



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



---

# GUIDANCE DOCUMENT for SPECIAL MOBILITY STRAND (SMS) – STAFF MOBILITY

## in the framework of

**South Mediterranean Welding Center for Education, Training and Quality Control  
SM WELD - Project No. 561786-EPP-1-2015-1-SE-EPPKA2-CBHE-JP**

## 1. BACKGROUND

---

The **Special Mobility Strand** (hereafter referred to as **SMS**) represents an additional support provided by the EU to the selected Erasmus+ Capacity Building in Higher Education (hereafter referred to as CBHE) Joint and Structural projects in order to finance international mobility of students and staff for studying, training and teaching purposes.

The SMS must be instrumental to the objectives of the project (integrated mobility) and should be considered as an additional support provided by the EU to reinforce the intervention logic of the CBHE projects.

## 2. STAFF MOBILITY FOR TEACHING

---

The international mobility promoted under this scheme will have to respect the eligible profile of the participants and the mobility flows between Partner Countries (hereafter referred to as PC) and Programme Countries (hereafter referred to as PgC) as reported below.

Under the SMS - **staff mobility** is allowed in order to pursue the following two types of activities:

- Teaching activities: these activities allow HEI teaching staff members or staff members from any participating organisation to teach at a beneficiary HEI abroad.
- Training activities in one of the consortium countries: these activities support the professional development of HEI teaching and non-teaching staff members in the form of:
  - participation in structured courses, including professionally focused language trainings, or training events abroad (conferences excluded);
  - job shadowing/observation periods/trainings at a beneficiary HEI, or at another relevant organisation abroad.

The **SMS - teaching staff mobility** enables *Universitatea "Dunarea de Jos" din Galati - Romania* staff to perform teaching activities a period of **30 days** at a higher education institution in a PC, respectively **Université des Frères Mentouri – Constantine, Algeria**, according to the SM WELD project.



---

### 3. SELECTION CRITERIA

---

All academic staff members of *Universitatea "Dunarea de Jos" din Galati - Romania*, partner no. P4 (UDJG) in SM WELD Project, who are applying to perform a **SMS – teaching staff mobility** to Constantine - Algeria, between 28 January 2018 - 28 February 2018, must meet the criteria listed below before the applications are sent to the Rector for approval.

The general criteria for SMS - staff mobility (teaching) are:

1. The applicant should be a member of academic staff from the Department of Manufacturing Engineering which coordinates the SM WELD project activities assigned to UDJG;
2. The applicant is able to provide teaching activities in English language;
3. The applicant has expertise in teaching activities in the industrial engineering field (manufacturing, welding and joining);
4. The applicant should be willing to contribute to the performing the activities described in the SM WELD project;
5. The applicant should demonstrate a willingness to share their experiences with their colleagues and disseminate any new ideas and practices derived from a different educational system;
6. The applicant has to respond to the questionnaire developed by the SM WELD project responsible from UDJG and the head of the Department of Manufacturing Engineering from UDJG;
7. The questionnaire has to be filled before 06.12.2017.

Priority will be given to<sup>1</sup>:

- Staff being funded by EU through Erasmus+ programme for their first Erasmus staff mobility
- Staff that are able to do in reading, listening, speaking and writing at least level B2 of English, according to the Common European Framework of Reference for Languages

The selection criteria for SMS - staff will take into account the academic suitability (expertise area of the candidate along with appropriate qualifications and/or professional positions), relevant experience of teaching in the welding engineering and personal characteristics related to the willingness and appropriate attitude towards international teaching students.

---

<sup>1</sup> **Note:** The selection of staff members respects the recommendations of the Erasmus+ Programme Capacity-Building projects in the field of Higher Education (E+CBHE) - Guidelines for the Special Mobility Strand related to fairness, transparency, coherency in selection procedure, regardless candidates' ethnic groups, religions, sexual orientations, political opinions and documented.



---

## 4. FUNDING

---

After signing the Grant Agreement for staff mobility under SMS, *Universitatea "Dunarea de Jos" din Galati* staff members are entitled to receive an **EU grant** to support them during the period of teaching abroad. The scholarship start date and end date should refer to the first and last day of the activities that the staff member is expected to perform at the hosting organisation as agreed in the Staff Grant Agreement and the annexed Mobility Agreement. The confirmation of these dates shall be provided in the Certificate of Attendance issued by the receiving institution.

