## Erasmus+ Staff Training Mobility Fund

**2022-23**



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| This application form must be used for all applications to the Erasmus+ Staff Training Mobility Fund. The language used, content requested and the format of the application documentation are mostly the requirements of the European Commission. There are three parts to the application and all must be completed before submission: * Application Form (pages 1-2)
* Training Programme (pages 3-4)
* Training Mobility Agreement (pages 5-8)

Your application must have been signed by all parties (we are not able to permit e-signatures), including the host institution prior to submission. Sections marked with \* indicate information required by the funder and must be completed. Applications which are not fully and accurately completed will not be sent to the committee for review. Please direct any enquiries to GlobalStaffMobility@bournemouth.ac.uk Summary of requirements for the training programme:* Mobility must be completed and all expenses claimed for before 26.5.23
* Minimum of 2 days, maximum of 5 days training.
* Plus up to two travel days.
* Minimum of 8 hours of training per week/part of a week.
* Training programme must be submitted which specifies the content of what will be undertaken, the expected results, the objectives of the mobility and the added value of the mobility.
* The training programme must be endorsed by both the home and host institution before being submitted.
* A Certificate of Attendance is required for funding purposes.
* Please also be aware that if you have previously received an Erasmus+ award and have not submitted an end of award report on time, or have not completed the project without obtaining our permission immediately, you will automatically be rejected at pre-screening, regardless of whether your application meets the eligibility requirements.
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| **PERSONAL DETAILS**  |
| **\*This information is required by the European Commission but will NOT be sent to the Committee for review with your application** |
| **Seniority Level\*** | Junior (approx.. <10yrs experience) / Intermediate (approx.. >10 and <20 yrs experience) / Senior (> 20yrs experience) (delete as appropriate) |
| **Age \*** |  |
| **Date of birth \*** |  |
| **Gender \*** | Male/Female/Undefined (delete as appropriate) |
| **Nationality\*** |  |
| **BU Employee number** |  |
| **BU Email** |  |

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| **PART ONE: APPLICATION FORM** |
| **Section 1. Personal details** |
| **Name**  |  |
| **Faculty** |  |
| **Position at BU** |  |
| **Employment Status** |  |
| **Have you received Erasmus+ Staff Mobility funding previously? *(provide details)*** |  |
| **Section 2. Visit details** |
| **Does BU have an existing agreement with the host institution?**  | *This is not a pre-requisite for Training Mobilities* |
| **Benefit of your proposal to BU2025** |  |
| **Section 3. Breakdown of Costs** |
| Entering your budget: **Please consult the Fund Guidance document for the permitted rates** Double click on the spreadsheet to activate it. Enter your figures in columns B & C. When finished, click in cell A1 then click elsewhere in the document to return to the Word document. Note that all Erasmus+ figures are Euros, not GBP. .  |
| **Section 4. Signature of BU line manager.** *(Applications are deemed incomplete if this signature is missing).*  |
| **Name** |  |
| **Signature and date** |  |
| **PART TWO: TRAINING PROGRAMME** |
| **1. Host organisation**  |
| **Host name (and Erasmus ID code of university)** |  |
| **Host institution country code** | (*country codes available at*: <https://www.iso.org/obp/ui/#search>) |
| **Host department and address** |  |
| **Host contact name, position and email/phone** |  |
| **Language of organisation/institution** |  |
| **Size of enterprise (if applicable)** | Less than 250 employees/ More than 250 employees (delete as appropriate) |
| **Number of training hours** | *(must be a minimum of 8 hours)* |
| **Number of training days** (this should be excluding travel days) |  |
| **Dates of training activity** (this should be excluding travel days) | Start: Click here to enter a date. | End: Click here to enter a date. |
| **Dates of travel days** (travel days must be directly before and/or directly after participating in training activities. If you are participating in training activities on the same day as travelling, you are not entitled to a travel day) | Travel Date (Outgoing): Click here to enter a date. | Travel Date (Incoming) Click here to enter a date. |
| **2. Training programme details** |
| **Purpose of training visit** |  |
| **Activities to be carried out** |  |
| **Training activity to develop pedagogical and/or curriculum design skills** | *Yes/No (delete as appropriate)* |
| **Overall objectives of programme** |  |
| **Expected outcomes and impact**  | *(e.g. on the professional development of the staff member at both institutions/ organisations)* |
| **Added value of the mobility**  | *(e.g. in the context of the modernisation and internationalisation strategies of the institutions/ organisations involved)* |
| **3. Signatures** * This section is to be signed by you and the host university; signatures may scanned or original copies of physical signatures, or digital.
* By signing this document, the staff member, the sending institution and the receiving institution confirm that they approve the proposed mobility agreement.
* The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.
* The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.
* The staff member and the sending institution commit to the requirements set out in the grant agreement signed between them.
* The staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.
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| **Host organisation name**  |  |
| **Contact name & position at host organisation** | Name:Signature:Date:  |
| **Name and signature of BU staff member** *(to signify that you formally accept the Erasmus grant and all the obligations connected with this)* | Name:Signature:Date: |
| **Sending Institution** | Name: Bournemouth UniversityAddress: Fern Barrow, Poole, Dorset, BH12 5BB, Country: UKErasmus code: UK POOLE01Contact person, name and position:Elaine Asbridge/Victoria Smith, Global Engagement Staff Mobility CoordinatorFaculty/Department: Global EngagementContact person, email and phone: GlobalStaffMobility@bournemouth.ac.uk, 01202 966733 |
| **Name and signature of sending institution representative (Global Engagement Staff Mobility Coordinator)** | Name:Signature:  Date: |

