CIVIS Call 2 - Short Term Mobility

CIVIS Call 2 - Intensive Programs: CIVIS Schools (IP: CS)

November 2020

CIVIS - a European civic University is an alliance of the eight following European Universities:

- Aix-Marseille Université (France),
- National and Kapodistrian University of Athens (Greece),
- University of Bucharest (Romania),
- Université Libre de Bruxelles (Belgium),
- Universidad Autónoma de Madrid (Spain),
- Sapienza Università di Roma (Italia),
- Stockholm University (Sweden) and
- Eberhard Karls Universität Tübingen (Germany).

CIVIS, as a European University, has a strong civic identity. CIVIS will act as a role model and define a path to bring its universities together and to increase the opportunities offered to its 384.000 students, and 55.000 staff members.

It aims to promote European values, cultures and citizenship among new generations of students and will act as a bridge between Europe, the Mediterranean and Africa. It aims to be a vector of change and innovation in the following areas: Health; Cities, Territories and Mobility; Climate, Environment, Energy; Digital and Technological Transformations; Societies, Culture and Heritage.

In the context of its aim to increase mobility among its students and staff members and in view of promoting its values and cultivating innovation in the above areas, **CIVIS is launching its second call for Short Term Mobility programs to be designed, submitted and implemented by the eight partner European Universities, in collaboration among three or more among them**, focusing on:

1. **CIVIS Call 1 - Intensive Programs: CIVIS Student Week/ Days (IP: IP:CSW/CSD)**
2. **CIVIS Call 2 - Intensive Programs: CIVIS Schools (IP: CS)**

Follows the description of the **CIVIS Call 2 - Intensive Programs: CIVIS Schools (IP: CS)**

CIVIS Call 2 - Short Term Mobility
Intensive Programs: CIVIS Schools (IP: CS)

NOVEMBER 2020

1. DESCRIPTION OF CALL

Purpose - Aims

The purpose of the **CIVIS Schools (IP:CS)** is to enhance collaboration among the partner Universities of the CIVIS alliance, bringing together their scholars and students. Accordingly, the principal aims of the CIVIS Schools (IP:CS) are:

- to increase student mobility,

- increase the recognition of our partner institutions among our students and academic staff,

- offer a concentrated educational experience over a short period of time, including some practical work,

- promote the exchange of knowledge, ideas and discussions on specific topics, instigate new thoughts and animate debates,

- expose visiting students to the academic and cultural experience of the host university and to combine theory and practice,

- cultivate an international mentality among students,

- create bonds among partner institutions, academics and students, offer networking opportunities,

- support structuring learning / research collaboration or strategies,

- promote the CIVIS brand among the academic community of the alliance.

Target

- Make the participation of local & visiting students to a CS, as attested by a Certificate of Attendance, one of the necessary elements for the delivery of a **CIVIS Passport** involving the 8 partner Universities later on.

Organizer(s)

- **CS** may be organized independently by any Faculty/School/Department of the CIVIS alliance Universities, at a Faculty/School/Department level, at the International Office level or in collaboration of several among these.

- In collaboration with the respective Faculties/Schools/Departments **of at least two (2) other CIVIS alliance Universities** (taking into account geographical balance) or more.

- May include lessons/field work in the different participating Universities.

- May include activities in **blended** format (physical & digital)
- In case of existing Summer Schools in the CIVIS alliance, they can be part of the Short-Term Mobility, if Professors from 2 other CIVIS Universities are included and the other criteria are adapted to these of this call.

Duration

- **One (1) or two (2) weeks** or any other period of days within (e.g. 10 days).
- **Blended Programs:** if including physical and virtual mobility. The virtual mobility part has no duration limit.
- **The Schools can be offered in the Winter Semester, the Spring Semester or during the Summer vacations.**
- Each CS can be proposed for 1 or more editions.

Academic outcome

- Participation to the CS may correspond to a set number of ECTS (to be defined by the organizers).

