

## **2020-2021 ERASMUS FUNDED STAFF MOBILITY OPPORTUNITIES**

ERASMUS funding from Key Action 1 103 can be used to support a range of activities for students and staff undertaking mobility within Europe (including Turkey and Norway). For staff members, ERASMUS funding can be used for three distinct purposes:

- 1) Teaching
- 2) Training
- 3) Mobility Support (e.g. visiting potential partners, hosting incoming partners, creating promotional material for students etc.).

### **1. Where to start**

If you have responded to the recent call for participants in ERASMUS + international mobility and been nominated by your School you will now need to take responsibility for your own mobility.

If you have not accessed Key Action 1 103 ERASMUS funding before, you may be unsure where to start. The University has a range of international partner Universities, which are listed on the website. This is a good place to start exploring your Institute's partnerships with a view to maintaining/expanding established connections or creating new ones. You may also wish to have an informal discussion with your School International Coordinator or your Head of Service. Our website also contains some information on previous mobilities.

#### **School International Coordinators**

School of Nursing and Midwifery: Kath Baume

School of Allied Health and Community: Robert Dudley

School of Science and the Environment: Peter Seville

School of Education: Pinky Jain

School of Arts: Ree Han

School of Humanities: Nicoleta Cinpoes

School of Sports and Exercise Science: Gareth Jones, Colin Wood & Lee Pritchard

School of Psychology: Daniel Farrelly, Laura Simmons, Helen McEwans

Worcester Business School: John Gardener

## 2. How to apply

Reply to the email calling for expressions of interest with the following information by the deadline:

- a) Planned dates of mobility
- b) Location of mobility
- c) Purpose of mobility (teaching/training/organisational support)
- d) You may also be required to complete a school specific form

These details will be reviewed. ERASMUS has a number of criteria that will be used to approve your mobility request. For example, priority should be given to members of staff who have not previously accessed this funding before and to mobilities that will encourage students to study/train abroad. Under **no circumstances** should this funding be used for conferences or similar events. The strategic internationalisation plan for your school and the university will also be integral to the decision making process. The outcome will be communicated to you, usually via email.

If your mobility is approved, the International Mobility Coordinator will input the details of your planned mobility into the ERASMUS mobility tool, which will generate a 'budget' for the mobility for travel and subsistence. This budget will be shared with you and your Head of School/Service and/or International Coordinator. You may then proceed with making your arrangements.

### International Mobility Coordinator

The member of staff undertaking this role is Cristina Muradore. She can be contacted at [c.muradore@worc.ac.uk](mailto:c.muradore@worc.ac.uk), on extension 5146 or via firstpoint. Cristina works within the International Experience Team who can be contacted at [international-experience@worc.ac.uk](mailto:international-experience@worc.ac.uk)

### 3. Required documentation

Approximately six weeks prior to your departure, you will be e-mailed some documents for completion. Documentation requirements depend on the purpose of the mobility:

#### a) Teaching and Training

1. Teaching/Training Agreement: This agreement sets out the aims, objectives and schedule for the mobility. It must be completed and signed by you and returned to the coordinator. The coordinator will also sign and then forward the form to the receiving university for them to add their signature.
2. Grant Agreement: This agreement sets out the payment arrangements. This will largely be completed for you, but you will need to fill in the gaps, check it thoroughly and sign it. Please then return it to the International Mobility Coordinator.
3. Confirmation of Teaching Training: This document is to confirm that your mobility took place. Please take this document with you on your mobility and present to the International Office / International Relations Office for signing. Please then return to the coordinator.
4. Risk Assessment: This document can be found on this website: <http://www.worc.ac.uk/finance/758.htm> Please complete the document, and email to the Finance Office (Jude Wild). The International Mobility Coordinator does not require a copy.
5. You may be required to complete school specific documentation. Please contact your school's Academic Support Unit (ASU) if you are unsure.

#### b) Mobility Support

1. There is currently no requirement to complete an agreement. Rather, members of staff are encouraged to use this funding creatively to explore new opportunities for international experiences for staff and students.
2. Risk Assessment: This document can be found on this website: <http://www.worc.ac.uk/finance/758.htm> Please complete the document and email to Finance (Jude Wild). The International Mobility Coordinator does not require a copy.
3. You may be required to complete school specific documentation. Please contact your school's Academic Support Unit (ASU) if you are unsure.

