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.

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Erasmus+ at UoA
2019/20

- Student mobility budget
  = 750,000 EUR
- Staff mobility budget
  = 40,000 EUR
Sidenote

Brexit

• We are still waiting for our 2019/20 Erasmus+ Grant Agreement to be counter-signed by the British Council, but we understand that this should be forthcoming any day now.

• Continued participation in Erasmus+ until the end of the current funding cycle (2020/21) forms part of the UK Withdrawal Agreement.

• The UK Government Guarantee underwrites all EU funding that has been ratified prior to Brexit, even in the case of no deal.
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 flights and accommodation for you via Diversity Travel.
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 2019/20

• 15 Aug 2019 – “earlybird” deadline
  • staff who have not previously received Erasmus funding
  • staff visiting an Aurora Network partner
  • staff whose visit would take place before 31 Dec 2019

• 15 Nov 2019 – standard deadline
• 31 May 2020 – all visits and claims must be made by this date
Application process

Online application

Academic staff who wish to receive financial support for a teaching visit to an Erasmus partner institution should complete this form.

We have two deadlines to be aware of:

- **15 August 2019**
  - for staff who have not previously received Erasmus funding
  - for staff whose visit is within the Aurora Universities Network (visits to University of East Anglia are not eligible)
  - for staff whose visit would take place before 31 Dec 2019

- **15 November 2019**
  - for all other staff

Please note that:

- applicants must hold a contract of employment with the University.
- applications will be forwarded to the relevant Head of School/Section for approval. It is the participant’s responsibility to ensure that appropriate cover for workload has been arranged.
- applications must be submitted in advance of visits taking place. Retrospective applications will not be considered.
- all visits and claims must be made by 31 May 2020.

Priority will be given to staff who have not previously received funding, and to visits within the Aurora Universities Network.

Decisions will be communicated to all applicants within one month of the relevant application deadline.
Application process
Online application
Application process
Online application
Application process
Online application
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
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
ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT
A.1. The institution shall provide financial support to the participant for undertaking a mobility activity for STA under the Erasmus+ Programmes.
A.2. The participant accepts financial support of the amount specified in Article 3 and undertakes to carry out the activity as agreed.
A.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by email.

SPECIAL CONDITIONS

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY
B.1. The agreement shall enter into force on the date when the last of the two parties signs.
B.2. The mobility period shall start on [proposed start date] and end on [proposed end date] of the mobility period.
B.3. The participant shall provide financial support to Erasmus+ EU funds for the duration of the mobility period.
B.4. The participant shall provide financial support for a minimum of 30 days per mobility activity. A minimum of 8 hours of teaching time per week must be guaranteed to the participant.
B.5. The agreement shall be valid for the duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT
C.1. The financial support to the grantee mobility activity has a maximum total amount of [grant amount in EUR].
C.2. The financial support shall be provided to the participant at a rate of [grant rate] per day for the duration of the mobility period.
C.3. Any additional costs related to the mobility shall be borne by the participant.
C.4. The financial support shall not be increased if the participant does not comply with the conditions of the agreement.

ARTICLE 4 – PAYMENT ARRANGEMENTS
D.1. The agreement shall be made by the participant and theErasmus Unit in the first instance, and any financial arrangements between the participant and the Erasmus Unit shall be completed in accordance with the Erasmus+ Programmes.
D.2. Any additional expenses incurred by the participant shall be reimbursed by the Erasmus Unit.

ARTICLE 5 – EU SURVEY
E.1. The participant shall complete and submit the online EU Survey at the latest 30 days after the end of the mobility period.
E.2. Participants who fail to complete and submit the online EU Survey may be required to reimburse the financial support received.

ARTICLE 6 – LEGAL APPLICABILITY AND COMPETENT COURT
F.1. The Agreement is governed by the laws of [country].
F.2. The competent court shall have exclusive jurisdiction to hear any dispute between the participant and the institution concerning the interpretation of the Agreement.

SIGNATURES

For the Participant: [participant name]
For the Institution: [institution name]
Erasmus Paperwork

Before your visit

- Work Plan
Erasmus Paperwork

After your visit

• Confirmation Certificate
Erasmus Paperwork

After your visit

- Feedback Form

<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Host institution</td>
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<td>Date of visit</td>
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<td>Have your overall objectives been met?</td>
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<tr>
<td>Please refer to your Erasmus Work Plan and provide details</td>
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<td>What was the added value of the mobility?</td>
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<tr>
<td>Please refer to your Erasmus Work Plan and provide details</td>
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<td>Were outcomes and impact as expected?</td>
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<td>Please refer to your Erasmus Work Plan and provide details</td>
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<td>Would you be happy to send students here in the future?</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
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<td>Would you be interested in undertaking another Erasmus Teaching Assignment in the future?</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
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<td>If yes, would you go back to the same institution?</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
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<td>Would you be willing to speak about your experience at promotional events within the University?</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
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<tr>
<td>Further remarks</td>
<td></td>
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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 – 15 November 2019
• Join our Facebook group
  www.facebook.com/groups/erasmusaberdeenstaff
Contact

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Any questions?