
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 7-14 days and in addition applicants can get the scholarship for 2 travel days. At the website you'll find a list of universities and the number of days, www.uu.se/en/about-uu/international/teacher-and-staff-exchange-to-uppsala-university-from-outside-eu
3. The scholarships are EUR 160 per day in Sweden and EUR 112 per day for the 2 travel days.
4. You book and pay your ticket to Sweden. Upon arrival in Uppsala you will receive a Travel grant. If you are not able to book and pay your 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, 2019 or June 30, 2020. Please see list on the website, www.uu.se/en/about-uu/international/teacher-and-staff-exchange-to-uppsala-university-from-outside-eu
8. If you are unable to use your grant, you are obliged to inform the International Office 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 International Office at Uppsala University.

INSTRUCTIONS

APPLICATION FORM/STAFF MOBILITY AGREEMENT

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

- Some fields in the application form are to be completed by ICM applicants once the selection has been made and the placement granted. However ICM applicants are encouraged to state as much information as possible.
- ICM applicants are encouraged to state a desired time (period) for their mobility (departure and return) but also consider the possibilities to conduct the teaching assignment at another occasion if it isn't 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.
- Please note that the application form needs to be signed by the applicant's head of department at the home university when the placement is confirmed. Please note that Uppsala University will sign the application/mobility agreement upon arrival in Uppsala.
- Please attach a CV and an invitation letter (if possible) to your application.
- When you have completed the application form and gotten the required signatures – please 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 April 15.

Please don't forget that the application form needs to be signed by the applicant.

APPLICATION FORM/STAFF MOBILITY AGREEMENT

**To be used by staff or teachers applying for
 Erasmus+ International Credit Mobility to Uppsala University
 Deadline: October 15 or April 15**

Personal information

First name	Anton
Family name	Khoroshavin
Year of Birth	1983
Home university	Saint-Petersburg State University
Department/Office	Institute of the Earth Science, environmental safety and regional sustainable development department
Country	Russia
Telephone number	+7 921 743 76 93
E-mail	antonchor@inbox.ru
Cellphone number	+7 921 743 76 93

Professional information

Position/Title
Assistant
Main work tasks at current position. Please be specific, describe a normal day or week for you.
<ul style="list-style-type: none"> - Lecturer in environmental management, business sustainable development, environmental audit, life cycle assessment and environmental marketing; - Scientific researches and publication activities in business sustainable development, waste management; - Scientific supervision for bachelor and master students
Professional fields of interest
<ul style="list-style-type: none"> - environmental management, - business sustainable development, - environmental audit, - life cycle assessment and environmental marketing, - waste management and waste utilization (extended responsibility of producers)



Erasmus+



UPPSALA
UNIVERSITET

About the proposed exchange

Proposed time for the visit
MAY 14 – 20, 2019 (INTERNATIONAL STAFF WEEK)
Would you consider a different time period if we cannot accommodate your proposed period?
<input checked="" type="radio"/> Yes <input type="radio"/> No
I would like to participate in the International Staff Week
<input checked="" type="radio"/> Yes <input type="radio"/> No
Overall objectives for your Staff Exchange/Teaching period at Uppsala University
<ul style="list-style-type: none"> - To learn more about internationalisation, research, education and student engagement at Uppsala University, - Find a contacts with researchers in my field of interests for collaboration; - Find an potential opportunities for common master programs and other educational activities.
Activities you would like to carry out at Uppsala University
INTERNATIONAL STAFF WEEK
Do you already have contacts at Uppsala University? Or do you have knowledge of any ongoing collaboration with your home university and Uppsala University? Please specify:
<p>There are agreement between SPBU and UU for collaboration. In SPBU we have Baltic University program representatives (I have studied in this program).</p> <p>We have some academic mobility exchange and other common activities.</p>
Expected outcomes, impact and added value (e.g. on your professional development and on home and host university)
<ul style="list-style-type: none"> - Find a contacts with researchers in my field of interests for collaboration; - Find an potential opportunities for common master programs and other educational activities.



Erasmus+



UPPSALA
UNIVERSITET

Signatures

Applicant signature

I confirm that I have read the terms and conditions and agree to them.

Anton Khoroshavin

Name



Signature

Head of department/unit at applicant's home university – **signed when exchange has been approved by UU**

I confirm that I have read the terms and conditions and agree to them.

Name

Signature

Head of department/unit at Uppsala University signature - **signed upon arrival in Uppsala**

I confirm that I have read the terms and conditions and agree to them.

Erika Dabhihar

Name



Signature

