

## Fusion Investment Fund

## Staff Mobility & Networking

## Erasmus Funding

## Application Form

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This application form should be used for all applications to the BU Fusion Investment Fund for the Staff Mobility & Networking **Erasmus funding only**.

To apply for the [**Erasmus Staff Teaching Programme**](#Teaching) (this includes Inviting Staff from Enterprises to BU) **please complete pages 2-4 and 9-10 only**

To apply for the [**Erasmus Staff Training Programme**](#Training) (this includes Academic & Professional Support Staff undertaking training at an educational institute or enterprise) **please complete pages 5-10 only**

An electronic copy of the completed application **including all signatures** should be submitted to the PVC (Research, Enterprise and Internationalisation) via [FusionFund@bournemouth.ac.uk](mailto:FusionFund@bournemouth.ac.uk) Applications received after the closing date of 01.07.13 will not be considered.

Please direct any enquiries to Natalie Baines, Fusion Fund Administrator [nbaines@bournemouth.ac.uk](mailto:nbaines@bournemouth.ac.uk)

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# Erasmus staff teaching programme 2013-14

**Summary of requirements for the Teaching programme:**

* Due to reporting requirements teacher mobility must be completed before 30 June 2014.
* Teaching assignments must be for a minimum of 5 days and not exceed 6 weeks.
* Teaching assignments shorter than this must be exceptional and **must include at least 5 teaching hours.**
* The staff member must submit a teaching programme which specifies the content of what will be taught and the expected results.
* The teaching programme must include the objectives of the mobility.
* The teaching programme must also specify the added value of the mobility (for both the host institution and the teacher).
* The teaching programme must be endorsed by both the home and partner universities before being submitted to the FIF Administrator via the fund email address: [FusionFund@bournemouth.ac.uk](mailto:FusionFund@bournemouth.ac.uk).

**Please have the information below approved and signed off by the representative at the host university:**

**Personal details:**

|  |  |
| --- | --- |
| Name |  |
| Position at BU |  |
| Age (*required for reporting purposes*) |  |
| Name of School / Department |  |

**Host University details:**

|  |  |
| --- | --- |
| Name of host institution (inc Erasmus ID Code) |  |
| Department at host university |  |
| Contact name at host university |  |
| Subject area to be taught on |  |
| Level (Bachelor / Masters / Doctoral) |  |
| Number of students who will be taught (approximately) |  |
| Duration of teaching days\* |  |
| Duration of teaching hours | *(must be a minimum of 5 hours)* |
| Dates of visit | *dd/mm/yy – dd/mm/yy* |
| Language of teaching |  |
| Is this your first Erasmus teacher visit? |  |

***\*For teaching periods of five days or less, weekends or holidays falling in the period of the stay abroad are not usually considered for support, unless they are used as working days. In such cases the teaching programme should demonstrate that teaching activities have been undertaken for the period reported.***

**Teaching Programme details:**

|  |  |
| --- | --- |
| Content of the teaching programme (brief details) |  |
| Objectives of programme |  |
| Expected results (not limited to no. of students) |  |
| Added value of mobility (for both host university and yourself) |  |

**This section is to be signed by you and the host university. Scanned or original copies of physical signatures only. Electronic signatures are not accepted:**

|  |  |
| --- | --- |
| **Signature of staff member**  **(to signify that you formerly accept the Erasmus grant and all the obligations connected with this)** |  |

|  |  |
| --- | --- |
| **Approval by Erasmus Coordinator** | **Approval by host university** |
| Name:  Signature:  Date: | Host university:  Name & position at host university:  Signature:  Date:  University stamp: |

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# Erasmus staff training programme 2013 - 14

**Summary of requirements for the training programme:**

* Due to reporting requirements training mobility must be completed before 30 June 2014.
* Staff training is an option for all staff and can involve teaching or non-teaching staff.
* Staff can be full-time or part-time, providing they have a contract of employment with BU.
* Visits can be to a partner university of BU or to an enterprise.

**Staff going to an enterprise:**

* Learn by transfer of knowledge and to acquire practical skills.
* Activities can also include: language training, seminars, workshops, courses and conferences. These should not account for the majority of activities carried out.

**Non-teaching staff visiting a partner university:**

* Learn from the experiences and good practices of the partner university and improve the skills required for their current job.
* The main activity is a short stay in the partner institution that may include a short secondment period, job-shadowing scheme, study visit etc.

**Teaching staff visiting a partner university:**

* Main purpose is to receive training.
* Formal periods of practical training, short secondments etc should account for the majority of the activities carried out.
* Activities can also include: language training, seminars, workshops, courses and conferences. These should not account for the majority of activities carried out.

