

Guide to Staff Mobility

European Studies

2020 – 2021

(All staff mobility activities are suspended until further notice due to the COVID-19 outbreak)

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Introduction

Mobility plays a key role in the European Studies programme. European Studies students go on a study abroad and/or complete a work placement abroad to further enhance their personal, academic and professional skills relevant for the job market. The European Studies programme also stimulates and encourages staff exchanges and training between universities through the Erasmus+ mobility programme. Staff mobility is an opportunity to develop professional and personal skills to enhance the quality of teaching, learn more about curriculum development, share good practices, initiate applied research collaborations, develop COIL projects and to network with partner universities. One of the Key Actions of Erasmus+, the flagship programme of the European Commission that was established at the end of 2014, defines mobility as a main activity to improve skills and competences of both academic and non-academic staff for professional development between partner universities. In this guide for staff mobility (teaching and training) the aims, requirements and procedures are addressed to strengthen our curriculum and our inter-university relations. The scope of the guide covers European Studies staff mobility for teaching, training and research purposes and involves academic teaching staff and supporting staff.

One of the internationalisation strategies of European Studies is to encourage staff to visit partner universities to further deepen inter-university academic activities in teaching, training and research and for professional development. In addition to staff teaching, the Erasmus+ Programme has been opened up to allow academic staff to participate in different forms of training abroad, such as job-shadowing or attending job-related workshops and training sessions.

1. What is the Erasmus+ staff mobility grant?

The Erasmus+ staff mobility grant is an EU-funded grant that helps finance EU staff teaching and training mobility between Erasmus+ partner institutions. Erasmus+ provides subsidies to encourage European-level cooperation, exchange, training for university staff members. Our colleagues in the **International Office** scholarships@hhs.nl can answer any questions related to your mobility grant.

2. Benefits of teaching staff mobility and (supporting) staff training

1. To provide an opportunity for staff members to engage in professional and personal development;
2. To support European Studies in their efforts to enrich the content and selection of courses offered;
3. To strengthen relations between Strategic Partners universities and European Studies partner universities;
4. To encourage the exchange of knowledge, expertise and teaching methods to strengthen our curriculum;
5. To allow students to benefit from the knowledge and expertise of staff exchanges.
6. To network with professionals who share similar expertise

3. Conditions for staff mobility

Each (supporting) staff exchange or training requires approval from the Team Leader. Staff mobility is based on a balanced participation of staff members from different departments and a balanced mobility between our Strategic and European Studies partner universities. In addition, relevance to the applicant's job-related activities and professional development is considered in the selection procedure. There is a limit to the number of exchanges at any one time.

Staff can apply for training events abroad including job shadowing, observation, attendance at workshops and courses, with the purpose of:

- Transfer of knowledge and good practice
- Learn from shared experience
- Acquire practical skills or benchmarking practices for teaching and learning.
- Teach, attend staff weeks or engage in research projects at a university that is a Strategic Partner or a European Studies partner. As there is a (very) limited budget available for places outside of the Erasmus+ countries, going on staff exchange outside of the Erasmus + countries is limited;

The staff member should disseminate learning gained during the exchange to colleagues within the department and with colleagues at European Studies (e.g. newsletter, iMeet@lunch sessions, Department meetings, vlogs or blogs). **The staff member must get approval from their Team Leader and the Internationalisation Coordinator must be informed (sign mobility agreement).**

4. Documents for Staff Mobility for Teaching

- 4.1.1 At least one month **before** the mobility send the [Grant Agreement](#) and [Mobility Agreement for Teaching](#) to scholarships@hhs.nl
- 4.1.2 **After** the staff exchange, the receiving university must also sign the [Letter of Confirmation for Teaching](#).
- 4.2. Documents for Staff Mobility for Training
 - 4.2.1 At least one month **before** the mobility send the [Grant Agreement](#) and [Mobility for Training](#) to scholarships@hhs.nl.
 - 4.2.2 **After** the staff exchange for training, the receiving university must also sign [the Letter of Confirmation for Staff Training](#).
- 4.3 Travel and Accommodation
 - 1. Search for suitable flights (i.e. on www.cheaptickets.nl / www.KLM.com)
 - 2. Search for suitable accommodation (i.e. on www.Booking.com)
 - 3. Send flight (dates, times, airline, price) and hotel accommodation (hotel and dates) to MO-frontoffice@hhs.nl
 - 4. Submit flight and hotel quotes for approval to Programme Manager
 - 5. Once flight and hotel quotes are approved please request final booking via MO-frontoffice@hhs.nl
 - 6. More details about [travel allowance](#)
- 4.4 Foreign Travel Request from before Departure
 - 1. Complete and submit foreign travel request form ([Melding buitenlandse dienstreis](#)).
 - 2. Complete (optional) and submit [foreign travel advance form](#) (Voorschot)
 - 3. Submit forms for approval to Programme Manager and then submit to HRM

5. Staff weeks

A number of staff training weeks are listed on the iMotion website. Please click on [iMotion](#) for more information. In addition, invitations to staff weeks are forwarded to the relevant Department Coordinators.

