



GUIDE FOR OUTGOING STAFF

TOGETHER EVERYONE ACHIEVES MORE!



OBJECTIVES

- encourage higher education institutions to broaden and enrich the range and content of courses they offer
- promote exchange of expertise and experience on pedagogical methods
- create links between higher education institutions and with enterprises
- motivate staff to become mobile and to assist them in preparing a mobility period.

CONGRATULATIONS!

Dear Colleagues,

You have decided to go on exchange! Doing a staff mobility abroad is about learning new things and working with people from all around the world. The exchange period is often the most giving and exciting time of your career.

This guide is meant for UBT staff going on exchange and contains practical advice for a successful exchange. In case some information is left unclear you can contact the International Relations Office at UBT. We wish you a pleasant and enriching exchange!

Best wishes,
International Relations Office

"WHEN I FINISHED MY ERASMUS MOBILITY, I
FELT NOT ONLY ALBANIAN; BUT A
BIT PORTUGUESE, A LITTLE BIT ITALIAN AS
WELL, AND SPANISH, GERMAN, TURKISH,
FRENCH AND SO ON ..."

"I WILL TREASURE MY ERASMUS
EXPERIENCE AND THE MEMORIES THAT I
MADE FOREVER!"

"KOSOVO IS NOT HUGE, BUT IT IS BIG ENOUGH
FOR YOU NOT TO GET BORED AND YOU WILL
ALWAYS FIND SOMETHING TO DO."

BENEFITS

- Developing skills and competences as part of professional development.
- Strengthening the cooperation with partner institutions and creating new networks.
- Increasing the quality of services and teaching offered to students by the respective staff members

ERASMUS+ TYPES OF STAFF

MOBILITY

Erasmus+ funding is available to help teachers, lecturers and non-academic staff develop their skills in schools, universities, colleges and adult education environments around Europe – through job-shadowing, teaching and training activities. Within higher education, training opportunities are available to staff working, both in teaching and non-teaching capacities.

Funding is available for staff to teach or train in Europe, with a view to:

- Giving a career boost
- Exchanging expertise and generating new ideas
- Developing international networks

In addition to benefiting, or adding to the career development of the individual member of staff, the period of mobility is expected to contribute to the overall priorities of Erasmus+, EU Agenda for Modernisation of Higher Education, and international strategy of the University.

Following you may find information about teaching exchanges, training exchanges, and other necessary information about prior, during, and after your mobility.