Theme

The **CS** programme should:

- Be **related to one of the 5 themes** of the Alliance:
    - Cities, Territories, Mobilities
    - Climate, Environment, Energy
    - Digital & Technological transformations
    - Health
    - Society, Culture, Heritage
- The CS may have a **specific (sub)theme**. Themes may vary from year to year.
- Include, to the extent of possible, themes cultivating bridges between Europe, the Mediterranean and Africa.

Programme

- The **CS** programme may include:

- o Lessons or lectures by both local and visiting professors from the partner universities on the theme of the CS.

- o Workshops involving academics & students.

- o Combine theory and practice, by including some fieldwork, laboratory work, experiments or practice.

- o Visit to a local institution related to the field of studies.

- The programme may take place in a **blended format** (digital & physical)

- A mixed curriculum would comprise a <u>set number of hours</u> of lectures, practice and study – to be defined ad hoc.

- The programme is encouraged to focus on an <u>interdisciplinary approach</u>, by inviting also academics and students from more than one scientific fields to participate.

- Include <u>tests-exams-evaluation</u> of the knowledge acquired.

Participants-profiles

The participants of the CS may be:

- Professors from the host University.

- Visiting professors from the CIVIS partners.

- Invited speakers.

- Local students at bachelor's, master's and PhD levels (to be defined ad hoc).

- Visiting students at bachelor's, master's and PhD levels (to be defined ad hoc).

Language of the CS

- Primary language of lectures/workshops should be English.

- Some speeches/lectures may be offered in another language, if translation in English is available.

Social programme

The Programme may offer opportunities to explore local culture.

Costs

- The academic participants may cover their travel and accommodation costs through Erasmus+ mobility programme Teaching Staff Mobility and Staff Training Mobility) or through other available sources of funding.

- Transportation and individual support costs for visiting students may be partially or totally covered by the CIVIS budget of each participating University according to Erasmus mobility unit costs depending on distance and individual support per day per country (see chapter 2).

- For the accommodation of visiting CIVIS students, in case there is no available residence, local students, on a volunteer basis, may be asked to offer them hospitality and accommodation at their house throughout their stay for the CS.

- Applicants should provide a draft budget of the template of the Call, describing expected sources of coverage (see chapter 6).

- Limitations as to the numbers of funded mobilities of students may apply, subject to availability of funds.
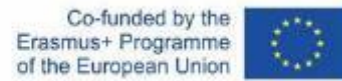
Third parties' participation – fees

- Participation to the CS should be open to all CIVIS Universities students, even if not among the co-organizers.

- The CS could be open also to students from other Universities outside the CIVIS alliance – as long as priority in applications is given to CIVIS Universities students and a minimum of places is guaranteed for them.

- Participation at the CS should be without fees for the CIVIS students. A fee may apply to third-party (non CIVIS) University students.

- Remuneration of professors: if fees are collected from third party university students, these could be used for the remuneration of the professors teaching at the CS, according to each University's internal procedure.

Organization – host University

- Participating Universities should set up an Organizing Committee of Professors involved in the CS.
- The co-organizer Faculties/Schools/Department of a CS should:

  - Set up a **registration procedure**.

  - Set up an **organizer team** (including academic and administrative personnel) and nominate a team leader.

  - Set **important dates**: event day(s), application opening and deadlines.

  - Propose affordable **accommodation options-practical information** for participants.

  - Deliver a **Certificate of Attendance** for students participating in the CS.

  - Eventually, attract **sponsors**.

- Create a **communication plan** for the event, for its promotion among students & for the information of the CIVIS community following the event.
- Inform on the outcome and provide statistics (numbers of attendance) to the CIVIS WP6-Mobility leader.

Setup procedure – Target dates

- Academics of the CIVIS alliance are encouraged to contact their peers in the CIVIS respective Faculties/Schools/Department, either directly or through the CIVIS Academic Coordinator of each University and explore the possibility or co-organizing a CS according to the above criteria.
- A specific thematic for the CS could be directly proposed.
- Target dates:

Proposed CS should take place any time **between March 2021 and August 2022** (exact dates to be decided among the partner Universities of the specific CS).