6. Erasmus bilateral Agreements by Country

Partner Universities			
Country	University	Erasmus ID	Website
Albania	European University of Tirana	AL01	http://uet.edu.al/new/internationalization/
Austria	FH Wien der WKW	A WIEN 21	https://www.fh-wien.ac.at/en/study/international/
Austria	University of Vienna	A WIEN 01	https://international.univie.ac.at/en/faculty-staff-mobility/
Belgium	Ghent University	B GENT 01	https://www.ugent.be/en/ghentuniv/principles/internationalisation/programmes
Belgium	Haute Ecole de Namur- de Liege Luxembourg	B NAMUR 15	https://www.henallux.be/
Bosnia and Herzegovina	Sarajevo School of Science and Technology	BA 01	https://ssst.edu.ba/page/467/international-office
Bulgaria	American University in Bulgaria	BG BLAGOEV 03	https://www.aubg.edu/staff-mobility-for-teaching
China	Shanghai University	CN 08	http://en.shu.edu.cn/
Czech Republic	Metropolitan University Prague	CZ PRAHA 18	https://www.mup.cz/en/international-cooperation/erasmus-traineeships/
Czech Republic	Palacký University	CZ OLOMUC 01	https://www.upol.cz/en/employees/
Czech Republic	Masaryk University	CZ BRNO05	https://czs.muni.cz/en/staff-from-abroad
Denmark	Zealand Institute of Business and Technology	DK KOGE 03	https://zealand.com/

Estonia	Tallinn University	EE TALLINN 05	https://www.tlu.ee/en/exchange
Estonia	University of Tartu	EE TARTU 02	https://www.ut.ee/en/welcome/staff-checklist
Estonia	Tallinn University	EE TALLINN 05	https://www.tlu.ee/en/ht/incoming-erasmus-staff
Finland	Tampere University of Applied Sciences	SF TAMPERE 06	https://www.tuni.fi/en/about-us/working-at-tampere-universities
France	Institut d'Etudes Politiques Rennes	F RENNES 28	http://www.sciencespo-rennes.fr/en/international-dimension.html
France	Universite Catholique de Lyon - ESTRI School of International Careers	F LYON10	https://www.estri.fr/
Georgia	Georgian Institute of Public Affairs	GE 02	https://gipa.ge/eng/static/213/mobiloba

Germany	Technische Hochschule Nürnberg Georg Simon Ohm	D NURNBERG02	https://www.th-nuernberg.eu/home/page.html
Germany	Fachhochschule Bielefeld	D BIELEFEL 02	https://www.fh-bielefeld.de/en/international-office/international-office
Germany	Phillips Universität Marburg	D MARBURG 01	https://www.uni-marburg.de/international-en/incoming/admin?language_sync=1
Germany	Universität Rostock	D ROSTOCK 01	https://www.uni-rostock.de/en/international-affairs/rostock-international-house/international-profile/
Germany	Berlin School for Economics and Law	D BERLIN 06	https://www.hwr-berlin.de/en/partnerships/
Hong Kong	The Hang Seng University of Hong Kong	HK 02	https://www.hsu.edu.hk/en/about-hsuhk/
Iceland	Bifröst University	IS BORGARN 01	https://www.bifrost.is/english/about-bifrost/staff
Ireland	Tallaght Institute of Technology	IRLTALLAGH 02	https://www.it-tallaght.ie/staffsearch
Italy	University of Milan	I MILANO 01	https://work.unimi.it/formazione/internaz/1678.htm
Italy	Universita degli Studi de Salerno	I SALERNO 01	https://web.unisa.it/en/international/incoming-mobility/professors-opportunities
Italy	University of Cagliari	I CAGLIAR 01	https://www.unica.it/unica/en/homepage.page
Japan	Kwansei Gakuin University	JP 02	https://global.kwansei.ac.jp/academics/academics_005746.html
Korea	Hallym University	KR 12	https://english.hallym.ac.kr/en/hallym_univ/sub02/cP8/sCP3/tab2.html

