



General Rules for Staff Training Mobility:

- Teaching and Non-Teaching staff participating in staff mobility shall be nationals of a country participating in the Erasmus+ or a national of another country employed or living in the participating country, under the conditions fixed by the participating country, taking into account the nature of the programme.
- In 2017-18 the participating countries are: 28 EU Member States, Iceland, Liechtenstein, Norway & Turkey.
- The staff involved in staff training shall be employed by an HEI holding an ECHE.
- The selection of the HEIs staff will be done by the sending HEI on the basis of a Training Programme agreed in advance by both the sending and the host institution or enterprise. persons to be awarded a grant for undergoing training will be selected on the basis of a "training programme" submitted by the applicant after consultation with the host. The essential elements shall be: objectives and added value of the mobility, expected results in terms of the additional expertise / competences to be acquired, activities to be carried out and if possible a programme of the period.
- The duration of the mobility shall be 5 working days. Stays shorter than 5 working days are allowed in the case of attendance of seminars and workshops . However, the applicant shall provide a justification in such cases with specific attention to the content and relevance for the staff concerned.
- To ensure the participation of the greatest possible number of staff priority shall be given to teachers/staff going abroad for the first time.
- Particular attention shall be paid to conflicts of interest for applicant staff dealing with the organisation of Erasmus mobility. Both the home institution and host institution/enterprise shall be responsible for the quality of the mobility period abroad

Financial Rules for Staff Training Mobility:

The beneficiary does not have to justify the costs incurred but has to be able to prove the reality of activities resulting into the entitlement to a specific grant amount (for example the number of days spent abroad determine the maximum amount to which one is entitled for the stay) by means of a Confirmation of Mobility Document, Training Programme & Final Report.

- Subsistence costs cover accommodation, meals, local travel, and the cost of telecommunications, including fax and Internet, insurance and all other sundries. TU Dublin subsistence rates do not apply.
- Travel costs are calculated taking into account the estimated (ex-ante) or actual (ex-post) costs of travel. They are paid on the basis of real costs.
- Staff members must provide the Exchange Coordinator with proof of expenditure for travel in the form of their air ticket and boarding passes. Copies of these will be required at Final Report stage for all travel undertaken.
- Staff are expected to travel by the most efficient and economic route.
- One day is meant to denote one day, with or without an overnight stay
- Weekends or holidays falling in the period of the stay abroad are not considered for support, unless they are used as working or travel days. If work is undertaken during holidays or weekend days the beneficiary must submit proof of activity on these days (e.g. travel tickets, certificate of attendance, etc)
- Staff to be awarded a grant for undergoing training will be selected on the basis of a "training programme" (see below) submitted by the applicant after consultation with the host.
- The programme of the person shall demonstrate that there have been activities linked to the mobility from **Monday morning to Friday evening**.