

ERASMUS+ INTERNATIONAL CREDIT MOBILITY

Staff Teaching Assignments to and from Universities based in Third Countries

International Credit Mobility is the Erasmus+ exchange scheme for the mobility of students and staff of European Universities with partners worldwide. An institution in a Programme Country¹ can send its students and/or staff to a partner institution in a Partner Country and vice versa.

Students can study abroad and may benefit from an Erasmus+ grant to help with living costs. Staff can perform teaching and/or training abroad, and they may also benefit from an Erasmus+ grant. Within the framework of Erasmus+ International Credit Mobility, Open University of Cyprus (OUC) has secured funding to welcome incoming academic staff to undertake teaching assignments at the programmes of study it offers.

Both outgoing and incoming academics are entitled to an Erasmus+ grant to cover their mobility expenses, which is paid by the Open University of Cyprus and the available funds it has secured from the Cypriot National Agency for the Erasmus+ Programme.

“Teaching Assignments” can come in various forms and take place as **lectures, workshops and tutorials. Actual teaching requests the teacher to be physically present with students.**

POTENTIAL BENEFICIARIES:

- Faculty Members of the Open University of Cyprus (OUC).
- Faculty Members of Universities based in Partner Countries and collaborating with OUC within the framework of the Erasmus+ International Credit Mobility action.

IMPORANT

- Exchanges of students and staff under the Erasmus+ ICM scheme can only take place between Universities that have **signed an Erasmus+ Inter-Institutional Agreement**, specifying the conditions of mobility.
- To undertake teaching assignments at OUC, faculty members of Partner Universities need to make sure that the Inter-Institutional Agreement covers their subject areas and research interests.
- There is specific budget and number of available incoming mobility positions that cannot be exceeded.

¹ The 33 Programme Countries are: the 28 EU Member States, Iceland, Liechtenstein, Norway, the Former Yugoslav Republic of Macedonia and Turkey. Partner Countries are all the other countries in the world.

MOBILITY DURATION:

- The minimum duration is two (2) days and the maximum is two (2) months. Based on the available budget, **each beneficiary cannot receive Erasmus+ subsidence daily grant for more than six (6) eligible working days, not including traveling days.** Travel support is a lump sum amount and covered again by OUC (see paragraph “Funding” below).
- All mobilities must be completed by May 31, 2017.

IMPORTANT

- A teaching activity has to comprise a **minimum of eight (8) hours of teaching per week** (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week (see note below).
- All eligible teaching assignments (both for incoming and outgoing beneficiaries) are considered part of the programme of study of the host University and **require the physical presence of students.**

Note: A “week” is five consecutive days. “Working days” is designated as the days during which the host University normally operates (e.g. Monday to Friday). For any mobility that exceeds a “week” the minimum teaching hours for each extra day is calculated as follows: 8 teaching hours divided by 5 days multiplied by the number of extra days. For example, if a teacher stays at OUC for one week plus 2 days, s/he should teach 8 hours during the first week (Monday to Friday) and 3 hours during the following week, which gives 11 hours in total.

APPLICATIONS PROCEDURE:

Step 1: Apply for Erasmus+ teaching assignment to OUC

Applications are submitted as follows:

- (a) **Invitation by faculty members or the Academic Coordinator of an OUC programme of study:**
 1. Should a faculty member at a Partner University receive an invitation for Erasmus+ teaching assignment and s/he is interested to visit OUC, OUC Mobility Office can provide information as to whether the two Universities have signed an Inter-Institutional Agreement for that particular subject area. It is important to note that the teaching assignment must be incorporated to the curriculum of the specific OUC programme of study.
 2. The **Application Form** is submitted online through the following link: <http://goo.gl/forms/C1DHTmCOw4kvxpqw2>

3. The partner University faculty will need to collaborate with OUC faculty to prepare the “**Staff Mobility for Teaching - Mobility Agreement**” form and submit it via email to erasmus@ouc.ac.cy within the specified by OUC Mobility Office deadlines.

Please note:

The “Staff Mobility for Teaching - Mobility Agreement” form must include information regarding the Partner Country University, the mobility period (start/end dates), the main objectives of the mobility, the activities that will be carried out at Open University of Cyprus (lectures, seminars, workshops, research networking meetings etc.) and the expected results.