Lithuania	Mykolas Romeris University	LT VILNIUS 06	https://www.mruni.eu/en/university/organizational_structure/international-office/detail.php/erasmus+-traineeship/230723#.XjF9JRNKjfZ
Malta	University of Malta	MT MALTA 01	https://www.um.edu.mt/hrmd/trainingdevelopment
Poland	University in Warsaw	PL WARSZAW 61	http://en.uw.edu.pl/cooperation/academic-exchange/
Poland	Cracow University of Economics	PL KRAKOW04	http://archiwumuek.uek.krakow.pl/en/intl-cooperation.html
Romania	Babes-Bolyai University	RO CLUJNAP 01	https://cci.ubbcluj.ro/erasmus/erasmus_partner.php
South Korea	Incheon National University	KR 10	http://www.inu.ac.kr/mbs/home/mbs/inuengl/index.html
Spain	Universitat de Barcelona	E BARCELO 01	http://www.inu.ac.kr/mbs/home/mbs/inuengl/learn/academics.html#tab4
Spain	Universidad Autonoma de Madrid	E MADRID 04	http://www.uam.es/UAM/(en)-Oficina-de-Relaciones-Internacionales-y-Movilidad/1242663011437.htm?language=en&nodepath=International%20Relations%20and%20Mobility%20Service%20(SERIM)&pid=1242663011437
Spain	Universidad Francisco de Vitoria	E MADRID 28	http://www.ufvinternational.com/en/studies-abroad/
Spain	Universidad de Valencia- Estudi General	E VALENCI 01	https://www.uv.es/uvweb/college/en/international-relations/international-relations/teaching-staff/administrative-staff-mobility/erasmus-programme/teaching-staff-mobility-1285847242340.html
Spain	Universidad de Santiago de Compostela	E SANTIAG 01	http://www.usc.es/en/international
Spain	Universidad Antonio de Nebrija	E MADRID 12	https://www.nebrija.com/en/international-programmes/staff/teaching.php
Spain	Universidad de Granada	E GRANADA 01	http://internacional.ugr.es/pages/movilidadinternacional?lang=en
Sweden	University West	S TROLLHA 01	https://www.hv.se/en/meet-university-west/about-university-west/international-collaboration/
Taiwan	National Taipei University of Business	TW 09	https://oia.ntub.edu.tw/p/405-1006-57536,c3159.php?Lang=zh-tw
Thailand	Chulalongkorn University	TH 04	https://www.chula.ac.th/en/admissions/international-programs/
Turkey	Izmir University of Economics	TR IZMIR 04	https://www.chula.ac.th/en/academics/office-of-international-affairs-and-global-network/
United Kingdom	Liverpool John Moores University	UK LIVERPO 02	https://www.ljmu.ac.uk/study/cpd
United Kingdom	University of Portsmouth	UK PORTSMO 01	https://www.port.ac.uk/collaborate/schools-and-colleges/training-and-cpd

United Kingdom	Southampton Solent University	UK SOUTHAM 04	https://www.solent.ac.uk/work-with-us/solent-futures
United Kingdom	Glasgow Caledonian University	UK GLASGOW08	https://www.gcu.ac.uk/theuniversity/learningteaching/
United Kingdom	Coventry University	UK COVENTRY 02	https://www.coventry.ac.uk/study-at-coventry/course-finder-search-results/?searchText=&level=240
United Kingdom	Leeds Beckett University	UK LEEDS 02	https://www.leedsbeckett.ac.uk/jobs/working-here/
United States	Bradley University	US 41	https://www.bradley.edu/facultyorstaff/
United States	Le Moyne College	US 26	https://www.lemoyne.edu/Faculty-Staff-Resources
Uruguay	Universidad de Montevideo	UY 01	http://www.admisionesum.uy/por-que-estudiar-en-la-um/

7. Incoming Staff Mobility

8. Who is who?

Janneke Kuijken – Programme Manager

All forms pertaining to staff exchanges should receive the approval of the programme manager (i.e. advances (*voorschot*), foreign travel approval and expense claims). She has the authority to approve outbound staff exchanges in consultation with the Team Leader and Internationalisation Coordinator.

Refiya Scheltinga – Internationalisation Coordinator

She is responsible for the general development of relations and wider collaboration with partner universities and internationalisation policy and intercultural competence development in the curriculum. She takes decisions regarding staff exchanges in consultation with the Team Leaders and Programme manager and is responsible for the promotion of inbound and outbound staff mobility.

Marleen Berkhout – Inbound Mobility Coordinator

As the Mobility Coordinator Inbound Marleen oversees the entire mobility process of inbound student mobility. She can be consulted on emerging issues pertaining to exchange place allocation, student exchange criteria, and together with the Mobility Coordinator Outbound, Internationalisation Coordinator and Country Tutors she maintains the partnership network.

Rebecca Kleiweg de Zwaan – Outbound Mobility Coordinator

She is responsible for maintaining and expanding the strategic network of student exchange partners and has the authority to establish new partnership agreements. She provides policy input on exchange processes, allocation of places, assessment of learning outcomes for the study abroad period and the roles/tasks of country tutors.

Country Tutors

The country tutor team consists of 19 members of staff who each manage a country/region portfolio of partner universities. The country tutor is the main contact person of THUAS for the partner institution and can be contacted to gain information on specific partners and their contact details.