Dear Colleagues,

ACRO would like to draw your attention to the following call for applications:

**ERASMUS+ STAFF TRAINING MOBILITY GRANTS 2015/2016 - Third Application Cycle**

Application deadline: **January 29, 2016**

Within the European Commission’s Erasmus+ Program Key Action 1 – Mobility of Individuals, CEU faculty and administrative employees may seek Erasmus+ funding for participation in a training mobility abroad. The staff training must be carried out at a Higher Education Institution (HEI) that is a holder of an Erasmus Charter for Higher Education or any public or private organisation active in the labour market or in the fields of education, training and youth.

**PRE-REQUISITES OF PARTICIPATION**

Eligible applicants, regardless of nationality, must hold an employment contract with Közép-európai Egyetem. The sending and receiving organisations, together with the staff, must have agreed on the activities to be undertaken by staff members - in a ’Mobility Agreement’ - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.

**VENUE OF THE ACTIVITY**

Staff must carry out their mobility activity in any Program Country different from the country of the sending organisations and the staff country of residence. The Erasmus Program Countries are the following:

*Member States of the European Union (EU):* Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

*Non-EU Program Countries:* former Yugoslav Republic of Macedonia, Iceland, Norway, Liechtenstein, Turkey

**ELIGIBLE ACTIVITIES ABROAD:**

- Job shadowing
- Seminars
- Workshops
- Courses
- Practical training
- Study visits

Conferences are excluded.

**DURATION OF THE MOBILITY**

The minimum duration for an Erasmus+ Staff Training Mobility is of 2 working days and the maximum duration is that of 2 months. However, CEU provides grant for a maximum of 5-6 days.

**FINANCIAL RULES**
Selected applicants are eligible to receive funds to partially support their visit, which does not cover all the actual expenses incurred. Funds eligible for Erasmus+ Staff Training Mobility are made up of two components:

- Individual Support (Subsistence) and
- Travel Contribution.

Where it is possible, the applicant’s unit can supplement the grant from their own budget. Staff members will receive their salaries while away on Erasmus training.

**APPLICATION PROCEDURE**

- Work plan
  - Overall aim and objectives, expected results, learning activities to be carried out and a program for the training period
  - Must be approved by both parties before submission
- Application form
  - Must be approved by the relevant Head of Services/Department/Office and by the host institution
- Recommendation from immediate supervisor


**SUBMISSION OF APPLICATIONS**

Applicants must submit one original application form (hard copy) to:

**Academic Cooperation and Research Support Office (ACRO), József Attila u. 24, room 103**

Applications must be submitted by the given deadlines. Incomplete and/or e-mailed application forms will not be accepted. Late applications will not be considered.

Applicants will be notified about the application decisions within four weeks after the deadline.

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**ANNA SZATHMÁRI**

*Mobility Projects Coordinator*

*Erasmus Coordinator*

*Academic Cooperation and Research Support Office*

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CEU is committed to energy and environmental sustainability