or alternative "lump sum"). In the case of mobility to non-EU countries, in addition to the travelling expenses and daily allowance, visa, vaccination and health insurance costs may be charged separately, in accordance with the derogation for external funds provided by article 23 of the University Missions Regulation; given that there is no university co-financing envisaged, the only limit is represented by the total value of the EU contribution.</p>	
Art. 4	<p>In order to be eligible for funding, a minimum of 8 hours of teaching must be provided for periods of up to 7 days (including travelling days and/or any public holidays or days before public holidays during the period). 1.5 hours of lessons must be added to the 8 hours provided for up to 7 days for each additional day, from the 8th day onwards (including travelling days and/or any public holidays or days before public holidays during the period). In the case of "combined" mobility (teaching/training), the minimum number of teaching hours is halved (4 hours of teaching for periods of up to 7 days).</p>	
TOTAL DURATION OF MISSION IN DAYS (INCLUDING TRAVELLING DAYS, PUBLIC HOLIDAYS AND/OR DAYS BEFORE PUBLIC HOLIDAYS)	NUMBER OF TEACHING HOURS TO BE PROVIDED STA	NUMBER OF TEACHING HOURS TO BE PROVIDED STA COMBINED
5	8	4
6	8	4
7	8	4
8	10	5
9	11	6
10	13	7
11	14	7
12	16	8
13	16	8

14	16	8
Between 15 and 19 days	1.5 hours to add for each day	No. of hours equal to half rounded up
For 20 and 21 days	24	12
Art. 5	<p>Within the KA171 project, the standard duration is defined as follows:</p> <p>A maximum of 14 days, including travel, for destinations with a travel distance over 8000 km.</p> <p>A maximum of 10 days, including travel, for destinations with a travel distance between 4000 and 7999 km.</p> <p>A maximum of 7 days, including travel, for all other destinations with a travel distance up to 3999 km.</p> <p>Additional days that cannot be covered will be recognized at zero cost.</p> <p><i>The mobility period may also be planned as a “blended” modality: the period of virtual activity must be followed by a physical mobility period with the presence of the participant. The “blended” activity must take place within the end of the contractual period (art. 5 of the Call for Applications) and should comply with the minimum duration established by the Programme Guide (art. 4 of the Call for Applications).</i></p> <p><i>In terms of funding, during the “virtual” mobility period, the participant will not receive any contribution for individual support and travel - zero cost. Only if the participant completes the mobility in person, will he/she receive the corresponding unit contribution for the actual number of days of mobility carried out in person.</i></p>	
Art. 6	<p>Original signatures are not compulsory on the Mobility Agreement: scanned copies and electronic signatures are accepted (even through the Erasmus Without Paper network), as provided for by Italian national legislation or the Regulation of the Institution (Rector’s Decree Rep. no. 2968/2020 - Ref. no. 0388722 of 14 September 2020).</p> <p>If the grant announced herein is allocated, the digital signature is the manner in which the Grant Agreement is signed by the University of Padua and its beneficiary staff (decree ref. 2968/2020 ref. no. 0388722 of 14 September 2020).</p>	