** **

**STAFF MOBILITY – PROCEDURE**

**INSTITUTE OF ENGLISH AND AMERICAN STUDIES**

Dear Applicant,

Please follow the procedure given below to make your application for Staff Mobility:

1. Choose a university that you would like to visit for your staff mobility and review the website – see **UNIVERSITIES AND CONTACTS** sheet 1 given below.

2. Ensure the information you look at relates to the institute or department the Institute of English and American Studies has an agreement with. Please also make sure the course of studies shown relates to what you are researching / teaching at the Institute of English and American Studies.

3. Be aware of a) the mobility period available and b) ensure your language profile fits the one required by your chosen university.

4. Decide what you would like to do at your chosen university:

a) hold a seminar, present a lecture, run workshops – one or a combination of all three,

b) the theme(s) of your seminar, lecture, workshop.

5. Decide on a date when you would like to do the staff mobility – it must be in the summer semester up until the end of July.

6. Contact the Erasmus+ coordinator – Martin Blaszk ([brcmart@univ.gda.pl](mailto:brcmart@univ.gda.pl)) – with information about your choice – see **STAFF MOBILITY INITIAL APPLICATION** – sheet 2 given below.

7. After you have contacted Martin, he will contact your chosen university to put forward your application or he will give you contact details so that you can make direct contact with the institute or department of your chosen university.

8. After your application has been accepted \* you will be contacted and you should then complete your application form for Staff Mobility (“Wniosek o dofinansowanie wjazdu dydaktycznego” – see attachments on the STAFF MOBILITY webpage) and hand it in to the Erasmus+ Office (room 202 or 203 in the “rektorat”).

\* This may take some time as contact with Erasmus+ coordinators at partnership universities relies upon their availability. There is also no guarantee that your application will be accepted.

**UNIVERSITIES AND CONTACTS** – sheet 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **University** | **Erasmus Code** | **Institute or Department** | **Website** | **No. of available places / language level** |
| 1 | UNIVERSITY OF PORTSMOUTH | UK PORTSMO01 | School of Social, Historical and Library Studies | <https://www.port.ac.uk/study/courses?page=6&results=10&sort=AZ> | 1 person / 5 days  English B2 |
| 2 | UNIVERSITE PARIS XII VAL DE MARNE | F PARIS012 | English department / Departement d’Anglais | <http://www.en.u-pec.fr/quick-links/courses-in-english/> | 1 person / 5 days  English B2 |
| 3 | UNIVERSIDAD DE VIGO | E VIGO01 | English Philology | <https://www.uvigo.gal/> | 1 person / 5 days  Spanish B1/  English B2 |
| 4 | UNIVERSITAET LEIPZIG | D LEIPZIG01 | Faculty of Philology, English Studies | <https://www.uni-leipzig.de/en/> | 1 person / 1 week – 8 teaching hours  Not stipulated |
| 5 | UNIVERSIDAD DE JAEN | E JAEN01 | Faculty of Philology, English Studies | <http://www.ujaen.es/serv/vicint/home/index> | 1 person / 5 days  Spanish B2; or English B2 for courses taught in English |
| 6 | PARIS-LODRON-UNIVERSITAT SALZBURG | A SALZBUR01 | English and American Studies | <https://www.uni-salzburg.at/index.php?id=44700&L=1> | 1 person / 5 days  German B2; and English |
| 7 | UNIVERSITATEA AUREL VLAICU DIN ARAD | RO ARAD01 | Education / Literature and linguistics | <http://www.uav.ro/en/academics/bachelor-study-programmes> | 2 people person / 5 days each  English C1 |
| 8 | UNIVERSIDAD DE CASTILLA - LA MANCHA | E CIUDA-R01 | English Philology | <https://previa.uclm.es/estudios/catalogo/en/grado.aspx> | 1 person / negotiated separately  English B2; (Spanish B2) |
| 9 | UNIVERSITAET PADERBORN | D PADERBO01 | Literature / linguistics | <https://www.uni-paderborn.de/studium/international-office/> | 2 people / 5 days each  English C1; (German C1) |
| 10 | UNIVERSITAET HAMBURG | D HAMBURG01 | Literature / linguistics | <http://www.uni-hamburg.de/>  <https://www.stine.uni-hamburg.de/> | 1 person / 1 week – 8 teaching hours  German B2 |
| 11 | THE CITY UNIVERSITY | UK LONDON83 | Translation / interpretation | [www.city.ac.uk/courses](http://www.city.ac.uk/courses) | 3 people / 8 hours per week  English C1 |
| 12 | TRINITY COLLEGE DUBLIN | IRLDUBLIN01 | Music and Performing Arts/ Literature and linguistics | <https://www.tcd.ie/study/study-abroad/inbound/index.php> | 2 people / 5 days each  English C1 |
| 13 | UNIVERSITY OF KENT | UK CANTERB01 | University of Kent  School of Arts – Music and performing arts | [www.kent.ac.uk/arts](http://www.kent.ac.uk/arts) | 2 people / 5 days each  English C1 |

**STAFF MOBILITY INITIAL APPLICATION** – sheet 2

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of application** \_ \_ /\_ \_ /\_ \_

**Department** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff mobility for** (name of chosen **university** and **code**):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of mobility:** \_ \_ /\_ \_ /\_ \_ to \_ \_ /\_ \_ /\_ \_

(Please give a precise date of when you would like to carry out the mobility – this will be negotiated with the host university).

**I have the appropriate language profile:** YES / NO (Please underline the one which is applicable)

|  |  |  |
| --- | --- | --- |
|  | **Theme / title of presentation** | **Form: seminar/lecture/workshop** |
| 1 |  |  |
| 2 |  |  |
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| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| ... |  |  |

Please send this completed form to the Erasmus+ coordinator – Martin Blaszk

(brcmart@univ.gda.pl)