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Institute of Education  
University of London

# ERASMUS- Incoming mobility

## Visits by academic and professional staff to the Institute of Education, University of London (IOE)

### What is Erasmus?

Erasmus is the European Commission's programme for the mobility of higher education students and staff.

The British Council datasheet [The Key Facts](#) provides a useful overview of the Erasmus programme.

We offer academic and professional staff from Erasmus partner institutions opportunities to exchange knowledge and experience and build or strengthen relationships from a variety of perspectives. These include culture, strategy, structure, processes, academic tradition and innovation, and much more.

To find out more about the IOE visit [www.ioe.ac.uk](http://www.ioe.ac.uk).

### 1. Academic staff

Incoming academic staff will normally spend 5 days at the IOE. Shorter or longer periods are possible, but should be the exception.

#### Eligibility

To be eligible, academic staff must be employed by an [IOE Erasmus partner institution](#).

### 2. Professional staff

Incoming professional staff will normally spend 2 or 3 days at the IOE. The programme is negotiated between the IOE and the visiting colleague. Please note the mobility needs to be agreed with the home Institution first.

#### Eligibility

To be eligible, professional staff must be employed by an [IOE Erasmus partner institution](#) with which we have a specific agreement for professional staff exchange.

### 3. Practical information

#### Finance

Staff are eligible for financial support for their mobility from the institution where they are based. Please check with your home institution about the availability of funding.

## Accommodation

Our hall of residence, John Adams Hall, has arrangements in place for short-term visitors. Further information can be found on our website: <http://www.ioe.ac.uk/studentInformation/5305.html>:

## Living in London

Visit this site for a helpful overview: [Living in London](#)

Visitors should ensure they have adequate medical insurance.

## 4. How does it work?

Staff intending to visit the IOE via the Erasmus programme should:

- a. visit the IOE website and identify the faculty/department they wish to visit.
- b. contact the relevant person within the faculty/department to discuss their teaching/research or training interest.
- c. once the visit has been agreed with the link contact, complete the [online form](#).
- d. On receipt of your application confirmation of the proposed visit will be sent by email.

**If you have an established link with the IOE please contact your link person directly, copying to [staffdev@ioe.ac.uk](mailto:staffdev@ioe.ac.uk).**

**Please note all arrangements must be made at least three months prior to your visit.**

On arrival to the IOE, you will meet with the Erasmus staff mobility co-ordinator or her nominee and receive a welcome pack, which will include your library card; wireless network arrangements for your laptop and your programme.

**Your debriefing** on leaving the IOE a conversation with the Erasmus staff mobility co-ordinator or her nominee will be arranged to discuss your mobility experience and to help shape your report for your institution.

The Institute of Education will provide you with a [certificate of attendance](#).

## Term dates for the IOE

The IOE, like most higher education institutions in the UK operates a 3-term year. For further details about Institute term dates [click here](#).

The best fit with the semester structure used in most European institutions is to view the Autumn term as broadly coinciding with the first semester; and the Spring and Summer terms together as broadly coinciding with the second semester.

**Erasmus staff mobility visits to the IOE will take place between November and June of each academic year, unless individuals have negotiated alternate dates with their host faculty/department.**

### Contact for all incoming staff mobility

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