

Note to the Independent Assessors

The Erasmus+ programme requirements state that the Erasmus+ staff mobility applications must be vetted by two independent assessors. The independent assessors are required to grade each application form according to the allocated marks. Following the assessor's results, a ranking list is drawn up. The Erasmus Selection Grant Allocation Committee (ESGAC) will select the beneficiaries and determine the funding allocations for the Academic Year 2018/19.

Kindly find attached the following documents:

- The Independent Assessors Handbook: you are kindly advised to read this handbook as it will guide you through the assessment process.
- Copies of the Application forms to be assessed both for Staff Mobility for Teaching and Staff Mobility for Training.
- Templates of the Evaluation Sheets which need to be filled in for each application form. You are kindly requested to return a soft copy, to the International Office by the 13th July 2018.
- Declaration on the prevention of conflict of interest* and disclosure of information.
- The list of Academic and Administrative/Technical Staff representing their appointment details provided by the Office for Human Resources Management and Development .

**The Independent Assessor should have no potential interest in any of the applications they are invited to assess.*

All application forms should be assessed and returned, together with the Evaluation Forms, to the International Office by the **13th July 2018**.

If you have any queries regarding this procedure, please do not hesitate to contact Mr Jake Grech on telephone number 2340 2804 or e-mail jake.grech@um.edu.mt.

We thank you for your support and cooperation,

Ms Stefania Agius Fabri
Director
International Office

**Erasmus+
Staff Mobility
2018/19**

**Independent Assessors
Handbook**

Content

1. Introduction
2. Description of the Action
3. Instructions to Assessors
 - Annex I- Independent Assessor Evaluation Form (STA)
 - Annex II- Independent Assessor Evaluation Form (STT)
 - Annex III- Declaration on the prevention of conflicts of interest and disclosure of information
 - Annex IV- Copy of Staff Mobility Call 2018/19 issued online.

1. Introduction

The Erasmus+ Staff Mobility Call for 2018/19 was issued on 7th May 2018 and closed on the 13th June 2018. Once the Erasmus coordinator received the application forms an eligibility check was carried out and applications were scanned and a file created for each candidate. The eligibility check was carried out in accordance with the procedures and regulations provided by the EC and adopted by the MT National Agency.

All Erasmus+ applications are then to be vetted by two assessors. The assessors are required to assess and grade each application form. Following the assessor's results, the Erasmus Selection Grant Allocation Committee (ESGAC) will then select the beneficiaries and confirm the funding allocations for the Academic Year 2018/19.

This Handbook contains the *Independent Assessor Evaluation Sheet (Annex I & II)* to be filled in for each application that is being assessed.

The Independent Assessors will provide an *Assessment Conclusion* (Section 1) for each application that they will assess. The *Assessment Conclusion* is calculated by awarding an overall Total Mark and indicated by one of the following ratings:

- Approved (marking scheme between 50 and 100)
- Reserve (marking scheme between 40 and 49)
- Rejected (marking scheme between 0 and 39)

Section 2 of the Assessment sheet is split into sub-sections reflecting the questions applicants would have answered in their application form. The Independent Assessor is required to give each application accumulative marks as seen in Section 2 of the assessment form. Each section is allocated a maximum of 5 or 20 points. The accumulated total overall mark should then be indicated under *Total Mark* in Section 1.

The Independent Assessors are encouraged to provide their feedback in the *Comments* space provided underneath each sub-section. These comments should reflect the assessment of the strengths and weaknesses of the application. The comments should justify the Independent Assessor assessment conclusion. The total mark and the overall assessment comment shown in Section 1, will be used to communicate with the beneficiaries (whether they are accepted, rejected

or put on the reserve list), therefore it is important to write down all relevant information.

The Independent Assessors should have no potential interest in any of the applications they are assessing.

2. Description of the Action

Erasmus+

Erasmus+, the EU's flagship education and training programme, emphasises student and staff mobility and European co-operation involving higher education Institutions and other key players in the knowledge-based economy. It supports the creation of a European Higher Education Area (EHEA) through increased mobility. This allows for more innovation, growth and jobs in the EU. So far over 3 million students have benefitted from this exchange programme. Together with an enriched study experience, Erasmus+ also provides exposure to different cultures.

