

Staff Mobility for Training – mobility and grant agreements guidance notes

Please find attached the grant agreement and mobility agreement for training 2014-15.

All university staff who participate in Erasmus staff mobility for training must use this form to record information about their stay.

Your Erasmus+ funding depends on the form being completed correctly.

A. How to complete the form

The form consists of 2 sections, the grant agreement and the mobility agreement. Please ensure you fill in **both** sections before you leave Cambridge.

B. Before you leave Cambridge

1.) **Complete the grant agreement**

Any section highlighted as green needs to be filled in by the member of staff.

For “Seniority in the position” select from:

- Junior (approx. < 10 years of experience),
- Intermediate (approx. > 10 and < 20 years of experience)
- or Senior (approx. > 20 years of experience).

At **2.2** enter the dates you will be arriving at the institution or organisation - not the dates you will be travelling. Please delete institution / organisation as appropriate.

At **2.3** please enter the appropriate number of days you will receive financial support from EU funds for:

- If you're receiving a mobility grant then enter the number of days you're receiving the grant for (this should be equal to the mobility period).
- If you're receiving a mobility grant combined with zero-grant days then just include the number of days you're receiving a grant for.
- If you're receiving a zero-grant for the entire period (ie. Not receiving any Erasmus funding) then enter **0 days**.

At **3.1** please delete institution / organisation as appropriate.

Under **Article 6 For the participant** please insert your surname, forename, sign, date and enter “Cambridge” as the location.

A colleague from the International Student Team will fill out the section **For the institution**.

2.) **Complete the mobility agreement [Staff Mobility for Training]**

At **c)** for “Seniority” select from:

- Junior (approx. < 10 years of experience),

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- Intermediate (approx. > 10 and < 20 years of experience)
- or Senior (approx. > 20 years of experience).

At **e)** please insert the country that issues your ID card and/or passport.

At **m)** please ask the receiving institution for their Erasmus code and enter it.

At **q)** you can obtain this information by visiting

http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

At **r)** the enterprise should be defined as:

- small (1 – 50)
- medium (51 – 250)
- large (>251)

Under the proposed mobility programme please fill in the dates of your planned training activity period and fill in the table describing mobility objectives, value, activities, and expected outcomes and impact.

The form then needs to be signed on the final page by you under **staff member**.

Pass the form on to the International Student Team who will sign under **sending institution / enterprise**.

C. Once you have arrived at your host organisation

The receiving institution needs to sign the final page of the mobility agreement under **receiving institution**.

General advice

Please ensure that you fill in the mobility and grant agreements correctly and that you update them, if necessary.

The rules governing Learning Agreements and the return of transcripts are the responsibility of the British Council, which is the UK national agency for Erasmus+.

The University is obliged to administer the scheme according to the rules that are laid down.