

ERASMUS

Outgoing mobility programme for IOE staff

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.

What are the benefits for IOE staff?

Benefits of outward mobility include learning about the culture and structures of another European institution of higher education and practising its language.

Through this process you will be able to reflect with additional perspectives on your work at the IOE as well as extending your networks and building new and more in-depth relationships with colleagues across Europe.

Outgoing staff mobility

1. Academic staff

The Erasmus programme aims to assist staff to develop to their full potential in the work that they undertake for the Institute and to support individual career development. Placements must be in keeping with the IOE's aims and objectives as well as the strategic goals of Faculties and Departments.

Outgoing Erasmus mobility for IOE academic staff involves spending an agreed period of time at a partner university. These placements will be at an institution with which the IOE has an [Erasmus bilateral exchange agreement for academic staff](#).

A minimum duration of 5 days is recommended to provide a meaningful contribution to the negotiated programme at the host institution. Shorter or longer periods should be exceptional (exceptions might include attendance of seminars, workshops, conferences or working in the role as an adviser/consultant).

Activities during an Erasmus mobility placement must include: minimum 5 hours of teaching; and may also include other activities such as research, consultancy, networking or the development of a new initiative.

Eligibility criteria

To be eligible, staff must be employed by the Institute of Education.

Funding available

Staff will receive financial support for the costs of their mobility from the IOE. There is a travel and subsistence grant available against receipts, a certificate from your host institution confirming your attendance and hours worked and a written report of work undertaken whilst abroad. Further details about the grant can be obtained from the Staff Development Office.

Contract agreement

The outgoing member of staff agrees to be involved in the programme negotiated with and then offered by the hosting partner. A signed hard copy of the [Teaching Mobility Agreement Form 6A](#) should be sent to the Staff Development Office.

How does it work?

- Academic staff who are seeking to visit a specified partner university, should contact the staff development office in the first instance informing them of their intention. Once agreed with Jacqui MacDonald, staff can develop a programme directly with their contacts in the partner university and prior to departure ensure that a copy of the final programme is sent to the staff development office.
- If you are unsure which Partner Institution might suit your training and learning needs please visit the Erasmus websites of our partners:
 - a. draft a short list of possible organisations. A list of partner universities can be [downloaded here](#).
 - b. contact each Partner Institution outlining your interests.
 - c. once arrangements have been confirmed with the host institution, please contact the Staff Development Office to finalise arrangements.
 - d. The final programme and its objectives should be agreed with Jacqui MacDonald and the [Teaching Mobility Agreement Form 6A](#) must be completed.
- Please note places at partner institutions are limited and resources are finite: therefore Staff Development may have to give priority to colleagues accessing the programme for the first time.
- There are various points to consider when identifying professional, teaching and learning, consultancy possibilities to ensure your application is viable. The [British Council](#) provides practical information on the various stages of the application and selection process.

All visits must be completed by 30th June each year, with the final visits of the academic year being confirmed by 1st June at the latest.

[Checklist of documentation for academic and professional support staff](#) [see below](#).

2. Professional support staff

The Erasmus programme aims to assist members of staff to develop to their full potential in the work that they undertake for the Institute to support individual career development. Placements must be in keeping with the IOE's aims and objectives as well as the strategic goals of Faculties and Departments.

Erasmus staff mobility for professional staff involves spending at least 5 days at an [Erasmus Partner Institution](#) which commits to offering a programme of learning, training and development created in response to the expressed learning needs by the outgoing IOE staff member (raised at their SRD or monthly meetings with line managers). Shorter or longer periods should be exceptional (exceptions might include attendance of seminars, workshops, conferences or working in the role as an adviser/consultant). Placements will be negotiated between individuals and the identified host university. A copy of the final programme should be sent to the staff development office.

Funding available

Staff will receive financial support for the cost of their mobility from the IOE. There is a travel and subsistence grant available against receipts, a certificate from your host institution confirming your attendance and hours worked and a written report of work undertaken whilst abroad. Further details about the grant can be obtained from the Staff Development Office.

Contract agreement

The outgoing member of staff must agree to be involved in the programme negotiated with and then offered by the hosting partner. A signed hard copy of the **Staff Training Mobility Agreement Form 6B** should be sent to the Staff Development Office.

How does it work?

Where professional staff feel their development needs could be met through Erasmus mobility, they should speak in the first instance with their line manager and the Head of Staff Development. Please note placements must be in keeping with the IOE's aims and objectives as well as the strategic goals of Faculties and Departments.

- If you are unsure which Partner Institution might best suit your training and learning needs please visit the Erasmus websites of our partners:
 - a. draft a short list of possible organisations. A list of partner universities can be [downloaded here](#).
 - b. contact each Partner Institution outlining your interests.
 - c. once arrangements have been confirmed with the host institution, please contact the Staff Development Office to finalise arrangements.
 - d. The final programme and its objectives should be agreed with Jacqui MacDonald and the **Staff Training Mobility Agreement Form 6B** must be completed.
- Please note places at partner institutions are limited and resources are finite: therefore Staff Development may have to give priority to colleagues accessing the programme for the first time.
- There are various points to consider when identifying professional, teaching and learning, consultancy possibilities to ensure your application is viable. The **British Council** provides practical information on the various stages of the application and selection process.

All visits must be completed by 30th June each year, with the final visits of the academic year being confirmed by 1st June at the latest.

Checklist of documentation for academic and professional support staff [see below](#).

Checklist of documentation

1. Existence of a relevant Erasmus bilateral mobility agreement
2. An approved programme/work plan with host institution and a copy sent to Jacqui MacDonald with completed form **6A** or **6B** (whichever is applicable).
3. Following visit complete the online report:
Teaching Placement
Training Placement
4. Submit: expenses claim form and receipts
5. Submit a certificate of attendance from your host institution confirming your placement with total number of hours taught/training completed.

Please ensure Staff Development is in receipt of the above within 6 weeks of your return to office.

Contact for all outgoing staff mobility

Head of Staff Development & Erasmus Staff Mobility Co-ordinator

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