**Outgoing mobility for UTTOP staff**

**2025 Candidate Guide**

As part of the Excellence NUTTéO project – ANR-23-EXES-0009, the University of Technology Tarbes Occitanie Pyrénées (UTTOP) is offering an outgoing mobility programme for UTTOP staff.

The objective of this program is to allow UTTOP staff to carry out a teaching experience abroad, to create a network, to initiate research projects with international partners, to benefit from feedback from a support service while improving the language skills of its staff.

**Duration**

The winners will be funded for stays of 15 days to 4 months.

The programme does not finance stays of less than 15 days (as a reminder, the UTTOP's ERASMUS+ programme finances short mobility).

The stays must be scheduled from September 2025 and take place over **a single mobility period.**

**Eligibility criteria**

The candidate must :

* Be employed by UTTOP
* Present a research and/or teaching and/or networking project or feedback (with details of the means implemented by the host team)
* Not exceed 67 years of age
* Provide a letter of invitation from the host institution

**Funding and Hospitality Services**

The financial support will include:

* The candidate's salary is maintained for the duration of the mobility
* A daily flat rate based on 70% of the National Per diem for accommodation and catering costs and other daily expenses,
* A return journey from the winner's place of residence within the limits of:
* €800 for travel within Europe
* 1000€ for North Africa and Turkey
* 1500€ for North America
* 2000€ for the rest of Africa and the rest of the world

To optimize transportation costs, travel tickets and associated travel orders must be submitted at least 1 month before the date of travel.

Any other travel as part of the winner's stay (conference, seminar, etc.) must be validated and paid for by the host structure from its budget or financed by the guest's own funds.

**Health and Safety**

All candidates must ensure that they have civil liability, repatriation and death insurance valid abroad. They will also have to follow the recommendations of the Ministry of Europe and Foreign Affairs' travel advice and register on the breadcrumb trail.

[www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/](http://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/)

Travel to countries classified as orange and red in terms of security is prohibited.

**Support offered by the university**

Candidates are invited to contact the International Relations Department for information on existing partnerships for staff mobility.

**Application form**

**Preparation of the application**

Letter of invitation: First, the candidate must identify and establish contact with the research laboratory and/or a training unit and/or a support service of the host university.

To meet the eligibility criteria, the applicant is required to provide this invitation letter. The document must:

* Detail the objectives of the stay, the expected impact of the visit on the structure and the establishment (specify the duration of the project, and information concerning the infrastructure, equipment and services necessary to carry out the activities).
* Detail any financial support provided by the host structure
* Be signed by the head of the host team and the director of the structure.

The application must **be co-written by the candidate** and his or her **referent in the host team**

The strategic, scientific and pedagogical interest of the mobility project for the host structure and for the UTTOP must be explained.

**Submission of the application**

Applications should be sent by email to mobility.nutteo@uttop.fr before midnight on 30 May. Only complete applications will be studied. A complete file includes:

* 1. The invitation letter co-signed by the head of the reception team and the director of the structure
	2. Document A (Document\_A\_out going mobility\_2025) completed jointly with the local referent
	3. Candidate's CV

**Assessment Process**

The selection criteria will be based on the project's alignment with the objectives of the call presented above.

Applications will be processed and evaluated by the COMOP NUTTeO according to the following criteria:

* Quality of the application file
* Project objectives
* Candidate's project
* Expected impact for the host team and for the University of Technology Tarbes Occitanie Pyrénées
* Applications presenting both an incoming AND outgoing mobility project will be valued
* Applications with co-financing provided by the partner structure will be given priority

**Timing**

* Opening of the call: 11 April 2025
* Deadline for applications : May 30, 2025
* Return to candidates: June 17, 2025
* Start of stays: from September 2025

**Point of contact if you have questions or difficulties to apply:**

* Fabien Duco : dri-direction@uttop.fr
* Nicolas Flavigny : nicolas.flavigny@uttop.fr