### Signatures

All documentation can be signed with either an ink or electronic signature. A 'typed signature' is not acceptable. To create an electronic signature:

1. Sign a piece of paper
2. Take a photo of it
3. Upload to your computer
4. Insert into the document

#### **4. Making travel bookings and claiming subsistence.**

If you have any concerns about managing the budget for your mobility, please contact the International Mobility Coordinator for advice.

##### a) Travel

Bookings for train travel and flights should be made by your school's Academic Support Unit (ASU) through the university's travel agent, Diversity, and Marketplace (the university's purchasing software).

### Information for your Institute Academic Support Unit

To make bookings which are paid directly from the ERASMUS fund, the cost centre code UD.SIE must be on your Marketplace account. If you do not have access to this cost centre code please complete the following:

Contact Purchasing (Finance) on [purchasing@worc.ac.uk](mailto:purchasing@worc.ac.uk) and request to be able to make bookings from UD.SIE. Please also request that the International Mobility Coordinator has access to view the order forms created with UD.SIE as a 'watcher', which will mean that she/he can download the invoices directly from the system. If he/she does not have access as a watcher, please ensure that each invoice is downloaded and emailed to her/him. Each invoice must be stored by the International Mobility Coordinator as per ERASMUS regulations.

##### b) Subsistence

In order to claim reasonable subsistence costs, please retain **all** receipts for food, drink, local taxis. Please go to [www.worc.ac.uk](http://www.worc.ac.uk) and click on the 'Staff' tab. Under Applications, you will see 'Expenses System'. Click this to enter the expenses system.

Within the expense claim screen:

1. Delete your default in the School/Department box and then either type or scroll to International.
2. Delete your default from the Sub Dept box and then type INT – ERASMUS and it will show. Scrolling will not find ERASMUS.

As you will have to make this change for each expense line, a temporary change can be made to default your settings for school and Sub Department to International / Erasmus. Once you have submitted your expenses your original default can be reset. You will then be able to proceed and create a new expense item. Please enter the cost centre code of UD.SIE. If you require any guidance or your default settings changed, please contact Kathy Parkes (Finance) [k.parkes@worc.ac.uk](mailto:k.parkes@worc.ac.uk), or telephone 01905 542683.

#### Currency Conversion

ERASMUS require us to use a specific system for currency conversion, which is different to that used by the university. Any amounts that have been converted by the university expenses system will be adjusted by the International Mobility Coordinator as part of approving the claim. You do not need to do anything about this, but please just be aware that the amount reimbursed may be slightly different.

#### **5. Returning from your mobility**

The completion of your mobility will contribute significantly to your own work, the experience of your students and colleagues, the objectives of ERASMUS and the university's internationalisation strategy. **Congratulations and thank you.**

As soon as your return date passes, you will receive an email from ERASMUS requesting that you complete an online report. **Please ensure that you complete this within 30 days.**

Please follow-up any developments on your return. Please contact the International Mobility Coordinator with any information on your experience, feedback and if there are any ideas for further collaboration with the host university/organisation.

You may have been given printed promotional material, perhaps by the International Office at your host university/organisation. If you do not need to keep this, please send via internal mail to International Experience, PNG008, St Johns Campus and it will be gratefully received.

Visual images that you have taken yourself are so important to our efforts to disseminate your experiences at a university/organisation abroad to other staff members and especially our students. Any information from our staff, particularly images or 'quotes' talking about various universities, are given utmost importance by students when choosing possible locations for their own 'international experience'. Please email any photographs or videos to [international-experience@worc.ac.uk](mailto:international-experience@worc.ac.uk).

On your return it will be very easy to slip into your usual work routine and forget about your mobility and its very positive implications! Please think about including details of it on your appraisal form, CV, web profile and so on.

### Questions

If you have any further questions or queries about this factsheet, please don't hesitate to contact either your school's International Lead or the International Mobility Coordinator directly.