

## **ERASMUS+ INTERNATIONAL CREDIT MOBILITY**

### **Staff Teaching Assignments to and from Universities based in Third Countries**

International Credit Mobility is the Erasmus+ exchange scheme for the mobility of students and staff of European Universities with partners worldwide. An institution in a Programme Country<sup>1</sup> can send its students and/or staff to a partner institution in a Partner Country and vice versa.

Students can study abroad and may benefit from an Erasmus+ grant to help with living costs. Staff can perform teaching and/or training abroad, and they may also benefit from an Erasmus+ grant. Within the framework of Erasmus+ International Credit Mobility, Open University of Cyprus (OUC) has secured funding to welcome incoming academic staff to undertake teaching assignments at the Programmes of Study it offers. The list of available Programmes is here: <https://www.ouc.ac.cy/index.php/en/studies>

Interested faculty members should take note of the teaching language of each Programme of Study, and the courses/modules it offers.

**Both outgoing and incoming academics are entitled to an Erasmus+ grant to cover their mobility expenses, which is paid by the Open University of Cyprus and the available funds it has secured from the Cypriot National Agency for the Erasmus+ Programme.**

**“Teaching Assignments” can come in various forms and take place as lectures, workshops and tutorials. Actual teaching requests the teacher to be physically present with students.**

#### **POTENTIAL BENEFICIARIES:**

- Faculty Members of Universities based in Partner Countries and collaborating with OUC within the framework of the Erasmus+ International Credit Mobility action.
- Incoming faculty should have competence in the use of the English language, at least B1 level.

#### **IMPORTANT NOTES:**

- Exchanges of students and staff under the Erasmus+ ICM scheme can only take place between Universities that have **signed an Erasmus+ Inter-Institutional Agreement**, specifying the conditions of mobility.
- To undertake teaching assignments at OUC, faculty members of Partner Universities need to make sure that the Inter-Institutional Agreement covers their Subject Area(s) and research

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<sup>1</sup> The 33 Programme Countries are: the 27 EU Member States, Iceland, Liechtenstein, Norway, the Republic of Northern Macedonia, Turkey and Serbia. Partner Countries are all the other countries in the world.

interests. Information on IIAs is provided by the respective International Relations / Mobility Offices of Partner Universities.

- There is specific budget and number of available incoming mobility positions that cannot be exceeded.

### MOBILITY DURATION:

- The minimum duration is five (5) days and the maximum is two (2) months. Based on the available budget, **each beneficiary can receive Erasmus+ subsidence daily grant for five (5) working days, not including traveling days.** Travel support is a lump sum amount and covered again by OUC (see paragraph “Funding” below).
- **All mobilities must be completed by the 31<sup>st</sup> of July 2023.** Interested incoming faculty members should consider the Academic Calendar of the Open University of Cyprus, which is available here:

<https://www.ouc.ac.cy/index.php/en/students-menu-eng/students-calendar>

### IMPORTANT NOTES:

- **A teaching activity has to comprise a minimum of eight (8) hours of teaching per week** (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week (see note below).
- All eligible teaching assignments (both for incoming and outgoing beneficiaries) are considered part of the programme of study of the host University and **require the physical presence of students.**

Note: A “week” is five consecutive days. “Working days” is designated as the days during which the host University normally operates (e.g. Monday to Friday). For any mobility that exceeds a “week” the minimum teaching hours for each extra day is calculated as follows: 8 teaching hours divided by 5 days multiplied by the number of extra days. For example, if a teacher stays at OUC for one week plus 2 days, s/he should teach 8 hours during the first week (Monday to Friday) and 3 hours during the following week, which gives 11 hours in total.

### APPLICATIONS PROCEDURE:

1. The OUC Mobility Office informs all International Relations / Mobility Offices at Partner Country Universities for the call for applications for the Erasmus+ ICM Staff Teaching Assignments mobility action.



2. Each Partner University informs its faculty members and collects any interest to visit the Open University of Cyprus for a Teaching Assignment that will be carried out with an Erasmus+ grant that will be provided by OUC.
3. **Prospective Erasmus+ beneficiaries should prepare the “Staff Mobility for Teaching - Mobility Agreement” form and describe their proposed preliminary teaching programme. They must also submit an online application form, which is available here:**  
<https://forms.office.com/e/3WXXztDu6V>
4. Based on the procedures that will be agreed between the two Universities, each Partner University will make a **list with potential beneficiaries (nominations)**, considering the selection criteria mentioned in **Annex II**, and submit it to OUC Mobility Office **with the Staff Mobility for Teaching - Mobility Agreement forms by the respective deadline**.
5. The OUC Mobility Office will check if the nominated persons have also submitted the online application form, and inform Partner Universities accordingly.
6. The OUC Mobility Office will inform accordingly the Academic Coordinators of the corresponding OUC Programmes of Study in order to decide whether they can include the proposed teaching assignments in the curriculum of the programme and therefore agree to welcome incoming teaching staff.

