

**CALL FOR TEACHING AND RESEARCHER MOBILITY IN EUROPE AND INTERNATIONAL EXCHANGE
FOR TEACHING ACTIVITIES UNDER THE ERASMUS+ PROGRAM
ACADEMIC YEAR 2025/26**

Article 1 – ELIGIBILITY FOR ERASMUS TEACHING STAFF

Categories eligible for Erasmus teaching mobility:

- Full professors
- Associate professors
- Researchers

Faculty involved in BIP (Blended Intensive Programme) projects are required to apply to this call to receive reimbursement for teaching activities at the foreign university coordinating the program.

Article 2 – HOST UNIVERSITIES

Participants must consult the list of partner universities for the academic year 2025/26, available at:

<https://istituzione.accademiadelusso.com/internazionalizzazione-2/>

Participants are required to contact directly the university where they wish to carry out their teaching period. Each partner university indicates the relevant academic discipline. Teaching opportunities are listed by department; however, participants may select any of the listed destinations, regardless of their home department, provided the Teaching Programme is agreed upon with the host university.

Article 3 – APPLICATION PROCEDURE

Applications must be submitted online from **1 November to 30 November 2025, 12:00 PM** using Form A published on the website.

Applicants must propose their mobility project (Teaching Programme) to the host university after agreement with a faculty member at the host institution. Once tentative dates and content of the mobility project are agreed upon, the Teaching Programme must be signed by the proposing faculty member, the host university faculty, and the head of the home department.

Online submission and sending the signed Teaching Programme in PDF format to erasmus@accademiadelusso.com are mandatory for eligibility.

Eligible Institutions:

Eligible Erasmus host institutions are Higher Education Institutions holding an Erasmus Charter for Higher Education (ECHE) and having a bilateral teaching mobility agreement with Accademia del Lusso, as listed at:

<https://istituzione.accademiadelusso.com/internazionalizzazione-2/>

Erasmus+ Teaching Mobility Period:

All Erasmus+ teaching mobility activities funded under this call must be completed between the date of publication of the call results and **28 November 2026**. All expenses must be incurred within this period.

Reimbursement will be made on a **cost-to-cost basis** and includes only travel and subsistence costs. No additional overseas allowance is provided. Failure to submit the required documentation correctly and completely, including all signatures, will result in the withdrawal of the reimbursement. Reimbursement will be managed by the Human Resources – Mission Office. Each faculty member will receive a link from the European Commission to complete the mandatory online individual report; failure to submit this report will result in ineligibility for Erasmus funding.

Physical departure is authorized only if national and international regulations regarding health and geopolitical issues allow safe mobility.

Article 4 – MOBILITY ASSIGNMENT

Mobility assignments are made by a Selection Committee appointed by Director's Decree.

Applications must be complete and meet all requirements of this call.

The Selection Committee will evaluate applications and assign up to **50 points** based on the following criteria:

Commitment to Internationalization (up to 15 points):

- Department Internationalization Representative and/or Member of the Department/School Erasmus Committee during AY 2024/25: 5 points.
- Scientific Responsible for at least one International Cooperation Framework Agreement (non-Erasmus Bilateral Agreement): 1 point per agreement, up to a maximum of 10 points.

Evaluation of the Teaching Programme according to Erasmus+ INDIRE Agency guidelines (up to 30 points):

- Activities in which the teaching period will be an integral part of the host institution's study programme (*Teaching programme: Added value of the mobility*).
- Mobility activities leading to the production of new teaching material (*Teaching programme: Content of the teaching programme*).
- Mobility activities aimed at consolidating and expanding interdepartmental collaboration and preparing future cooperation projects or supporting teaching activities within co-funded research projects (e.g., BIP projects) (*Teaching programme: Expected outcomes and impact*).

INVEST Bonus (5 points):

- Destination belongs to the **European INVEST Alliance** (<https://www.invest-alliance.eu/>)

Successful applicants will be awarded the title of **Erasmus Teaching Staff for AY 2025/26** by **10 December 2025**. Financial contributions will be assigned according to ranking until funds are exhausted. In case of a tie, priority is given to younger applicants.

To ensure broad participation, each faculty member may submit only **one mobility project** per destination with similar teaching activities, as determined by the Selection Committee.

Article 5 – FINANCIAL CONTRIBUTION AND ELIGIBLE COSTS

Financial contributions will be awarded according to ranking until funds are exhausted. Contribution per mission is calculated based on EU tables.

- Travel reimbursement is determined by distance between Milan and the host city, covering round-trip costs.
- Subsistence is calculated by multiplying the number of days abroad (1st–5th day, plus up to 2 travel days) by the daily rate established for the host country, divided into three country groups.

Funding follows the Accademia del Lusso Mission Regulations: travel and subsistence expenses must be documented and reimbursed **on a cost-to-cost basis**. Costs exceeding the EU contribution are borne by the participant; costs below the contribution will be reimbursed only up to the amount actually spent.

Mobility must last **a minimum of 2 consecutive teaching days and a maximum of 5 consecutive teaching days** (maximum 7 days including travel). Travel days must coincide with or immediately precede/follow teaching days to be reimbursed. The minimum teaching hours required by the European Commission is **8 hours**.

The Erasmus Programme 2021–2027 provides incentives for “**green**” travel (low-emission means: train, bus, carpooling):

- Higher travel contribution for certain distance ranges
- Support for up to 4 additional travel days if necessary

Reimbursement is limited to **7 days of mobility**, and extension for personal reasons is reimbursed only for travel days.

Article 6 – ERASMUS TEACHING STAFF OBLIGATIONS

Before departure, eligible faculty must:

1. Contact the Erasmus Office (erasmus@accademiadellusso.com) to sign the Mobility Agreement and Responsibility Form. Signing is mandatory before departure.

At the end of the mobility period, faculty must:

1. Send to erasmus@accademiadellusso.com:
 - Teaching certificate including mobility period and number of hours, signed and stamped by host university
 - Activity report on mobility period
2. Submit all original expense documents to the Mission Office
3. Complete the online Participant Report sent by the European Commission

Failure to submit complete documentation or the Participant Report will result in withdrawal of reimbursement.

Article 7 – SUPPORT FOR DISABILITY

In accordance with Erasmus+ rules, the **National Agency INDIRE** may provide additional funding to ensure participation of teaching staff with disabilities. Further contributions may be granted based on estimated extra costs for teaching activities.

Article 8 – PERSONAL DATA PROTECTION

Data will be processed under **Italian Legislative Decree no. 196/2003** and subsequent amendments, as well as **EU Regulation 2016/679 (GDPR)**.

Article 9 – FINAL PROVISIONS

In case of subsequent official Erasmus+ INDIRE provisions differing from this call regarding funding, the rules set by the funding agency will apply.