



UNIVERSITÀ DEGLI STUDI  
DI CASSINO E DEL LAZIO MERIDIONALE

Ufficio Erasmus - Centro Rapporti Internazionali - Area Didattica e Servizi agli studenti

D.R. n. 457

## IL RETTORE

**VISTO** il vigente Statuto dell'Università degli Studi di Cassino e del Lazio Meridionale, emanato con D. R. n. 661 del 26.07.2018 (Gazzetta Ufficiale dell'11.08.2018).

**VISTO** il Regolamento di Ateneo per l'Amministrazione, la Finanza e la Contabilità approvato con D. R. n. 337 del 12.05.2021.

**VISTA** la nota dell'EACEA in data 22.12.2020 con cui è stata concessa all'Università degli Studi di Cassino e del Lazio Meridionale la Erasmus Charter for Higher Institution per l'intera durata del programma Erasmus + (2021-2027).

**VISTA** l'approvazione del progetto KA171 n. 2023-1-IT02-KA171-HED-000139082 per il finanziamento della International Credit Mobility (ICM) con gli Emirati Arabi, il Perù, la Tunisia e l'Ucraina per una sovvenzione totale pari a euro 168.983,00 (CUP H31I23001140006), di cui euro 10.185,00 per le mobilità del personale con la Tunisia.

**CONSIDERATO** che, come da accordo bilaterale sottoscritto con la Carthage University, la Université de Sousse e la University of Tunis e secondo le indicazioni del presidente del Centro Rapporti Internazionali, è necessario procedere all'assegnazione di n. 7 flussi in entrata/uscita per una spesa totale massima di euro 10.185,00 (viaggio: euro 275,00x7 + soggiorno: euro 180,00x21 giorni + 160,00x28 giorni).

**ACCERTATA** la disponibilità finanziaria di euro 10.185,00 a valere sul Conto economico CB 09.01.01.01.02 'Programmi di mobilità e scambi culturali studenti - Erasmus + Call 2023'

## DECRETA

Si emana il Bando Erasmus + International Credit Mobility per l'assegnazione di n. 7 borse per la mobilità dello staff in entrata e in uscita tra l'Università degli Studi di Cassino e del Lazio Meridionale e la Carthage University, la Université de Sousse e la University of Tunis in Tunisia, parte integrante del presente provvedimento.

La spesa di euro 10.185,00 graverà sul Conto economico CB 09.01.01.01.02 'Programmi di mobilità e scambi culturali studenti - Erasmus + Call 2023' - e. f. 2024.

Il presente decreto è inserito nella raccolta ufficiale interna di questa Università e nella sezione "Amministrazione trasparente" di [www.unicas.it](http://www.unicas.it).

Cassino, **16 MAG. 2024**

Il Direttore dell'Area  
(dott. Roberto Melle)

Il Responsabile dell'ufficio  
(dott. Barbara Sbardella)

**IL RETTORE**  
(prof. Marco DELL'ISOLA)

UNIVERSITÀ DEGLI STUDI DI CASSINO  
E DEL LAZIO MERIDIONALE  
AREA BILANCIO-RACIONERIA GENERALE

Impegno provvisorio/definitivo n. 5358/2023

di € 10185,00 assunto sul conto 20201

01.02 Budget 2024

Cassino, 14/05/2024

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## Erasmus + International Credit Mobility (Project 2023)

### Call for the assignment of the grants for staff mobility for teaching and training

#### ART. 1 – Objectives of Erasmus+ International Credit Mobility

Within the “International Credit Mobility” of the Erasmus + Programme (Key Action 171 – Learning Mobility of Individuals) the Higher Education Institutions may allow mobility actions from and towards the Partner Countries with which they have signed an Erasmus + Interinstitutional Agreement.

Within this call, UNICAS allows staff mobility from Unicas and the following listed institutions and vice versa in Tunisia:

Carthage University - UCAR  
Université de Sousse - ISSAT  
University of Tunis - UTUNIS

Available staff mobility for teaching:

PARTNER INSTITUTION	ISCED CODE	Number of mobilities from Partner Country to UNICAS	Number of mobilities from UNICAS to Partner Country
UCAR	0542 Statistics	1 (7 days)	1 (7 days)
SOUSSE	0713 Electrical Engineering	2 (7 days each)	1 (7 days)
UTUNIS	0542 Statistics	1 (7 days)	1 (7 days)

#### Art. 2 – Mobility period

The mobilities have to be completed by July 31, 2026. The total length of the eligible mobility period shall not exceed 2 months, with a minimum of 5 days per mobility activity. For teaching mobility, a minimum of 8 hours of teaching per week has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum number of hours of teaching per week (or any other period of stay shorter than a week) is reduced to 4 hours.

#### ART. 3 – Availability of exchange mobility

The amount of the mobility grant, in accordance with Erasmus + guidelines, is composed by a contribution for travel and an individual support as detailed in the table below:

PARTNER COUNTRY	Travel top up	DAILY AMOUNT FROM PARTNER COUNTRY TO UNICAS	DAILY AMOUNT FROM UNICAS TO PARTNER COUNTRY
Tunisia	€ 275,00	euro 160,00/ day	euro 180,00/ day

Both travel and subsistence grants are calculated according to the days of stay in Italy or in the Partner Country and to the calculators provided by the Erasmus + National Agency.

Zero-grant mobility is allowed.



