

Application Erasmus+ Staff teaching / training

BEFORE MOBILITY

1. Register your staff mobility for an Erasmus+ and mobility management information in [Mobility Online](#). Choose the right option:
 - **outgoing staff teaching Erasmus**
if you have an active role in the project/programme
 - **outgoing staff training Erasmus**
if it is staff exchange (in the knowledge exchange you are being trained)

Make sure you go through each step and page in this order. For some steps, this is important to get into the right funnel.

Click **continue** at the end of each page.

- 1 Application details
- 2 Personal data
- 3 Data concerning Fontys
- 4 Data concerning the training period
- 5 Proposed Mobility Programme
- 6 Contact details in case of emergency
- 7 Other information

2. Fill in your **personal data** and 2 travelling days.
3. Select **Cluster Technology**, two times, besides Fontys Hogeschool ICT.
Fill in my details as coordinator Erasmus applications at Fonty ICT. I will sign the Erasmus documents.

Marilyn Bailey – Study abroad advisor – m.bailey@fontys.nl – 0031 6 50242282

4. The regarding **PARTNER UNIVERSITY** should appear after selecting **COUNTRY**.
Further details:

Department/faculty:	< xxxxx >
Types of organisations:	Higher education institution (tertiary level)
NOTE:	
<most partner universities are with these details but please be aware to fill in the right ones>	
Public Body:	no
Non-Profit:	yes
Org employees below 250:	no
One way distance band:	< xxxxx > km

Contact person:	< xxxxx >
Position:	< xxxxx >
E-mail:	< xxxxx >
Phone:	< xxxxx >

5. Proposed **mobility programme**

First day:	< xxxxx >
Last day:	< xxxxx >
Duration:	< x > days
Subject field:	0610 Information and Communication Technologies
Study level:	Bachelor or equivalent
Categories of staff:	Academic staff
Type:	Teaching OR Training
Language:	English
Overall objectives:	< xxxxx >

You can fill in the following question for yourself or use this example.

Added value of the mobility:

< xxxxx >

Expected outcomes and impact:

< xxxxx >

Does your Staff Training contribute directly to the development of your Pedagogical skills?
YES OR NO

6. Contact details **in case of emergency**

Fill in your personal ICE contact details

APPLICATION ERASMUS SCHOLARSHIP FOR TRAINING

7. Ask for signatures of the responsible contact persons at Fontys ICT and receiving partner university and upload the **Mobility Agreement**, signed by three parties, in Mobility Online.
8. After upload of the Learning Agreement in MO you have to take care of the **Grant Agreement**:
 - fill in last details below signature
 - sign the Grant Agreement digitally or manually
 - upload this document in MO
9. Finish the risk analysis for the travel advice of country of your destination.
10. Fill out questions of **insurance**: just check the box, as insurance has been arranged by Fontys ICT for all participants of international projects.
11. Fill out **budget number**
 - Business unit **00029**
 - Kostenplaats/deelproject **A2905-102**
12. Fill out **foreign address**
 - Street: < xxxxx >
 - Additional address information: < xxxxx >
 - Post code: < xxxxx >
 - City: < xxxxx >

SHORTLY BEFORE THE END DATE OF YOUR TRAINING PERIOD

13. Fill out final **start and end date** (excl. travelling days)
< xxxxx >
14. Print/download **Certificate of Attendance**
Send your pdf to the responsible person at the partner university to sign.
15. After return with signature of the host university **sign the certificate of attendance** yourself and **upload in MO**.
16. Fill in **travelling days**
2
Apply for green travel: YES **OR** NO
17. Complete survey invitation EC (?) after return and confirm in MO.