



# Erasmus+

# STAFF TRAINING (STT) HANDBOOK

## Information Guide to STT Mobility (2018/9)<sup>1</sup>

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<sup>1</sup> Co-funded by the European Union.

The Erasmus+ Staff Training Mobility (STT) programme provides a framework and financial contributions for staff at the University of Reading to undertake short periods of training at another HEI, research centre, organisation / enterprise in a country participating in the Erasmus+ programme.

## ELIGIBILITY

Erasmus+ grants for outward mobilities taking place up until 31 July 2019.

To be eligible to participate on the programme (and receive funds) participants must:

- Be an employee of the University of Reading at the time of the mobility.
- Have approval, in advance, from your Head of Department / School for the mobility to occur.
- Fulfil the requirements of the Erasmus+ programme, as indicated in this Guide and in the Erasmus+ contract.

Inter-institutional agreements between HEIs are not required in order for Training mobilities (it is only a requirement for Teaching Staff mobilities).

Applicants are only be considered to be an employee of the University of Reading if they are explicitly named in the University of Reading 2018/19 academic calendar as an employee of the University. If not, we will require a letter from Human Resources confirming the applicant's status as a bona fide member of staff at the time the mobility takes place.

## ELIGIBLE ACTIVITIES

As stipulated by the EU Commission:

*"...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 Erasmus+ Charter for Higher Education (ECHE). Staff mobility is therefore not solely intended to be for the benefit or career development of the individual member of staff..."*

Participants can go abroad and learn from the experiences and good practices of another institution / organisation via knowledge transfer, gaining practical / relevant skills, good practice / benchmarking, shared experiences, acquiring practical skills or discovering new ideas for Teaching and Learning which can transfer back to your current job at Reading.

Training events abroad may include job shadowing / observation, attendance at workshops, courses / training or Staff Mobility weeks etc. Attendance at conferences may occasionally be allowed if there is explicit evidence that the purpose is to acquire new skills and knowledge for the modernisation of the University, not to enhance the individual's career within a single field.

If you do not have an existing network you can tap into, you can:

- Check the EU iMOTION database for Staff Training weeks (<http://staffmobility.eu/staff-week-search>) and / or
- Register an interest via EU iMOTION to job shadow a colleague in another participating country (<http://staffmobility.eu/user/register>)

## DURATION OF MOBILITY

Mobility for training may be from two days to two months, excluding travel time. Additional travel days are not included in the calculation of minimum duration.

The Training Programme Agreement, completed before your participation, must explicitly confirm the details of the training activities to be carried out whilst abroad.

## FUNDING

### Subsistence

Mobility grants for staff are provided as contributions towards subsistence and travel incurred by participants on the programme, not necessarily covering all costs incurred.

Subsistence grants are dependent on the country of tuition and duration of Training programme.

RECEIVING COUNTRY	MAXIMUM FUNDING PER DAY (€ EURO AMOUNT)
Denmark, Finland, Iceland, Ireland, Luxembourg, Sweden, United Kingdom, 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, Slovakia, Slovenia, former Yugoslav Republic of Macedonia, Turkey	€140

ESAO may offer additional funding for travel days either side of the Training events, although not guaranteed.

The University of Reading **DOES NOT** operate a per diem policy and subsistence claims must always be based on actual expenditure supported by appropriate receipts. Details on how to claim will be provided upon return.

### Travel

Travel grants are calculated using the distance between Reading and the host institution (one-way):

FOR TRAVEL DISTANCES BETWEEN	MAXIMUM FUNDING PER PARTICIPANT
Between 10 and 99 Km	€20
100 - 499 km	€180
500- 1999 km	€275
2000-2999 km	€360
3000-3999 km	€530

4000-7999 km	€820
8000 km +	€1500

Additional funds are available, upon application, for staff who have Special needs. Enquiries should be made to the Erasmus & Study Abroad Office ([studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk)) in the first instance.

## APPLICATION FOR FUNDING

Applicants must submit the 'Application for Erasmus+ Staff Mobility funds' form to ESAO ([studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk)), endorsed by the Head of Department / School or Line Manager based on the information included in the application. If not approved / endorsed in some capacity, it will not be accepted. Email endorsement is acceptable.

### Deadlines

Anyone who wants to be assured of having the best chance of receiving funds should apply to the Erasmus & Study Abroad Office no later than **15 January 2019**.

Applications received after 15 January 2019 will be considered on a case-by-case basis, funding permitted. Staff can apply to participate multiple times during the academic year, although grants will be distributed according based on the following selection criteria:

PRIORITY	ACTIVITY
01.	Teaching / training activities at one of Reading's institution-wide partners: <ul style="list-style-type: none"> <li>▪ Aarhus (Denmark)</li> <li>▪ Tuebingen (Germany)</li> <li>▪ Uppsala (Sweden)</li> <li>▪ Ca' Foscari Venice (Italy)</li> </ul>
02.	Teaching / training activities which are 7 days or less in duration, including travel
03.	Teaching / training activities which combine a pre-agreed teaching programme with: <sup>2</sup> <ul style="list-style-type: none"> <li>▪ Pastoral visit to students currently on placement at that partner, and / or</li> <li>▪ Partner visit to a HEI in order to discuss ongoing arrangements for an existing student exchange partnership</li> </ul>

<sup>2</sup> Separate reports will be required to be supplied to ESAO regarding the additional activities, above and beyond the Erasmus+ requirements for the teaching / training mobility

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Teaching / training activities which will combine a pre-agreed teaching / training programme with discussions regarding a possible future student exchange partnerships within the School.

Thereafter funds will be awarded on a first-come, first served basis with a priority being given to first time Erasmus+ staff mobility participants.

Longer visits (10 days+, including travel days) will receive lower priority and / or will only be part funded in order that available funds can be distributed amongst more participants.

