



### General Rules for Teaching Mobility :

1. 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.
2. In 2017-18 the participating countries are: 28 EU Member States, Iceland, Liechtenstein, Norway, & Turkey.
3. Particular attention shall be paid to potential conflicts of interest for applicant staff dealing with Erasmus+ mobility.
4. Retrospective applications may not be considered.
5. The host Higher Education Institution (HEI) must be the holder of an ECHE. This can be checked at: [https://eacea.ec.europa.eu/erasmus-plus/selection-results/erasmus-charter-for-higher-education-2014-2020-selection-2014\\_en](https://eacea.ec.europa.eu/erasmus-plus/selection-results/erasmus-charter-for-higher-education-2014-2020-selection-2014_en)
6. Mobility between HEI to be carried out is based on inter-institutional agreements.
7. Teaching staff shall be employed by an HEI holding an EUC or by an eligible enterprise.
8. Teachers will be required to provide a short Teaching Programme of lectures to be delivered which has been agreed in advance by the partner HEI. Persons to be awarded a grant for a teaching assignment will be selected on the basis of this Teaching Programme. Therefore applications cannot be considered without a completed and signed teaching plan.
9. There is an obligation to deliver at least 8 hours of teaching (i.e. at least one day). A minimum duration of 5 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international academic life at the host institution. Shorter periods shall be exceptional and can only be approved by the NA.
10. To ensure the participation of the greatest possible number of teachers priority shall be given to teachers going abroad for the first time.
11. The NA may limit the number of staff mobility periods per teacher or other staff within a given time frame.

## Financial rules for teaching 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.

1. Subsistence costs cover accommodation, meals, local travel, and the cost of telecommunications, including fax and Internet, insurance and all other sundries. Normal TU Dublin subsistence rates do not apply.
2. 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. Teachers and 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.
3. Teachers are expected to travel by the most efficient and economic route.
4. One day is meant to denote one day, with or without an overnight stay
5. 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)
6. The programme of the person shall demonstrate that there have been activities linked to the mobility from **Monday morning to Friday evening**.