

STAFF MOBILITY – INFORMATION

Staff mobility is undoubtedly a very important part of the **internationalisation process** of our institution. So far, 35 professors of the CSMA have stayed in diverse European institutions and 34 have visited our Conservatory, within the framework of the Erasmus+ Programme. Applications **are more numerous each year**, making it possible a **greater diversity** and **enriching the exchange of** perspectives and learning and teaching methods.

→ FOR TEACHING

Staff mobility for teaching may be related to **any subject/academic topic** and allows for the **teaching staff of any Higher Education European Institution** to teach in an associated Higher Education centre abroad. Mobility must take place in **one of the countries from the program other** than the country where the sending organization is located. The duration for these activities may vary from **2 days to 2 months**, excluding time spent travelling. In every case, the duration of teaching activities must be of **minimum 8 teaching hours per week**.

→ The selection of **participants** corresponds to the **sending Higher Education Institution**.

→ FOR TRAINING

These activities make possible the **professional development of teaching and non-teaching staff** of a European Higher Education Institution, by means of **training actions** abroad (**learning by observation**, training periods, etc.) in a different Higher Education Institution that has been awarded the ECHE letter. Mobility must take place in **one of the countries from the program other** than the country where the sending organization is located. The duration for these activities may vary from **2 days to 2 months**, excluding time spent travelling. In every case, the duration of training activities must be of **minimum 8 hours per week**.

→ The selection of **participants** corresponds to the **sending Higher Education Institution**.

The receiving organisation must be:

- A **HEI with an ECHE**, or
- **Any public or private organisation, that is active** in the work market or the areas of education, training or youth.

REQUIRED DOCUMENTS

You can download **all the documents** required for your application, or get more information here.

- **Application form**
- **Mobility agreement**
- **Certificate of Attendance**

FINANCIAL ASSISTANCES

Maximum covered: 5 days

- Travel allowance **you can check the amount given depending on distances with this calculator:**
http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_es
- Living expenses allowance **depending on duration and country of destination** (see attached table)
- 1-14 days of the activity: 100% of amount. 15-60 days 70%
- Staff **with disabilities:** According to the procedure established by the OAPEE

Group 1	Denmark, Finland Ireland, Iceland, Liechtenstein, Luxembourg, Norway, United Kingdom and Sweden	120€ / day
Group 2	Germany, Austria, Belgium, Cyprus, Spain, France, Greece, Italy, Malta, the Netherlands and Portugal	€105 / day
Group 3	Former Yugoslav Republic of Macedonia, Bulgaria, Croatia, Slovakia, Slovenia, Estonia, Hungary, Latvia, Lithuania, Poland. Czech Republic, Romania, and Turkey.	€90 / day

- If a participant is **unable to comply with his/her obligations** due to cases of force majeure (communicated to and accepted by the AN), only **the reimbursement of the activities that had not been carried out** may be requested.