#### For Italian beneficiaries of Erasmus + grants:

- the subsistence grant is calculated according to the days of the stay in the Partner Country and it's subject to the Italian financial tax rules;
- the travel grant is calculated in accordance with the distance calculator provided by the Erasmus + National Agency. The beneficiary has to submit to the Erasmus Office the receipt of the travel tickets (including boarding cards) to receive the travel support within the topup established by the National Agency.

#### For the beneficiaries of Erasmus + grants (Italians excluded):

- the subsistence grant is calculated according to the days of the stay in Italy; the grants are subject to the financial tax rules of the country of residence of the beneficiary;
- the travel grant is calculated in accordance with the distance calculator provided by the Erasmus + National Agency (ref. art. 3).

Unicas provides to the incoming staff an insurance covering accidents, civil liability and other guarantees provided for by European legislation for Erasmus mobility.

Erasmus + grant beneficiaries cannot be supported by other grants arising from other programs and/or actions financed by the European Union and/or by Unicas Visiting professor grants.

A period of virtual mobility is eligible but without any financial support.

The scholarships will be awarded until available funds run out.

### **Art. 4 – Special needs**

In order to allow wider participation in mobility, the Erasmus + Indire National Agency provides funds to support disabled people and/or those with special needs. Interested parties must communicate their disability/special need situation, both during the application and during the acceptance of the grant. The Erasmus office will give all the information needed for the request for the additional funds.

### **Art. 5 – Admission requirements**

Participants may apply for this call if they regularly work in the sending institution.

### **Art. 6 – Application and assignment of the Erasmus mobility grant**

#### Assignment of the grants

The applicant has to fill in the mobility agreement with the support of the project coordinator of the receiving institution to organize the activity abroad. The document has to be signed by the three parties: the applicant, the Director of the department (or a delegate) and the departmental coordinator (or a delegate) of the receiving university. The hosting university approves and accepts the mobility signing the learning agreement. The signature of the receiving departmental coordinator can be temporarily replaced by an acceptance letter/email. The subscription by the Director of the department or the responsible of the office to which the applicant belongs makes the learning agreement for teaching eligible for the Erasmus mobility.

The final assignment of the mobility to the applicant will be approved through a formal act of the Rector.

#### How to apply

Outgoing applicants can apply through the UNICAS Gomp system.

Incoming applicants can apply through the google form available on Unicas website

<https://forms.gle/3rHTtGaDuo3cA757>



Applications received in different ways will be rejected.

The University doesn't take any responsibility for non-receipt of the application according to the established procedure nor for negligence of third parties, accidental occurrences or force majeure.

The Erasmus office will check the following formal details of the mobility as given in mobility agreement:

- the mobility period within the eligible time;
- only for teaching activity, the teaching hours in relation to the length of the mobility;
- signature by the three parties.

Applicant has to attach to the application the:

- copy of the passport or of the identity card;
- Learning Agreement for teaching.

Within 30 days from the submission, the Erasmus office will send to the applicant an email to communicate the evaluation of the application submitted. Within seven calendar days from the Erasmus office email to the applicant, the beneficiary of the Erasmus + grants must confirm acceptance of the scholarship by giving notice by email to the address [stella.migliarino@unicas.it](mailto:stella.migliarino@unicas.it).

### **Art. 7 – Before the mobility**

Before departure, each beneficiary is required to sign the Erasmus mobility agreement, defined by the European Commission, that contains the details of the Erasmus mobility including the financial support. The Erasmus Office will send to the beneficiary the document for the subscription.

### **Art. 8 – After the mobility**

Within 30 days of the end of the mobility, the beneficiary of the Erasmus grant must deliver to the Erasmus Office: the Certificate of participation provided by the host institution and, only for outgoing mobilities, the travel documents (e.g., flight tickets, boarding passes/railway tickets/bus tickets). The Erasmus Participant Survey has to be filled in by the staff and it is necessary to maintain the Erasmus grant.

### **Art. 9 – Privacy and personal data**

In compliance with the European General data protection regulation no. 679/2016 (articles 13-14, 15-22) and the subsequent Decree n. 101/ 2018, the personal data sent by candidates within the application, in accordance with the Privacy Statement published on Unicas website in the section "University Regulations", will be processed for the purposes of management of the selection procedure. At any time, interested parties may exercise their rights under that Statement.

For further information contact:

Administrative support for incoming staff (Partner Country/ UNICAS)

Barbara Sbardella: +39 0776 2993352, [b.sbardella@unicas.it](mailto:b.sbardella@unicas.it)

Administrative support for outgoing staff (UNICAS/ Partner Country)

Stella Migliarino: +39 0776 2993225, [stella.migliarino@unicas.it](mailto:stella.migliarino@unicas.it)

### **Art. 10 – Force Majeure**

The University of Cassino and Southern Lazio if some unforeseeable circumstances or force majeure will contrast the development of this selection and the realization of the mobility may decide to stop the activities with a formal act.

### **Art. 11 – Erasmus + rules**

For anything not expressly provided for in this announcement reference is made to the Erasmus + Programme Guide and the provisions issued by the Erasmus + Indire National Agency in Italy for the proposals 2023 with the signed agreement n. 2023-1-IT02-KA171-HED-000139082 with the University of Cassino and Southern Lazio.

#### *Person in charge of the administrative process*

*The person in charge of the administrative process, according to the Italian Law n. 241 07/08/1990 (articles: n. 4, 7, 8) is Barbara Sbardella Erasmus Office of the University of Cassino and Southern Lazio (tel. 0776 299 3352-4723 e-mail: [barbara.sbardella@unicas.it](mailto:barbara.sbardella@unicas.it)).*