#### **IMPORTANT NOTES:**

- Academics should review the present Call for Applications and apply for a nomination to their Home University.
- Prior to express their interest for nomination, they can contact Faculty members (<https://www.ouc.ac.cy/index.php/en/university/university-personnel/academic-personnel-en/searching>) and/or the Academic Coordinator of the OUC Programme(s) of Study they are interested to visit and carry out a teaching programme.
- It is important to note that the teaching assignment must be incorporated to the curriculum of the specific OUC programme of study.
- The “Staff Mobility for Teaching - Mobility Agreement” form must include information regarding the Partner Country University, the mobility period (start/end dates), the main objectives of the mobility, the activities that will be carried out at Open University of Cyprus (lectures, seminars, workshops, research networking meetings etc.) and the expected results.

#### **Step 2: Application Evaluation Process**

1. All applications / nominations that secure a preliminary approval by the relevant OUC Academic Coordinators and/or Faculty Members, will be then submitted to the OUC Rector’s Council for

final approval or rejection, in accordance with the selection criteria mentioned in **Annex II**, and the number of available mobility positions per country.

2. Based on its evaluations, the Rector's Council prepares a list with selected, rejected and runner up beneficiaries. Nominated academics will receive an email informing them about the status and result of their application.

### **Step 3: Approval of Erasmus+ Grant**

1. Following the announcement of the results, OUC Academic Coordinators in collaboration with the visiting teacher (beneficiary) need to finalize the Teaching Programme and the mobility dates.
2. When the final Teaching Programme is submitted to OUC Mobility Office, the beneficiary will be invited to sign the Erasmus+ Grant Agreement. Erasmus+ Grant<sup>2</sup> for incoming teachers is provided by the Open University of Cyprus.

### **ACCOMMODATION, INSURANCE AND VISA REQUIREMENTS:**

- The Open University of Cyprus is a public University, which is specialised in open and distance education. It does not have dormitories, thus **private accommodation** needs to be secured. The OUC Mobility Office will support this process as much as possible.
- Incoming Beneficiaries must have adequate **Health Insurance** covering the duration of their mobility in Cyprus and the Open University of Cyprus.
- Since Erasmus+ International Mobility Staff Teaching Assignments concerns staff exchanges between Programme and Partner Countries, there is the additional element to consider for **visa requirements**. All potential beneficiaries should consider this and undertake all necessary actions timely to ensure that in case they need visa to travel to Cyprus they have adequate time to secure it.
- Visa, if needed, should be issued **at least three (3) weeks prior to the scheduled start date of the mobility period**, otherwise Erasmus+ grant cannot be secured and Open University of Cyprus has the option to decline beneficiaries and provide funding to runner-ups.

### **AT THE END OF THE MOBILITY PERIOD:**

After the completion of the mobility teaching assignment period, the beneficiary should submit to OUC Mobility Office the following documents and certificates, as stipulated in the Erasmus+ Grant Agreement in order to receive his/hers final grant:

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<sup>2</sup> All information regarding payment arrangements (grant amount, prepayment percentage etc.) will be specified in the Erasmus+ Grant Agreement, which the beneficiary will sign with Open University of Cyprus.

- **EU final Report:** must be filled in and submitted online via the EU's Mobility Tool. An automatically generated email will be sent to the beneficiary's email account after the end of the mobility period at OUC.
- **Erasmus+ Activities Report:** the beneficiary will use this form to evaluate his/hers experience, report whether the teaching objectives have been achieved, what was the added value both for himself/herself and the partner University, report any problems encountered, make suggestions for the improvement of the procedures followed, and so on. The Activities Report must be submitted to OUC Mobility Office via email at [erasmus@ouc.ac.cy](mailto:erasmus@ouc.ac.cy)
- **Teaching Assignment Certificate:** this certificate will be issued and signed by the responsible OUC Academic Coordinator and will annex the detailed programme of the Erasmus+ Staff Teaching Assignment at OUC (dates, lectures titles, duration, executed seminars and meetings for each working day).
- **Traveling Documentation:** Each Erasmus+ beneficiary should submit the following documents to confirm the country of departure and the period of the mobility:
  - Copy of air tickets and payment receipts
  - Boarding passes to / from Cyprus and Home Country
- **Educational material** produced for the purposes of the Erasmus+ teaching assignment at OUC.
- Testimonial and photographs for dissemination purposes.

#### FUNDING:

- **Travel Grant**

Travel grant is calculated based on travel distance between the participant's city of origin and the city of destination (Nicosia, as far as Open University of Cyprus is concerned). Distance is calculated using the following special distance calculation tool of the EU:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Distance	Amount per Participant (Euro, €)
Between 10 and 99 Km	20
Between 100 and 499 Km	180
Between 500 and 1999 Km	275
Between 2000 and 2999 Km	360
Between 3000 and 3999 Km	530
Between 4000 and 7999 Km	820
Equal or more than 8000 Km	1.500



- **Subsidence Grant**

The maximum amount for the **daily subsidence grant** for Cyprus, for each eligible Erasmus+ teaching assignment working day is **160 euro**<sup>3</sup>.

