

MOBILITY TASK FORCE
STAFF MOBILITY - INFORMATIONS FOR INCOMING



	Name of the university	UPHF	PUT	BTU	UC	UMONS	UNICT	UVA
CONTACT	Name of person in charge at IRO	Aurélie Degaugue + Estelle Le Meur	Magdalena Siadek	Michael Mannel	Gemma Castro		Valentina Barbagallo/ Maria Luisa Leotta	Outi Anttila
	Email	erasmus-staff@uphf.fr	erasmus@put.poznan.pl	michael.mannel@b-tu.de	gemma.castro@unican.es		international@unict.it/marialuisaleotta@unict.it	head.international@uwasa.fi
	If relevant, other person in charge	Coordinators in faculties but for EUNICE we prefer to centralize for the moment	departmental coordinators	persons in relevant departments/faculties	Centralised for EUNICE		Erasmus Institutional Coordinator / Erasmus Departmental coordinators (Erasmus Staff at IRO/International Didactic Units https://www.unict.it/it/internazionale/international-didactic-units-idu)	For incoming staff exchanges, please contact Ms Jenna Puska at incoming.international@uwasa.fi or our new EUNICE mobilities coordinator, Ms Anna Baranyai at anna.baranyai@uwasa.fi . Anna will start on March 30th 2022.
ORGANIZATION	Kind of E+ incoming mobility accepted	STA / STT	STA / STT	STA / STT	STA/STT		STA/STT	STA/STT
	Procedures	Send a CV & proposal of work plan (work language included), IRO will transfer to appropriate faculties coordinators	Send a CV & proposal of work plan (work language included), IRO will transfer to appropriate faculties coordinators	Send a CV & proposal of work plan (work language included), IRO will transfer to appropriate departments or support the contact between both sides; decision has to be taken by the relevant department	Send a CV & proposal of work plan (work language included), IRO will transfer to appropriate departments or support the contact between both sides; decision has to be taken by the relevant department		Send the request to the department that can host the mobility period for didactic or training purposes. The department involved, can choose to accept or not the mobility. If yes, send them an acceptance letter to be upload to the online application form. The IRO will made an official acceptance letter an at the end of the mobility, certify the activities done in the attendance certificate.	Please contact the incoming mobilities coordinator or our new EUNICE mobilities coordinator Ms Anna Baranyai at anna.baranyai@uwasa.fi
	Deadline for applications	No - accepted all the year	no deadline	No - accepted all the year	No - accepted all the year		No - accepted all the year (except the closing period of the University)	no definite time point for applications
	Preferred preparation timing	If no contact in Faculties, around 4-6 weeks before planned period. Otherwise around 2 weeks	4-6 weeks before planned mobility	depends on the work plan of the participant, the feasibility in the department etc.	4-6 weeks before mobility		Depends on the work plan of the participant, the feasibility in the department etc.	In good time before the planned mobility, preferably 4-6 weeks before.
	Preferred duration	1 week	1 week	depends on the work plan of the participant, the feasibility in the department etc.	from 2 days to 1 week		1 week	From 2 days to one week
STA: teaching	ISCED	all of the one in the EUNICE ISCED grid	all from EUNICE ISCED grid		all from EUNICE ISCED grid		all of the one in the EUNICE ISCED grid	to be agreed upon
	Preferred period	September - April : Humanities, until June for Sciences & technology	Preferably between October - June	preferably during the lecture periods (October - February; April - July)	During lecture periods		Preferably during the lecture periods (October- May)	During lecture periods/autumn or spring terms
	Language	French / English / other in Humanities can be discussed	English/Polish	German / English	English/ Spanish		English/Italian	English
STT : training	Thematics	IRO and University Library privileged, other can be discussed	to be discussed	to be discussed	To be discussed. Open to university services		To be discussed	To be discussed
	Preferred period	IRO : October, April to July / Other department: all year round, preferred April to July	Preferably between September - June	all year round (depending on the work plan, feasibility in the department)	all year round (depending on the department and work plan)		Preferably between September - June	Preferably autumn or spring terms
	Language	French / English in IRO and some dpt	Polish/English	German / English	Spanish/ English		English/Italian	English
OTHERS	IRO services	Practical information provided (transportation, hotel), welcoming and presentation of the university, campus visit on demand		Practical information through IRO and involved departments	Practical Information through IRO		Practical information through IRO and involved departments	Practical info through IRO/UVA