

Application Form for Erasmus+ Teaching Staff/ Staff Training or Combined mobility in 2023/2024

First & last name:	
Faculty + department:	
Type of mobility: Teaching (minimum 2 days & minimum 8 hours of teaching pr week) Training (minimum 2 days) Combined (minimum 2 days & minimum 4 hours of teaching pr week)	Please state if your mobility type is “Teaching”, “Training” or “Combined”:
Nationality:	
I have been on staff mobility before, please indicate when and where:	

Where / when is your mobility expected to take place?

Host country	Host institution	Department at host institution	Dates for the planned mobility (please give an estimate)

Guidelines for the Erasmus+ Teaching Staff or Staff Training mobility:

- The mobility can take place between **September 1st, 2023 and December 31st, 2024.**
- Duration of the mobility: Minimum 2 working days (excl. travel) and minimum 8 hours of teaching pr week for teaching staff (4 hours pr week for Combined Teaching & Training). Please note, we do not support long term stays, but we allocate grants for approximately 5-7 days to allow as many as possible to receive a grant.
- Before leaving, you must fill out a Teaching or Training Agreement which must be signed by the traveler, the host institution and lastly SDU International. You will receive the Teaching/Training Agreement if you are granted your mobility.
- After that, you will receive a Grant Agreement specifying the allocated amount.
- To travel within this programme, you must be employed at SDU. Ph.d. students can also apply, provided they have an SDU employment contract.
- Reimbursement of travel expenses follows the rules of both Erasmus+ & SDU’s internal rules for travel and is handled through your department/unit.
- Your Head of institute/department is asked to prioritize among the applicants if there are more applicants from the same institute/department.

I wish to do a staff mobility in 2023/2024 and I have read the guidelines for the mobility:

Name of Teaching or Training staff:

Date:	Name (<i>in block capitals</i>): Signature:
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Head of institute/department:

Date:	Name (<i>in block capitals</i>): Signature:
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Once filled out, please send this form to: staffmobility@sdu.dk