

## STAFF MOBILITY APPLICATION FOR TEACHING.

1. Applicant Contact details	
1.1 Title	
1.2 First Name/ Last Name	
1.3 Email / telephone	
1.4 Subject/ Department	
1.5 School(s) / Service	
1.6 Seniority	Junior/<10 yrs experience Intermediate/10-20 yrs experience Senior/20+ yrs experience
1.7 Previous Erasmus Staff Mobility	HAVE HAVE NOT EVER participated in an Erasmus Staff Mobility exchange If yes, please detail when and where: .....
1.8 Additional support Do you require additional support for a disability?	YES NO If you wish to apply for supplementary funding for staff with disabilities please tick here and we will contact you directly to follow up.
2. Staff Mobility Activity Information	
2.1 Type of requested activity – mark an 'X'	Staff teaching exchange (also complete section 3a) Staff training mobility (also complete section 3b)
2.2 Name of host university/organisation	
2.3 Country	
2.4 Erasmus Code of host (if applicable)	
2.5 Estimated travel distance (km) from Ourense to host (use <a href="http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm</a> )	
2.5 Language of teaching/training	
2.6 Dates of proposed exchange (actual teaching/ training days only) (dd/mm/yy)	From: To:

<b>2.7 Total number of teaching/ training days</b>	
<b>2.8 Total planned teaching/ training hours</b>	
<b>2.9 Additional travel days (please tick)</b>	<p>Additional day for travel needed directly before the first day of the activity abroad</p> <p>Additional day for travel needed directly following the last day of the activity abroad</p>
<b>3.a Staff Teaching Mobility Specific Information</b>	
<b>3.1a Proposed teaching topic/ title</b>	
<b>3.2a Host University Department</b>	
<b>3.3a Level of students you will be teaching</b>	<p>Undergraduate</p> <p>Masters</p> <p>Doctoral</p>
<b>3.4a Subject teaching area (using ISCED codes, see: <a href="http://ec.europa.eu/education/tools/isced-f_en.htm">http://ec.europa.eu/education/tools/isced-f_en.htm</a>)</b>	Code:
<b>3.b Staff Training Mobility Specific Information</b>	
<b>3.1b Type of training</b>	<p>Workshop/ course</p> <p>Job shadowing</p> <p>Staff Training Week</p> <p>Other Please specify .....</p>
<b>3.2b Size of host</b>	<p>≤50 staff                      51-250 staff                      251+ staff</p>
<b>3.3c Type of host (select appropriate economic sector codes from: <a href="http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&amp;StrNom=NACE_REV2&amp;StrLanguageCode=EN">http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&amp;StrNom=NACE_REV2&amp;StrLanguageCode=EN</a>)</b>	
<b>3.4d Full address of host organisation (if not a partner university)</b>	
<b>4. Aims and objectives</b>	

<b>4.1 Overall objectives of the mobility</b>	1.  2.  3.
<b>4.2 Added value of the mobility (both for the institutions involved and for the teacher):</b>	
<b>4.3 Provisional content of the teaching/ training programme</b>	
<b>4.4 Expected outcomes and impact (not limited to the number of students concerned):</b>	
<b>5 College support and terms of application</b>	
<b>5.1 Applicant Agreement</b>	By participating in Erasmus+ Staff mobility I agree: <ul style="list-style-type: none"> <li>• To complete all required paperwork and final report</li> <li>• To disseminate information about my experiences afterwards</li> <li>• To share info on partner university with colleagues</li> <li>• If applicable, meet with students (from any subject area) who are on exchange at the university</li> <li>• If applicable, meet with and answer queries from prospective future Erasmus applicants from host university</li> <li>• Erasmus grant funds are a contribution to costs and may not cover all costs – I have agreed with my School how any excess costs will be funded.</li> </ul>
<b>5.2 Applicant signature</b>	Applicant Signature:  Date:

<p><b>5.3</b> <b>Line Manager support*</b></p>	<p>I confirm that this proposed mobility has been approved at School level for the place and period of time described above. The School budget can cover expenses initially before the grant funds (up to the maximum levels allocated) are reimbursed from the Erasmus project code.</p> <p>Name:</p>
<p><b>5.4 College approval</b></p>	<p>I confirm that this proposed mobility has been approved at College level.</p>
<p>Dean of Learning and Teaching OR Head of Service (<b>signature</b> and print name)*</p>	

\* If you are unable to arrange a signature, other evidence of support is accepted (e.g. email)