

QUALITY FRAMEWORK FOR ERASMUS STAFF EXCHANGE

Approved in Management Council 6 March 2019

INTRODUCTION

Teachers can apply for Erasmus+ grants for teaching or training abroad at a partner university for two to sixty days. Other staff members can also apply for training abroad, eg. through participation in courses or workshops, job-shadowing and organised visits to partner universities. Universities can also invite staff from enterprises abroad to teach at the IUA.

OBJECTIVES

Deans of departments are encouraged to make strategic use of the Erasmus+ grants. It is important that this programme of funding is used to support developments of curricula and teaching, and to enhance collaboration with universities abroad.

Deans are also in charge of creating a platform for staff to disseminate knowledge and experience from teaching/training abroad.

An application for staff training must be relevant to the applicant's position/line of work at IUA and must clearly benefit the institution in some ways (programme, department or unit).

Repeated funding for the same activity will not be granted.

Staff members can receive up to two grants per year. Further mobility may be funded if the application is outstanding and the need for repeated training abroad is evident.

RESPONSIBILITY

The person that signs the mobility agreement of the applicant on behalf of the institution (head of department/unit) ensures the quality and relevance of the proposed mobility.

ALLOCATION GUIDELINES

Applications are rated according to the quality framework of Rannís. The scale of rating is:

- Excellent
- Good
- Acceptable
- Not qualified

Further information: <https://www.erasmusplus.is/menntun/verkefni-og-sjodir/nam-og-thjalfun-a-haskolastigi-kennarar-og-starfsfolk/hvernig-er-sott-um/>

The application deadline is in May every year. Applications submitted after the deadline will be considered later, when/if there is flexibility for further funding.

Support is given to applications rated *good* or *excellent*. Applications rated *acceptable* will be placed on a waiting list, in which case the applicant can ask for re-assessment by submitting a new mobility agreement. Applications rated *not qualified* will not be supported.

Allocation of funding should be as follows: 70% of the total allocation should go to academic staff and 30% to non-academic staff, with a 10% flexibility.

Applications of those applying for the first time will be prioritised as long as the application is rated *good* or *excellent*.

The beneficiary must notify the international office of IUA if the mobility is cancelled. It is not possible to use the grant for a different activity/destination.

SPECIFIC GUIDELINES FOR APPLICATIONS FOR INCOMING STAFF FROM ENTERPRISE

Deans of departments and programme leaders can apply for a grant for incoming staff from enterprises.

Incoming staff should not be teachers at another university. The grants are designated for teaching visits from the professional field and are aimed at those who can *not* apply for Erasmus+ through their home university.

The balance between number of outgoing and incoming grants, allocated for each department, should be 70% outgoing or and 30% incoming with a 10% flexibility.

It is not possible to allocate a grant to the same incoming visitor two years in a row, unless there is no competition for the funding.

If the main purpose of the visit is not teaching at IUA, such as an exhibition or a performance, the application can not be supported.

SPECIFIC GUIDELINES FOR INCOMING ERASMUS STAFF TRAINING FROM PARTNER UNIVERSITIES

Each department/unit is responsible for the preparation of staff training. This includes approving the mobility agreement stating the purpose, programme and length of visit.

IUA can receive incoming staff for training for maximum two days, unless the visit is part of a specific project or activity.

IUA does not accept incoming staff for training from non-partner universities, except if the mobility clearly benefits the department/unit at IUA and there is an interest in developing further collaboration.

PRIORITISATION OF APPLICATIONS

Valid applications that are submitted before the deadline are prioritised. An application is valid when all required documents have been submitted.

The unit of Quality, Teaching and Research at the IUA is responsible for assessment according to the quality framework of Rannís (see above).

If a selection needs to be made between applications that meet all the above mentioned requirements and that have received the same rating, the dean of the relevant department should make a decision on prioritisation.