Erasmus+ Staff Exchange – International Credit Mobility

1. What is an Erasmus+ Staff Exchange?

Funding to contribute to supporting the mobility of learners and staff. It provides opportunities for staff to undertake a learning and/or professional experience in another country.

Both academic and administrative staff can apply to go abroad for teaching or training. This is called an 'Erasmus Staff Exchange'. This provides an opportunity for staff to acquire and share innovative teaching methods, exchange good practices with peers across countries, and contribute to professional development.

2. Where can I go?

This programme allows us to work with university partners outside of Europe. We have limited openings for both staff training and teaching exchanges in South Africa, Kazakhstan and Serbia. These are institution specific, with partnerships set up for teaching and/or training with the following universities:

- Rhodes University in Grahamstown, South Africa (teaching and training)
- Suleyman Demirel University in Almaty, Kazakhstan (training)
- Eurasian Technological University in Almaty, Kazakhstan (teaching)
- University of Belgrade in Belgrade, Serbia (teaching and training)

Activities must take place before 31 July 2019.

3. What can I do?

Erasmus+ staff exchanges are available for either teaching or training.

- **Teaching exchanges** are open to all members of academic staff. Staff are required to deliver a minimum of 8 hours teaching per week. For mobility which lasts longer than one week, the amount of teaching time during any incomplete weeks should match proportionally.

- **Training exchanges** aim to support the professional development of all University of Leicester staff. Training events abroad may be in the form of job shadowing, observation, or participation in workshops. This may be for transfer of knowledge and good practice, to learn from shared experience, acquire practical skills or discover new ideas for teaching and learning. Prior to departure, a full training programme must be agreed formally by the home and host University or enterprise, by exchange of letters or electronically.

Conferences are not eligible activities for staff funding under Erasmus+.

Staff can invite partner university staff (from the above institutions) to visit Leicester to participate in staff training.
4. **How long can I go for?**

A minimum of 5 days teaching or training is required. A subsistence allowance for up to 2 additional travel days may also be funded. Activities may be longer in duration.

5. **How much funding is available?**

Erasmus+ provides funding for staff as a grant contribution towards subsistence and travel. If successful, you are allocated a set amount of funding to travel based on distance to the destination, and subsistence based on the exact number of days abroad.

6. **Am I eligible to apply?**

Participants must have a valid employment contract with the University of Leicester (or partner university), be a teaching or non-teaching staff member, and preferably first-time participant in Erasmus staff exchanges.

7. **How do I apply?**

Please complete the following relevant application form and submit it to the Erasmus team at staffexchange@le.ac.uk.

- Erasmus+ Teaching Mobility Application Form
- Erasmus+ Training Mobility Application Form

Applicants will be informed of the outcome of their application. Please note applications cannot be considered retrospectively.

8. **How the funding is released?**

The funding will be provided and is paid following the completion of required Erasmus+ forms, and is based on receipted expenditure.

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