Erasmus+ Staff Mobility

2024-25-26 (travel between 01.06.2024 and 31.07.2026)

Introduction

Erasmus+ Staff mobility opportunities are available via Staff Mobility for Teaching and Staff Mobility for Training. Funding for Erasmus Staff Mobility is limited each year. Faculty and staff who are interested in a mobility opportunity should contact UCD Global as far in advance as possible.

Travel bookings and commitments to host universities should not be made without confirmation that funding is available.

Please note that conferences are specifically excluded from this category of funding.

- An Erasmus+ inter-institutional agreement (IIA) must be in place before staff **teaching** mobility (outgoing or incoming) can take place. The proposal and approval process is explained on the UCD Global website.
- Staff should check the latest information and advice from UCD SIRC and complete all required processes for approval of planned travel.
- Duration – minimum period 2 (consecutive) days; maximum period 2 months. However, funding is provided for one week only (see below).
- If staff members are travelling with laptops and other devices, they should comply with the UCD IT Services security tips, especially in relation to encryption.
- *For Teaching Exchanges only* – the teaching requirements are a minimum of eight contact hours with students, but these hours can cover anything like a lecture, workshop, thesis supervision, so they are somewhat flexible.
- For more information, see the Erasmus+ website.
- Sources for staff training opportunities:
  - http://staffmobility.eu/
  - https://shipcon.eu.com/

Funding

- The Erasmus+ grant is based on a total of two amounts, a travel grant (based on distance bands) and a subsistence grant.
- To calculate the travel element, please use the EU distance calculator. For most European destinations it will be €309.00.
- The subsistence element is based on a daily amount and is a flat rate to cover all costs - "accommodation, meals, and the cost of telecommunications, including fax and Internet, insurance and all other sundries" - with no incidentals allowed. See the table sent separately for relevant rates.
- Registration fees are not covered by the grant, but may be paid out of the overall grant if budgeting allows.

Documentation

- Documentation is sent by email as each step is completed.
- Mobility Agreement – this sets out the details and work programme of the planned exchange and should be completed and signed by the staff member, and counter-signed by the host university (for Staff Training, your line manager should also sign the form) in advance of the exchange, before being returned to UCD Global. A scanned copy is perfectly acceptable, as are digital signatures.
- Grant Agreement – this is drawn up after receipt of the Mobility Agreement. Please submit a scanned copy with a physical or digital signature – typed signatures are not acceptable.
- Attendance Cert – please have this signed and stamped by the host university during the mobility. If the host provides their own certificate, that is also acceptable.
- Report - this is online via an EU database that records student and staff exchanges. After your mobility details are entered, it will generate a request for you to complete the report on your exchange and submit it online. Please watch out for an email requesting you to complete the report.
- Receipt – will be sent after the expenses claim is finalised.

Claiming Expenses

- An advance may be claimed by completing the Staff Expenses Advance form (no supporting documentation is required), and emailing it to catherine.m.convery@ucd.ie for authorisation at least two weeks before you are due to travel.
- On return, please complete the Travel Expenses Claim form ERR version and email it for authorisation with the following:
  - Attendance cert
  - Travel/flight booking details
  - Programme of exchange (if relevant)
  - Other supporting documentation, such as copies of emails to confirm exchange arrangements

Booking Travel and Accommodation

- Staff may claim an advance to cover these costs (see above).
- Flights can be booked directly with airlines, but if Club Travel or Selective Travel is being used, please do not pay with a School account, but contact catherine.m.convery@ucd.ie to arrange payment directly from Erasmus funds.