

**ERASMUS+ PROGRAM
STAFF MOBILITY FOR TEACHING OR COMBINED TEACHING AND
TRAINING
PARTICIPATION PROCEDURE**

The Erasmus teaching exchanges of the academic year 2023-2024 can take place until the spring semester 2023-2024.

Exchange for teaching or for combined teaching and training

The minimum duration of an exchange for teaching or for combined teaching and training is 2 working days excluding travel days and 8 teaching hours for teaching and 4 hours for training in the case of combined mobility for teaching and education. The maximum duration that can be financed is 5 days of teaching or teaching and training and 2 days of travel 1 before and 1 after the activity of teaching or combined teaching and training.

Exchange funding including a daily allowance depending on the country of destination and a travel allowance determined by the distance in kilometres between the sending and receiving universities.

A necessary condition for carrying out an Erasmus+ Teaching Mission is to have a signed Erasmus+ Interuniversity Agreement that is valid during the time of the visit and that the Department to which the academic concerned belongs.

The list of Departmental Agreements can be found at the following link:

<https://www.ucy.ac.cy/ir/2023-2024/>

Members of the academic staff of the University of Cyprus who are interested in moving within the framework of the Erasmus+ Staff Mobility Program during the academic year 2023-2024 should follow the procedure mentioned below.

STEP 1 - APPLICATION SUBMISSION

The interested Academics should first obtain written pre-approval from the host university and then complete their application in the UCY Mobility Portal, located at the following link, by Log in with the username and password of the UCY, creating a new request for teaching.

www.ucy.ac.cy/mobility

In the application they should upload in pdf format the approval from the host university for the lectures they will give or the lectures they will give and the training program they will follow.

The acceptance should show all the details of the lectures to be held at the host university such as dates and times of the lectures, level of study of the students to be taught and the titles of the lectures. The 8 teaching hours in the case of exchange for teaching and the 4 hours of lectures and 4 hours of training in the case of combined mobility for teaching and training should be clearly visible.

The application is approved for submission to the system by the President of the respective department.

STEP 2 - REVIEW AND SELECTION OF APPLICATIONS FOR FUNDING

The review and selection of applications for participation and funding is done by the International Relations Committee based on pre-determined selection criteria. Applications from Visiting Professors and Special Educational Staff are accepted but have a lower priority. Priority is also given to the applications of Academics who have not taken part in the Program in the previous 3 years.

STEP 3 - PREPARATION OF MOBILITY DOCUMENT

When and if an Academic is approved for participation by the International Relations Committee, they are informed accordingly and should, with the cooperation of the host organization, prepare the "Mobility Agreement for Teaching" form or the Mobility Agreement for Teaching and Training Form. This form includes all the details of the lectures and training to be given and should be signed by the 3 parties concerned (participant/host, Chair of the UCY department, Chair of the department or other responsible person at the host university).

This form is part of the Erasmus funding contract that will be signed between the academic and the UCY for the payment of the Erasmus grant.

STEP 4 PREPARATION AND SIGNING OF ERASMUS FUNDING AGREEMENT

Each academician who is approved must, before his departure, sign a Grant Agreement with the University of Cyprus for Erasmus funding. To do this, he will have to send to the Mobility Office of the International Relations Service (IRS), the payment receipt and a copy of the air ticket with which he will travel as well as a reservation for accommodation where the costs for all days can be clearly seen.

Along with contract, the academician will receive other forms which he will have to fill out and return to the above office upon his return to Cyprus.

The payment of the sponsorship is made by transferring money to a bank account (it is possible to pay an advance payment of 70% before departure) or after the return of the Academician to Cyprus (100%) and the submission of the necessary certificates.

STEP 5 - RETURN TO CYPRUS AND SUBMIT RELEVANT CERTIFICATES

The forms that Academicians should submit to the Mobility Office upon their return to Cyprus in order to complete their exchange are the following:

- A certificate from the host institution duly signed and stamped certifying the exact dates of the visit and an official program of the lectures or lectures and the training program with days and times of their implementation.
- Mobility Report
- Electronic Report of the EU (EU Survey)
- Airline ticket, original boarding passes, proof of residence and other proofs (transportation and food) which IPED requires to justify the funding.

For any other information or clarifications, those interested can contact the Mobility office (IRS), phone number 22894281/3141,
e- mail: zeniyou.emma@ucy.ac.cy , tsindas.andreas@ucy.ac.cy

FUNDING

The funding given consists of a) the daily allowance for the days of teaching or teaching and training plus travel as specified above and b) the allowance to cover travel expenses (air ticket, transfers to and from the airport, bus tickets or trains) based on the distance in kilometres between the sending and receiving universities.

Table 1 shows how the daily allowance is distributed according to the cost of accommodation for the Erasmus+ 2022 Project.

Table 2 shows the travel allowance set by the EU for the Erasmus+ Scheme 2022.

Table 3 calculates the 60% and the 40% of the maximum amount of daily compensation (allowance for accommodation, food, and transport within the city)

If the daily cost of accommodation is greater than or equal to 60% of the maximum daily allowance, then 100% of the amount is given which is the maximum set by the EU.

If the daily cost of accommodation is less than 60% then the amount given is the actual daily cost of accommodation plus 40% of the maximum amount of daily compensation set by the EU.

If there are no accommodation costs at all then the minimum daily allowance set by the EU is given.

The funding given is considered co-funding and not covering all expenses of each visit.