

STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT 2018/19

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 2018/19 academic year as possible. Applications are authorised by the Academic Registrar on a first-come-first-served basis.

Staff grants for Erasmus mobility are provided as *contributions* towards subsistence and travel and are paid as flat rates in advance. You may find that the grant does not cover all your expenditure. In this case it is your responsibility to secure alternative funding or incur the additional costs yourself. Please note that no final reservations, payments or confirmations should be made until Sarah Ward, Assistant Registrar (International and Student Experience), has issued further documents to confirm that your exchange may go ahead.

Attendance at a conference *cannot* be funded via this project.

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

The Staff Member

Last name (s)		First name (s)	
Seniority ¹		Nationality ²	
Sex [M/F]		Academic year	2018/2019
E-mail			
Category of Staff	Continuing Education <input type="checkbox"/> Finance <input type="checkbox"/> General Admin and Technical Administration <input type="checkbox"/> International Office <input type="checkbox"/>		



	Other <input type="checkbox"/> Student Information <input type="checkbox"/> Academic Staff <input type="checkbox"/>
Type of Staff Training	Job Shadowing <input type="checkbox"/> Other <input type="checkbox"/> Training <input type="checkbox"/> Workshop <input type="checkbox"/>

Planned period of the training activity:

from _____ to _____ (day/month/year)

Duration (in days) _____ excluding travel days (minimum 2 days, maximum 2 months)

Additional day for travel needed directly before the first day of the training activity abroad

Additional day for travel needed directly following the last day of the training activity abroad

The Sending Institution

Name	Royal Conservatoire of Scotland	Department	Academic Administration and Support
Erasmus code ³ (if applicable)	UK GLASGOW05		
Address	100 Renfrew Street, Glasgow, G2 3DB	Country/ Country code ⁴	UK
Contact person name and position	Sarah Ward, Assistant Registrar (International and Student Experience)	Contact person e-mail / phone	international@rcs.ac.uk 0044 141 2708281

The Receiving Institution / Enterprise⁵

Name			
Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ⁶ (if applicable)	N/A	Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Language of training: _____

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



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

Activities to be carried out: Please give as much detail as possible of what duties you will undertake, including a training schedule if one is available.



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

COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the staff member, the sending institution and the receiving institution/enterprise 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 staff member. The 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 staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them. The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member

Name:

Signature:

Date:



The sending institution

Name of the responsible person: Suzanne Daly, Academic Registrar

Signature:

Date:

The receiving institution/enterprise

Name of the responsible person:

Signature:

Date:

Next steps for the staff member:

Your application should be submitted to International & Student Experience, AAS Office. It will be logged 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. Your form will be forwarded to the Academic Registrar for final approval. 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:

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries.

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.



⁵ All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

⁶ The top-level NACE sector codes are available at
http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁷ 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).