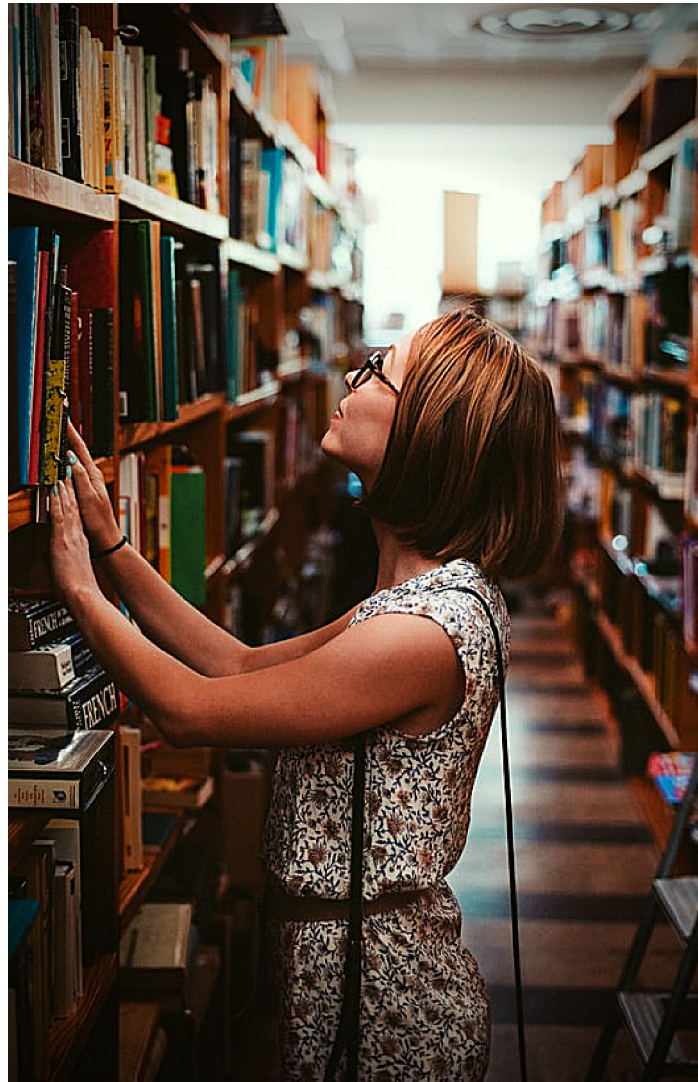
ERASMUS+ TEACHING MOBILITY

Eligibility

Academic staff who are employed by the University for Business and Technology are eligible to participate on the Erasmus scheme for teaching placements. To be eligible staff must hold a contract of employment with the UBT.

The host HEI in the destination country must have an Erasmus+ Charter and an inter-institutional agreement with UBT. If there is not an agreement in place please see the Information for Departments and Faculties part of our website for guidance on how to set one up.

Please note that the University aims to establish strategic, long term partnerships and prefers not to sign an agreement for the benefit of one individual



Duration

Staff can teach abroad between 2 working days and 8 weeks.

The minimum requirement for a teaching assignment is 8 teaching hours (per week). A minimum duration of 2 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international life at the host institution.

ERASMUS+ TRAINING MOBILITY

Eligibility

All UBT employed academic and administrative staff are eligible to undertake a staff training placement in another HEI or appropriate organisation abroad. Please note that for staff training UBT should have an inter-institutional agreement in place with the host university.

Duration

Administrative/Technical staff is required to spend a period of training between 2 working days and 8 weeks in an enterprise or organisation such as a higher education institution in another participating country.

The minimum duration for an Erasmus+ Staff Training Mobility is 2 working days and host HEIs can provide grants for a maximum of 5-6 days.



Objectives

Greater understanding and responsiveness to social, linguistic and cultural diversity;

Increased support for and promotion of mobility activities for learners;

Increased opportunities for professional and career development

Improved foreign language competencies

Increased motivation and satisfaction in daily work

Broader understanding of practices, policies and systems in education, training or youth across countries;

Increased capacity to trigger changes in terms of modernization and international opening within their educational organisations;

How to Apply at UBT

The selection of the HEI's staff for teaching and training, will be made by UBT on the basis of inter-institutional agreement. Before applying check if UBT has an Erasmus Staff Exchange Agreement with any institution where you want to carry out the mobility.

You should fill out the online Application Form where personal details, and needed documents (check Application Documents) have to be uploaded.

Upon successful application, the International Office at UBT will decide if you can undertake the mobility or not. If yes, you will be nominated to the host institution.

After nomination, you will accept the Invitation Letter from the host institution which can be used for visa purposes. Moreover, you will be invited, by the host university, to sign a detailed contract called a 'grant agreement'. To get more information about the amount of the grant please contact the International Office at UBT or the host institution directly.



Application Documents

You need to prepare the following documents in advance:

- **Scanned Passport/ID** - issued by a government, that certifies the holder's identity and citizenship.
- **CV** - provides an overview of your work and qualifications.
- **Mobility Agreement** - sets out the programme of teaching / training to be followed and is approved by the staff member, the sending and the receiving institution / organisation. The agreement defines the components of the teaching or training period abroad and emphasizes the mutual responsibility for the quality of the mobility of both the sending institution / organisation and UBT.

Templates of Mobility Agreement for Teaching and/or Mobility Agreement for Training can be downloaded from the UBT's website (International>Staff Exchange).

Before Mobility

The International Relations Office (IRO) of UBT will organize an annual information event and/or send out an email to the intranet/internal mailing list with information of mobility possibilities and asking those interested in exchange to contact the IRO. Check the possibilities offered to be part of staff exchange and contact the IRO to learn more about necessary nomination procedures.

