

ERASMUS MOBILITY PROGRAMMES **POLICY**

CODE: P011

Section: EU Office
Policy Owner: BOG
Procedure Owner: Erasmus Office

POLICY

The Institute of Tourism Studies supports the European Union's internationalisation agenda in higher education. The Institute is a firm believer in cultivating ties with other higher education institutions and organizations in Europe and internationally. Participation in Erasmus programmes is part of the Institute's strategy. Over the years, both staff and students have participated in mobilities. This proved beneficial in widening knowledge and knowledge transfer, skills and competences of both staff and students. The Institute applies equal opportunities for staff and students who would like to participate in Erasmus mobilities.

PROCEDURE

1. Scope Purpose

1.1 The scope of this procedure is to give a detailed explanation on the procedure and processes involved for staff and students to apply for Erasmus mobilities and embarking on an Erasmus mobility.

2. Definitions

2.1 Erasmus Applications are the annual applications which are published by the EU commission for Erasmus funding.

2.2 Student mobilities is the Erasmus mobility which students at ITS embark on.

2.3 Student Mobility Studies is the mobility which students at ITS embark on to follow an academic semester at a host university/institute.

2.4 Student Mobility Placements is the mobility which students at ITS embark on to carry out a work placement in hotels, restaurants etc.

2.5 Staff Mobility is the mobility which both academic and administrative staff may embark on to train in areas of their expertise or teach in the areas of their expertise

2.6 Erasmus Student Learning Agreement/Training agreement is the agreement which showcases which modules or responsibilities students must follow whilst being abroad.

2.7 Erasmus Staff Mobility Agreement is the agreement which showcases the plan of activities members of staff will be following if they get approved to go abroad via an Erasmus mobility.

2.8 Grant Agreement gives the necessary information regarding the duration of the Erasmus mobility, destination and the allocated funds.

3. Student Mobilities Applications

3.1 In October of each year, the Erasmus Department issues a call for applications for students going abroad for a student mobility studies and student mobility placement.

3.2 Prior to the publication of the call, the Erasmus Department organizes an information meeting with the students in order to explain the entire Erasmus procedure such as the documents required and funding.

3.3 The following documents are required:

- i. Erasmus application
- ii. Learning Agreement/training agreement which showcases all the modules/duties which the student will be carrying out abroad.

3.4 The applications together with the learning agreements are assessed by two external assessors appointed by the Chief Executive Officer. Following their assessment, the ESCAG Committee which is composed of the Chief Operating Officer – Academia, Chief Operating Officer – Corporate Services, the Erasmus and EUPA representative meets up to review the applications and assessors' feedback.

3.5 Students are sent an e-mail with the outcome of their mobility application.

4. Documents required by the Erasmus and EU Office prior to the mobility

4.1 Financial Identification Form where the student will write his/her bank details for a direct transfer of funds. The form is provided by the Erasmus and EU Office.

4.2 Grant agreement where the student will have all the details of the mobility such as the duration, destination and the total allocated funds.

4.3 An insurance cover for the duration of the mobility.

4.4 Online Language Assessment. Prior to the departure, the students are sent an Erasmus language course to help them to familiarize themselves with the language of the host country.

5. Funding

5.1 The Institute of Tourism Studies allocate the funds according to Erasmus+ Regulations which may change from time to time.

5.2 These funds are allocated to participants to cover their flight tickets and day-to-day living expenses such as rent, transport and food.

5.3 According to the Grant Agreement, students will be allocated 80% of the total funding prior to their mobility upon submission of the documents in Clause 4. The remaining 20% will be allocated post-mobility upon successful completion of the mobility and submission of documents in Clause 6.

6. Post-Mobility Documents

6.1 Certificate of Attendance.

6.2 A short report briefly explaining the experience abroad which report is also used by the Erasmus and EU Office for dissemination purposes. Students are required to write a minimum of 2 to 3 paragraphs on an A4 page.

6.3 Final EU Commission report which is directly sent to the student's email after the end of their mobility. In this survey, the student is asked about their mobility such as the destination, period of mobility, amount of funding and their overall experience.

7. Unsuccessful completion of an Erasmus mobility

7.1 In the eventuality of unsuccessful completion of an Erasmus mobility, the Erasmus and EU Office together with the Management meet beforehand to evaluate the situation and thereafter the European National Agency is contacted to inform them of the situation. Following recommendations by the European National Agency, the student is informed of the outcome and a refund may be requested from the student.

8. Staff Mobilities

8.1 The Erasmus Departments also organizes an information session for the staff where all the necessary details and documents are explained.

8.2 Erasmus Staff Mobility calls are issued. The application is usually issued in September/October.

8.3 Staff mobility calls may be issued more than once during the year in order to ensure full intake of Erasmus+ funds.

9. Documents required upon submission of the application

9.1 Erasmus Application.

9.2 Staff Mobility Agreement. In this agreement the staff member must write down his/her plans of what he/she is intending to do once abroad. This agreement must be approved by the Host institution representative, and signed by ITS staff member, ITS Chief Executive Office and Chief Operating Officer – Corporate Services.

9.3 These applications and training agreements are reviewed by external assessors where each applicant is given a mark.

9.4 These applications, training agreements and assessors' marks are then reviewed by the ESGAC as per Clause 3.4.

9.5 Applicants will be informed with the outcome of the evaluation.

10. Post Confirmation documents

10.1 Financial Identification Form where the staff member will write his/her bank details for a direct transfer of funds. The form is provided by the Erasmus and EU Office.

10.2 Grant agreement where the staff member will have all the details of the mobility such as the duration, destination and the total allocated funds.

10.3 An insurance cover for the duration of the mobility.

10.4 Once these documents are submitted, the Erasmus and EU Office will allocate 80% of the total funding prior to the mobility.

11. Post Mobility Documents

11.1 Certificate of Attendance.

11.2 A short report briefly explaining the experience abroad which report is also used by the Erasmus and EU Office for dissemination purposes.

11.3 Final EU Commission report which is directly sent to the staff member's email after the end of their mobility. In this survey, the staff member is asked about their mobility such as the destination, period of mobility, amount of funding and their overall experience.

12. Unsuccessful completion of an Erasmus Mobility

12.1 Clause 7.1 applies for staff members.