

## CALL FOR APPLICATIONS OF ADMINISTRATIVE STAFF FOR A WEEK EXCHANGE IN THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA (SPAIN)

VinUniversity and the Universitat Politècnica de València (Spain) agreed to cooperate on the exchange of students and staff in the context of the Erasmus+KA107 program. <https://erasmus-ka107.webs.upv.es/>.

This is an excellent opportunity for you not only to build on your existing skills, create networking with staff from other universities in the same field, but also experience different culture and work environment. This program provides a grant for 1 VinUni staff to study for one week organized by UPV.

**To whom:** Full-time academic/administrative staff of VinUniversity

**Where to:** Universitat Politècnica de València (UPV).

**What for:** The administrative staff will participate in the Staff Weeks organized by UPV.

**Period of the stay in the UPV:** One week (five working days and two travel days) from April - May 2023 according to the Staff week calendar.

**Grant:** 160EUR/day x 7 days (Total scholarship) and 1.500 EUR travel aid

### Eligible staff:

- Full time staff in the target group at [Staff week information](#).
- Have completed at least a year of working full time at the University
- Have the support of your line manager in order to apply
- Priority for those who have not had international exposure experience offered by VinUni during your time as a VinUni staff and have not previously received funding for professional development overseas.
- Priority for those who involve with student support services, especially international exchange experience, to increase the student experience.

**Applications Deadline:** **6pm, Friday, 24 March 2023**

**Application Link:** <https://forms.office.com/r/B63CYLKMhf>

### Required Application Documents:

1. CV
2. Motivation letter where the applicant expresses why you wish to participate in this exchange, overall objectives of the mobility, and expected outcomes on the professional development.
3. Other supporting documents (Awards, Achievements, standardized tests, passports/residence card, etc.)
4. Letter of Recommendation
5. Administrative staff: Point out the staff week **offered by UPV** of your interest at:  
<http://staffmobility.eu/staff-week-search>.

### Selection Criteria

1. Applicant's curriculum vitae: up to 2 points

2. Motivation letter: up to 3 points
3. Awards and achievements during your time as a VinUni staff: up to 5 points
4. Proposed work plan: up to 4 points. This section will take into account the added value of mobility (for both institutions and for the participant) and the expected impact and results.

Nominated applicants who pass the selection process of the VinUni Selection Committee will then make another application to UPV. UPV will make the final admission decision. Information about that application round will be communicated to the shortlisted applicants later.

Further information is available at: <http://staffmobility.eu/staff-week-search>

For any inquiries, please contact the Global Exchange Office: [globalexchange@vinuni.edu.vn](mailto:globalexchange@vinuni.edu.vn)