## NOTIFICATION OF DECISION

ESAO will email successful applicants post-submission of the application with details of the award and confirmation of requirements of participation. Funding is not actually guaranteed until all the relevant Erasmus+ requirements are completed.

The host institution is responsible for the quality of the mobility period.

The Sending School / Unit is expected to formally recognise the mobility – ESAO will write to the noted Line Manager confirming details / expectations.

## ERASMUS+ PRO FORMA REQUIREMENTS

Current T&Cs state that participants will be required to:

1. Complete / submit **Erasmus+ Mobility Grant Agreement** (i.e. contract) – wet signature required (signed dated in advance of mobility).
2. Complete / submit approved **STT Training Programme Agreement** (signed dated by all parties in advance of mobility).
3. Submit **Certificate of Attendance** (or similar, POST mobility) – confirming dates of participation
4. Complete **online Erasmus+ report form** (URL automatically generated by EU Mobility tool POST mobility)
5. Confirm **Receipt of Funds** (POST mobility)

Participants also need to claim the available contributory funds awarded.

**NB** – Grant Agreements and Training Programmes dated after the start of the mobility are deemed ineligible for funding by the National Agency – there can be no exceptions

## WITHDRAWALS

Once an application for funds has been made and accepted, the applicant is expected to participate unless bona fide and reasons are provided for withdrawal. Withdrawals should be made before the end of February 2019. Cancellations thereafter will affect future Erasmus+ Staff mobility grant awards and could lead to the School being liable to pay for any financial losses incurred by the University due to the cancellation of anticipated mobility (mobilities).

# INSURANCE

All members of University of Reading are expected to complete the online form at: [www.rdg.ac.uk/finance/opentoall/insurance/businesstravel.htm](http://www.rdg.ac.uk/finance/opentoall/insurance/businesstravel.htm) in order to be covered by University Insurance.

Expenses claims will be rejected by Finance / Procurement if the travel form has not been completed.

## BOOKINGS & EXPENSE CLAIMS

### Bookings

Participants should book and pay for flights, accommodation and personal expenses through their own School. This is to ensure that participants receive appropriate logistic assistance prior to travels, and that any personal reimbursements are processed quickly and efficiently upon return.

ESAO suggests that all expenditures incurred should be allocated to a School Project / Account code, and ESAO will recompense the School ASAP once the mobility had taken place and all Erasmus+ requirements / obligations have been met.

We strongly recommend that you liaise with your School Financial Executive Support Officer (or similar) at the earliest opportunity about your mobility and share this information with them.

### Expense Claims

All expenses are reimbursed retrospectively and this should be to the School / Department direct. We suggest:

1. Participants should book Flights and Accommodation via the School (where possible) - this is normally done via CTM (UoR recommended travel supplier). Costs should be placed to a School project / expenditure account code. Copies of receipts should be retained (in particular Flights).
2. Participants should retain copies of receipts for subsistence expenditures they intend to claim for both whilst travelling to / from host, and whilst in country participating on the Erasmus+ programme.
3. Participants should complete the standard online University expense claim form ASAP after completion of mobility – this is the same form that is required for all non-Erasmus+ expense claims.<sup>3</sup> Please consult with your School Financial Executive Support Officer (or similar) for further information regarding appropriate project / account codes to use.
4. Once the online expense claim has been processed and all personal expenditures incurred are reimbursed, the Participant (primarily) and / or the School Financial Executive Support Officer should make contact with ESAO to instigate the internal transfer of funds ([studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk) ; [c.p.knott@reading.ac.uk](mailto:c.p.knott@reading.ac.uk) ).
5. Assuming all forms have been submitted / completed, ESAO will send the Participant and the School Financial Executive Support Officer (or similar) a memo template that we ask is used to request an internal transfer of funds. This memo is extremely useful in the audit process. The memo requests the following information:
  - a. Overall amounts per Project / Account code
  - b. Relevant Transaction number
  - c. Copy of Flight receipt / invoice

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<sup>3</sup> Items can be uploaded into the system on a daily basis, however once claim covering all expenditures to be reimbursed should be submitted.

This memo text should be transferred onto Headed paper and signed by a representative of the School (ideally the School Financial Executive Support Officer – not the participant). A scanned copy should be emailed to [studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk); [c.p.knott@reading.ac.uk](mailto:c.p.knott@reading.ac.uk)), together with a copy of the flight invoice / e-ticket email.

6. ESAO will confirm that the expenditure is within the required spending limits and either process the internal transfer and / or query significant overspends.
7. School should receive no later than the end of the month.

## RECOGNITION OF MOBILITY

As part of the programme the University should ensure that recognition is given to those who have participated. Recognition can include (but is not limited to):

- Through the Department / School's performance management system,
- Recording the mobility via TRENT.
- Noting the mobility in any Department / School newsletters, or similar

It is recommended by the Erasmus+ programme that the participant should disseminate information to colleagues at the appropriate level within the University (Department, Faculty *etc*) about their mobilities. ESAO would welcome copies of any reports (or similar).

Please note however that ESAO will provide details (i.e. Names, Department / Schools, Destinations and Type of Mobility (teaching or training)) to Senior Management with responsibility / oversight for Global Engagement as well as the various committees ESAO report into – in particular information will be shared with the PVC Global Engagement, Deans Teaching & Learning (International) and Head of International Partnerships – so that they are fully aware of those individuals and School that have engaged with the Erasmus+ programme and are actively contributing to the University of Reading's Global Engagement activities.

For further information and / or clarification please contact the Erasmus & Study Abroad Office:

- Email: [studyabroad@reading.ac.uk](mailto:studyabroad@reading.ac.uk)
- Phone: +44 118 378 8323 / 8322