Erasmus Staff Mobility

Erasmus is the European Commission’s flagship educational programme for Higher Education students, teachers, and institutions and was introduced with the aim of increasing student mobility within Europe.

Erasmus funding is not only available for students but for staff as well. If you are a member of academic teaching staff employed by the University of Oxford you may be eligible for funding to teach at another institution that participates in Erasmus. Please see below for outline information.

If your department/faculty is interested in participating in Erasmus Staff Mobility or you have any questions regarding the Erasmus programme in general please contact the University’s Erasmus Coordinator at erasmus@admin.ox.ac.uk or go to the Erasmus web site (http://www.ox.ac.uk/feesandfunding/ugcurrent/io/erasmus/) for further details.

Eligibility

1. Teaching staff must be employed by a Higher Education Institution (HEI) holding an Erasmus University Charter (EUC) and teaching must take place in an HEI holding an EUC.
2. To ensure the participation of the greatest possible number of teachers, priority must be given to teachers going abroad for the first time.
3. There is an obligation to deliver at least 5 hours of teaching (i.e. at least one day). A minimum duration of 5 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international academic life at the host institution. The maximum duration is 6 weeks.

Funding

1. Mobility grants for staff are provided as a contribution towards subsistence and travel.
2. Travel costs are calculated on the basis of receipted expenditure up to a maximum of €500.
3. Subsistence costs are calculated on a flat rate basis, depending on the country visited. (For example, the daily rate for someone teaching in France is currently €140 and the daily rate for someone teaching in Spain is currently €126).
4. Supplementary allowances may also be available for staff with special needs.

Paperwork/Requirements

1. A Bilateral Agreement between two institutions who hold an Erasmus University Charter needs to be in place by the summer before the academic year in which the staff teaching mobility is due to take place. Bilateral Agreements are Department/Faculty specific; however they can only be signed by the University’s Erasmus Coordinator.
2. Staff mobility may simply involve a member of teaching staff spending time at another institution; however a partner institution may also wish to send a member of staff to Oxford too. Staff would be treated as visitors of the department/faculty and the receiving department/faculty would be responsible for organising their teaching arrangements. Visiting academic staff would be responsible for their own accommodation and would claim Erasmus funding from their home institution.
3. During Michaelmas Term staff members wishing to apply for Erasmus funding are asked to return a completed Staff Teaching Mobility Agreement.
4. In advance of the mobility period staff members must also complete and return a Teaching Work Plan. This is approved by the Head of Department at each institution.

5. Upon return the staff member must submit a signed Certificate of Attendance, a Claim Form and receipts for their travel expenses and an online report form. Once all documents have been submitted the Erasmus funding is paid to the member of staff.