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## Call for proposals

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# Call for proposals

CIVIS invites proposals for Staff Weeks designed to foster collaboration, innovation, and professional development across our alliance. Staff weeks are a key format of the CIVIS Internationalisation Academy. These training initiatives, supported by Erasmus+ grants or any other funding opportunities available at institutional level, promote cross-networking and mutual learning among university staff.

## Who can propose a staff week?

Any academics / teaching and administrative staff member of a full member university of CIVIS (including University of Glasgow and University of Lausanne, following specific conditions).

The Staff Week must be supported by the Head of the Faculty / School / Department / Administrative Unit. In case the Staff Week is organised based on Erasmus+ Fundings, the Staff Week needs to be validated by the Erasmus+ Office of the coordinating institution (proved by a signed Letter of Intent).

## Proposal Requirements

Proposals should align with CIVIS strategic goals and objectives while addressing key thematic areas, such as:

- Internationalisation and research collaboration
- Teaching innovation and challenge-based education
- Capacity building in Higher Education Institutions (HEIs)
- Inclusive governance, civic engagement and academia-stakeholder collaboration
- Institutional transformation, cultural and linguistic diversity
- Thematic focus of the five hubs

## Potential topics for Staff Weeks

For a better overview of potential topics and to support the planning of staff week initiatives, topics of the work packages and related key words for their main objectives should be addressed as listed below:

WP	Title	Objectives as keywords
WP1	Management and Governance	Project management; Change management, quality assurance, partner involvement, inclusive participation, sustainable governance
WP2	Civic engagement & challenged-based education	Civic engagement; challenge-based education; academia-stakeholder collaboration; partner involvement in challenge-based agenda
WP3	Civic engagement & challenged-based education	Civic engagement; challenge-based education; academia-stakeholder collaboration; partner involvement in challenge-based agenda

<b>WP4</b>	Local to Global civic engagement projects	Citizen empowerment, community-academia collaboration, knowledge democratization
<b>WP5</b>	Enabling the shared Inter-University Campus	Inter-university campus; digital campus, diverse mobility formats
<b>WP6</b>	Connecting Student Communities through the Inter-University Campus	cultural diversity and multilingualism; inclusive, sustainable mobility; Bridge communities via campus access
<b>WP7</b>	Connecting Staff Communities through the Inter-University Campus	cultural diversity and multilingualism, skill development; bridge communities via campus access
<b>WP8</b>	Embedding Shared Educational Offer	Joint education strategy; innovative pedagogies
<b>WP9</b>	Accredited Shared Undergraduate (BA) & Graduate (MA) Educational Offer	Developing joint / multiple degrees, quality assurance, innovative pedagogies, partner involvement
<b>WP10</b>	Doctoral Educational Offer	Opportunities for ESRs, development of PhD programmes, soft skill training, involvement of partners, sustainability
<b>WP11</b>	Develop an Accredited Modular Educational Offer	Accreditation; module embedding in programmes, innovative pedagogies; partner involvement
<b>WP12</b>	Consolidation	Results capitalization; Institutional transformation; Knowledge transfer; Education-research synergy
<b>WP13</b>	Impact and Dissemination	Impact enhancement, community enhancement, communication development, sustainability

## Participation of associate member universities (Africa)

We strongly encourage applicants to consider the involvement of associate member universities in Africa when designing their staff weeks. Collaboration with African CIVIS members enrich the exchange of knowledge, fosters global perspectives, and strengthens our commitment to international cooperation. Associate member universities of CIVIS can, in principle, also host CIVIS staff weeks. Please be aware of the following conditions for designing staff weeks with the participants from associate member universities

- Funding of staff mobility from Africa to Europe is subject to the availability of Erasmus+ ICM/KA171 funding (or equivalent) at the host university.
- If Erasmus+ ICM/KA171 funding is used, related rules and procedures apply, e.g., the staff week programme for participants from Africa must last for 5 days at least.

## The staff week can be held in different formats:

- On-site
- Virtual
- Blended

Blended Staff Weeks can be organised as Blended Intensive Programmes (BIPs) but also with other funding programmes available at institutional level. For more details on BIPs, please check: [Blended Intensive Programmes](#).

In case a Staff week is organised as a Blended Intensive Programme (BIP), a [Letter of Intent](#), included in the call, must be submitted with the application.

*For the institutional validation please check with your CIVIS Institutional Coordinator for support and relevant contact (see below).*

## Application Process & Timeline

CIVIS issues calls for proposals twice a year (spring and fall), with an additional rolling call for proposals outside the fixed timelines.

Standard Workflow:

	Duration
<b>Call for proposals</b>	2 months
<b>Eligibility check and ranking</b>	3 weeks
<b>Validation</b>	2 weeks
<b>Notification to applicant</b>	1 week
<b>Announcement on website</b>	2 weeks
<b>Earliest start date</b>	3,5 months after end of call
<b>Latest ending date</b>	12 months after end of call

## 2025 Call for Proposals Calendar

	Spring Call	Fall Call
<b>Call for proposals</b>	7.4. – 30.5.2025	1.9. – 31.10.2025

<b>Eligibility check and ranking</b>	2.6. – 20.6.2025	3.11. – 21.11.2025
<b>Validation</b>	23.6. – 4.7.2025	24.11. – 5.12.2025
<b>Notification to applicant</b>	7.7. – 11.7.2025	9.12. – 12.12.2025
<b>Announcement on website</b>	14.7. – 25.7.2025	15.12. – 30.12.2025
<b>Earliest start date</b>	15.9.2025	15.2.2026
<b>Latest ending date</b>	30.5.2026	30.9.2026

## Funding and Support

For further information concerning funding (e.g. subcontracting) please check [the guidelines](#) for staff weeks.

Before submitting a staff week proposal, coordinators must secure financial approval from their university's relevant department and / or Erasmus+ Office.

## How to Apply

If you are interested in organising a staff week, please send the application using this form: [https://civis.smaply.io/prog/staffweek\\_call](https://civis.smaply.io/prog/staffweek_call)

## Selection process of proposals

- Proposals remain open for **8 weeks**.
- Submitted proposals are reviewed by the **WP7 committee** for eligibility.
- After validation, organizers receive notification within **one week**.
- Approved Staff Weeks are published on the CIVIS website within **two weeks** of approval

## Who to contact

General contacts about the call: [staffweek-call@lists.civis.eu](mailto:staffweek-call@lists.civis.eu)

For any other questions, please find below the list of contact:

<b>Full member university</b>		<b>Name</b>	<b>Email</b>
Aix-Marseille Université	AMU	Eve-Laure Gay	eve-laure.GAY@univ-amu.fr
National and Kapodistrian University of Athens	NKUA	Ilias Antoniou	ilantonou@uoa.gr

Université Libre de Bruxelles	ULB	Ulla Härmälä	ulla.harmala@ulb.be
Universitatea din București	UB	Raluca Amza	raluca.amza@erasmus.unibuc.ro
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<b>Associate Member university</b>		<b>Name</b>	<b>Email</b>
Université Hassan II de Casablanca	UH2C	Mustapha Lkhider	'mustapha.lkhider@univh2c.ma'
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