



L-Università  
ta' Malta



Co-funded by the  
Erasmus+ Programme  
of the European Union

# **Erasmus+ Staff Mobility Call 2024**

## **Independent Assessors Handbook**

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### 1. Introduction

The Erasmus+ Staff Mobility - Call 2024 was issued on 13<sup>th</sup> March 2024 and closed on the 2<sup>nd</sup> May 2024 (1200hrs). Once the Erasmus+ coordinator received the application forms an eligibility check was carried out and a file was created for each candidate. The eligibility check was carried out in accordance with the procedures and regulations provided by the EC and adopted by the MT National Agency.

All Erasmus+ applications are then to be vetted by two assessors. The assessors are required to assess and grade each application form. Following the assessor's results, the Erasmus Selection Grant Allocation Committee (ESGAC) will then select the beneficiaries and confirm the funding allocations for the Academic Year 2024/5.

This Handbook contains the *Independent Assessor Evaluation Sheet (Annex I & II)* to be filled in for each application that is being assessed.

The Independent Assessors will provide an *Assessment Conclusion* (Section 1) for each application that they will assess. The *Assessment Conclusion* is calculated by awarding an overall Total Mark and indicated by one of the following ratings:

- Approved (marking scheme between 50 and 100)
- Reserve (marking scheme between 40 and 49)
- Rejected (marking scheme between 0 and 39)

Section 2 of the Assessment sheet is split into sub-sections reflecting the questions applicants would have answered in their application form. The Independent Assessor is required to give each application accumulative marks as seen in Section 2 of the assessment form. Each section is allocated a maximum of 10 or 30 points. The accumulated total overall mark should then be indicated under *Total Mark* in Section 1.

The Independent Assessors are encouraged to provide their feedback in the *Comments* space provided underneath each sub-section. These comments should reflect the assessment of the strengths and weaknesses of the application. The comments should justify the Independent Assessor assessment conclusion. The total mark and the overall assessment comment shown in Section 1, will be used to communicate with the beneficiaries (whether they are accepted, rejected

or put on the reserve list), therefore it is important to write down all relevant information.

**The Independent Assessors should have no potential interest in any of the applications they are assessing.**

## **2. Description of the Action**

### **Erasmus+**

Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2021-2027. Education, training, youth and sport are key areas that support citizens in their personal and professional development. High quality, inclusive education and training, as well as informal and non-formal learning, ultimately equip young people and participants of all ages with the qualifications and skills needed for their meaningful participation in democratic society, intercultural understanding and successful transition in the labour market. Building on the success of the programme in the period 2014-2020, Erasmus+ strengthens its efforts to increase the opportunities offered to more participants and to a wider range of organisations, focusing on its qualitative impact and contributing to more inclusive and cohesive, greener and digitally fit societies.

### **Who can participate?**

- Students and trainees learning in all forms of tertiary level education and training,
- Higher education Institutions, as specified by Member States,
- Teachers, trainers and other staff within those Institutions,
- Associations and representatives of those involved in higher education, including relevant student, university, and teacher/trainer associations,
- Enterprises, social partners and other representatives of working life,
- Public and private organizations, including not-for-profit organizations and NGOs, responsible for the organization and delivery of education and training at local, regional and national levels,
- Research centres and bodies concerned with lifelong learning issues,
- Bodies providing guidance, counselling and information services

### **Erasmus+ Staff Mobility for Teaching and for Training**

The Erasmus+ Staff Mobility falls under Key Action 1: Mobility of individuals

This key action supports:

Mobility of learners and staff: opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education Institutions and civil society organizations to undertake a learning and / or professional experience in another country.

**The objectives of the Erasmus+ Staff Mobility for Teaching are:**

- To allow staff who are not able to participate in a mobility scheme, to benefit from the knowledge and expertise of academic staff from higher education Institutions in other European countries
- To promote exchange of expertise and experience on pedagogical methods
- To encourage higher education Institutions to broaden and enrich the range and content of courses they offer.

The Erasmus+ staff mobility for teaching may be carried out by teaching staff from higher education institutions. In all cases, teachers undertaking a teaching assignment must be integrated into the department or faculty of the host Institution.

The partner higher education Institutions must have agreed in advance on the programme of lectures to be delivered by the visiting teachers. Where the person carrying out the assignment is from a higher education Institution, the assignment must be based on an inter-institutional agreement between the home and host Institution.

Beneficiaries from higher education institutions are selected by the sending Institution.

It is obligatory to deliver a minimum of 8 hours of teaching (i.e. at least two days per week). The minimum duration for Erasmus+ staff mobility is that of 2 days (excluding travel), up to a maximum of 2 months. In all cases, a teaching activity has to comprise a minimum of 8 hours of teaching per week. If the teaching activity is combined with a training activity, during a single period abroad involving the development of pedagogical skills and/or development of curriculum content (such as study-units or programmes), the number of required hours of teaching per week is reduced to four hours.

