

**APPLICATION FORM FOR ERASMUS+ STAFF MOBILITY FOR TEACHING  
MOBILITY FOR HIGHER EDUCATION  
ACADEMIC YEAR 2017/2018**

*Kindly note that handwritten applications will not be accepted.*

**PERSONAL DATA**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Academic Title: \_\_\_\_\_

Faculty/Institute/Centre/School: \_\_\_\_\_ Department: \_\_\_\_\_

Academic Title: \_\_\_\_\_ Area of Teaching: \_\_\_\_\_ No: \_\_\_\_\_

Year of Commencement at \_\_\_\_\_ : \_\_\_\_\_ Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_

Tel/Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have access needs (physical, mental or health-related conditions) Yes  No

**PROPOSED MOBILITY ABROAD**

Host Institution: \_\_\_\_\_ Total duration including travel dates\*: \_\_\_\_\_

**\*(Maximum up to one day before and one day after the mobility at the host Institution).**

Dates of the mobility period at host Institution (excluding travel): \_\_\_\_\_

Total duration of hours (minimum 8 teaching hours per week): \_\_\_\_\_

**FURTHER INFORMATION**

1. Have you already participated in the Erasmus+ programme? (20 marks) Yes  No

If yes, did you receive an Erasmus+ grant and when? \_\_\_\_\_

2. Briefly explain your involvement in the Erasmus+ programme (this also includes EU Funded Projects/Activities). (20 marks)

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3. Will your teaching assignment mobility be an integral part of a diploma/degree of the hosting institution? If yes, briefly explain the planned activity, the outcome and the benefits that are expected from the visit. (20 marks)

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4. Briefly describe how your teaching assignment mobility will contribute towards the extension or consolidation of links for future projects between your Faculty/Institute/Centre/School, and the host Institution. (20 marks)

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**SUPPORTING DOCUMENTS**

- **Staff Mobility for Teaching - Mobility agreement**
- **Official invitation letter from the host institution specifying the dates of your mobility period.**

These documents will form the basis of the eligibility check and financial evaluation. It is therefore crucial for all documents to be included with the application when it is submitted.

**Incomplete applications (including supporting documents) will not be accepted.**

**Closing date for applications: 30/11/2017**

**Signature of applicant in blue ink:** \_\_\_\_\_

**Signature of Dean/Head of Department/Director of Institute, Centre or School:**

\_\_\_\_\_

Date: \_\_\_\_\_



**Funded with the support from the European Commission**

**Instructions to Applicants:**

- Kindly submit one original and two copies of the original application form.
- All application forms will be evaluated
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- All applicants will be notified of the selection results by email and by post.
- Funding for Staff Mobility is made up of two components; travel contribution and individual support (subsistence).
- The travel contribution is calculated using a 'Travel Distance Calculator' support by the European Commission. Distances are calculated between the start and end location. Travel distances are calculated in straight lines from one location to another.
- Kindly note that the individual support (subsistence allowance) will cover up to one day prior to the start of your Teaching Staff Mobility and up to one day after the end of your mobility period. If travel takes place before or after the allowed margin of one day before and after the actual mobility period, the individual support will be eligible only from the first day of the mobility itself.
- The individual support (subsistence) is calculated using the daily rate issued by the European Commission as outlined in the Erasmus+ Programme Guide.
- In view of limited funding available for Erasmus+ Staff Teaching and Training mobilities, the maximum duration covered by the Erasmus+ grant is of 7 days including travel. Applications for longer mobility periods can be considered eligible, however one's own resources would need to be used to cover the remaining period.