



UNIVERSITÀ
degli STUDI
di CATANIA

DIREZIONE GENERALE
Unità Operativa Relazioni
Internazionali



Erasmus+

**INTERNATIONAL CREDIT MOBILITY –
ERASMUS KA 107**

**GUIDELINES FOR ICM INCOMING STAFF MOBILITY FOR
TEACHING AND TRAINING**

**Project number 2019-1-IT02-KA107-061669
End of the project 31/07/2022**



ORGANIZATION

2 modalities

- Physical (check restrictions due to the Covid health emergency [here](#) and with your Embassy/consulate)
- Virtual: the hosting department at UNICT will arrange these mobilities

HOSTING DEPARTMENT & DURATION OF MOBILITY

The Hosting Department is assigned on the basis of the country of origin and taking into account arrangements planned within the funded project and finalized through the inter-institutional agreement. On the basis of the aforementioned project, academic staff **must** grant **at least 8 hours** of frontal lessons or training.

Staff mobility must be continuous and no unjustified interruptions will be admitted.

Mobility interruptions must be authorized by [UNICT IROU](#), but no costs will be reimbursed in any case.

- Albania: 7 days per teachers and staff (5 days of teaching + 2 for travel)
- Israel: 8 days per teachers and staff (6 days of teaching + 2 for travel)
- Lebanon: 7 days per teachers and staff (5 days of teaching + 2 for travel)
- Egypt: 7 days per teachers and staff (5 days of teaching + 2 for travel)

GRANT

Mobilities costs are covered by UNICT under the Erasmus+ grant.

The **amount of the grant** assigned to the staff unit, both teachers and staff, is equal to the sum of the contribution for individual support and travel costs.

The amount of the **individual support** is the product of the daily rate provided in the programme (160 euro) and the actual days of stay abroad (included the round trip).

The amount of the travel cost is a flat rate grant of EUR 275 and depends on the distance calculator provided by the European Commission.

Examples of one unit's mobility grant

- Albania: contribution per 7 days **160,00 x 7 + 275.00 TOT. Euro 1395,00**
- Israel: contribution per 8 days **160.00 x 8 + 275.00 TOT. Euro 1555,00**
- Lebanon: contribution per 7 days **160.00 x 7 + 275.00 TOT. Euro 1395,00**
- Egypt: contribution per 7 days **160.00 x 7 + 275.00 TOT. Euro 1395,00**



The University of Catania allows academic and administrative staff to choose between one of the options provided below:

- Autonomously booking the flight and the hotel, paying the costs in advance;
- Using the booking and payment service for flight and accommodation provided by UNICT.

In the first case, incurred costs will be reimbursed upon presentation of receipts and tickets up to the maximum of the assigned grant.

*If you spent more than the assigned grant you will not be reimbursed for extra costs.

In the second case, staff (academics and administratives) have to define the trip arrangements and provide to UNICT IROU the details of the desired flight and accommodation he/she wants to be booked. UNICT IROU, through a public convention, will be in charge of the bookings just upon:

- Presentation of the travel plan and/or the hotel chosen;
- Or, indication about the area in which he/she wants to stay (i.e. near the department where activities will be carried out or in the city centre). In this case, UNICT IROU will forward the request to the office in charge of bookings, which will notify to the participant the flight and the accommodation booked.

PROCEDURES AND REQUIREMENTS

Before the mobility

The staff unit both for teaching and training purposes must be selected by the sending institution as follows:

- He/she must be selected through an open call or be nominated by the director of his/her department by means of an official document which must be attached to the [online application form](#) sent to UNICT
- He/she must hold an invitation letter, which must be attached to the [online application form](#), released by the hosting department, signed by the Erasmus departmental coordinator (Annex I), depending on the ongoing procedures at hosting department, upon approval of the Contact professor for the country (Annex II)
- He/she must fill the [online form](#) where the documents listed below must be uploaded:
 - Invitation letter
 - Selection/nomination document related to the mobility under Erasmus + K107 at UNICT (Annex III)
 - Teaching (Annex IV) or Training (Annex V) Agreement
 - Grant Agreement

An acceptance letter is released by the International Relations Operational Unit (IROU) upon successful completion of the application procedure.



