

Erasmus+ Staff Mobility Guidance Document 2019-20

Staff Mobility (UK LEEDS01)

Erasmus+ staff mobility can be undertaken by both teaching and non-teaching staff. Both teaching and training placements can be undertaken via the scheme.

Staff mobility is expected to contribute to the overall priorities of Erasmus+, [the EU Agenda for Modernisation of Higher Education](#) and the [University of Leeds internationalisation strategy](#). Staff mobility is therefore not solely intended to be for the benefit or career development of the individual member of staff.

Erasmus+ staff mobility at the University of Leeds is coordinated by Liz Simpson and Carmin Bhadhuri in the Study Abroad Office. 0113 343 4354/ erasmusstaff@leeds.ac.uk.

Staff Mobility – teaching

Teaching staff employed by the University of Leeds can apply for funding to undertake Erasmus+ staff mobility for teaching. The teaching must take place at a partner HEI, which holds an inter-institutional agreement with the University of Leeds. The Study Abroad Office holds records of active Erasmus+ inter-institutional agreements and new staff agreements can be signed on an annual basis to allow staff mobility to take place. At least eight hours of teaching must be delivered at the host institution during the visit.

Staff Mobility – training

Erasmus+ training periods support the professional development of HEI staff. Teaching and non-teaching staff, including administrative and other staff, employed by the University of Leeds can apply for funding to undertake Erasmus+ mobility for training. The training period may be at another HEI or any other appropriate organisation within Europe. More than one institution can be visited within one round of 'activity' although the institutions should be no further than 100km apart.

Training events abroad may be in the form of job shadowing, observation, attendance at workshops or courses and so on. This may be for knowledge transfer, sharing good practice, acquiring practical skills or discovering new ideas for learning and teaching.

In general, conferences are not funded under Erasmus+.

Application deadlines and selection criteria

Erasmus+ staff mobility funding is managed by the University of Leeds Study Abroad Office. There are usually two funding rounds each year in October and January. However for the 2019-20 project, much of the funding is still available due to uncertainties about promoting the programme earlier in the year when a no-deal Brexit was more likely. **2019 funding can be spent until May 2021 so applications are welcomed.**

Remaining funds will be allocated on a first come, first serve basis until the 30th June 2020. Applicants will be notified of the decision made by the selection committee within two weeks of the deadline.

Please note that staff members must have an employment contract with the University of Leeds to be eligible to apply for an Erasmus+ mobility.

Unfortunately, visits to Switzerland, non-EEA or EU countries are not funded under Erasmus+ staff mobility.

Equal priority, on a point basis, will be given to the following criteria:

Staff being funded for their first Erasmus teaching/training mobility funded by UK LEEDS01 or staff who haven't applied for funding in the previous five years.

Staff from Schools and Departments which haven't been the prior recipient of Erasmus staff mobility funding in the past two academic years

Staff visiting an institution or enterprise which hasn't been the prior recipient of a University of Leeds employee from the same School or Department, funded by Erasmus teaching/training funding.

Staff visiting an institution or enterprise where one or more University of Leeds students, from their own School or Department, are currently studying or working

Duration of Teaching or Training Period

Each visit may be from **three to five days, excluding travel days**. Staff visiting more than one institution may be granted funding for up to seven days. At least eight hours of teaching must be delivered if the visit is a 'teaching' visit.

2019 -20 Funding

Erasmus+ mobility grants for staff are provided as contributions towards subsistence and travel. We estimate we will be able to fund approximately 40 teaching or training visits.

Travel and subsistence costs are paid against receipted expenditure on condition that the total payment does not exceed the maximum defined in the tables below. Travel days aren't included in subsistence payments.

Individuals participating are expected to fund the mobility initially (or arrange for a cash advance) and then reclaim the funding from their home Department or School in the first instance. A transfer of funds will be made to the Department or School upon confirmation that final paperwork requirements have been completed as defined on page 3 of this guidance document. Cash advances can be arranged by the individual travelling via the usual travel and subsistence policy operated by the University of Leeds.

Maximum travel costs are paid according to distance travelled using the '[Distance Calculator](#)' an online tool on the EC's website. The distance is calculated for a single journey, from Leeds to that of the receiving organisation, however the grant rates defined in the table below cover both the outward and return journey. Staff are allowed to start their travel in a different location to Leeds but good reason must be given and evidence of location must be provided; for example this may apply to staff undertaking a visit whilst on research leave away from Leeds.

Maximum travel grants are paid at the following rates:

Distance between Leeds and host institution/ enterprise	Euro allocation
For travel distances between 100 and 499 KM:	€180 EUR per participant
For travel distances between 500 and 1999 KM:	€275 EUR per participant
For travel distances between 2000 and 2999 KM:	€360 EUR per participant
For travel distances between 3000 and 3999 KM:	€530 EUR per participant
For travel distances between 4000 and 7999 KM:	€820 EUR per participant
For travel distances of 8000 KM or more:	€1500 EUR per participant

Maximum Subsistence Contributions

Country bands	Daily rate
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein & Norway	€180
Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta & Portugal	€160
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey, Serbia	€140

Special Needs Grants for Staff

Additional grants are available for staff with special needs wishing to participate in Erasmus+ staff mobility and where participation would not be possible without extra financial support. An additional application to the British Council would be required. University of Leeds staff should contact [Liz Simpson](#) in the Study Abroad Office in the first instance where further guidance will be given.

Documentation Requirements

University of Leeds staff participating in Erasmus+ mobility will be required to complete or obtain the following prior to funds being transferred from the Study Abroad Office to the individuals Department or School:

1. Internal application (deadlines 11th October 2019, 10th January 2020 and any date up to the 30th June 2020 thereafter as long as funds permit)
2. Erasmus+ Mobility Agreement
3. Erasmus+ Grant Agreement
4. Written evidence that the teaching or training visit has taken place including dates of visit

5. Erasmus+ online feedback report

6. Expenses submitted to the University of Leeds via the e-expenses system

All payments may be subject to audit by the National Agency (The British Council) or other institutions therefore it is essential the above is completed in a timely manner. 1, 2 (if applicable) & 3 must be completed prior to the mobility commencing and 4, 5 & 6 should be provided or completed within 30 days of the mobility finishing.