The European Commission has launched the new Erasmus+ Programme for all European Institutions. The implementation of this new programme was designed especially to try and tackle the key challenges that Europe is constantly facing such as: early school leavers, or adult workers with low skills. With the launch of the new project Erasmus+ the fields of education, training, youth and sport will make a major contribution to tackle these key challenges. These factors have been recognised as important drivers within the Europe 2020 strategy to overcome the socio-economic crisis affecting European countries to boost growth and jobs and to foster social equity and inclusion.

In addition to students, Erasmus+ will also cater for teachers, trainers, and others involved in higher education. This includes relevant associations, research centres, counselling organisations, etc. It is also open to enterprises, social partners and stakeholders, as well as public and private bodies providing education and training at local, regional and national levels.

Who can participate?

- Students and trainees learning in all forms of tertiary level education and training,
- Higher education Institutions, as specified by Member States,
- Teachers, trainers and other staff within those Institutions,
- Associations and representatives of those involved in higher education, including relevant student, university, and teacher/trainer associations,
- Enterprises, social partners and other representatives of working life,
- Public and private organizations, including not-for-profit organizations and NGOs, responsible for the organization and delivery of education and training at local, regional and national levels,
- Research centers and bodies concerned with lifelong learning issues,
- Bodies providing guidance, counselling and information services

Erasmus+ Staff Mobility for Teaching and for Training

The Erasmus+ Staff Mobility falls under Key Action 1: Mobility of individuals

This key action supports:

Mobility of learners and staff: opportunities for students, trainees, young people and volunteers, as well as for professors, teachers, trainers, youth workers, staff of education Institutions and civil society organizations to undertake a learning and / or professional experience in another country

The objectives of the Erasmus+ Staff Mobility for Teaching are:

- To allow staff who are not able to participate in a mobility scheme, to benefit from the knowledge and expertise of academic staff from higher education Institutions in other European countries
- To promote exchange of expertise and experience on pedagogical methods
- To encourage higher education Institutions to broaden and enrich the range and content of courses they offer.

The Erasmus+ staff mobility for teaching may be carried out by teaching staff from higher education institutions. In all cases, teachers undertaking a teaching assignment must be integrated into the department or faculty of the host Institution.

The partner higher education Institutions must have agreed in advance on the programme of lectures to be delivered by the visiting teachers. Where the person carrying out the assignment is from a higher education Institution, the assignment must be based on an inter-institutional agreement between the home and host Institution.

Beneficiaries from higher education institutions are selected by the sending Institution.

It is obligatory to deliver a minimum of 8 hours of teaching (i.e. at least two days per week). The minimum duration for Erasmus+ staff mobility is that of 2 days (excluding travel), up to a maximum of 2 months. In all cases, a teaching activity has to comprise a minimum of 8 hours of teaching per week.

A Mobility Programme between the sending Institution, the hosting Institution and the lecturer is required. The parties involved will be bound by the Mobility programme which is approved and signed by the different parties involved. Upon return, the beneficiary is required to provide the International Office with supporting documents including a certificate of attendance and a participant report.

The objectives of the Erasmus+ Staff Mobility for Training are:

- To allow staff who are not able to participate in a mobility scheme, to benefit from the knowledge and expertise of Administrative staff from higher education Institutions in other

- European countries.
- To broaden the understanding of practices, policies and systems in education and training across countries.

Within the broad objective of training of staff this activity encompasses the: mobility of administrative and other non-teaching staff from higher education Institution going to a partner higher education Institution or to an enterprise, for the purpose of receiving training.

The purpose is to allow the beneficiaries to learn by transfer of knowledge or know-how from the experiences and good practices of a partner Institution or host enterprise, and thereby to acquire practical skills relevant for their current job and their professional development.

The selection will be carried out by the sending Institution.

The applicant will have to submit a work plan for the mobility period. The essential elements should be: overall aim and objectives, expected results in terms of training or learning, activities to be carried out and if possible a programme of the period. The work plan should be endorsed by both the sending and the host Institution or enterprise. The Institutions will be responsible for the quality of the mobility period abroad.

