
Terms and conditions Erasmus+ International Credit Mobility (ICM) Incoming Teachers and Staff

1. The main difference between Teacher exchange and Staff exchange: Teacher exchange means that you have to teach at your host university for a minimum of 8 hours per week. Staff training does not have to include teaching. This means that Teachers can go on Staff exchange if their main purpose is to do professional training, rather than teaching.
2. Teacher and staff exchanges to Uppsala University are often 5-12 days and in addition applicants can get a travel grant for up to 2 travel days. At the application website you will find a list of universities and the number of days: <https://mp.uu.se/sv/web/info/stod/-internationalisering/inkommande-personal/incoming-staff-mobility-icm>
3. The grants are EUR 180 per day in Sweden and for the possible 2 additional travel days. After 14 days the amount changes to 126 EUR per day.
4. You book and pay your ticket to Sweden. Upon arrival in Uppsala you will receive the travel grant. It is paid out together with the rest of the grant. If you are not able to book and pay or ticket, please contact erasmus@uu.se
5. The applicant or the applicant's home university have to cover costs to and from the airports and any visa costs (if applicable).
6. Unfortunately Uppsala University cannot arrange accommodation for anybody but we will recommend suitable hotels.
7. All visits have to take place by June 30, 2025 or June 30, 2026. Please see list on the application website: <https://mp.uu.se/sv/web/info/stod/internationalisering/-inkommande-personal/incoming-staff-mobility-icm>
8. If you are unable to use your grant, you are obliged to inform the Division for Internationalisation as soon as possible.
9. Visiting staff are expected to work and be present at the workplace five full days a week (Monday-Friday). Uppsala University is an informal and non-hierarchical workplace. You are expected to conduct your work independently, meet deadlines and attend and be on time for meetings.
10. Visiting teachers are required to teach (lectures, seminars or tutoring) at least 8 hours per week.
11. The working languages are Swedish and English. Swedish language skills are not required for the placement. However, advanced English communication skills, oral and written, is expected.
12. If you fall ill or are unable to come to the office you have to report this to your supervisor and to the Division of Internationalisation at Uppsala University.
13. If your application is approved, you will receive a Grant Agreement, which you should sign and submit to Uppsala University prior to the start of the stay.
14. After the stay at Uppsala University, you should submit 2 end documents: a Confirmation Form and an Erasmus Participant Survey.

INSTRUCTIONS

APPLICATION FORM/STAFF MOBILITY AGREEMENT

Please carefully read this document before you start filling out the application form

- ICM applicants are encouraged to state a desired time (period) for their mobility (departure and return) but also consider the possibilities to carry out the visit at another occasion if it is not possible to arrange during the proposed period.
- Applicants are strongly encouraged to contact the host university in order to receive an invitation letter. If there is a competition between the applicants, the relevance of the proposed exchange will be assessed, and already existing relevant contacts with the host university will be taken into account. If you have problems to receive an invitation letter, please contact erasmus@uu.se and we will do our best to help you. Applicants who already have invitation letters are prioritized in the selection.
- Attach a CV and an invitation letter (if possible) to your application.
- When you have completed the application form, upload it to your MoveOn profile and submit your application. If you have problems to submit your application, please contact erasmus@uu.se

Participants will be selected and notified as soon as possible after the application round has closed.

The deadlines for applications are **October 15 and January 31.**

Erasmus+ Mobility Agreement

Staff Mobility For Teaching/Training¹

Planned period of the physical mobility: from _____ to _____

Duration (days) – excluding travel days:

If applicable, planned period of the virtual component: from _____ to _____

The teaching/training staff member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Sex [M/F/Undefined]		Academic year	
E-mail			
Position/Title			

The Sending Institution/Enterprise⁴

Name			
Erasmus code ⁵ (if applicable)		Faculty/Department	
Address		Country/ Country code ⁶	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise:		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

The Receiving Institution

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

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of instruction/training:

For teachers only: Main subject field⁷:

For teachers only: Level (select the main one): Short cycle (EQF level 5) ; Bachelor or equivalent first cycle (EQF level 6) ; Master or equivalent second cycle (EQF level 7) ; Doctoral or equivalent third cycle (EQF level 8)

For teachers only: Number of students at the receiving institution benefiting from the teaching programme:

For teachers only: Number of teaching hours:

Overall objectives of the mobility:

Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):

Content of the teaching programme/training activities to be carried out (including the virtual component, if applicable):

Expected outcomes and impact (e.g. on the professional development of the teaching/training staff member and on the competences of students at both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing⁸ this document, the teaching staff member, the sending institution/enterprise and the receiving institution 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 teaching staff member.

The teaching 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 teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teaching/training staff member

Name:

Signature:

Date:

The sending institution/enterprise

Name of the responsible person:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

¹ In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ All references to "**enterprise**" are only applicable to mobility for staff between EU Member States and third countries associated to the programme or within Capacity Building projects.

⁵ **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 EU Member States and third countries associated to the programme.

⁶ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁷ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) (available at http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training.

⁸ 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 third countries not associated to the programme: the national legislation of the EU Member State or third country associated to the programme). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.