Erasmus Staff Mobility
Information overview

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Erasmus Staff Mobility
Overview

• General information about the programme
• Options for staff mobility
• Application process
• Paperwork requirement
• Questions
What is Erasmus?

Erasmus is the European Union’s flagship programme for mobility within the spheres of education and training. The programme is funded by the European Commission and aims to encourage university students and staff to gain experience by spending a period of time studying or working in another European country. Founded in 1987, Erasmus celebrated its 30th anniversary in 2017.
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Erasmus+: 30 years in the making

9 MILLION PEOPLE

<table>
<thead>
<tr>
<th>Category</th>
<th>Figures</th>
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</thead>
<tbody>
<tr>
<td>Higher Education Students</td>
<td>4 400 000</td>
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<tr>
<td>Youth Exchanges</td>
<td>1 400 000</td>
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<tr>
<td>Vocational Training Learners</td>
<td>1 300 000</td>
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<tr>
<td>Education Staff and Youth Workers</td>
<td>1 800 000</td>
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<tr>
<td>European Volunteers</td>
<td>100 000</td>
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<tr>
<td>Erasmus Mundus Students and Staff</td>
<td>100 000</td>
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Source: European Commission, 2017
Brexit

- Participation in Erasmus+ ends in the current funding cycle (2022/23) forms part of the UK withdrawal agreement.
What is Erasmus Staff Teaching?

The opportunity for academic staff to teach at one of our European partners, with funding available towards travel costs and subsistence.
Opportunities for staff
Staff Teaching

An Erasmus visit will allow you to:
• get to know first-hand the workings of another European educational system
• gain new ideas and discover best practices to take back to the UK
• develop your international network
• enhance your language skills and much more...
Where and when?
Staff Teaching

- Partner universities only
- Erasmus links are mostly subject specific so it is necessary to explore options within your discipline
- Staff can teach abroad between 2 days and 6 weeks. The minimum requirement for a teaching assignment is 8 teaching hours.
- A duration of 5 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international life at the host institution.
What is Erasmus Staff Training?

The opportunity to undertake a training visit, with funding available towards travel costs and subsistence.

Eligible activities include:

• Job shadowing
• Attending a workshop, training course or an organised Erasmus staff training week

NB Conferences are not eligible for funding
Opportunities for staff
Staff Training

An Erasmus visit will allow you to:
• gain practical skills relevant for your current job and your future professional development
• gain new ideas and discover best practices to take back to the UK
• develop your international network
• enhance your language skills and much more...
Where and when?
Staff Training

- Anywhere holding an Erasmus Charter for HE (ECHE) located in an Erasmus Programme country, though partner universities would be preferred
- Staff can train abroad between 2 days and 6 weeks.
- A duration of 5 working days is most typical and would allow a meaningful visit.
Funding available

The Erasmus Mobility Grant covers:
- Travel expenses based on distance band
  - €275/360 typically
- Subsistence expenses up to a maximum daily rate
  - €140-180 depending on country

Expenses are paid based on receipted expenditure up to the maximum claimable amount.

We cannot provide advances, however, we can book travel and accommodation for you via Diversity Travel. You are also free to book your own travel and accommodation and claim via expenses.
Eligibility criteria

- Applicants must hold a contract of employment with the University.
- Applications must be approved by Head of School/Service and appropriate cover must be arranged.
- Applications must be submitted IN ADVANCE of visits taking place. Retrospective applications will not be considered.
Important deadlines

For mobility during 2022/23

• 30 November 2022 – standard deadline
• 31 May 2023 – all visits and claims must be made by this date

Application forms

• Erasmus Staff Training (STT) 2022/23 to undertake a training visit is HERE
• Erasmus Staff Teaching (STA) 2022/23 for academic staff to teach at one of our European partners is HERE
Application process
What happens next...

• A copy of your online application will be emailed to your Head of School/Service for approval
• Your proposed visit will be costed and considered against the other applications and available budget
• You will be notified of the outcome within 4 weeks of the relevant deadline
  • Successful
  • Waiting list
  • Unsuccessful
Application process
What happens next...

If your application is successful, you will be sent:
• Guidelines for successful applicants
• Personalised Mobility Agreement
• Personalised Work Plan

Documents that are required later in the process can be downloaded from links in the Guidelines document.
Erasmus Paperwork

- Guidelines for successful applicants
Erasmus Paperwork

Before your visit

• Mobility Agreement

Erasmus Staff Mobility - Teaching (STA) 2018/19
Mobility Agreement
(to be completed before the mobility)

Home Institution: University of Aberdeen – UK
Address: King College
AB25 2ZD

Erasmus+ Paperwork

Before your visit

Mobility Agreement

The participant agrees that he/she will present this agreement on the first day of the mobility period and that he/she will keep it in his/her personal records for the duration of the mobility period.

2.2 The participant will present this agreement on the first day of the mobility period and that he/she will keep it in his/her personal records for the duration of the mobility period.

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Erasmus Paperwork

Before your visit

• Work Plan
Erasmus Paperwork

After your visit

- Confirmation Certificate
Erasmus Paperwork

After your visit

- Feedback Form
Erasmus Paperwork

After your visit

• Participant Report
Erasmus Paperwork

After your visit

• Expenses
Next steps

- Investigate potential host universities
  - Teaching
    https://www.abdn.ac.uk/study/undergraduate/erasmus-study-3072.php
  - Training
    http://staffmobility.eu/
- Apply to the Erasmus Unit for funding
  https://www.abdn.ac.uk/staffnet/working-here/erasmus-8445.php
- DEADLINE – 30 November 2022
- Join our Facebook group
  www.facebook.com/groups/erasmusaberdeenstaff
Vimal Subramanian
Lead International Governance Officer
vimal.subramanian@abdn.ac.uk
Any questions?