The minimum duration for Erasmus+ staff mobility is that of 2 days, (excluding travel time) up to a maximum of 2 months.

Upon return, the beneficiary is required to provide the International Office with supporting documents including a certificate of attendance and a participant report.

3. Selection Criteria

Staff Mobility for Teaching:

The Erasmus + application forms for a Staff Mobility for Teaching should be assessed following the below set of Criteria.

1. First time applicants. To ensure that, from year to year, different members of staff benefit from the Erasmus+ programme, priority is given to 1st time applicants.
2. Priority should be given to Academic staff involved in the Erasmus+ programme, (i.e. establishment of inter-institutional Agreements, assistance with outbound/ inbound Erasmus+ students, hosting of Erasmus+ visiting Staff participation in IP etc.)
3. Priority should be given to the candidate whose visit will benefit the University of Malta through actions including but not only limited to those outlined below:
 - The mobility which will ensure that the visiting lecturer's contribution will be an integral part of a diploma/ degree programme of the host Institution should be given priority.
 - The Erasmus+ programme should be considered holistically, and the teaching assignments funded through the programme should not be considered as stand-alone activities, but it should encompass the Department's endorsement, vision, ongoing work, and the teaching materials.
 - Priority should be given to the mobility which will lead to the production of new material/methods.
 - Preference should be given to applications whose mobility will be used to consolidate and extend links between departments and faculties and to prepare for future

- cooperation projects.
 - Priority should also be given to the mobilities which will be used to promote cooperation of EU programmes at institutional level.
4. Erasmus+ Staff Mobility for Teaching may be carried out by all resident and visiting Academic Staff at the University of Malta appointed by the University Council.

Staff Mobility for Training:

The Erasmus+ application forms for the Staff mobility for Training, should be assessed following the below set of criteria.

1. First time applicants- To ensure that, from year to year, different members of staff benefit from the Erasmus+ programme, priority is given to 1st time applicants.
2. Priority should be given to mobility activities which:
 - will ensure that the training mobility will be an integral part of the day-to-day work of the hosting Institution.
 - will lead to the production of new material/methods which can be used in the department/faculty/office/institute/school
 - will help to consolidate and extend international/European links for the department/faculty/office/institute/school and to prepare future co-operation projects
 - will be used to promote cooperation of European Programmes at institutional level
 - will be given to staff members who are engaged in tasks through which they assist or interact with international exchange or degree seeking students.
3. Priority will be given to the candidate whose visit will benefit the University of Malta.
4. Erasmus+ Staff Mobility for Training may be carried out by all Administrative/Technical staff at the University of Malta appointed by the University Council.
5. Priority should be given to Administrative/Technical members of staff.

Instructions to Assessors:

(i) Each application is composed of

- 1. Completed application form signed by the applicant and Head of Department**
- 2. Mobility programme signed by applicant, sending and receiving Institution**
- 3. Official invitation letter provided by the host University.**

(ii) When assessing an application ensure that:

- all documents are included and complete
- the answers to the questions follow the criteria outlined in Section 3 (above)
- the mobility programme corresponds to questions 3 and 4 in both STA and STT application forms
- first time applicants are to be given full points (20 out of 20) as indicated in the 'Independent Assessor Evaluation Form', other applicants are to be awarded 0 points.

Staff Mobility for Teaching

Independent Assessor Evaluation Form. (Annex I)

Independent Assessor's Name: _____

Name of Applicant: _____

Reference Number: _____

Section 1: Independent assessor's assessment conclusion

(Please write your conclusion using one of the following options: Approved (50-100 points), Reserve (40-49 points) or Rejected (0-39 points) and also write down the total mark).

Independent Assessor's Assessment Conclusion

Assessment (Approved/Rejected/Reserve)	Total Mark

Section 2: Assessment - Further Information sheet (refer to page 1)

This section highlights the different aspects of the application to be assessed. Please give the relevant mark for each aspect and justify your mark in your comments.