- Each participating University/Faculty/School/Department is free to follow its own internal confirmation procedures and rules for its participation in the CS.

Call Deadline – submission procedure

- Proposals for the organization of CS should be submitted **by November 30th, 2020.**
- Submission should be done:
    o By the leading Faculty/School member of the CIVIS University hosting first the CS in the next academic year.
    o By filling in the CS submission form, co-signed by his/her peers in the other partner Universities.
    o Submission: by e-mail to the **CIVIS Steering Committee - civis@univ-amu.fr**

2. STUDENT COST COVERAGE CALCULATION

- Travel costs and individual support for student short term and blended mobility activities are based on unit costs as an internal rule applying to all the beneficiaries.
- These unit costs are based on Erasmus + 2020 program guide and are the following:

   o *Travel costs* based on the travel distance per participant: travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

   o The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Travel distances[34]	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1500 EUR per participant

- *Individual support* based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).

Individual Support per day							
E+ guide 2020	Sweden	Greece	Germany	Belgium	France, Italy	Spain	Romania
Youth worker	70,00 €	71,00 €	58,00 €	65,00 €	66,00 €	61,00 €	54,00 €

No CIVIS budget is allocated for digital activities.

Limitations as to the numbers of funded mobilities of students may apply, subject to availability of funds.

3. GENERAL ELIGIBILITY CRITERIA (CIVIS SCHOOLS)

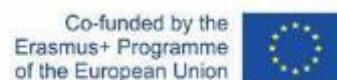|	
Who can apply?	Spring-Summer-Winter Schools (IP:CS) may be organized independently by any Faculty/School/Department of the CIVIS alliance Universities, at a Faculty/School/Department level, at the International Office level or in collaboration of several among these.
Eligible partners	At least 3 CIVIS alliance Universities (considering geographical balance) or more.
Eligible activities	A IP: CS may comprise one or more of the following activities (digital & physical format): o Lessons or lectures by both local and visiting professors from the partner universities on the theme of the CS. o Workshops involving academics & students. o Combine theory and practice, by including some fieldwork, laboratory work, experiments or practice. o Visit to a local institution related to the field of studies.
Themes of the CS activities	The IP: CS programme should be related to one of the 5 themes of the Alliance: o Cities, Territories, Mobilities o Climate, Environment, Energy o Digital & Technological transformations o Health o Society, Culture, Heritage The CS may have a specific (sub)theme. Themes may vary from year to year. It may include, to the extent of possible, themes cultivating bridges between Europe, the Mediterranean and Africa.
Content of the CS	The programme is encouraged to focus on an interdisciplinary approach, by inviting also academics and students from different scientific fields to participate.
Duration of the CS	o One (1) or two (2) weeks or any other period of days within (i.e., 10 days). o The Schools can be offered in the Winter Semester, the Spring Semester of in the Summer. o Blended Programs: if including physical and virtual mobility. The virtual mobility part has no duration limit. o Each CS can be proposed for 1 or more editions. Please note: The first edition will be funded through CIVIS. Final approval of additional editions will depend on available funding.
Language of the CS	The primary language of lectures/workshops should be English.
Participants-profiles	The participants of the IP: CS may be:

	o Professors from the host University.
	o Visiting professors from the CIVIS partners.
	o Invited speakers.
	o Local students at bachelor's, master's and PhD levels (to be defined ad hoc).
	o Visiting students at bachelor's, master's and PhD levels (to be defined ad hoc).

