|  |  |
| --- | --- |
|  | [The University of Edinburgh home](http://www.ed.ac.uk/)  **Higher Education: Staff Teaching Mobility** |

**Proposal for new Erasmus Teaching Mobility (TM) agreement 2017/18**

1. **Contact details**

|  |  |
| --- | --- |
| Name and contact details of Edinburgh staff member |  |
| School/Subject area |  |
| Name and Erasmus code of proposed partner institution  (Edinburgh’s Erasmus code is UK EDINBUR01) |  |
| Erasmus *Departmental* Contact at partner Institution  (name, address, telephone & email) |  |
| Erasmus *Institutional* Contact at partner institution  (name, address, telephone & email) |  |

1. **Mobility arrangements**

Please note that:

* + Staff do not need to exchange places - there can be one-way mobility.
  + Erasmus regulations permit staff mobility for periods of up to 2 months - however, grants will normally only cover outgoing visits of 1-2 weeks.
  + Normally, only one visit per year to a particular partner can be funded.
  + Staff must be prepared to teach for **a minimum of 8 hours per week** and to complete a teaching plan and final report relating to their visit.

***Outgoing Edinburgh staff***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject area** | **Name of participating staff**  (if known) | **Duration of visit**  (normally 1 week) | **Expected teaching hours per week** | **Topic(s) to be covered and level of Teaching**  (UG, PGT, PGR/Doctoral) |
|  |  |  |  |  |

***Incoming staff to Edinburgh (if applicable)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject area** | **Name of participating staff**  (if known) | **Duration of visit**  (normally up to 1 week) | **Expected teaching hours per week** | **Topic(s) to be covered and level of Teaching**  (UG, PGT, PGR/Doctoral) |
|  |  |  |  |  |

1. **Agreement**

Has agreement on the above arrangements been made with the proposed partner institution? **YES / NO**

*(If Yes, please attach any documentation available.)*

|  |  |
| --- | --- |
| Signature of participant/outgoing Edinburgh staff: | *Date:* |
| Signature of Head of Subject or nominee: | *Date:* |

*Please complete all sections, with relevant signatures, and return to:*

*Lesley Balharry, Go Abroad Office, 33 Buccleuch Place, EH8 9JS*

*(or email to:* [*staffmobility@ed.ac.uk*](mailto:erasmus.outgoing@ed.ac.uk)*)*