

HOW TO

APPLY FOR

ERASMUS+ ADMINISTRATIVE STAFF MOBILITY

RESPONSIBLE UNIT(S):

▪ **Academic Cooperation and
Research Support Office**

STEPS

1. CEU Erasmus Office launches a Call for Application – Erasmus+ Staff Training Mobility two times a year: May, September
2. Deadlines for applications: 30 June, 31 October
3. Eligible applicants must hold an employment contract with the Közép-európai Egyetem.
4. Application materials should include a completed application form, a work plan approved by all parties and a recommendation letter from the applicant's immediate supervisor
5. Once selected for the mobility, applicants will sign a Staff Training Grant Contract with CEU and complete the Staff Training Agreement, both provided by CEU Erasmus Office
6. The Staff Training Agreement will be signed by the applicant and the head of the applicant's unit/department/office *before* the mobility
7. The same document will be signed by the responsible person for the mobility at the receiving institution *during* the mobility (the document is to be carried out abroad)
8. Original documents (Staff Training Agreement and boarding pass or other travel-related invoices, tickets, etc.) must be submitted within 5 working days upon return to the ACRO Erasmus Office
7. An online report is to be submitted upon request of Erasmus Office within 5 working days

APPLICATION CHECKLIST

- Application Form
- Work Plan
- Recommendation Letter

SUBMIT UPON RETURN CHECKLIST

- Staff Training Agreement
- Boarding card / Travel invoices, tickets
- On-line report

USEFUL LINKS

<http://acro.ceu.edu/erasmus-staff-training-mobility-faculty-and-administrative-staff>

FOR MORE INFORMATION CONTACT

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