Erasmus Staff Mobility
Info Session

Louisa Stratton, Erasmus Institutional Coordinator
05 November 2019
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.
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.


8 MILLION PEOPLE

- Higher education students: 4,400,000
- Youth exchanges: 1,400,000
- Vocational training learners: 1,300,000
- Education staff and youth workers: 1,800,000
- European volunteers: 100,000
- Erasmus Mundus students and staff: 100,000

Source: European Commission, 2017
Erasmus+ at UoA
2019/20

• Student mobility budget
  = 750,000 EUR
• Staff mobility budget
  = 40,000 EUR
• 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. As things stand, this will cover funding until May 2021.
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.
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 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

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<th>Section</th>
<th>Details</th>
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<tbody>
<tr>
<td>Overview of the activity</td>
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<tr>
<td>Added value of the activity</td>
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<tr>
<td>Aim, context of the intervention and anticipated changes in the student's knowledge</td>
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<tr>
<td>Content of the teaching programme</td>
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<tr>
<td>Expected outcomes and impact</td>
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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
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

Room: 206

AGD 3RD

said hereafter “the Institution”, represents for the purposes of signature of this agreement by:

Name: Louise STRATTON

Function: Erasmus Institutional Coordinator

of the one part and:

Name: [First_name] [Surname]

Gender: [Gender]

Address: [First_name] [Surname]

Nationality: [Nationality]

Phone: [TelephoneNumber]

E-mail: [E-mail]

The participant with:

[a financial support from EU funds]

[a zero grant from EU funds]

[a financial support from EU combined with partner from EU funds] days]

[Special needs support]

[called hereafter “the participant” of the other part, here agreed to the Special Conditions and Acceptance, and hereto makes an integral part of this agreement (the agreement)?

Annex I: Work Plan (see separately)

Annex II: General Conditions (attached)

The latter as set out in the General Conditions shall take precedence over the former and set out in the annexes.

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The agreement shall refer to the data specified in the Ion of the above sign.

1.2 The participant agrees to provide financial support to the participant for undertaking a mobility activity for STA under the Erasmus+ Programme.

1.3 The participant agrees that the participant shall be responsible for providing the participant for undertaking a mobility activity for STA under the Erasmus+ Programme.

1.4 The participant agrees that the participant shall be responsible for providing the participant for undertaking a mobility activity for STA under the Erasmus+ Programme.

1.5 The participant agrees that the participant shall be responsible for providing the participant for undertaking a mobility activity for STA under the Erasmus+ Programme.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the above signatures appears.

2.2 The mobility period shall start on [proposed start date] at the earliest and end on [proposed end date of stay].

2.3 The participant agrees to comply with the requirements of the duration of the mobility period and shall be considered as such for the calculation of the individual support.

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2.5 The participant agrees to comply with the requirements of the duration of the mobility period and shall be considered as such for the calculation of the individual support.

2.6 The participant agrees to comply with the requirements of the duration of the mobility period and shall be considered as such for the calculation of the individual support.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The financial support to the participant shall include at least the following:

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3.5 The financial support to the participant shall include at least the following:

3.6 The financial support to the participant shall include at least the following:

3.7 The financial support to the participant shall include at least the following:

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 The participant agrees to make the participant responsible for all the expenses incurred in full and any additional expenses that may be incurred in accordance with the provisions of the agreement.

4.2 Any additional expenses that may be incurred in accordance with the provisions of the agreement shall be reimbursed to the participant. Any additional expenses that may be incurred in accordance with the provisions of the agreement shall be reimbursed to the participant.

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ARTICLE 5 – EU SURVEY

5.1 The participant agrees to complete the online EU Survey at the latest 56 days after the end of the mobility period.

5.2 Participants who fail to complete and submit the online EU Survey may be required to forfeit part of or fully refund the financial support received.

ARTICLE 6 – LAW APPLICABLE AND COMPETENT COURT

6.1 The agreement is governed by the laws of Scotland.

6.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the Institution and the participant concerning the interpretation, application or validity of this Agreement if such dispute cannot be settled amicably.

SIGNATURES

For the Participant: [First_name] [Surname]

Name: Louise STRATTON

Signature: [Signature]

Date: [Date]

Place: [Place]

For the Institution: [First_name] [Surname]

Name: [First_name] [Surname]

Signature: [Signature]

Date: [Date]

Place: [Place]
Erasmus Paperwork

Before your visit

- Work Plan

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<tr>
<th>Work Plan</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Contact person</td>
</tr>
<tr>
<td>Participant</td>
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<tr>
<td>Department</td>
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i. Proposed mobility programme

<table>
<thead>
<tr>
<th>Receiving Institution</th>
<th>Erasmus code</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
<td>Institution name</td>
</tr>
<tr>
<td>Size</td>
<td>Office area</td>
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<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Contact person</td>
<td>Contact email</td>
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<tr>
<td>Planned period of activity</td>
<td>From</td>
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<tr>
<th>Subject field</th>
<th>Level</th>
<th>Choice of terms</th>
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<tbody>
<tr>
<td>No. of students</td>
<td>Instruction language</td>
<td>Language of teaching</td>
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II. Commitment of the three parties

By signing this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility work plan.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share their experience, in particular its impact on their professional development and the sending higher education institution, as a source of inspiration to others.

The staff member and receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

<table>
<thead>
<tr>
<th>Sending institution</th>
<th>Receiving institution</th>
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<tbody>
<tr>
<td>Contact person's signature + stamp</td>
<td>Contact person's signature + stamp</td>
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Date: Date:
Erasmus Paperwork

After your visit

- Confirmation Certificate
Erasmus Paperwork

After your visit

- Feedback Form

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<th>Name</th>
<th>Click here to enter text</th>
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<tr>
<td>Host institution</td>
<td>Click here to enter text</td>
</tr>
<tr>
<td>Dates of visit</td>
<td>Click here to enter text</td>
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Have your overall objectives been met? Please refer to your Erasmus Work Plan and provide detail.

What was the added value of the mobility? Please refer to your Erasmus Work Plan and provide detail.

Were outcomes and impact as expected? Please refer to your Erasmus Work Plan and provide detail.

Would you be happy to send students here in the future? Yes [ ] No [ ] NA [ ]

Would you be interested in undertaking another Erasmus Teaching Assignment in the future? Yes [ ] No [ ] If yes, would you go back to the same institution? Yes [ ] No [ ] NA [ ]

Would you be willing to speak about your experience at promotional events within the University? Yes [ ] No [ ]

Further remarks | Click here to enter text |
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

Louisa Stratton
Erasmus Institutional Coordinator
l.stratton@abdn.ac.uk
University Office, Rm 3
x3632
Any questions?