



## **Calls for proposals for Erasmus+ mobility for NDUC employees**

Norwegian Defence University College (NDUC) is calling for proposals for grants for staff mobility for the academic year through the Erasmus+ mobility programme. The grants are designed to increase the degree of internationalisation at NDUC.

We hope that by subsidising the costs of a period abroad, more staff will have the opportunity to have an exchange period abroad. Academic and technical-administrative staff (including PhD students and postdoctoral fellows) at NDUC can apply for an Erasmus+ grant for a period of teaching and/or training at a higher education institution or other public or private sector organisation that is active on the labor market or in the areas of teaching, training, research, and innovation in a country defined as either a programme or partner country in the Erasmus+ programme.

A new feature is the opportunity for staff mobility in a partner country, i.e., a country outside the EU/EFTA/EEA. NDUC can allocate up to 20% of the total Erasmus+ mobility funds for this purpose. The new Erasmus+ programme also offers the opportunity to apply for mobility funding for so-called blended mobility, which is a combination of physical and virtual mobility. The programme countries in Erasmus+ are the 27 EU member states and the members of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA), Norway, Iceland, and Liechtenstein, as well as Macedonia, Turkey and Serbia.

For more information about the partner countries in the Erasmus+ programme, please refer to pages 32-34 of the Erasmus+ Programme Guide ([The Erasmus+ Programme Guide | Erasmus+ \(europa.eu\)](#)). Please note that to be awarded an Erasmus+ staff mobility grant for a period of teaching abroad, NDUC must have a signed Erasmus+ agreement with the higher education institution in the programme or partner country. Furthermore, the higher education institution in the - programme country must have an Erasmus Charter for Higher Education (ECHE) - partner country must be approved/accredited by the Government in the country.

For a period of training abroad, it is not a requirement that the parties have signed an Erasmus+ agreement in advance. However, if the staff member is going to visit a higher education institution, the requirements of ECHE (programme country) and approval/accreditation (partner country) still apply. Your faculty will be able to inform you about the Erasmus+ agreements that apply for your unit.

NB! The United Kingdom is now participating in the programme as a partner country. This means that there is only a limited opportunity to apply for an Erasmus+ staff mobility grant. Up to 20% of the funds will be available for mobility to partner countries.

### **Requirements for applicants:**

“To ensure high-quality mobility activities with maximum impact, the mobility activity has to be related to the staff’s professional development and to address their learning and personal development needs” (page 45 of the programme guide).

Academic and technical-administrative staff (including PhD students and postdoctoral fellows) at NDUC can apply.



**Duration:**

To programme countries: from 2 days to 2 months (excluding travel days) To partner countries: from 5 days to 2 months (excluding travel days).

For periods of teaching abroad, there is a requirement of a minimum of 8 hours' teaching per week. A period abroad can combine teaching and training activities. In such cases, the number of teaching hours per week is halved.

It is the responsibility of the staff member concerned to contact the host institution abroad and agree a date for the mobility before submitting a grant application to NDUC (Faculty administration). The activity must commence and conclude within the school year.

**Funding:**

Grants are offered to cover travel expenses and costs during the mobility period. Individual support (per day):

**Travel grant:**

The term "green travel" defines travel with low carbon emissions. Applicants who choose to travel in a more environmentally friendly way may be eligible for additional travel days. Travel grants are calculated using the European Commission's distance calculator. *Please note that the grants awarded do not always cover all costs incurred during travel and the mobility period. Any costs over and above the amount of the grants must be covered by your unit. Please clarify this with your immediate supervisor prior to departure.*

**Applications:**

The application is a completed Mobility Agreement for teaching or training, which must be signed by both NDUC and the receiving institution. It is important that your immediate supervisor signs the field 'Name of responsible person'. NDUC has the following Erasmus code: N OSLO69 Link to Mobility Agreement [Mobility Agreements | Erasmus+ \(europa.eu\)](#) (choose either Teaching or Training agreement) Please send your application to Senior Advisor Marit Rye-Ramberg ([marramberg@mil.no](mailto:marramberg@mil.no)). We are accepting applications throughout the year, and you will have a response within 2-3 weeks after having sent the application.

**Staff mobility for teaching:**

It is a requirement that outbound staff mobility is based on a minimum of 8 hours' teaching per week. If the period of teaching abroad is combined with training, the number of teaching hours per week can be reduced to

**Staff mobility for training:**

Examples of activities for which grants may be approved: - Participation at Staff Weeks, International Days, Partner Days, etc. - Job shadowing - Seminars/workshops - Lab training (for academic staff/PhD students/postdoctoral fellows) - Method/summer courses - Training/observation at a business/organisation - Language courses.



Norwegian Defence  
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**Award criteria:**

The annual call for proposals for Erasmus+ staff mobility grants is managed jointly for NDUC as a whole. Assessments are based on suggestions from the faculties/units and experiences from previous years. To enable as many applications as possible to be approved, NDUC generally provides grants for a period of one week per person per year. Priority will be given to staff who have not taken advantage of this scheme previously.

Grants may be approved for up to two people on the same trip. However, it is desirable that one academic staff member and one administrative-technical staff member travel together. The number of successful applications depends on the number of grants allocated by the European Commission. Grants for conference participation cannot be approved through this programme.

**Special needs:**

NDUC is committed to facilitating that all staff who wish to do so can apply for the Erasmus+ staff mobility grants. If you have special needs that require adaptation and facilitation to be able to travel, you can apply for additional funding. Funding has been earmarked in the Erasmus+ programme for this purpose. Please contact Senior Advisor Marit Rye-Ramberg (marramberg@mil.no) if this is relevant.

**Others:**

All employees are encouraged to follow the UD's travel advice. All travels must be approved by the employee's immediate supervisor. We recommend you to register on [Reiseregistrering.no](http://Reiseregistrering.no).