

Call for Applications

Erasmus+ Staff mobility to the University of Macedonia (Greece)

Submission Deadline: February 25, 2022

Host institution: University of Macedonia

Country: Greece

Mobilities available: 1 Faculty member for teaching and 1 Staff member for training

Open to the following Department or Faculty: Faculty of Public Affairs

Duration and Timeframe: 7 days (includes 2 for travel). Mobility must take place before July 2022.

The main objective of this call is to foster academic collaboration between the Department of International and European Studies at the University of Macedonia and the Faculty of Public Affairs at Carleton. The mobility should serve strategic initiatives in the areas of internationalization and/or teaching and learning services, as well as build an international partnership that can extend beyond the Erasmus+ project.

One professor and one staff member will be selected and nominated to the University of Macedonia to conduct a mobility period of 5 days (+ 2 days of travel) each, to be completed by July 2022. Mobility for teaching staff must include at least 8 hours of teaching over the 5 days. Mobility for administrative staff may include job shadowing, observation periods, exchange of best practices, or specific training courses at the partner institution.

Eligibility

Eligible candidates are Carleton faculty or staff members with proven university experience. Teaching staff must be from the Faculty of Public Affairs. Administrative staff may be from any department or unit at the Carleton.

Funding

The selected candidates will receive a daily allowance and a travelling package within their grant agreement. The daily allowance will require no expense justification, whereas travelling should be proved by sending boarding passes, ticket purchase receipts, etc. Participants must purchase their flight themselves and will only be

reimbursed by the host institution at the beginning of the mobility. The payment will be executed in the International Relations Office of the University of Macedonia.

How to apply

Candidates must provide the following documents as part of a complete application:

- **CV** in English
- **Proposal** of mobility activities (lectures, seminars, research, collaboration, job shadowing, meetings, etc.). What are the topics covered by teaching mobility for faculty and expected outcomes of training mobility for staff? Please also include relevant language proficiency and consider how your background suits this opportunity, how the visit will contribute to your own professional development, and how it will serve Carleton's strategic goals in [internationalization](#) and/or teaching and learning. (2-3 pages)

Please send complete application materials to Sylvie Jasen at Carleton International (sylvie.jasen@carleton.ca) by 11:59 p.m. on **February 25, 2022**.

Following the evaluation of applications and selection of a top candidate, Carleton International will nominate the selected candidate to the University of Macedonia for final confirmation. Once the University of Macedonia validates the nominated candidate, the International Office will communicate the results of the selection process to applicants. It is also possible that the selected candidates will have to complete additional steps with the University of Macedonia to confirm their nomination.

Evaluation and Criteria

Applications will be reviewed by an evaluating committee formed by the Director of Carleton International and two members, appointed by him/her, from the Office of the Vice President (Research and International). The evaluating committee will advertise both this call and the outcome of the selection process to all the potential candidates.

The following selection criteria will be used to rank the candidates: CV (40%), proposal of activities (60%).

Academic activities

The visiting positions are formative. The formative position requires meetings with representatives of the University of Macedonia's Department of International and European Studies as well as the international office to discuss changes for future cooperation, including student exchanges, joint publications, research collaboration, and transfer of know-how. The formative position is also meant for professors who want

to share the teaching and research experience and are prone to initiate joint projects with professors from the University of Macedonia. The organization of a research seminar also provides the opportunity to present the research work of the visiting professor.

Additional Conditions

The selected candidates must accept a mobility agreement before departure, which describes the rights and obligations of each party. Particularly, the mobility agreement sets out the amount of the Grant to be provided to the selected candidates. The mobility agreement will be endorsed and signed individually by the visiting professor and staff from Carleton University and the Head of the International Relations Office from the University of Macedonia .

At the end of the period abroad, visiting professor and staff will turn in a certificate of stay and submit a final report. In addition, they will receive a survey by email one month before the end of their mobility period.

This call for applications will be published on the Carleton International website, along with the selected candidates once they are confirmed.

Contact

For additional details and clarifications, candidates can contact to Sylvie Jasen (sylvie.jasen@carleton.ca) at Carleton International.