

# Erasmus+ Staff Teaching/Training Application 2018-2019

Members of staff wishing to apply for an Erasmus+ mobility grant for staff teaching/training should complete and return this application electronically by 30 September 2018. Late applications will be accepted subject to availability of funds.

**This completed form should be returned to** [**staffmobility@ed.ac.uk**](mailto:staffmobility@ed.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| First name | |  | |
| Surname | |  | |
| Email (staff email) | |  | |
| School or department | |  | |
| Seniority | | Junior | <10 years experience  Intermediate | 10-20 years experience  Senior | >20 years experience | |
| Nationality | |  | |
| Have you participated in an Erasmus staff mobility exchange before? | | | YES  NO |
| Do you require additional support for disability? | | | YES  NO |
| Which country and institution or organisation have you identified as your intended host? | |  | |
| To your knowledge are there currently any Edinburgh students studying or working at your intended host? | | | YES  NO |
| If YES, and if known, please provide details of the numbers and level of students at the host. | |  | |
| I understand that I am expected to fund the mobility initially (or arrange for a cash advance via my School/ Department) and then reclaim funds from the Go Abroad team upon confirmation that paperwork requirements have been completed. I am aware that the travel grant may be claimed in advance of my travel and that the subsistence grant will be paid on my return. | | | |
| Date |  | | |

## Proposed plan to teach or train at the host

|  |  |  |
| --- | --- | --- |
| Provisional dates |  | |
| Type of activity | Teaching  Job shadowing  Staff Training Week  Workshop / Course  Other | Please state | |
| Overall objectives of the mobility and expected outcomes and impact |  | |
| I have approval from my line manager to undertake this Erasmus+ teaching or training. My line manager agrees that the overall objectives of the activity will contribute to my School or department’s agenda for internationalisation and to my career development. | | |
| Line manager’s name | |  |
| Line manager’s email | |  |

**This completed form should be returned to** [**staffmobility@ed.ac.uk**](mailto:staffmobility@ed.ac.uk)