The information that you provide in this form is required in relation to Erasmus+ grant funding provided by the European Commission and will be shared with the European Commission and the British Council, as the National Agency for the UK, and will be held in accordance with European Commission Erasmus Regulations and relevant UK Data Protection laws. You can find out more about UK Data Protection legislation and how BU processes personal data on our [Data Protection and Privacy page](https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/student-privacy-notice/retention-how-long-will-we-keep-your-data), and via our [BU staff privacy notice](https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-applicants-privacy-noticehttps%3A/www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-applicants-privacy-notice)which details how we store and use information about our staff.

GfNA-II.8 – E&T except HE Partner Countries - Grant agreement- Teaching and training –2020

**Grant agreement model for Erasmus+ staff mobility for teaching and training**

Bournemouth University Higher Education Corporation.

Erasmus Code: UK POOLE01

Address: Talbot Campus, Fern Barrow, Poole, Dorset BH12 5BB

Called hereafter "the institution", represented for the purposes of signature of this agreement by Elaine Asbridge/Victoria Smith, Global Engagement Staff Mobility Coordinator of the one part, and

Key Action 1 – HIGHER EDUCATION

Dr/Mr/Mrs/Ms [Participant name(s) and forename(s)]

Seniority in the position: Nationality:

Address: [official address in full] Department/unit:

Phone: E-mail:

Sex: [M/F/Undefined] Academic year: 2022/23

Participant with: [x] a financial support from Erasmus+ EU funds
[ ]  a zero-grant

[ ] a financial support from Erasmus+ EU funds combined with zero-grant

The financial support includes: [ ] special needs support

Bank account where the financial support should be paid:

Bank account holder (if different than participant):

Bank name:

Sort code: Account number:

Why ‘if applicable » does it mean that the money can be paid in « cash » ?

Called hereafter “the participant”, of the other part,

Called hereafter ‘’the participant’’, of the other part,

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I Key Action 1 – HIGHER EDUCATION

 Staff Mobility Agreement

Annex II General Conditions

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The institution shall provide support to the participant for undertaking a mobility activity for training under the Erasmus+ Programme.

1.2 The participant accepts the financial support or the provision of services as specified in article 3 and undertakes to carry out the mobility activity for training as described in Annex I.

1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The mobility period shall start on [date] and end on [date]. The start and the end date of the mobility period shall be the first day that the participant needs to be present at the receiving institution/organisation and the end date shall be the last day the participant needs to be present at the receiving institution/organisation.

One day for travel before the first day of the activity abroad [and/or] one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support.

2.3 The participant shall receive support from Erasmus+ EU funds for […] days of training activity and […] days for travel.

2.4 The total duration of the mobility period, shall not exceed five days plus up to two travel days with a minimum of 2 consecutive days per mobility activity.

 The participant shall train for a total of […] hours in [...] days].

2.5 The participant may submit any request concerning the extension of the mobility period within the limit set out in article 2.4. If the institution agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

2.6 The Certificate of Attendance shall provide the effective start and end dates of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

3.1 The institution shall provide the participant with travel and individual support in the form of direct provision of the required travel and individual support services. In such case, the beneficiary shall ensure that the provision of services will meet the necessary quality and safety standards.

3.2 The reimbursement of costs incurred in connection with special needs or expensive travel costs when applicable, shall be based on the supporting documents provided by the participant.

3.3 The financial support may not be used to cover costs already funded by EU funds.

3.4 Notwithstanding Article 3.3, the financial support is compatible with any other source of funding.

3.5 The financial support or part of it shall be recovered if the participant does not carry out the mobility in compliance with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the sending institution and accepted by the NA.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.3 The participant must provide proof of the actual dates of start and end of the mobility period, based on a certificate of attendance provided by the receiving organisation.

ARTICLE 5 – EU SURVEY

5.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

5.2 Participants who fail to complete and submit the online EU Survey may be required by their institution to partially or fully reimburse the financial support received.

ARTICLE 6 – LAW APPLICABLE AND COMPETENT COURT

6.1 The Agreement is governed by England & Wales.

6.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant For the institution

[name(s) / forename(s)] [name(s)/ forename(s) / function]

[signature] [signature]

Done at [place], [date] Done at [place], [date]

**Annex I**

Key Action 1 – HIGHER EDUCATION

**Staff Mobility Agreement**

**See Part 2 Training Programme**

 **Annex II**

 **GENERAL CONDITIONS**

**Article 1: Liability**

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of United Kingdom, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of United Kingdom or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

**Article 2: Termination of the agreement**

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid except if agreed differently with the sending organisation.

In case of termination by the participant due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2. Any remaining funds shall have to be refunded except if agreed differently with the sending organisation.

**Article 3: Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the Information Commissioner’s Office with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**Article 4: Checks and Audits**

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of United Kingdom or by any other outside body authorised by the European Commission or the National Agency of United Kingdom to check that the mobility period and the provisions of the agreement are being properly implemented.