(b) Independent application without receiving an invitation by OUC members

1. OUC Mobility Office informs all Mobility Offices at Partner Country Universities for the call for applications for the Erasmus+ ICM Staff Teaching Assignments mobility action.
2. Each Partner University informs its faculty members and collects any interest to visit Open University of Cyprus with Erasmus+ grant that will be provided by OUC. Prospective Erasmus+ beneficiaries should prepare the “Staff Mobility for Teaching - Mobility Agreement” form and propose a preliminary teaching assignment programme.
3. Based on the procedures that will be agreed between the two Universities², each Partner University will make a list with potential mobilities, considering the selection criteria (**Annex II**), and send it to OUC Mobility Office with the Staff Mobility for Teaching - Mobility Agreement forms.
4. OUC Mobility Office will inform accordingly the Academic Coordinators of the corresponding programmes of study in order to decide whether they can include the proposed teaching assignments in the curriculum of the programme and therefore agree to welcome incoming teaching staff. All acceptances and applications will then be forwarded to the OUC International Relations Committee for its examination and approval.

Step 2: Application Evaluation Process

1. All applications submitted to OUC Mobility Office based on the abovementioned procedures and within the specified deadlines are reviewed by the University’s International Relations Committee (IRC), in accordance with the selection criteria mentioned in **Annex II**, and the number of available mobility positions per country.
2. Based on its evaluations, IRC prepares a list with selected, rejected and runner up beneficiaries. OUC Academic Coordinators and nominated visiting teachers will receive an email informing them about the progress of each application.

² For example, decide that the Partner University will prepare a shortlist and nominate its own faculty members interested to visit Open University of Cyprus.

Step 3: Approval of Erasmus+ Grant

1. Following the announcement of the results, OUC Academic Coordinators in collaboration with the visiting teacher (beneficiary) need to finalize the Teaching Programme and the mobility dates.
2. When the final Teaching Programme is submitted to OUC Mobility Office, the beneficiary will be invited to sign the Erasmus+ Grant Agreement. Erasmus+ Grant³ for incoming teachers financed by OUC.

VISA REQUIREMENTS:

- Since Erasmus+ International Mobility Staff Teaching Assignments concerns staff exchanges between Programme and Partner Countries, there is the additional element to consider for visa requirements. All potential beneficiaries should consider this and undertake all necessary actions timely to ensure that in case they need visa to travel to Cyprus they have adequate time to secure it.
- Visa, if needed, should be issued **at least three (3) weeks prior to the scheduled start date of the mobility period**, otherwise Erasmus+ grant cannot be secured and Open University of Cyprus has the option to decline beneficiaries and provide funding to runner-ups.

AT THE END OF THE MOBILITY PERIOD:

After the completion of the mobility teaching assignment period, the beneficiary should submit to OUC Mobility Office the following documents and certificates, as stipulated in the Erasmus+ Grant Agreement in order to receive his/hers grant:

- **EU final Report:** must be filled in and submitted online via the EU's Mobility Tool. An automatically generated email will be send to the beneficiary's email account after the end of the mobility period at OUC.
- **Erasmus+ Activities Report:** the beneficiary will use this form to evaluate his/hers experience, report whether the teaching objectives have been achieved, what was the added value both for himself/herself and the partner University, report any problems encountered, make suggestions for the improvement of the procedures followed, and so on. The Activities Report must be submitted to OUC Mobility Office via email at erasmus@ouc.ac.cy
- **Teaching Assignment Certificate:** this certificated will be issued and signed by the responsible OUC Academic Coordinator and will annex the detailed programme of the

³ All information regarding payment arrangements (grant amount, prepayment percentage etc.) will be specified in the Erasmus+ Grant Agreement, that the beneficiary will sign with Open University of Cyprus.

Erasmus+ Staff Teaching Assignment at OUC (dates, lectures titles, duration, executed seminars and meetings for each working day).

- **Traveling Certificates:** Erasmus+ beneficiary should submit the following documents to confirm the country of departure and the period of the mobility:
 - Copy of air tickets and payment receipts
 - Boarding passes
 - Proof of accommodation in Cyprus
- **Educational material** produced for the purposes of the Erasmus+ teaching assignment at OUC and photos of the mobility.

FUNDING:

- **Travel Grant**

Travel grant is calculated based on travel distance between the participant's city of origin and the city of destination (Nicosia, as far as Open University of Cyprus is concerned). Distance is calculated using the following special distance calculation tool of the EU:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distance	Amount per Participant (Euro, €)
Between 100 and 499 Km	180
Between 500 and 1999 Km	275
Between 2000 and 2999 Km	360
Between 3000 and 3999 Km	530
Between 4000 and 7999 Km	820
Equal or more than 8000 Km	1.100

- **Subsidence Grant**

The maximum amount for the daily subsidence grant for Cyprus, for each eligible Erasmus+ teaching assignment working day is 140 euro⁴.

⁴ According to the financial guidelines of the Erasmus+ programme, if the mobility period is more than 14 days the daily subsidence grant for days 15 to 60 will be reduced to 70% of the amount mentioned.