For more information regarding administrative procedures, please [Maria Luisa Leotta](#).

Moreover, before coming to Italy, it is necessary to fulfil the following requirements:

- **Italian Visa** released by the Italian Consulate/Diplomatic Representation (for Israeli and Albanian partner who stay less than 3 months the Italian visa is not mandatory);
- **Health Insurance:** the Italian immigration law requires incoming staff to have health insurance during their stay in Italy. If you have private insurance in your country, please be sure that it has validity in Italy.

For more information, please contact [Maria Sanfilippo](#).

At the arrival

At their arrival academic/administrative staff will meet their academic partner at the hosting department.

For information regarding Vaccination and Green Pass please contact [Maria Sanfilippo](#).

*** Once in Catania, the incoming professor will perform the scheduled teaching activity, coordinated by the contact professor in Catania.**

**** Both, the sending and hosting institutions are responsible for monitoring staff during mobility.**

Before leaving

At the end of the teaching or training mobility, staff (both academic and administrative) must:

- ask to the academic responsible at UNICT hosting department to fill and sign the Teaching Activity Report;
- deliver the Teaching Activity Report to the [International Didactic Units](#) (IDU) at the hosting department;



UNIVERSITÀ
degli STUDI
di CATANIA

DIREZIONE GENERALE
Unità Operativa Relazioni
Internazionali



Erasmus+

- the IDU checks final documents and send it to the IROU that releases the incoming professor with the Attendance certificate¹.

¹ In order to receive the Attendance Certificate, it is mandatory for the incoming professor to release the documents in original copy at the IROU (P.zza Università, 16, Palazzo San Giuliano, 1st Floor). Just after all the documents are provided, the Unict staff unit in charge will produce the Attendance Certificate.



ANNEX I | DEPARTMENTAL COORDINATORS

Department	Departmental Coordinator	Email
Agriculture, Food and Environment	Luisa Biondi	luisa.biondi@unict.it
Chemical Sciences	Li Destri Nicosia Giovanni Calogero	giovanni.lidestrinicosia@unict.it
General Surgery and Medical-Surgical Specialities	Antonio Biondi	antoniogiuseppe.biondi@unict.it
Civil Engineering and Architecture Architecture - Siracusa	Alberto Campisano	alberto.campisano@unict.it
Drug Sciences	Milena Rizzo Salvatore Guccione	milena.rizzo@unict.it salvatore.guccione@unict.it
Economics and Business	Isidoro Mazza	isidoro.mazza@unict.it
Educational Sciences	Paola Clara Leotta	paola.leotta@unict.it
Electric, Electronic and Computer Engineering	Mario Cacciato	mario.cacciato@unict.it
Humanities Sciences	Beate Baumann Manuela D'Amore Concetta Rizzo	beate.baumann@unict.it manuela.damore@unict.it concettina.rizzo@unict.it
Law	Emilio Castorina	emilio.castorina@unict.it
Mathematics and Computer Sciences	Franco Barbanera	franco.barbanera@unict.it
Clinical and Experimental Medicine	Renata Rizzo	renata.rizzo@unict.it
Biological, Geological and Environmental Sciences	Anna Maria Pappalardo (BIO) Patrizia Fiannacca (GEO)	anna.pappalardo@unict.it (BIO) patrizia.fiannacca@unict.it (GEO)
Physics and Astronomy	Elisabetta Paladino	elisabetta.paladino@unict.it
Political and Social Sciences	Daniela Fisichella	daniela.fisichella@unict.it
Biomedical and Biotechnological Sciences	Mariangela Chisari	mariangela.chisari@unict.it
Medical and Surgical Sciences and Advanced Technologies	Massimiliano Veroux	massimiliano.veroux@unict.it
Foreign Languages and Literatures - Ragusa	Alessandra Schininà	alessandra.schinina@unict.it
School of Medicine	Antonella Agodi	antonella.agodi@unict.it



