



The Sending Institution/Enterprise

Name: The Royal Conservatoire of Scotland
Size of enterprise: Large
Erasmus code: UK GLASGOW05
Department: School of Music or School of Drama, Dance, Production and Film
Address: 100 Renfrew Street, Glasgow, G2 3DB
Country: United Kingdom
Contact person name and position: Sarah Ward, Assistant Registrar (International and Student Experience)
Contact person email: international@rcs.ac.uk
Type of enterprise NACE code: P85 Education

Erasmus+ Programme

**2018/19 Staff Teaching Assignment (STA) Application / Higher Education
Mobility Agreement formⁱ**

All exchanges must take place during the period 1st June 2018 – 30th September 2019

All applications must be submitted to Sarah Ward, Assistant Registrar (International and Student Experience) as close to the start of the 2018/2019 academic year as possible. Applications are authorised by the Director on a first-come-first-served basis.

Staff mobility grants for Erasmus mobility are provided as *contributions* towards subsistence and travel and are paid as flat rates. Please note that no final reservations, payments or confirmations should be made until a staff member from the International and Student Experience team has issued further documents to confirm that your exchange may go ahead.

We take your privacy very seriously. Please find a copy of our Privacy Notice at: www.rcs.ac.uk/policy/privacy

The Teacher - Personal Details:

Last name: _____ First name: _____

Sex (M/F): _____ Email: _____

Nationality: _____ Department: _____

Seniority of Teaching staff member (please select):

Junior (<10 years of teaching experience)	<input type="checkbox"/>
Intermediate (Between 10 and 20 years of teaching experience)	<input type="checkbox"/>

Senior (>20 years of teaching experience)	<input type="checkbox"/>
---	--------------------------

The receiving (or host) institution and proposed exchange details:

Name of host institution: _____

Department: _____

Institutional Erasmus codeⁱⁱ: _____

Address: _____

Country: _____

Contact person name and position: _____

Contact person email: _____

Planned period of the teaching activity: From: _____ To: _____

Duration in days (excluding travel days - min two days, max two months): _____

- Additional day for travel needed directly before the first day of the teaching activity abroad
- Additional day for travel needed directly following the last day of the teaching activity abroad

Subject field: **0215 Music and Performing Arts**

Level of students to be taught (select the main one):

- Short cycle (EQF level 5)
- Bachelor (first cycle)
- Master (second cycle)
- Doctoral (third cycle)

Number of teaching hours (minimum 8): _____

Number of students at the host institution benefiting from the teaching programme: _____

Language of teaching/instruction: _____

Is this your first Erasmus teaching exchange? **Yes:**
No:

Do you intend to visit a Conservatoire student who is on an Erasmus exchange at your host institution (or in your host country?)

Yes

No

Overall objectives of the mobility. Please give details of why you are undertaking this teaching mobility, from both a personal and departmental perspective.

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the Conservatoire). Please state how this teaching mobility will be of benefit to the Conservatoire.

Content of the teaching programme. Please give as much detail as possible, including a teaching schedule if one is available.

Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions). Please state how you will disseminate your learning to your colleagues within the Conservatoire.

Commitment of the three parties

By signingⁱⁱⁱ this document, the teaching staff member, the sending institution/enterprise and the receiving (or host) 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 teaching 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 teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them. The teaching 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.

Upon return the teaching staff member will meet with his/her line manager to discuss the impact of the mobility and arrange, where possible, to deliver a presentation to other staff in their department. The teacher will inform the International and Student Experience team when this has taken place and submit the PowerPoint slides or equivalent.

The teacher:

Name: _____

Signature: _____ Date: _____

The sending institution/enterprise:

Name of the responsible person
(Director of Music or Director of DDPF): _____

Signature: _____ Date: _____

The receiving (or host) institution:

Name: _____

Signature: _____ Date: _____

Next steps for the teacher:

Your application will be submitted to the Director for approval after checks have been made by the Assistant Registrar (International & Student Experience) to ensure that there is sufficient budget for the mobility to take place. If the mobility is approved you will be informed by email and an information pack will be sent to your pigeon hole giving you further instructions. Please do not book any travel or accommodation until you have received this.

For office use only:

Check that there is sufficient budget available and the applicant has met the Erasmus+ regulations

If the application has **not** been approved please state the reasons here:

ⁱ In case the mobility combines teaching and training activities, this template should be used and adjusted to fit both activity types.

ⁱⁱ http://eacea.ec.europa.eu/llp/erasmus/documents/euc/euc_for_the_academic_year_2013_2014.pdf

ⁱⁱⁱ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of

attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.