

Dear Colleagues,

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

ERASMUS+ STAFF TRAINING GRANTS 2015/2016 - First Application Cycle

Application deadline: June 30, 2015

Please find application form and guidelines attached.

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.

Duration of mobility:

The eligibility period of the Erasmus Staff Training mobility will be between August 1, 2015 and September 30, 2016.

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.

Eligible activities abroad:

The partner institutions must agree in advance on the mobility agreement to be achieved by the visiting staff. Staff mobility training periods support the professional development of HEI non-teaching staff in the form of training events abroad and job shadowing/ observation/ periods/ training at a partner HEI (excluding conferences).

Venue of the Activity:

Staff must carry out their mobility activity in any programme country different from the country of the sending organisations and country of residence.

The Erasmus Programme 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 Programme Countries: former Yugoslav Republic of Macedonia, Iceland, Norway, Liechtenstein, Turkey

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 Mobility for Training 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. Priority is given to candidates who benefit from the Erasmus Program for the first time.

Application procedure:

The following documents are required in order to apply:

1. *Application Form*
2. *Work plan* approved and signed by all parties (CEU Head of Department and host institution responsible)
3. *Recommendation letter* from the applicant's immediate supervisor

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

Academic Cooperation and Research Support office (ACRO),

József Attila u. 24. 1st floor, room 101

Applications must be submitted by hand not later than June 30, 2015.

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.

Please visit <https://acro.ceu.hu/erasmus-for-ceu-faculty-and-staff> for further details.

Please do not hesitate to contact me with your questions or queries.

With kind regards,

ANNA SZATHMÁRI

Mobility Projects Coordinator

Erasmus Coordinator

Academic Cooperation and Research Support Office



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