ANNEX II | PARTNER UNIVERSITIES AND MOBILITIES

ALBANIA

5 PARTNER UNIVERSITIES

Prof. Giancarlo Ferro (Contact professor for the country)

Partner University	Type of mobility	n. mobility	Duration in days per mobility	Grant amount of single mobility
Universiteti Bujqesor I Tiranës	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Universiteti I Tiranës	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Universiteti Shkodres Luigj Gurakuqi	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Universitetit Te Vlores	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Universiteti I Mjekesise Tirane	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00

ISRAEL

5 PARTNER UNIVERSITIES

Prof. Elisabetta Paladino (Contact professor for the country)

Partner University	Type of mobility	n. mobility	Duration in days per mobility	Grant amount of single mobility
Tel Aviv University	Teachers incoming	2	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Bar Ilan University	Teachers incoming	3	10	Euro 1875.00
	Staff Incoming	0	0	//
Weizmann Institute Of Science	Teachers incoming	2	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Tel-Hai Academic College	Teachers incoming	2	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Ben-Gurion University Of The Negev	Teachers incoming	2	7	Euro 1395.00
	Staff Incoming	0	0	//



LEBANON

3 PARTNER UNIVERSITIES

Prof. Luca Ruggiero (Contact professor for the country)

Partner University	Type of mobility	n. mobility	Duration in days per mobility	Grant amount of single mobility
Université Libanaise	Teachers incoming	5	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Université De Saint Esprit kaslik Autorité Religieuse	Teachers incoming	2	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Université Saint-Joseph	Teachers incoming	2	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00

EGYPT

3 PARTNER UNIVERSITIES

Prof. Rosario Sinatra (Contact professor for the country)

Partner University	Type of mobility	n. mobility	Duration in days per mobility	Grant amount of single mobility
Cairo University	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Ain Shams University	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00
Helwan University	Teachers incoming	3	7	Euro 1395.00
	Staff Incoming	1	7	Euro 1395.00



UNIVERSITÀ
degli STUDI
di CATANIA

DIREZIONE GENERALE
Unità Operativa Relazioni
Internazionali



Erasmus+

ANNEX III | NOMINATION LETTER



UNIVERSITÀ
degli STUDI
di CATANIA



Erasmus+

LOGO OF THE PARTNER

NOMINATION LETTER

Sending Institution

in compliance with the principles stated in the *Erasmus Charter for Higher Education*, awarded to the University of Catania accepted by our institution by the signature of the Erasmus+ Inter-Institutional Agreement,

we hereby certify that

the Staff/Professors listed below have been selected by fair and transparent selection for an exchange period at the University of Catania from _____ to _____ in the E+ International Credit Mobility project (Project n. 2019-1-IT02-KA107-061669).

name and surname _____

email _____

Purposes of the mobility:

- Teaching
- Training

Please find attached copy of official documentation regarding the selection call (*to be done just in case the nomination of the professor/staff has undergone a selection procedure under an open call*).

The sending institution (University Name): _____

Responsible person in the sending institution

Name:

Function:

Email:

Responsible person's signature

Date:

University stamp



UNIVERSITÀ
degli STUDI
di CATANIA

DIREZIONE GENERALE
Unità Operativa Relazioni
Internazionali



Erasmus+

ANNEX IV | TEACHING AGREEMENT

https://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/mobility-agreement-teaching_en.docx



UNIVERSITÀ
degli STUDI
di CATANIA

DIREZIONE GENERALE
Unità Operativa Relazioni
Internazionali



Erasmus+

ANNEX V | TRAINING AGREEMENT

https://erasmus-plus.ec.europa.eu/sites/default/files/2021-09/mobility-agreement-training_en.docx