Academic recognition (credits)	The CS shall include tests-exams-evaluation of the knowledge acquired. Participation to the CS may correspond to a set number of ECTS (to be defined by the organizers).
Where to apply?	civis@univ-amu.fr
When to apply?	Proposals for the organization of CS should be submitted by November 30th 2020. Submission should be done: o By the leading Faculty/School member of the CIVIS University hosting first the CS in the next academic year; o By filling in the CS submission form, co-signed by his/her peers (via scanned documents) in the other partner Universities; o Submission: by e-mail to the CIVIS Steering Committee, at the e-mail: **civis@univ-amu.fr**
How to apply?	Please fill out the enclosed format (.doc for the applications).
Costs and fees	_Costs_ The academic participants may cover their travel and accommodation costs through Erasmus+ mobility programme (Teaching Staff Mobility and Staff Mobility) or through other available sources of funding. Transportation cost for visiting students may be partially or totally covered by the CIVIS budget of each participating University according to Erasmus mobility unit costs depending on distance. For the accommodation of visiting CIVIS students, in case there is no available residence, local students, on a volunteer basis, may be asked to offer them hospitality and accommodation at their house throughout their stay for the CS. For digital activities included in the programme, no specific CIVIS budget is allocated. _Fees_ Participation to the CS should be open to all CIVIS Universities students, even if not among the co-organizers. The CS could be open also to students from other Universities outside the CIVIS alliance – as long as priority in applications is given to CIVIS Universities students and a minimum of places is guaranteed for them. Participation at the CS should be without fees for the CIVIS students. A fee may apply to third-party (non CIVIS) University students. Remuneration of professors: if fees are collected from third party university students, these could be used for the remuneration of the professors teaching at the CS, according to each University's internal procedure.

	Please fill out the enclosed format.

4. AWARD CRITERIA (IP:CS)

CRITERION A: Geographical distribution Max. points: 15	• Number of CIVIS partners involved over the minimum 3 required (3 points for each additional partner involved over the minimum 3)	
Criterion B: Relevance of the project/ strategy Max. points: 25	• The proposal should be relevant to the objectives of the Alliance (producing high-quality learning outcomes for participants; reinforcing the capacities and international scope of the organizations participating in the Alliance; increasing student mobility; increasing the recognition of partner institutions among students and academic staff; offering a concentrated educational experience over a short period of time; promoting the exchange of knowledge, ideas and discussions on specific topics; creating bonds among partner institutions, academics and students, offer networking opportunities; supporting structuring learning/research collaboration or strategies; becoming the largest annual extracurricular educational event on campus for the CIVIS partners); • The proposal should be relevant to one of the 5 themes of the Alliance (Cities, Territories, Mobilities; Climate, Environment, Energy; Digital & Technological transformations; Health; Society, Culture, Heritage).	POINTS: COMMENTS:
Criterion C: Quality of the project design and implementation Max. points 20	• **Originality:** The proposal should feature the following elements: 1. A challenge-based approach 2. New approaches/ innovative pedagogical methodologies: blended mobility, virtual mobility, new technological tools, etc • **Interdisciplinarity**: The proposal should adopt an interdisciplinary approach (i.e., by inviting also academics and students from different scientific fields to participate). It should include also guest speakers from government departments, non-governmental organizations, local, regional or national political representatives, decision or policy makers, the business world and civil society to present their views on relevant issues. • The proposal should provide a clear description of responsibilities, roles and tasks between partners (clear description of planned cooperation arrangements: e.g. course offerings, timeline, selection-evaluation of participants).	POINTS: COMMENTS:
Criterion D: Quality of the project team and the cooperation arrangements Max. points: 20	• The proposal should reflect the clarity, completeness and quality of all the phases of the mobilities (preparation, implementation of mobility activities and follow-up).	POINTS: COMMENTS:

