

## EELISA STAFF MOBILITY

EELISA institutions offer their staff mobility opportunities in another partner institution.

### What is it about?

These staff mobility periods provide the possibility to undertake a training period in another European country in one of the EELISA institutions.

These training periods:

- will enable the acquisition of knowledge or know-how from experience and good practices abroad, as well as practical skills that can be used in their current work and professional development
- will help to develop and intensify cooperation between institutions

Training abroad can take different forms:

- ✓ Short periods of secondment,
- ✓ Job shadowing,
- ✓ Visits or placements,
- ✓ Study visits,
- ✓ Workshops, structured courses,
- ✓ Targeted language training, etc.
- ✓ Simple conferences are excluded, they need to be combined to the previous training forms.

### Who can participate?

All staff members of the institution (both full-time and part-time) are eligible for this mobility program, including teachers and researchers, but also administrative, technical or managerial staff.

### Overview of staff mobility opportunities offered by EELISA partners

| Partners                          | In which services  | Languages spoken in the service | Best period | Period to avoid            | Places |
|-----------------------------------|--|---------------------------------|-------------|----------------------------|--------|
| <b>UPM</b>                        | We organize an international week in June/July             | EN, ES                          | June/July   |                            | 40-50  |
| <b>EELISA Office (UPM campus)</b> | EELISA onboarding, job shadowing, etc                      | EN, PT, ES, FR, DE              | Any time    | August                     | 2-3    |
| <b>BME</b>                        | International Office (incl. Erasmus Office);               | EN, FR, IT                      | May-June    | August-September; February | 5      |
|                                   | Department of Academic Affairs (incl. EELISA coordination) |                                 |             |                            |        |



|             |   |                |                                    |                    |   |
|-------------|---|----------------|------------------------------------|--------------------|---|
| <b>PSL</b>  | International office (central and school's level)   | EN, DE, ES, FR |                                    | May                | 3   |
|             | PSL Welcome desk  | EN, ES, FR     |                                    |                    | 2   |
|             | Mines Paris PSL Library and Museum  | EN, FR         |                                    |                    | 2   |
| <b>FAU</b>  | EELISA Team others upon individual request  | EN, DE         |                                    | May/ June          | 3   |
| <b>UPB</b>  | International Office, Erasmus+ Office, At Faculty level   | EN, RO         | Any time                           | December           | 1-2 this is valid for the Erasmus office, but at faculties' level, on mutual basis, there is not a limited number |
| <b>ITU</b>  | International Office<br>EELISA Team<br>Library<br>Office of International Affairs<br>Office of The Dean of Research<br>International Projects Office<br>Revolving Capital Management Directorate<br>International Students Office<br>Library<br>Scientific Research Projects Coordination Unit<br>Sustainability Office<br>EELISA Office<br>Directorate Communication | EN, DE         | July-September<br>June-Mid-October |                    | 2/3 each office   |
| <b>ENPC</b> | Welcome Desk  | EN, FR, ES     | April/May<br>Mid Feb               | June until October | 5   |
|             | Financial Direction   | EN, FR,        | Mid- March and Mid Sept/Mid Oct    |                    | 3   |
|             | EELISA Team   | EN, FR, ES     |                                    |                    | 3   |
|             | Entrepreneurship  | EN, FR,        | March and Mid Sept/Mid Oct         |                    | 3   |
|             | Language Department   | EN, FR, ES     | April/May and November             |                    | 2   |
| <b>SNS</b>  | Internationalisation Office<br>Combined with SSSA   | EN, IT         |                                    | August/ September/ | 2   |
| <b>SSSA</b> | Combined with SNS   | EN, FR, IT     | All over the year                  | August/september   | 2/3 each Office   |



|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | <ul style="list-style-type: none"> <li>- International Relations Office</li> <li>- Communication and media relations</li> <li>- Library (need to check the working language)</li> <li>- Research Area: promotion, coordination and evaluation</li> <li>- Knowledge transfer Office</li> <li>- Public Engagement Office</li> <li>- Placement Office</li> <li>- Administrative Office of the Research Institute and Centres</li> </ul> |  |  |  |  |
|--|--|--|--|--|--|

## How to participate

The first step is to contact your home university, which will be able to answer your questions and help you with all the steps and procedures.

Then, you will need to contact also the intended host university to confirm the availability and to define the training program. This training program will be the subject of a training contract completed and signed by the individual.

We recommend applicants to start that process at least 2 months before the intended period of mobility.

## Contact points

|                      |  |
|----------------------|--|
| <b>PSL</b>           | Mines Paris PSL: <a href="mailto:alma.catala@minesparis.psl.eu">alma.catala@minesparis.psl.eu</a><br>Chimie : <a href="mailto:antoine.mercier@chimieparistech.psl.eu">antoine.mercier@chimieparistech.psl.eu</a><br>PSL central: <a href="mailto:eva.naidu@psl.eu">eva.naidu@psl.eu</a> ; <a href="mailto:camille.roger@psl.eu">camille.roger@psl.eu</a> |
| <b>BME</b>           | <a href="mailto:eelisa@bme.hu">eelisa@bme.hu</a>   |
| <b>ENPC</b>          | <a href="mailto:Emmanuel.simantov@enpc.fr">Emmanuel.simantov@enpc.fr</a>   |
| <b>FAU</b>           | <a href="mailto:eelisa@fau.de">eelisa@fau.de</a>   |
| <b>ITU</b>           | <a href="mailto:international@itu.edu.tr">international@itu.edu.tr</a> (CC: <a href="mailto:eelisa@itu.edu.tr">eelisa@itu.edu.tr</a> )   |
| <b>SNS</b>           | <a href="mailto:eelisa@sns.it">eelisa@sns.it</a> , <a href="mailto:international@sns.it">international@sns.it</a>  |
| <b>SSSA</b>          | <a href="mailto:erasmus@santannapisa.it">erasmus@santannapisa.it</a>   |
| <b>UPB</b>           | <a href="mailto:Erasmus@upb.ro">Erasmus@upb.ro</a> , <a href="https://upb.ro/en/erasmus/responsible-for-faculties/">https://upb.ro/en/erasmus/responsible-for-faculties/</a>   |
| <b>UPM</b>           | <a href="mailto:erasmus.docenciayformacion@upm.es">erasmus.docenciayformacion@upm.es</a>   |
| <b>EELISA Office</b> | <a href="mailto:office@eelisa.eu">office@eelisa.eu</a>   |



## Financial conditions & coverage

These mobility periods can be financially covered by the home institution through: EELISA funding, Erasmus + funding, internal fundings (alone or in combination).

While the same conditions and coverage apply when mobility is financed through Erasmus +, each institution decides on the amounts and conditions when mobilities are financed through its own funds.

**Please refer to your home university for further details.**

Alliance members



In Association with

Co-funded by