**Duration:**

* The minimum duration of training visits is 5 working days and the maximum duration is 6 weeks.
* Shorter stays are allowed exceptionally in the case of attendance of seminars, workshops and conferences, but full justification must be given to the content and relevance of this for the staff concerned.
* A training work plan is required which has been approved by both the sending and host organisation.
* The work plan must cover the overall aims and objectives as well as the expected results in terms of training and learning.
* The work plan must also cover the activities to be carried out, and where possible a detailed programme for the period abroad.

**Please have the information below approved and signed off by the representative at the host organisation:**

**Personal details:**

|  |  |
| --- | --- |
| Name |  |
| Position at BU |  |
| Age *(required for reporting purposes)* |  |
| Name of School / Department |  |

**\* *In the case of training for five days or less, weekends or holidays falling in the period of the stay abroad are not considered for support unless they are used as working or travel days. In such cases the training plan should demonstrate that training activities have been undertaken for the period reported.***

**Host university details (if applicable):**

|  |  |  |
| --- | --- | --- |
| Name of host university | |  |
| Country | |  |
| Department at host university |  | |
| Contact name at host university |  | |
| Position of contact person |  | |
| Number of training days | *(minimum one week, maximum 6 weeks)* | |
| Dates of visit | *dd/mm/yy – dd/mm/yy* | |
| Working language of university |  | |
| Is this your first Erasmus training visit? |  | |

**Sending or host enterprise details (if applicable)**

|  |  |
| --- | --- |
| Name of enterprise / Department |  |
| Country |  |
| Contact name at enterprise |  |
| Position of the contact person |  |
| Size of enterprise | *S = Small (1-50 staff), M = Medium (51 – 500 staff)*  *L = Large (>500 staff)* |
| Sector (type of host enterprise) |  |
| Number of training days | *(minimum one week, maximum 6 weeks)* |
| Dates of visit | *dd/mm/yy – dd/mm/yy* |
| Working language of enterprise |  |
| Is this your first Erasmus training visit? |  |

**Training Programme details:**

|  |  |
| --- | --- |
| Purpose of training visit |  |
| Content of the training programme including activities to be carried out |  |
| Overall aims & objectives of programme |  |
| Expected results in terms of training & learning |  |

**This section needs to be signed by you and your host organisation. Scanned or original copies of physical signatures only. Electronic signatures are not accepted:**

|  |  |
| --- | --- |
| **Signature of staff member** (to signify that you formerly accept the Erasmus grant and all the obligations connected with this) |  |
| **Approval by Erasmus Coordinator** | **Approval by host organisation** |
| Name:  Signature:  Date: | Host organisation:  Name & position at host organisation:  Signature:  Date:  Host organisation stamp: |



**Additional information for BU**

|  |  |
| --- | --- |
| **Section 1. Personal details** | |
| **Nationality\*** |  |
| **Seniority Level\*** | Junior / Intermediate / Senior (delete as appropriate) |
| **Category of Staff** | Academic / Professional Services (delete as appropriate) |
| **Have you received Erasmus Staff Mobility funding previously? (provide details)** |  |
| **Contact number** |  |
| **Email** |  |
| **Deputy Dean of Research/ Education** |  |
| **Name of course(s) you teach on at BU and other relevant academic information**  **(Teaching mobility only)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2. Visit details** | | | | |
| **Does BU have an existing agreement with the host institution?** | *If ‘no’ please attach approval from Erasmus Institutional Coordinator* [*Moritz Ehlen*](mailto:mehlen@bournemouth.ac.uk) *for new a new agreement to be created* | | | |
| **Fusion benefit** |  | | | |
| **Tick the BU Research Themes relevant to your mobility** | Creative & Digital Economies |  | Culture & Society |  |
| Entrepreneurship & Economic Growth |  | Environmental Change & Biodiversity |  |
| Green Economy & Sustainability |  | Health, Wellbeing & Ageing |  |
| Leisure & Recreation |  | Technology & Design |  |

|  |
| --- |
| **Section 3. Breakdown of Costs** |
| |  |  | | --- | --- | |  |  | | ***Travel*** |  | | ***Subsistence (incl. accommodation)*** |  |   Please consult the guidance on maximum subsistence rates. Please also note a maximum of €1, 000 may be provided. The SMN assessment committee may award anything over this threshold at their discretion but this is not guaranteed. This will be determined on a case by case basis and take value for money and quality of exchange into account. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4. Signature of Deputy Dean Research or Education** (applications are deemed incomplete if this signature is missing. By signing below the Deputy Dean accepts that the School will fund Erasmus mobility activity upfront). | | | | | |
| **Deputy Dean name** |  | **Signature** |  | **Date** |  |

It is the policy to publish a summary of awarded projects on the BU Research Blog