

HOW TO

APPLY FOR

ERASMUS+ TEACHING MOBILITY

RESPONSIBLE UNIT:

▪ **Academic Cooperation and
Research Support Office**

STEPS

1. CEU Erasmus Office launches a Call for Application – Erasmus+ Teaching Mobility three times a year: May, September, December
2. Deadlines for applications are 30 June, 31 October, 31 January
3. Eligible applicants must hold an employment contract with the Közép-európai Egyetem. PhD students are also eligible if they are in an employment relationship with the Közép-európai Egyetem at the time of application as well as during the mobility period or if they are able to submit an official confirmation of their teaching activities at CEU signed by the relevant department head.
4. Application materials should include a completed application form, a teaching program approved by all parties and an official invitation from the host institution
5. Once selected for the mobility, applicants will sign a Staff Teaching Grant Contract with CEU and complete the Staff Teaching Agreement, both provided by CEU Erasmus Office
6. The Staff Teaching 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 Teaching 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
- Teaching Program
- Official invitation from host institution

SUBMIT UPON RETURN CHECKLIST

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

USEFUL LINKS

<http://acro.ceu.edu/erasmus-teaching-mobility-faculty>

FOR MORE INFORMATION CONTACT

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