A Mobility Programme between the sending Institution, the hosting Institution and the lecturer is required. The parties involved will be bound by the Mobility Agreement which is approved and signed by the different parties involved. Upon return, the beneficiary is required to provide the International Office with supporting documents including a certificate of attendance and a participant report.

**The objectives of the Erasmus+ Staff Mobility for Training are:**

- To allow staff who are not able to participate in a mobility scheme, to benefit from the knowledge and expertise of administrative staff from higher education Institutions in other European countries.
- To broaden the understanding of practices, policies and systems in education and training across countries.

Within the broad objective of training of staff this activity encompasses the:  
mobility of administrative and other non-teaching staff from higher education Institution going to a

partner higher education Institution or to an enterprise, for the purpose of receiving training. The purpose is to allow the beneficiaries to learn by transfer of knowledge or know-how from the experiences and good practices of a partner Institution or host enterprise, and thereby to acquire practical skills relevant for their current job and their professional development.

The selection will be carried out by the sending Institution.

The applicant will have to submit a work plan for the mobility period. The essential elements should be: overall aim and objectives, expected results in terms of training or learning, activities to be carried out and if possible, a programme of the period. The work plan should be endorsed by both the sending and the host Institution or enterprise. The Institutions will be responsible for the quality of the mobility period abroad.

The minimum duration for Erasmus+ staff mobility is that of 2 days, (excluding travel time) up to a maximum of 2 months.

Upon return, the beneficiary is required to provide the International Office with supporting documents including a certificate of attendance and a participant report.

### **3. Selection Criteria**

#### **Staff Mobility for Teaching:**

The Erasmus + application forms for a Staff Mobility for Teaching should be assessed and marked according to the following the below set of Criteria.

1. Priority should be given to Academic staff involved in the Erasmus+ programme.
2. - assistance to outbound and inbound students, especially focusing on outbound mobility and setting up of new agreements for the benefit of UM students, to contribute towards increasing the number of mobilities undertaken.
  - participation in Blended Intensive Programmes<sup>1</sup> and
  - participation in SEA-EU activities and collaboration.
3. Priority should be given to the candidate whose visit will benefit the University of Malta through actions including but not only limited to those outlined below:
  - The mobility which will ensure that the visiting lecturer's contribution will be an integral part of a diploma/ degree programme of the host Institution should be given priority.
  - The Erasmus+ programme should be considered holistically, and the teaching assignments funded through the programme should not be considered as stand-alone activities, but it should encompass the Department's endorsement, vision, ongoing work, and the teaching materials.
  - Priority should be given to the mobility which will lead to the production of new material/methods.
  - Preference should be given to applications whose mobility will be used to consolidate

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<sup>1</sup> A Blended Intensive Programme (BIP) is a short, intensive programme delivery jointly with at least two other European Institutions. It makes use of innovative teaching methods and is delivered in a combination of physical and virtual format.

and extend links between departments and faculties and to prepare for future cooperation projects.

- Priority should also be given to the mobilities which will be used to promote cooperation of EU programmes at institutional level.
4. Erasmus+ Staff Mobility for Teaching may be carried out by all resident and visiting Academic Staff at the University of Malta appointed by the University Council.

### **Staff Mobility for Training:**

The Erasmus+ application forms for the Staff mobility for Training, should be assessed and marked following the below set of criteria.

1. Priority should be given to mobility activities which:
  - will ensure that the training mobility will be an integral part of the day-to-day work of the hosting Institution.
  - will lead to the production of new material/methods which can be used in the department/faculty/office/institute/school
  - will help to consolidate and extend international/European links for the department/faculty/office/institute/school and to prepare future co-operation projects
  - will be used to promote cooperation of European Programmes at institutional level
  - will be given to staff members who are engaged in tasks through which they assist or interact with international exchange or degree seeking students and
  - participation in SEA-EU activities and collaboration.
2. Priority will be given to the candidate whose visit will benefit the University of Malta.
3. Erasmus+ Staff Mobility for Training may be carried out by all Administrative/Technical staff at the University of Malta appointed by the University Council.
4. Priority should be given to Administrative/Technical members of staff.

### **Instructions to Assessors:**

**(i) Each application is composed of**

- 1. Completed application form**
- 2. Mobility Agreement signed by applicant, sending and receiving Institution**

**(ii) When assessing an application ensure that:**

- all documents are included and complete
- the answers to the questions follow the criteria outlined in Section 3 (above)
- the mobility programme corresponds to question 5 in both STA and STT application forms

## Staff Mobility for Teaching

### Independent Assessor Evaluation Form. (Annex I)

Independent Assessor's Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Reference Number: \_\_\_\_\_

#### Section 1: Independent assessor's assessment conclusion

(Please write your conclusion using one of the following options: Approved (50-100 points), Reserve (40-49 points) or Rejected (0-39 points) and also write down the total mark).