Erasmus+ provides funding for **SMS - staff mobility** as a grant contribution containing: **travel costs**, related to the trip but NOT local travel and **subsistence costs** related to the hotel, food, local travel etc.

### 4.1. Travel Costs

The contribution to the **travel costs** incurred is provided on the basis of the distance bands principle and varies depending on the distance as reported in the table below. For the establishment of the distance band applicable, the beneficiary shall use the on-line distance calculator available on the Commission's website at [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Distance Band	Amount per participant (return trip)
For travel distances between 100 and 499 KM	180 EUR
For travel distances between 500 and 1999 KM	275 EUR
For travel distances between 2000 and 2999 KM	360 EUR
For travel distances between 3000 and 3999 KM	530 EUR
For travel distances between 4000 and 7999 KM	820 EUR
For travel distances of 8000 KM or more	1100 EUR

### 4.2. Subsistence Costs

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 Staff Grant Agreement) for the individual participating in the mobility scheme. As reported in the Erasmus+ 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.

In respect of the disposition provided in the Staff Grant Agreement an important percentage of the individual mobility grant will be paid in advance to the staff members at the moment of starting the mobility in order to facilitate the individual to install properly in the receiving country and at the host organisation. This will have to be indicated in the agreement to be signed with the staff members selected.

RECEIVING COUNTRIES	Staff from Partner Countries Amount (per day)		Staff from Programme Countries Amount (per day)	
	up to the 14 <sup>th</sup> day	between the 15 <sup>th</sup> & 60 <sup>th</sup> day	up to the 14 <sup>th</sup> day	between the 15 <sup>th</sup> & 60 <sup>th</sup> 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 Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	100€	70€	160€	112€
All other Partner Countries	Not eligible		Not eligible	

### 4.3. Insurance

Selected staff members are reminded to take out adequate insurance to cover their training visit. The University's International Relationship Department can organise travel insurance for staff undertaking a training visit - this may be claimed under expenses.

More information on the department site: <http://www.ugal.ro/informatii/organizare/serviciile-universitatii/directia-general-a-economica-investitii-si-relatii-internationale>

## 5. DOCUMENTATION REQUIREMENTS

*Universitatea "Dunarea de Jos" din Galati* staff, participating in Erasmus+ **SMS – staff mobility** will be required to complete or obtain the following documents:

1. Internal application – online form (deadline 6 December 2017);
2. Europass Curriculum Vitae in English language, attached to the internal application;
3. Erasmus+ Grant Agreement for staff mobility under SMS<sup>2</sup>;
4. Erasmus+ Mobility Agreement for teaching<sup>2</sup>.

<sup>2</sup> [https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en)



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



---

## 6. RECOGNITION OF STAFF MOBILITY

---

Under the Erasmus+ programme all participating in the **SMS - teaching staff mobility** must report the work and expenses involved in the mobility. At the end of the period abroad, all staff members who have undertaken a mobility activity are required to complete and submit a Participant Report. Beneficiary universities involved in the mobility scheme are required to ensure that the staff members are well aware of the obligation to fill the Participant Report and that this is done in respect of the provision of the individual Staff Grant Agreement that they will sign with the selected staff members.

Staff members will be asked to fill and present the following documents at the end of the mobility:

1. Erasmus+ Special Mobility Strand Report including activities implemented and the impact of the SMS teaching mobility action and sustainability measures<sup>3</sup>;
2. Financial documents (boarding pass etc.) during the mobility.

Consortia will be required to partially or fully reimburse to the Agency the EU grants of those staff members who fail to submit the Participant Report. Reimbursement shall not be requested when a staff member has been prevented from completing her/his planned activities abroad due to a case of force majeure. Such cases shall be reported to the Agency in due time.

The sending institution, *Universitatea "Dunarea de Jos" din Galati*, should ensure that the learning outcomes of participating staff members are properly recognised, disseminated and widely used within the organisation and beyond upon return of the concerned staff member.

For more information please contact [elena.scutelnicu@ugal.ro](mailto:elena.scutelnicu@ugal.ro)

---

<sup>3</sup> [https://eacea.ec.europa.eu/sites/eacea-site/files/5-annex\\_g\\_report\\_sms.doc](https://eacea.ec.europa.eu/sites/eacea-site/files/5-annex_g_report_sms.doc)