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## Erasmus+ Staff Mobility Programme Guidance

## January 2022

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| **CRITERIA & ELIGIBILITY** |
| The purpose of the fund is to allow staff members to **acquire knowledge or skills** relevant for their current job and their professional development and to help **create strategic cooperation** between organisations. Funding is provided from the European Commission and the scheme is administered in the UK via the National Agency, British Council. All applications should demonstrate a clear contribution to the vision and values of BU2025.  The Erasmus+ staff mobility scheme provides opportunities for the following:   * Academic staff based at higher education institutions (HEIs) to spend a period of training or teaching from two days up to five days plus up to two travel days in an Erasmus+ Partner Institution with a minimum of eight hours of teaching or training per week or part of a week * Professional Support staff to spend a period of training from two days up to five days plus up to two travel days in an Erasmus+ Partner Institution with a minimum of eight hours of training per week or part of a week.   For teaching visits, BU must have a formal, current, inter-institutional agreement for staff mobility in place at the time of application. Details of all BU partnerships can be found on the [Global BU webpages](https://globalbu.bournemouth.ac.uk/).  Training visits must consist of a formal period of practical training, work shadowing, observation, attendance at workshops or courses.  All funded activity must be completed and expenses claimed for by 26 May 2023.  Conference attendance, research or student recruitment alone are not eligible activities.  The European Commission has created a website detailing some structured staff training opportunities, such as International Weeks. You can find the website here: <http://staffmobility.eu/staff-week-search> |
| |  | | --- | | **COMPLETING THE APPLICATION FORM** |   There is a separate application form for training and teaching. The latest version of application forms must be used, and these are available by emailing globalstaffmobility@bournemouth.ac.uk. The application must be saved in the name of the applicant in PDF format and submitted by email to [globalstaffmobility@bournemouth.ac.uk](mailto:globalstaffmobility@bournemouth.ac.uk).  No supporting documentation is permitted (such as letters of support) and no applications for retrospective funding will be considered.  **BUDGET**  Mobility grants for staff are provided as contributions towards subsistence and travel. All calculations must be in Euros.  **1. Travel Costs:** You must use the distance calculator on the [European Commission webpage](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) to ascertain the distance to be travelled and the maximum permitted rates are in the table below. Up to two days travel may be included but these are only awarded if you are traveling the day directly before or after your teaching or training activities. If you are participating in teaching/training activities on the same day as travelling, you are not entitled to a travel day.   |  |  | | --- | --- | | **Travel distance (KM)** | **Max. permitted cost (€)** | | 10-99 | 20 | | 100-499 | 180 | | 500-1999 | 275 | | 2000-2999 | 360 | | 3000-3999 | 530 | | 4000-7999 | 820 | | 8000+ | 1500 |   **2. Subsistence:** The flat rates for subsistence and local travel, per day permitted by the EC are below. Weekends, or holidays falling in the period of the stay abroad are not eligible for subsistence reimbursement, unless they are used as working or travel days, evidenced in the teaching/training plan.   |  |  | | --- | --- | |  | **€/ day** | | Denmark, Finland, Iceland, Ireland, Luxemburg, Lichtenstein Norway Sweden | 180 | | Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Netherlands, Malta, Portugal, Spain | 160 | | Bulgaria, Croatia, Czech Republic, Estonia, Republic of Macedonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey | 140 |   **3.** **Payment**: Successful applicants will receive an activity code to use for booking with BU’s approved travel supplier. The remaining funds will then be paid directly into the applicant’s bank account. We cannot guarantee the balance of funds will reach this account before travelling unless we receive confirmation of travel spend at least 3 weeks before departure. |
| **ADDITIONAL ERASMUS+ FUNDING** |
| **There are strictly limited circumstances where additional Erasmus+ funding can be applied for.**   1. **Top-up for Expensive Travel** Only participants eligible for a standard travel grant are eligible for exceptional costs for expensive travel. This is an additional support for staff traveling to remote areas. Remote areas should be understood as the places that are difficult to reach, for example: mountain areas, islands or isolated towns where there is a significantly limited availability of highways, railways, or bus lines. This funding will be negotiated and fully evidenced as an exception with the British Council by the Global Staff Mobility Coordinator, who will identify this potential additional need when an application is submitted. 2. **Additional Support for colleagues with special needs that will incur extra costs** This additional funding will be negotiated and fully evidenced by the Global Staff Mobility Coordinator as an exception with the British Council once your application has been approved and at least 2 months in advance of travel. Areas that could be eligible for Erasmus+ funds linked to your Erasmus+ mobility, vary according to individual needs, and include but are not limited to:   Mental health mentoring via Skype  Additional costs for adapted rooms  Note takers  Adapted accommodation  Travel assistance  Medical attendance  Supportive equipment  Adaption of learning materials  An accompanying person  Please contact [globalstaffmobility@bournemouth.ac.uk](mailto:globalstaffmobility@bournemouth.ac.uk) well in advance of your planned mobility if you would like further information. |
| |  | | --- | | **ASSESSMENT OF THE APPLICATION** |   **Pre-Screen**  All applications undergo a pre-screen before being sent to the Panel for review. Checks are undertaken to ensure the application is within the budget and duration limits, that all documents are signed where relevant and that the Host institution/ organisation has completed their section. Applications that fail the pre-screen are returned to the applicant and are not sent to the Panel for review.  Please also be aware that if you have previously received an Erasmus+ award and have not submitted an end of award report on time, or have not completed the project without obtaining our permission immediately, you will automatically be rejected at pre-screening, regardless of whether your application meets the eligibility requirements as described in the application form.  **Panel Assessment**  The assessment of Erasmus+ Staff Mobility applications will be undertaken by the Review Panel. The quality of the application, strategic importance of the mobility and value for money will be taken into consideration when assessing applications.  Preference will be given to staff who:   1. demonstrate clear alignment with BU2025 strategic priorities and departmental objectives 2. support students in planning and undertaking study and/or work abroad 3. who have not yet benefited from the programme   Results will not be published and individuals who have submitted an application will be contacted by the fund administrator with their outcome. The Chair of the Panel is Jana Kuncova, Global Engagement Mobility Manager and the Global Engagement Staff Mobility Coordinators are Elaine Asbridge and Meghan Pearson.  **Results**  Applicants will be informed of the panel’s decision.  **Appeals**  Appeals must be made in writing to the Chief Operating Officer, Jim Andrews, within 6 weeks of a decision being made. An appeal can be made on the grounds that due process has not been followed or that there is substantive and demonstrable evidence that your application did not receive a fair hearing. Appeals that challenge the opinion of the Panel are not permitted. |
| **POST AWARD REQUIREMENTS** |
| Upon completion successful applicants are required to produce an End of Award Report and Certificate of Attendance within 2 weeks of the end of the project travel.  You are requested by Erasmus+ to provide proof of the actual dates of the start and end of the mobility period based on a Certificate of Attendance provided by the receiving organisation.  There is also a specific Erasmus+ requirement to complete an individual EU Survey within 2 weeks of return from the visit. This will automatically be sent to you from the British Council at the end of your mobility period. The survey is an important part of providing feedback to the British Council which will feed into our BU institutional Erasmus+ Final Report and any further Erasmus+ bids. Please take time to complete the survey carefully and to the best of your knowledge.  Please also note that content for Global BU’s website/intranet and social media channels may be required at appropriate intervals throughout the lifetime of the project. |

If you have any queries please refer to the Frequently Asked Questions document.   
If you need further assistance, please contact [GlobalStaffMobility@bournemouth.ac.uk](mailto:GlobalStaffMobility@bournemouth.ac.uk)