#### Independent Assessor's Assessment Conclusion

Assessment (Approved/Rejected/Reserve)	Total Mark

#### Section 2: Assessment - Further Information sheet ( refer to page 1)

This section highlights the different aspects of the application to be assessed. Please give the relevant mark for each aspect and justify your mark in your comments.

<b>1. Main motivation for submitting this application and involvement in the Erasmus+ programme (establishment of inter-institutional agreements, assistance with inbound/outbound students, hosting of Erasmus+ visiting staff, Intensive Programmes) (20 marks)</b>	
<u>Comments:</u>          	

<p><b>2. How the teaching mobility will be an integral part of a diploma/degree of the hosting institution or part of a jointly delivered Blended Intensive Programme. Details of the planned activity, the outcome and the benefits that are expected from the visit. (20 marks)</b></p>	
<p><u>Comments:</u></p>	
<p><b>3. Teaching Assignment mobility will help to contribute towards the extension or consolidation of links between faculties and the host institution. Identification of joint research collaboration and/or mobility opportunities for undergraduate and postgraduate students. (10 marks)</b></p>	
<p><u>Comments:</u></p>	
<p><b>4. The visit contributes towards the development of pedagogical approaches and skills enable the development of curricula or curricular content of units/programmes. (20 marks)</b></p>	
<p><u>Comments:</u></p>	
<p><b>5. Teaching mobility agreement clearly outlines the overall objectives, added value of the planned mobility and content of the teaching programme. (30 marks)</b></p>	
<p><u>Comments:</u></p>	



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<b>Recommendations to the applicant</b>

**Comments on the application form**

The comments should relate to your assessment of the strengths and weaknesses of the application. The comments should justify the Independent Assessor's assessment conclusion.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Mobility for Training**

**Independent Assessor Evaluation Form. (Annex II)**

Independent Assessor's Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Reference Number: \_\_\_\_\_

**Section 1: Independent assessor's conclusion**

(Please write your conclusion using one of the following options: Approved (50-100 points), Reserve (40-49 points) or Rejected (0-39 points) and also write down the total mark).

**Independent Assessor's Assessment Conclusion**

<b>Assessment</b> (Approved/Rejected/Reserve)	<b>Total Mark</b>

**Section 2: Detailed Assessment**

This section highlights the different aspects of the application to be assessed. Please give the relevant mark for each aspect and justify your mark in your comments.

<b>1. Applicant's motivation for submitting the application form</b> (20 marks)	
<u>Comments:</u>          	

<b>2. Planned activity, outcomes and benefits of the visit (20 marks)</b>	
<u>Comments:</u>	
<b>3. Reasons for the choice of host institution and location chosen by applicant (10 marks)</b>	
<u>Comments:</u>	
<b>4. Competences, knowledge and skills aimed to be achieved through the staff mobility programme and how the mobility activity abroad will contribute to your work. (20 marks)</b>	
<u>Comments:</u>	
<b>5. Training mobility agreement clearly outlines the overall objectives, added value of the planned mobility and content of the training programme (30 marks)</b>	
<u>Comments:</u>	

<b>Recommendations to the applicant</b>

**Comments on the application form**

The comments should relate to your assessment of the strengths and weaknesses of the application. The comments should justify the Independent Assessor's assessment conclusion.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Declaration on the prevention of conflicts of interest and disclosure of information (Annex III)***

Call for Applications – Erasmus+ Staff mobility for Teaching / Training Call 2024

I, the undersigned, am informed of

(1) Art.52 of the Financial Regulation following which:

“All financial actors shall be prohibited from taking any measures of budgetary implementation which may bring their own interests into conflict with those of the Communities. Should such a case arise, the actor in question must refrain from such measures and refer the matter to the competent authority.

There is a conflict of interest where the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the applicant/beneficiary.”

(1) Art. 34 of the Implementing rules following which a conflict of interest may, inter alia, take one of the following forms:

“(a) granting oneself or others unjustified direct or indirect advantages;

(b) refusing to grant a beneficiary the rights or advantages to which that beneficiary is entitled;

(c) committing undue or wrongful acts or failing to carry out acts that are mandatory.”

I hereby declare to the best of my knowledge that I have no conflict of interest with any of the persons or organizations/institutions having submitted a grant application in the framework of the above Call for application, including with regard to persons or members of consortia or subcontractors or other partners proposed.

I confirm that if I discover the existence of any such potential conflict of interest while exercising my duties in relation to the above selection round, I will immediately notify the Head of Institution thereof and that I will refrain from any further activity in relation to the above selection round if required.

Furthermore, I confirm that I will respect the principle of professional secrecy. I will not communicate to any third party any confidential information that may be disclosed to me intentionally or unintentionally in the context of my work in relation to the above selection round. I will not make any unauthorized use of the information that may be disclosed to me.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_