**Contact Open University of Cyprus:**

OUC Mobility Office

Rectorate

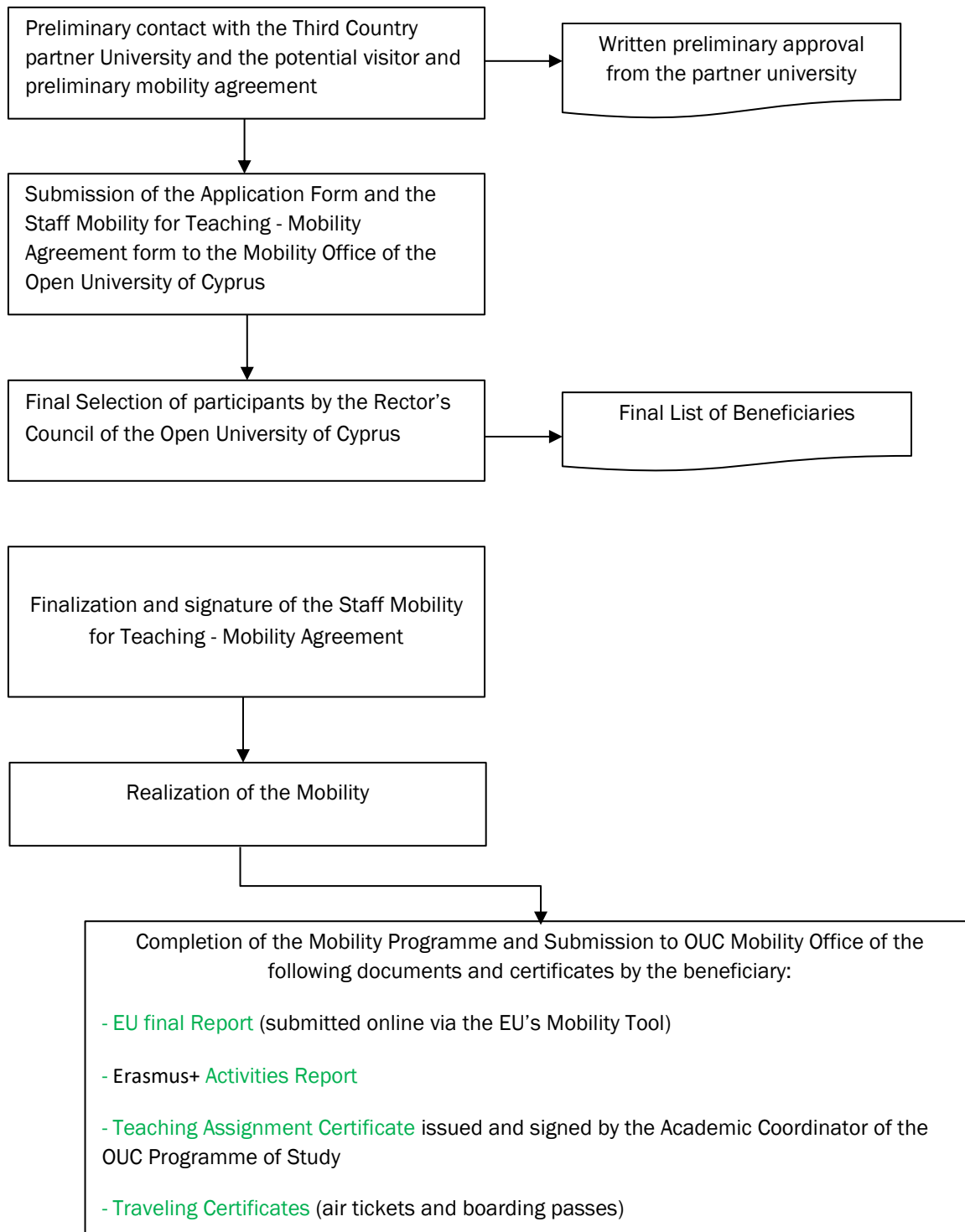
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<sup>3</sup> According to the financial guidelines of the Erasmus+ programme, if the mobility period is more than 14 days the daily subsidence grant for days 15 to 60 will be reduced to 70% of the amount mentioned.

### FLOW CHART FOR INCOMING MOBILITY APPLICATIONS



**SELECTION CRITERIA**  
**STAFF MOBILITY FOR TEACHING ASSIGNMENTS**

Selection criteria for the evaluation of application submitted by faculty members of Universities based in Partner Countries and collaborating with Open University of Cyprus under Erasmus+ International Credit Mobility include the following:

- Preliminary approval of the Academic Coordinator of the relevant OUC Programme(s) of Study needs to be secured. Nominations will not be evaluated favorably unless the proposed Staff Teaching Assignment of a nominated academic of a Partner University is positively acknowledged by OUC Faculty members.
- Invited academics need to meet the University's English language requirements, which is B2 ("Independent User") and C1/C2 ("Proficient User") for teaching purposes.
- Whether, in addition to the teaching assignment, there are opportunities for promoting collaborations for joint research and/or other joint activities with the Partner Country University.
- Justification of the teaching assignment programme and the benefits it will offer to the beneficiary, OUC students and host and home Universities.
- Equal, if possible, allocation of the available mobility positions to all faculties of OUC and Partner Universities.