

Call for Applications – Erasmus+ Staff Mobility at Freie Universität Berlin in Germany

Host institution: Freie Universität Berlin <https://www.fu-berlin.de/en/>

Host country: Germany

Funding type: Erasmus+

Mobilities available: 1 staff mobility for training

Specific eligibility requirements: For training: The scope of applicants' work must focus primarily on career services, welcome services for staff (which includes Personnel Development and Continuing Education), university libraries, research funding divisions as well as colleagues working in international offices in International affairs, student or staff mobility, international student supporting services within International Offices.

[FUB-Staff-Week-2024 Program Welcome-Service.pdf \(fu-berlin.de\)](#)

Tracks:

[From AI to X: New Developments in University Communication and Marketing](#)

[The pulse of Innovation at Profund Innovation](#)

[Ask AI? Libraries after Digital Transformations](#)

[Embracing Mobility: For Those Who Move and Those Who Stay](#)

[Strategy and Leadership \(not only\) in International Relations: Defining purpose, creating impact, and maintaining motivation](#)

[How to onboard new \(international\) staff members and keep them](#)

Timeframe for mobility: International Staff Week June 10 to June 14, 2024

Deadline for applications: By 11h59 pm on January 12, 2024

ELIGIBILITY REQUIREMENTS

To participate in this call for mobility, applicants must meet the following requirements:

- be employed as a full-time, regular support staff member (non-teaching) of the University of Ottawa;
- work primarily in the fields of career services, welcome services for staff (which includes Personnel Development and Continuing Education), university libraries, research funding divisions as well as colleagues working in international offices in International affairs, student or staff mobility, international student supporting services within International Offices.
- Actively working à uOttawa when submitting your application.

FUNDING

Selected participants will receive financial assistance to cover subsistence costs during the mobility period as well as financial assistance to cover travel costs, as specified below:

1. Aid to cover subsistence expenses: This amount is set according to the country of destination and length of stay. The aid is divided by groups of countries, according to the approximate cost of living. For: Freie Universitat Berlin, this equates to 160 EUR per day for staff.
2. Aid to help cover travel expenses. The amount is [calculated based on distance bands](#) between the home and host universities. For a mobility between Ottawa and Ankara, this amounts to approximately 820 EUR.

Freie Universitat Berlin shall pay the funding outlined above according to the terms agreed upon by the participant and the: Freie Universitat Berlin as host institution.

The maximum funding period will be a maximum of 5 days (plus 2 travel days).

HOW TO APPLY

Applications must include:

- CV in English ;
- Letter of motivation in English or French explaining what you would be able to contribute to : Freie Universitat Berlin International Staff Week / why you should be selected, as well as how this mobility stay in particular would benefit your current role and department as well as your professional development at uOttawa. Any other information you deem pertinent may also be included (i.e. additional skills, interests, vulnerable socio-economic status, etc.) ;
- Letter of authorization from your supervisor in English or French ;
- Proposed mobility plan in English outlining your objectives, the added value of you participating (i.e. for your home and host university with regards to institutional goals and internationalisation strategies), and any expected outcomes or impact of this mobility opportunity (on you, your department, your home or host university, etc.).

Please use the [Erasmus+ staff mobility proposal - Training](#) template.

Deadline for applications:

Staff must email their complete application to Mélanie Langevin at outgoing@uottawa.ca by 11:59 p.m. on **January 12, 2024**.

EVALUATION

Applicants will be evaluated based on the following criteria:

1. Previous experience (CV): 20 points
2. Letter of motivation: 40 points
3. Proposed mobility plan: 40 points

Priority will be given to individuals who have not yet completed an Erasmus+ staff mobility stays.

Following the evaluation of applications and selection of a top candidate by an impartial selection committee, the uOttawa uOInternational will inform the selected candidate, and will nominate them to Freie Universitat Berlin International Cooperations Office. The selected candidate will then need to submit a brief application with METU for their final approval.

GENERAL CONDITIONS

1. The number of available mobility placements in this call corresponds to funding granted by the European Commission to Freie Universitat Berlin and is based on inter-institutional agreements signed between the University of Ottawa and Freie Universitat Berlin.
2. The areas of knowledge of the eligible participants will be those indicated in the inter-institutional agreement signed between the University of Ottawa and Freie Universitat Berlin for the purposes of this call.
3. All activities included in the Learning or Teaching / Work Agreement between participating universities will be recognized at the home university.
4. As the sending institution, the University of Ottawa is responsible for nominating their selected participants to Freie Universitat Berlin.
5. The University of Ottawa shall publish this call on its website as well as the selected candidate of this call, once a selection has been made.
6. Participants must agree to the Mobility Agreements provided by the University of Ottawa and Freie Universitat Berlin as well as complete any required steps by these institutions in order to participate in the mobility stay.
7. Once the Acceptance document has been signed, the participant shall be bound to carry out the period of stay granted. Possible resignations submitted by participants will be penalized for future requests for international assistance or mobility programs from the University of Ottawa, except those cases that have been justified as force majeure.