



Erasmus+



BISHOP
GROSSETESTE
UNIVERSITY

Erasmus+ Staff Mobility Guide 2017/18

Erasmus+ is the European Union's funding programme for education and training. The overall programme objectives are to:

- Boost skills and employability
- Modernise education, training and youth work
- Improve opportunities for young people

Through Erasmus+ Key Action 1 (KA1) staff mobility can be undertaken by Bishop Grosseteste University's teaching and professional support staff.

The purpose of this document is to outline the requirements that staff participating in Erasmus+ Staff Mobility agree to comply with:

Teaching

Teaching staff employed by BGU may undertake an Erasmus+ Staff Mobility for teaching. Teaching period must be in a partner Higher Education Institution, which must have an ECHE (Erasmus Charter for Higher Education) and an inter-institutional agreement with BGU.

A list of our partner institutions are detailed below:

Greifswald University – Germany

University of Marburg - Germany

Karlsruhe University – Germany

Tuscia University - Italy

University of Köln – Germany

Amsterdam University

Thomas More University – Belgium

Eötvös Loránd University - Budapest

University of Vienna – Austria

Marzaryk University – Czech Republic

HELHa University – Belgium

South Bohemia University – Czech Republic

Hedmark University College – Norway

Istanbul Aydin University – Turkey

University of Nicosia – Cyprus

Training

Erasmus+ training periods support the professional development of HEI staff. The training period may be in another HEI. Training periods abroad may be in the form of job shadowing, observation, attendance at workshops and international weeks. This may be for the transfer of knowledge and good practice, to learn from shared experience, acquire skills or discover new ideas for teaching and learning.

Priority will be given to staff taking part in Erasmus+ staff mobility for the first time.

Duration of Mobility

Mobility for teaching and training may be from 2 days to 2 months, excluding travel time. The individual must complete at least 8 hours of teaching or training per week or part week.

Funding – Staff Mobility Grants

Mobility grants (subsistence grant and travel grant) are provided by Erasmus+ for staff as contribution towards subsistence and travel.

Staff Subsistence Grants

The staff subsistence grant is to subsidise accommodation, meals and any in country local travel. The value of the subsistence grants varies according to the host country and duration of mobility. The amount per day is calculated as follows and is set by the National Agency.

Up to the 14th day of activity: the amount per day per participant as specified in the table below

Between the 15th and 60th day of activity: 70% of amount per day per participant as specified in the table below

Receiving Country	Amount per day in EUR
Denmark, Ireland, Netherlands, Sweden, United Kingdom	128
Belgium, Bulgaria, Czech Republic, Greece, France, Italy, Cyprus, Luxembourg, Hungary, Austria, Poland, Romania, Finland, Iceland, Norway, Turkey	112
Germany, Spain, Latvia, Malta, Portugal, Slovakia, former Yugoslavia Republic of Macedonia	96
Estonia, Croatia, Lithuania, Slovenia	80

Staff Travel Grant

The staff travel grant is to cover return travel between BGU and the host country. Staff travel grants are paid according to distance travelled, at the following rates:

Travel Distances	Amount in EUR
Between 100 and 499km	180 per participant
Between 500 and 1999km	275 per participant
Between 2000 and 2999km	360 per participant

Between 3000 and 3999km	530 per participant
Between 4000 and 7999km	820 per participant
8000 or more	1100 per participant

To calculate your distance you must use the following online tool:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

How to apply for Staff Mobility

In order to qualify for and be approved for Erasmus+ Staff Mobility and funding you must submit an Erasmus+ Staff Mobility for Teaching/ Training Proposal Form. These are available by emailing the International Office – clare.davey@bishopg.ac.uk

Staff Mobility Process – Before Mobility:

You must complete the following:

- Submit an Erasmus+ Staff Mobility for Teaching/Training Proposal Form – this must be signed by your line manager
- Once your proposal has been approved the International Office will email you an Erasmus+ Grant Agreement and an Erasmus+ Teaching/Training Mobility Agreement to complete
- Return your signed Erasmus+ Grant Agreement and completed Erasmus+ Teaching/Training Mobility Agreement to the International Office – **this then has to be signed by the International Office and sent to the host institution for signing. These agreements must be signed and dated before the start of the mobility.**
- Arrange Travel and Accommodation

During and after your Mobility

Please keep all receipts for all expenses whilst participating in the mobility so that you can submit your expenses form upon your return.

- At the end of your Mobility you must ask your host institution to complete, sign and stamp a **Certificate of Attendance** – the International Office will provide you with this document.
- Complete an online feedback report. This will be emailed to you by Erasmus+ on completion of your mobility.
- Process all expenses through the International Office