



## INTERNATIONAL RELATIONS AND PROJECT OFFICE

**Subject: Call for applicants - Academic year 2021/22 Erasmus + KA-107**

**Addressed to: Academic Staff**

The Canadian Institute of Technology has been awarded with some Erasmus+ scholarships for Academic staff mobilities under the framework of the Key Action 107 for mobilities between Programme and Partner Countries. This call for applications is aimed at helping staff at Canadian Institute of Technology cover their expenses during their academic stay at Powiślanski University in Poland in the academic year 2021\_22 (Spring semester, 2022).

**1. Selection process.** Each partner university must conduct an internal selection process among the interested staff and send to the Powiślanski University list of nominations before **15th December 2021 for the spring semester of the academic year 2021/22 (24-28 May, 2022)**, including full name, e-mail address and field of teaching.

**2. Acceptance/Enrolment Process.** After receiving the list of nominated staff, we shall contact the candidates via e-mail to send them instructions about the application procedure.

All the application process will be via Powiślanski University portal. Applicants should take into consideration that only one online application form will be accepted, so they can contact their IR Office if they have any doubts regarding the information requested in the online application form, before clicking on the "submit" final button. At any time, the applicant can save parts of the information entered in the application form and submit the online application only when they are sure that all of the information given is correct.

Upon the reception of these online applications and after checking they fulfil the requirements, candidates will receive an acceptance letter confirming their acceptance so that they can start visa procedures.

**3. Number of granted mobilities.** 3(three)academic staff 5(five) days maximum each) (teaching mobilities -fields of study in Economic).

**4. Insurance.** All applicants, have to hire a Health insurance coverage valid for Poland for the whole period of the stay.

According to internal rules applying to all students registered at Powiślanski University, all incoming exchange staff will pay an Accident insurance fee, upon arrival at Powiślanski university, in order to be formally registered. This accident insurance will cover possible accidents during academic activities at university.

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## 5. Financial Conditions

Staff mobility: the participant shall receive 140 Euros/day of teaching/training corresponding to individual support and 275 Euros corresponding to travel. All candidates will have to sign a grant agreement before starting their mobility. Powiślanski University will send them this document via e-mail to be signed before travelling. The document has to be sent back after being signed by the grantee.

*Payment.* Upon their arrival at the Powiślanski University, staff will receive a cheque representing the 100% of the total financial support from Erasmus+ EU funds. Applicants will receive payment upon their arrival, not before. They will have to book their tickets to travel to Poland, as well as to book accommodation in advance.

## 6. EU Final Survey

Staff will receive an e-mail with information to complete and submit the online EU final report at the end of their mobility period. This must be completed within 30 calendar days upon receipt of the invitation.

This final report on your mobility experience will provide the EU's Erasmus program with valuable information which will benefit both future staff and contribute to the continued improvement of the program.

### Documents required for the staff:

1. Curriculum Vitae +List of your publications (only for the academic staff);
2. Copy of passport/ID;
3. A motivation letter;
4. A certificate that proves you work in that institution;
5. A self-declare letter if you have done mobility before;
6. A draft plan of mobility program;

**The deadline for applications is 10 December 2021.**

Attached you can find the teaching and learning agreements for academic and administrative staff.

*Please feel free to contact us for any question or further information you are interested in.*