Contact Open University of Cyprus:

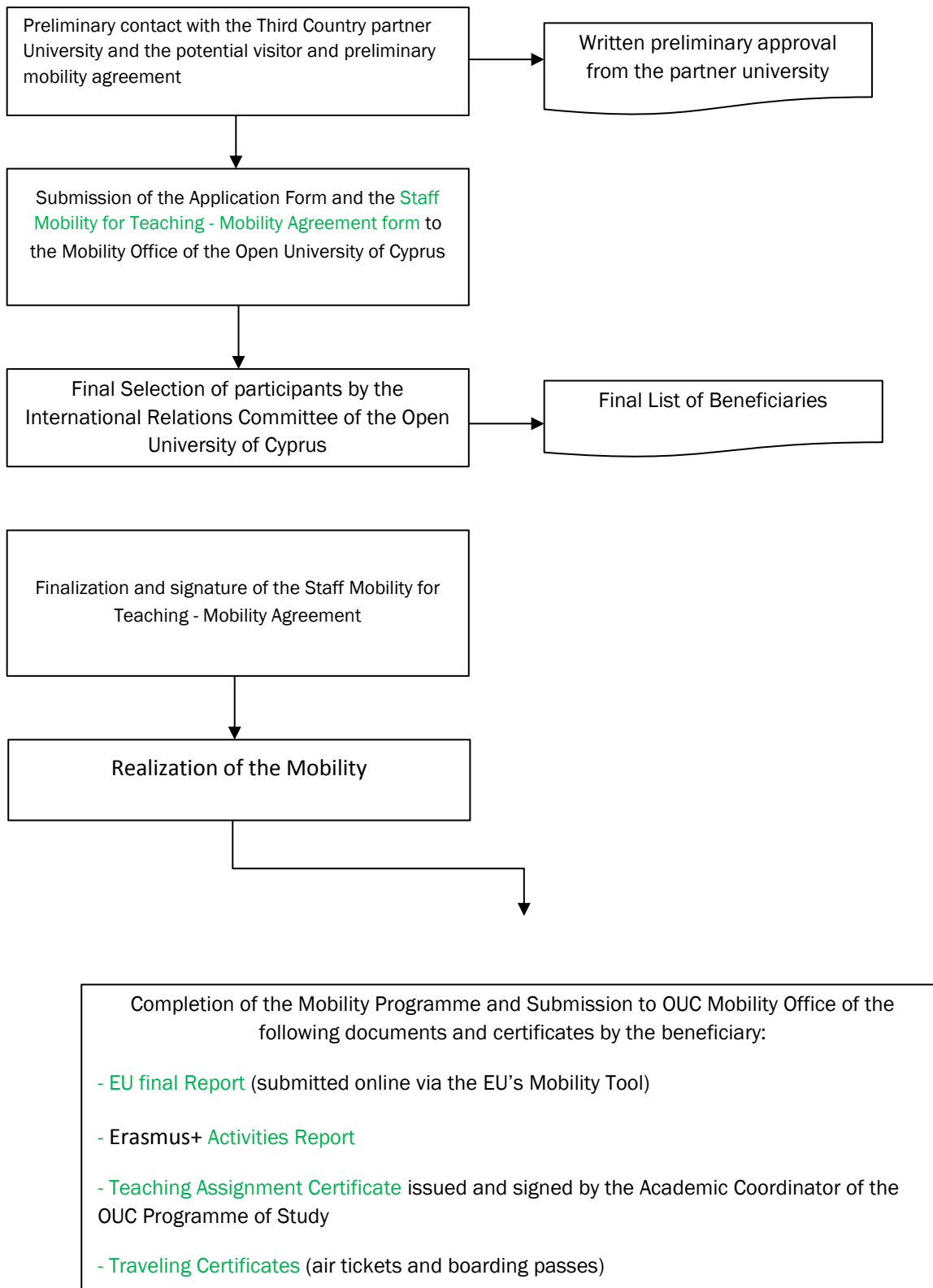
OUC Mobility Office

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FLOW CHART FOR INCOMING MOBILITY APPLICATIONS

SELECTION CRITERIA
STAFF MOBILITY FOR TEACHING ASSIGNMENTS

Selection criteria for the evaluation of application submitted by faculty members of Universities based in Partner Countries and collaborating with Open University of Cyprus under Erasmus+ International Credit Mobility include the following:

- Whether, in addition to the teaching assignment, there are opportunities for promoting collaborations for joint research and/or other joint activities with the Partner Country University.
- Justification of the teaching assignment programme and the benefits it will offer to the beneficiary, OUC students and host and home Universities.
- Equal, if possible, allocation of the available mobility positions to all faculties of OUC and Partner Universities.