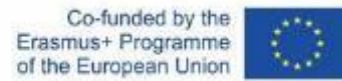|		
	• Participation in the CS should correspond to a set number of ECTS (to be defined by the organizers) depending on the overall workload. Participating institutions should demonstrate provisions made for recognition.	
Criterion E: Impact and Dissemination Max. points: 20	**Impact** (5 points): • The potential impact of the proposal should be measured according to: -number of students and staff directly involved in the proposed activities -number of organizations and individuals directly participating in the activities, at institutional, local, regional, national and/ or international level. • The proposal should improve the regular learning outcomes of the students as well as ameliorate the skills of staff and create connections to research or other activities/ joint academic pathways. **Transferability** (5 points) The proposal should generate best practices in order to be applicable in further settings. **Sustainability** of the proposed activities (5 points) Each proposal can be proposed for 1 or more editions, so to ensure its regular implementation for the whole duration of the CIVIS project. It should also be co-financed or self-funded after the 1st edition. **Visibility and transparency** (5 points): The proposal should guarantee a good visibility of the CIVIS alliance both at local and international levels. Besides, information regarding the project shall be accessible to everyone, in the respect of G.D.P.R 679/16 (General Data Protection Regulation).	POINTS: COMMENTS:
TOTAL POINTS: 100 RECOMMENDATIONS CIVIS ALLOCATED BUDGET		

Evaluation Procedure

- Each project will be evaluated by **two partner Universities** (which are not involved in the project).

- **Within each evaluating University,** each project will be evaluated by:

  o **1 academic** (from a related academic discipline): <u>Academics will evaluate the following AWARD criteria:</u> **Criteria B, C, D**. For **Criterion E**, each academic will evaluate the *Impact and Transferability* of the project.

  o **1 administrative member of the CIVIS team**: Administrators will assess **the general eligibility criteria** as well as **AWARD Criterion A**. For **Award Criterion E**, each administrator will evaluate *Sustainability* as well as *Visibility and Transparency.*

FURTHER NOTES ON EVALUATION BASED ON THE ERASMUS+ GUIDE ON QUALITY ASSESSMENT

The table below is adapted from the *Erasmus+ Guide on Quality Assessment*. It shows the ranges of scores for the individual quality standards depending on the maximum score that can be awarded to the relevant award criterion.

Maximum score for a criterion	Range of scores			
	Very good	Good	Fair	Weak
25	22-25	18-21	13-17	0-12
20	17-20	14-16	10-13	0-9

- Very good – the application addresses all relevant aspects of the criterion in question convincingly and successfully. The answer provides all the information and evidence needed and there are no concerns or areas of weakness.

- Good – the application addresses the criterion well, although some small improvements could be made. The answer gives clear information on all or nearly all of the evidence needed.

- Fair – the application broadly addresses the criterion, but there are some weaknesses. The answer gives some relevant information, but there are several areas where detail is lacking or the information is unclear.

THRESHOLDS
An application has to:
- score at least 60 points in total AND
- score at least half of the maximum points for each award criterion (except for Criterion A)

5. APPLICATION FORM (CIVIS SCHOOL)

CS Application Form *To be sent to:* civis@univ-amu.fr	
Organizers (These may include each University's Faculty, Department or International Office)	1. 2. 3. …
Theme/s (among 5 CIVIS themes)	
Sub-theme for 1st edition *Duration* *Dates*	
Sub-theme for subsequent edition(s) (if any) *(Please insert lines for each additional edition)* *Duration* *Dates (tbc)*	
Description (max 1.000 words, description of planned cooperation arrangements, focus on interdisciplinarity of the proposed themes)	
Description of the phases of the mobilities (preparation, implementation of mobility activities and follow-up)	

Dissemination	
Language	
Academic recognition (credits)	
Profile of participants	
Key feature event – Professors	
Other planned events/social programme	
Participation of different stakeholders	

Results	
Impact and sustainability	
Date of submission	

6. BUDGET TEMPLATE

CS			
Participants-profile	*Number*	*Source of funding*	*Amount per participant*
Academics from the host University			
Visiting professors from the CIVIS partners			
Invited speakers (local stakeholders)			
Local students at bachelor's, master's and PhD levels			
Visiting students from the CIVIS Universities at bachelor's, master's and PhD levels			
Non-CIVIS audience			
Social Programme			
Dinner			
Local transportations			
Tickets			
Guides			