

CALL FOR THE SELECTION OF ADMINISTRATIVE STAFF FOR A WEEK EXCHANGE IN THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA (SPAIN)

UNI – Universum International College and the Polytechnic University of Valencia (Spain) agreed to cooperate on the exchange of students and staff in the context of the Erasmus+KA107 program.

<https://erasmus-ka107.webs.upv.es/>

- **To whom:** Administrative staff of the Universum International College- UNI
- **Where to:** Universitat Politècnica de València (UPV).
- **What for:** The administrative staff will participate in the Staff Weeks organized by UPV.

Period of the stay in the UPV: One week (five working days and two travel days) in the academic courses 2024-2024 or 2024-2025, according to the working plan agreed and the Staff week calendar.

ELIGIBLE Staff: administrative staff (As appropriate)

APPLICATIONS SHOULD BE SUBMITTED: BEFORE 13th of October 2023 to 1ST of November 2023

THE APPLICATION SHOULD HAVE THE FOLLOWING CONTENT (As an example):

1. CV in English
2. Motivation letter where the applicant expresses why he/she wishes to participate in this exchange, overall objectives of the mobility, and expected outcomes on the professional development.
3. English certificate: B2 and higher
5. Administrative staff: Point out the staff week of her/his interest <http://staffmobility.eu/staff-week-searchh> ; Mobility will be conditioned to acceptance.

SELECTION CRITERIA

The selection committee will consider the following criteria:

1. English Certificate: up to (B1 0,5 point, B2 1 point, C1 1,5 points and C2 2 points)
2. Motivation letter and outcome for ANAU Up to 2 points
3. Relevance of the chosen mobility to job: up to 5 points
4. Proposed work plan: up to 4 points. This section will take into account the added value of mobility (for both institutions and for the participant) and the expected impact and results.
5. Personal attributes and conflict management (0-3),- 3 points

The text of the call for applicants will be published in the following links: <https://universum-ks.org/uni-hap-thirrien-per-161-bursa-per-shkembim-te-stafit-akademik-dhe-administrativ-ne-147-universitete-ne-21-shtete-te-evropes-dhe-turqi-2/?preview=true> and Project's website <https://erasmus-ka107.webs.upv.es/>

After the deadline for submitting applications, the list of candidates admitted to the selection process will be published on the <https://universum-ks.org/> and on the Project website <https://erasmus-ka107.webs.upv.es/calls/calls-incoming/>

The selection committee will meet on 7th of February in order to select the candidates, and will issue the final list of nominees and reserve list; It will be published on the home institution website <https://universum-ks.org/> and on the Project website <https://erasmus-ka107.webs.upv.es/calls/calls-incoming/>

Uran Rraci



VP for Internationalization

15.04.2024