



## STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT 2020/2021

**All exchanges must take place from 1<sup>st</sup> June 2020 onwards.**

All applications must be submitted to Sarah Ward, Assistant Registrar (International and Student Experience) as close to the start of the 2020/2021 academic year as possible. Applications are authorised by the Academic Registrar on a first-come-first-served basis.

Staff grants for Erasmus mobility are provided as *contributions* towards subsistence and travel and are paid as flat rates in advance. You may find that the grant does not cover all your expenditure. In this case it is your responsibility to secure alternative funding or incur the additional costs yourself. Please note that no final reservations, payments or confirmations should be made until Sarah Ward, Assistant Registrar (International and Student Experience), has issued further documents to confirm that your exchange may go ahead.

Attendance at a conference *cannot* be funded via this project.

We take your privacy very seriously. Please find a copy of our Privacy Notice at: [www.rcs.ac.uk/policy/privacy](http://www.rcs.ac.uk/policy/privacy)

### The Staff Member

Last name (s)		First name (s)	
Seniority <sup>1</sup>		Nationality <sup>2</sup>	
Sex [M/F]		Academic year	2020/2021
E-mail			
Category of Staff	Continuing Education <input type="checkbox"/> Finance <input type="checkbox"/> General Admin and Technical Administration <input type="checkbox"/> International Office <input type="checkbox"/> Other <input type="checkbox"/> Student Information <input type="checkbox"/> Academic Staff <input type="checkbox"/>		



Royal Conservatoire  
of Scotland

<b>Type of Staff Training</b>	Job Shadowing	<input type="checkbox"/>
	Other	<input type="checkbox"/>
	Training	<input type="checkbox"/>
	Workshop	<input type="checkbox"/>

Planned period of the training activity:  
(day/month/year) From \_\_\_\_\_ to \_\_\_\_\_

Duration in days excluding travel days \_\_\_\_\_  
(minimum 2 days, maximum 2 months)

Additional day for travel needed directly  
before the first day of the training activity abroad YES / NO

Additional day for travel needed directly  
following the last day of the training activity abroad YES / NO

### The Sending Institution

<b>Name</b>	Royal Conservatoire of Scotland	<b>Department</b>	Academic Administration and Support
<b>Erasmus code<sup>3</sup> (if applicable)</b>	UK GLASGOW05		
<b>Address</b>	100 Renfrew Street, Glasgow, G2 3DB	<b>Country/ Country code<sup>4</sup></b>	UK
<b>Contact person name and position</b>	Sarah Ward, Assistant Registrar (International and Student Experience)	<b>Contact person e-mail / phone</b>	<a href="mailto:international@rcs.ac.uk">international@rcs.ac.uk</a>  0044 141 2708281

### The Receiving Institution / Enterprise<sup>5</sup>

<b>Name</b>			
<b>Erasmus code (if applicable)</b>		<b>Faculty/Department</b>	
<b>Address</b>		<b>Country/ Country code</b>	
<b>Contact person, name and position</b>		<b>Contact person e-mail / phone</b>	
<b>Type of enterprise: NACE code <sup>6</sup> (if applicable)</b>	N/A	<b>Size of enterprise (if applicable)</b>	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees



## Section to be completed BEFORE THE MOBILITY

### PROPOSED MOBILITY PROGRAMME

Language of training: \_\_\_\_\_

**Overall objectives of the mobility:** Please give details of why you are undertaking this training mobility, from both a personal and departmental perspective.

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):** Please state how this training mobility will be of benefit to the Conservatoire.

**Activities to be carried out:** Please give as much detail as possible of what duties you will undertake, including a training schedule if one is available.



**Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):** Please state how you will disseminate your learning to your colleagues within the Conservatoire.

### COMMITMENT OF THE THREE PARTIES

By signing<sup>7</sup> this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement. The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member. The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others. The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them. The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

#### The staff member

Name:

Signature:

Date:

#### The sending institution

Name of the responsible person: Suzanne Daly, Academic Registrar

Signature:

Date:

#### The receiving institution/enterprise

Name of the responsible person:

Signature:

Date:



### Next steps for the staff member:

Your application should be submitted to International & Student Experience, AAS Office. It will be logged after checks have been made by the Assistant Registrar (International & Student Experience) to ensure that there is sufficient budget for the mobility to take place. Your form will be forwarded to the Academic Registrar for final approval. If the mobility is approved you will be informed by email and an information pack will be sent to your pigeon hole giving you further instructions. Please do not book any travel or accommodation until you have received this.

#### For office use only:

Check that there is sufficient budget available and the applicant has met the Erasmus+ regulations

If the application has **not** been approved please state the reasons here:

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<sup>1</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

<sup>2</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>3</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives.. It is only applicable to higher education institutions located in Programme Countries.

<sup>4</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

<sup>5</sup> All references to "**enterprise**" are only applicable to mobility for staff between Programme Countries or within Capacity Building projects.

<sup>6</sup> The top-level NACE sector codes are available at [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN)

<sup>7</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country).