The Mobility Agreement for teaching and training visits is the foundation of mobility. The documents need to be confirmed and approved by the member of staff, the sending and the receiving institution. This guarantees that the sending institution counts the Erasmus+ exchange period into the staff member's working hours. In addition, a Grant Agreement should be signed between the teacher and the home institution.

Make sure that UBT has agreed on the duration of the visit and activities to be undertaken by you before starting the official procedures.

*Networking is
not collecting
contacts!*

*Networking is
about
planting
relations.*

After Mobility

After your mobility you will receive a confirmation of teaching/training signed by the host institution. The confirmation certifies that the staff member has undertaken the teaching/training assignment under the Erasmus+ programme. It is a document confirming the arrival and departure dates and the scope of teaching/training and possible other activities in hours.

Mobility Tool is a web platform for collaboration, management and reporting of mobility projects under the Erasmus+ programme. Mobility Tool automatically sends out requests for participant reporting after the end of the mobility period, as indicated in the "End date" field of the mobility details. The participants receive an invitation to filling the report on their mobility.

UBT also sends a feedback form to staff members who have been on exchange. This needs to be completed within one week of your departure from the host country.

CONTACT

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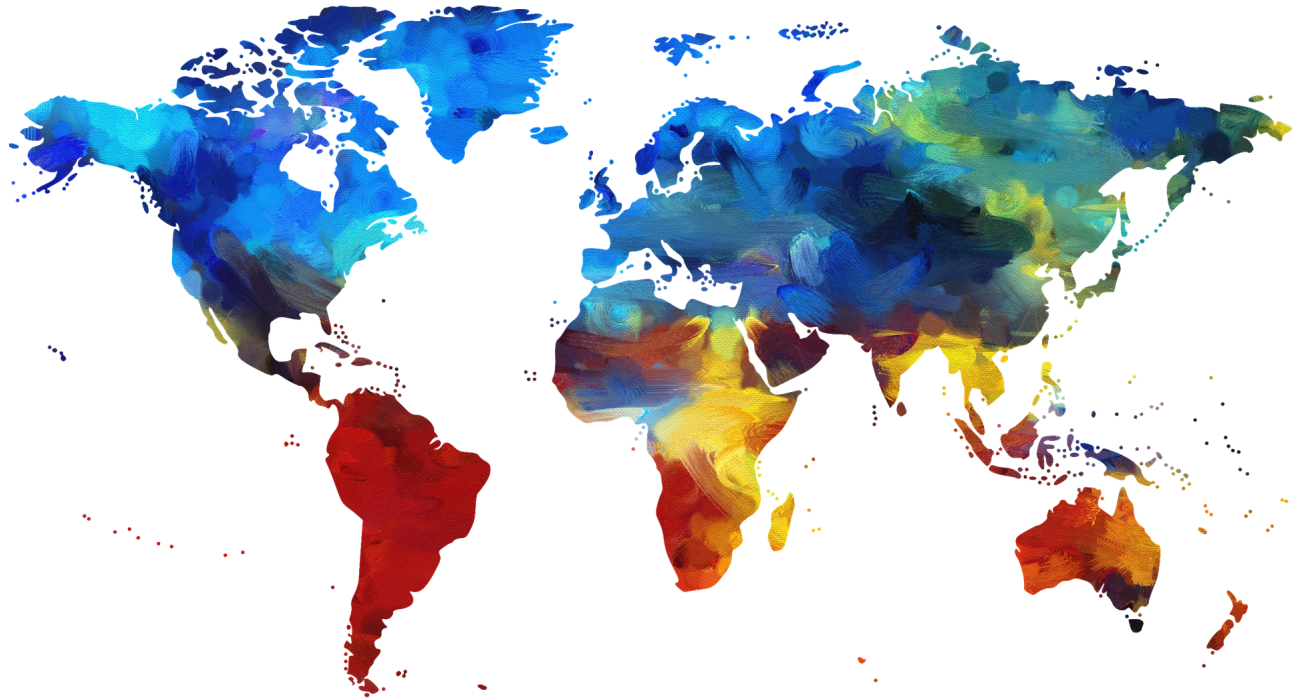
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There is a world out there full of possibilities.

Explore now!