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| ****ERASMUS STAFF MOBILITY - Training for HEI Staff at Enterprises and at HEI**** |

Staff members are selected by the sending higher education institution. Staff members shall submit to their institution a work plan agreed by the receiving enterprise/institution. The plan must consist of at least: overall aim and objectives, expected results from the training or learning activities to be carried out and an agenda of the mobility period. Staff members with special needs may apply for a specific grant after they had been selected for a mobility period.

**FAQ**

*1. What are Erasmus staff training (STT) visit to institutions of higher education/ enterprises?*

Faculty and staff personnel can spend time in Erasmus co-operating foreign higher education institution or enterprises for training purposes.

Activities may be varying: seminars, workshops, practical observation, conferences, workshops, etc.

Training visit takes place within the framework of a pre-agreed and approved work plan between the sending and host institutions, which indicates the overall purpose of the visit, learning tasks, planned learning outcomes and the period of training.

*2. Who can apply for an Erasmus STT?*

* Teaching staff (teachers, professors, associate professors, lecturers, teaching assistants);
* Research staff (senior researchers and senior scientists, researchers, junior researchers);
* Non-academic staff (administrative staff, education and training assistants and technical staff).

*3. In which countries STT can take place?*

EU member states and countries participating in the Erasmus program, the: Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Greece, Spain, Italy, United Kingdom, Cyprus, Latvia, Poland, Luxembourg, Malta, Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Hungary, Germany, as well as Iceland, Norway, Liechtenstein, Switzerland, Turkey.

*4. How to find the host institution?*

Erasmus STT can take place in foreign higher education institutions holding an Erasmus Charter. We recommend that you go into the higher education institutions with which the University is cooperating in an Erasmus student and teacher exchanges.

Staff members that wish to go for staff training to foreign higher education institutions organize the program and other details of the visit on their own.

*5. What is the duration an Erasmus STT?*

Under the Erasmus programme a training visit can last from one week to six weeks. In view of the actual funding levels, the recommended duration of an Erasmus study visit is one week (five working days and 2 days of arrival / departure).

*6. What are the financial terms for Erasmus STT?*

Erasmus study visit expenses (travel, accommodation and insurance costs, per diem) are covered by the Erasmus program funds administered by the International Relations Unit.

*7. What do I have to do to go apply for an Erasmus STT?*

* Staff representative who wish to leave for an Erasmus training visit have to contact their Departmental Erasmus coordinator or administrative head of department and inform about preliminary time of the visit, the institution in which the training will take place, and their e-mail address.
* Departmental Erasmus coordinators or administrative heads nominate the staff that wants to leave for training visits with the Erasmus institutional coordinator.
* The Institutional Erasmus Coordinator confirms whether the staff representatives designated for training visit will receive funding.
* Upon receipt of the approval for funding from the institutional Erasmus coordinator, staff member arranges the specific dates of the visit, the work program and other documents required for Erasmus training visit with the host institution.

*8. Are there priorities?*

Preference is given to staff,

* That provides detailed and specific interests of the department's strategic plans and corresponding work program;
* During the visit, development of new study materials is planned;
* During the visit the expansion of EHU and foreign higher education institutions and department’s cooperation or developing contacts for future cooperation projects is planned.