

# 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**

|  |  |
| --- | --- |
| 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 |       |

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