GUIDELINES FOR HOSTING STAFF AND PG STUDENTS UNDER ERASMUS+ INTERNATIONAL CREDIT MOBILITY (ICM) PROJECT

What is Erasmus+ International Credit Mobility (ICM)?
Erasmus+ ICM is an Erasmus + Key Action 1 project which aims to facilitate exchange and education links between European and international partners. The ICM programme offers funded mobility opportunities for staff and postgraduate students to and from international partners. The Erasmus+ grant is administered by the Go Abroad Team.

Funding is available to incoming staff from partner institutions and to outbound University of Glasgow staff.

More information and a list of current partnerships are available on the Erasmus+ ICM webpages at https://www.gla.ac.uk/explore/internationalisation/erasmusstaff/erasmusinternationalcreditmobility/.

Who can I host?
- Academic staff coming to UoG to conduct either a Teaching or a Training visit (typically 10 days)
- Administrative staff coming to UoG to conduct a Training visit (typically 5 days)
- Postgraduate Students coming to UoG to conduct a research project (typically 3-4 months)

What types of activities should be organised for my visitors?

Staff Teaching Visits:
- To qualify for the funding, the minimum duration is 5 working days.
- Staff members must conduct 8 hours of teaching per every 5 working days
- Activity programmes can consist of:
  - Guest lecturing on existing UG/PG courses
  - Specialised seminars for upper level undergraduate and/or PG students
  - Giving a short series of guest lectures within the School to students and staff
  - Leading workshops on academic topics, career development for PG students, etc

Staff Training Visits:
- To qualify for the funding, the minimum duration is 5 working days.
- Staff members must conduct 8 hours of training per every 5 working days
- Training can consist of:
  - Job-shadowing
  - Observing
  - Workshopping/collaborating to share best practice
  - Upskilling in a particular field or technology

In addition to these activities, the programme for incoming staff can include:
- Conference attendance
- Networking and research collaboration meetings
- Campus tour
- Meeting with University Services if appropriate.

Postgraduate Research Visits

Note: PG Students are expected to continue working primarily with their home supervisor for academic supervision; your role is that of an academic mentor at UoG to ensure the student has opportunities to network with peers and relevant research staff, has access to the correct research resources, and is generally integrated in School/College activities and events.

- To qualify for the funding, the minimum duration is 3 months; the funding is normally available for visits up to 4 months. As a host you can dictate the duration that is most convenient to you.
- Hosting a PG students can consist of:
  - PG students will take courses to supplement their research
  - They can collaborate with specialised networks in their field of study
  - They can conduct independent, self-directed work on their thesis utilising UoG's resources
- Consider the cost of the project. In some subjects bench fees may be applicable; these are not covered by the Erasmus grant. If your School/Institute cannot absorb the cost of the project, then the additional cost must be communicated to the potential participant as soon as possible.
If I agree to host participants, what do I need to do?

**Hosting Staff**
Staff visit should be organised and managed in line with your School's standard processes for hosting staff. Generally you should provide the following:

- Full programme of activity.
- Appropriate induction/training for tasks that require the use of machinery, specialist software, etc.
- Guest access to WiFi & IT, to the library, any relevant facilities etc.

The programme of activity can include Campus Tours, meetings with colleagues in student Services and External relations if appropriate, tour of the city, time for personal studies.

When planning the programme, one afternoon should be dedicated to a meeting the Go Abroad Team to sort Erasmus paperwork and to arrange the payment of the Erasmus+ grant.

**Hosting PG Students**
Visiting PG students should be supported in line with the normal level of support offered to visiting PG students/researchers.

As a host, you / your School should provide:

- A work station with appropriate IT access - Admissions would check this with you when processing the application
- A mentor - Admissions would confirm this with you when processing the application
- Appropriate induction/training for tasks that require the use of machinery, specialist software, etc.
- An appropriate course code to enrol the student on on MyCampus to indicate that the student is conducting research at Glasgow on a full-time study basis – no fee can be charged. Your School administrator can normally advise on the most appropriate course code for this.
- An indication of any associated administrative or bench fees at the point of receiving their invitation in principle from you

**Tuition fees/standard visiting research fees/bench fees**
Under the terms of the Erasmus+ programme, UoG cannot charge ICM participants tuition fees. Participants may be asked to pay any standard administrative fees or bench fees for project consumables that visiting researchers would normally be asked to pay.

**Am I expected to book travel/accommodation for participants?**
No. Participants are responsible for arranging their own travel, accommodation, visa and insurance arrangements and for paying for those associated costs. The Erasmus grant will help to offset these, but is not full financial sponsorship. This information is provided for prospective participants online, and for accepted participants in their formal visa invitation letter from the Go Abroad Team.

**Am I expected to advise on Erasmus+ grant funding, visa invitation letters, accommodation logistics, etc.?**
No. The Go Abroad Team provide this information to participants.

**How do incoming staff and postgraduate students apply to Glasgow?**
Potential participants from partner universities may contact you directly to discuss their project. The Go Abroad Team may also forward on received expressions of interest to you. If you are already collaborating with someone at the partner institution you may also invite them to apply for one of the funded places through the programme.

For any participants you would like to host, you will need to:

- write a short letter/email of invitation in principle to enable the participant to apply to their home university and to be selected to participate in the programme.
- confirm provisional dates.
- provide a skeletal programme of activities with the participant, which will need to be fleshed out once the participant is accepted on the programme.
Participants must apply to and be selected by their home university to participate in the programme. The partner university will nominate their selected candidates to the Go Abroad Team.

**Nominated staff**

- Nominated staff must work directly with you to finalise dates and a precise programme of activity.
- You must confirm the approved dates and provide a copy of the full programme of activity to the Go Abroad Team.
- The Go Abroad Team will issue the visiting staff with a visa invitation letter, information on their Erasmus+ grant funding, and information on travelling to Glasgow and accommodation options.

**Nominated PG students**

- Nominated PG students apply through MyCampus Direct Admissions. Applications are processed by Admissions in line with standard processes.
- Students will be registered for the duration of their visit, will be in receipt of a student card, and will be given the option to apply for University accommodation.