Aspects to be assessed	Mark:
1. First time applicant (20 marks)	
<u>Comments:</u> 	

<p>2. Involvement in the Erasmus+ programme (establishment of inter-institutional agreements, assistance with inbound/outbound students, hosting of Erasmus+ visiting staff, Intensive Programmes) (20 marks)</p>	
<p><u>Comments:</u></p>	
<p>3. Details of the planned activity, including outcomes and benefits of mobility (20 marks)</p>	
<p><u>Comments:</u></p>	
<p>4. Teaching Assignment mobility will help to contribute towards the extension or consolidation of links between faculties and the host institution. Identification of joint research collaboration and/or mobility opportunities for undergraduate and postgraduate students. (20 marks)</p>	
<p><u>Comments:</u></p>	
<p>5. Teaching mobility agreement clearly outlines the overall objectives, added value of the planned mobility and content of the teaching programme. (20 marks)</p>	
<p><u>Comments:</u></p>	

Staff Mobility for Training

Independent Assessor Evaluation Form. (Annex II)

Independent Assessor's Name: _____

Name of Applicant: _____

Reference Number: _____

Section 1: Independent assessor's conclusion

(Please write your conclusion using one of the following options: Approved (50-100 points), Reserve (40-49 points) or Rejected (0-39 points) and also write down the total mark).

Independent Assessor's Assessment Conclusion

Assessment (Approved/Rejected/Reserve)	Total Mark

Section 2: Detailed Assessment

This section highlights the different aspects of the application to be assessed. Please give the relevant mark for each aspect and justify your mark in your comments.

Aspects to be assessed	Mark:
1. First time applicant. (20 marks)	
<u>Comments:</u> 	

2. Applicant's motivation for submitting the application form (20 marks)	
<u>Comments:</u>	
3. Planned activity, outcomes and benefits of the visit (10 marks)	
<u>Comments:</u>	
4. Reasons for the choice of host institution and location chosen by applicant (10 marks)	
<u>Comments:</u>	
5. Competences, knowledge and skills aimed to be achieved through the staff mobility programme and how the mobility activity abroad will contribute to your work. (20 marks)	
<u>Comments:</u>	
6. Training mobility agreement clearly outlines the overall objectives, added value of the planned mobility and content of the training programme (20 marks)	
<u>Comments:</u>	

Recommendations to the applicant

Comments on the application form

The comments should relate to your assessment of the strengths and weaknesses of the application. The comments should justify the Independent Assessor's assessment conclusion.

Signature: _____

Date: _____

Declaration on the prevention of conflicts of interest and disclosure of information (Annex III)

Call for Applications – Erasmus+ Staff mobility for Teaching / Training 2018/19

Applicant: _____ ID: _____

I, the undersigned, am informed of

(1) Art.52 of the Financial Regulation following which:

“All financial actors shall be prohibited from taking any measures of budgetary implementation which may bring their own interests into conflict with those of the Communities. Should such a case arise, the actor in question must refrain from such measures and refer the matter to the competent authority.

There is a conflict of interest where the impartial and objective exercise of the functions of a player in the implementation of the budget or an internal auditor is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the applicant/beneficiary.”

(1) Art. 34 of the Implementing rules following which a conflict of interest may, inter alia, take one of the following forms:

“(a) granting oneself or others unjustified direct or indirect advantages;

(b) refusing to grant a beneficiary the rights or advantages to which that beneficiary is entitled;

(c) committing undue or wrongful acts or failing to carry out acts that are mandatory.”

I hereby declare to the best of my knowledge that I have no conflict of interest with any of the persons or organizations/institutions having submitted a grant application in the framework of the above Call for application, including with regard to persons or members of consortia or subcontractors or other partners proposed.

I confirm that if I discover the existence of any such potential conflict of interest while exercising my duties in relation to the above selection round, I will immediately notify the Head of Institution thereof and that I will refrain from any further activity in relation to the above selection round if required.

Furthermore, I confirm that I will respect the principle of professional secrecy. I will not communicate to any third party any confidential information that may be disclosed to me intentionally or unintentionally in the context of my work in relation to the above selection round. I will not make any unauthorized use of the information that may be disclosed to me.

Name: _____ Signature: _____

Date: _____