

Erasmus+ staff mobility

The Erasmus+ programme is the European Union's funding programme for education, training, youth and sport. It is the largest and most successful exchange programme in the world supporting student and staff mobility.

The main objectives of the programme are:

- Boosting skills and employability
- Modernising education, training and youth work across Europe
- Improving opportunities for young people

Erasmus funding comes from the European Commission and is administered by the UK National Agency which is a partnership of the British Council and Ecorys UK. Following the Brexit, although the UK is no longer associated to Erasmus, all grant already awarded are still available and at Regent's that means that we can support students and staff with the Erasmus funding until the end of May 2023.

Erasmus+ at Regent's is managed by the International Partnerships team, with the Partnerships Officer to assist with any Erasmus related matters. Any enquiries should be submitted to erasmus@regents.ac.uk

Regent's University London is committed to supporting members of staff in their professional development and to promote opportunities for all staff. The Erasmus+ programme can assist with this by providing funding to support short-term staff mobility for the purposes of teaching and training at institutions across our Erasmus+ network and beyond, within wider Europe. We also welcome colleagues from our current and future partners willing to spend their Erasmus mobility at Regent's.

Our International Partnerships Team looks also after non-Erasmus international visits. For more information please refer to our [website](#) or contact us on studyabroad@regents.ac.uk

Outgoing staff from Regent's

All Regent's employees are encouraged to consider undertaking Erasmus+ mobility and spend at least two days abroad either teaching or training. The funding is available to both academic and professional members of staff.

The list of Erasmus Programme Countries staff can visit with the support of funding can be found on the [Erasmus+ website](#).

Staff mobility is expected to contribute to the overall priorities of Erasmus+, the EU Agenda for Modernisation of Higher Education and the individual HEI's international strategy, as summarised in the [ECHE](#) Staff mobility is therefore not solely intended to be for the benefit or career development of the individual member of staff.

Eligibility criteria

- To be eligible for funding, staff must be employed by Regent's University London and successfully passed their probation

- The minimum duration for mobility is two days and the maximum - two months
- Staff on teaching placements is expected to deliver a minimum of 8 teaching hours per week during the mobility
- Staff on training placements is expected to attend full-time
- All applications for Erasmus+ staff mobilities must be approved by line managers (and Directors of Content for academic staff)

Selection criteria

All applications for the Erasmus grant are assessed by the selection panel formed of Director of International Partnerships, HR Representative, and Partnerships Officer against the following criteria:

- Priority is given to the first-time mobility participants who haven't benefited from the programme before, in line with equal opportunities and widening of participation
- Staff from departments underrepresented in the Erasmus+ participation will be given priority
- Priority will be also given to staff applying for funding to visit an institution of strategic importance to Regent's in line with the University Internationalisation Strategy
- Staff must be willing to contribute to the overall objectives of the Erasmus+ programme and the international strategy of Regent's University London
- Staff should try to combine the mobility with the opportunity to visit Regent's students currently on their Study Period Abroad (SPA) or work placements
- Staff should demonstrate a commitment to promoting the Erasmus+ programme to both students and other colleagues at Regent's
- Staff should demonstrate their willingness to share their experience with colleagues at Regent's and draw a plan of disseminating the learning outcomes of their mobility upon their return

There are two internal application **deadlines** for staff to apply for the Erasmus funding: January and October. We run information sessions to promote the opportunities prior to those dates but we are also happy to advise on individual cases throughout the year.

Eligible activities

- **Teaching mobility:** this activity allows Regent's teaching staff to teach at a partner institution abroad. Staff mobility for teaching can be in any subject area / academic discipline. Please refer to the list of [Regent's partners](#) when considering your teaching mobility destinations
- **Training mobility:** this activity supports the professional development of both teaching and professional services staff in the form of training abroad (e.g. international week BUT

excluding conference), job shadowing, observation, attendance at workshop, courses, training at a partner institution, or at another relevant organisation abroad. This may be for transfer of knowledge and good practice, to learn from shared experience, acquire practical skills or to discover new ideas for teaching and learning. One of the websites to look at while researching your options, particularly if looking for international staff week programmes is the European Commission's [IMOTION](#)

For detailed information about the application process and to access an application form, email erasmus@regents.ac.uk.

Staff Mobility Grants

Members of staff undertaking the Erasmus+ mobility are supported by the Erasmus+ grant. The grant is made up of two parts: travel and subsistence:

- **The travel grant:**
 - Covers expenditure used to get you from your door to your accommodation in the host city (e.g. Heathrow express, taxi from airport to host city accommodation) and back again
 - Travel is calculated on the distance travelled and must be calculated using the distance calculator provided by the [European Commission](#)
 - Travel grant for 2019/20:

Travel distances*	Amount
Between 10 and 99 KM:	€20 per participant
Between 100 and 499 KM:	€180 per participant
Between 500 and 1999 KM:	€275 per participant
Between 2000 and 2999 KM:	€360 per participant
Between 3000 and 3999 KM:	€530 per participant
Between 4000 and 7999 KM:	€820 per participant
8000 KM or more:	€1500 per participant

*NB: the 'travel distance' represents the distance between the place of origin and the venue, whereas the 'amount' covers the contribution to the travel both to and from the venue.

▪ **The subsistence grant:**

- Covers accommodation costs, meals and any local travel that takes place during the mobility
- Grants for subsistence will depend on the country visited.
- Subsistence grant rates for 2019/20

Receiving Country	Daily subsistence rates per day in EURO
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, UK, Liechtenstein, Norway	€180
Austria, Belgium, Germany, France, Italy, Greece, Spain, Cyprus, Netherlands, Malta, Portugal	€160
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Serbia, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	€140

Travel days are not included in the calculation of minimum duration. Staff may be paid subsistence for one travel day before the mobility period begins and one day after the period provided that this is reasonable. Both travel and accommodation are arranged and covered by

Regent's prior to any staff mobility. Grants are finalised on return once mobility is completed.

Regent's University London pays against receipted expenditure on the condition that the payment is reasonable, in line with the University Expenses Policy, and does not exceed the maximum amount specified in the individual Grant Agreement. Higher education student and staff grant rates are published on the Erasmus+ website [here](#)

▪ **Special Needs Grants for Staff**

Additional grants are available for staff with special needs wishing to participate in Erasmus+ and where participation would not be possible without extra financial support. The allowances are offered when special needs lead to additional mobility costs which exceed the maximum grant allocations allowed and which cannot be recovered from other sources. The grant covers approved actual costs.

Invited staff

Erasmus+ funding allows also Regent's to invite staff from any public or private organisation active in the labour market or in the fields of education, training and youth to teach or deliver a training at our University. Our team manages the mobility and the grant.

Resources

- Regent's [Erasmus Policy Statement](#)
- Regent's [Erasmus Charter](#)
- [Erasmus+ website](#)
- [European Commission's Erasmus+ website](#)