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## Terms and conditions Erasmus+ International Credit Mobility (ICM) Incoming Teachers and Staff

1. The main difference between Teacher exchange and Staff exchange: Teacher exchange means that you have to teach at your host university for a minimum of 8 hours per week. Staff training does not have to include teaching. This means that Teachers can go on Staff exchange if their main purpose is to do professional training, rather than teaching.
2. Teacher and staff exchanges to Uppsala University are often 7-12 days and in addition applicants can get the grant for 2 travel days. At the website you'll find a list of universities and the number of days, <https://mp.uu.se/c/perm/link?p=390200234> alt. <https://mp.uu.se/web/info/undervisa/utbyte/incomingstaffmobility>
3. The grants are EUR 180 per day in Sweden and for 2 additional travel days. After 14 days the amount changes to 126 EUR per day.
4. You book and pay your ticket to Sweden. Upon arrival in Uppsala you will receive a Travel grant. If you are not able to book and pay or ticket, please contact [erasmus@uu.se](mailto:erasmus@uu.se)
5. The applicant or the applicant's home university have to cover costs to and from the airports and any visa costs (if applicable).
6. Unfortunately Uppsala University cannot arrange accommodation for anybody but we will recommend suitable hotels.
7. All visits have to take place by June 30, 2021; June 30, 2022; or June 30, 2023. Please see list on the website, <https://mp.uu.se/sv/web/info/stod/internationalisering/inkommande-personal/incoming-staff-mobility-icm>
8. If you are unable to use your grant, you are obliged to inform the Division for Internationalisation as soon as possible.
9. Visiting staff are expected to work and be present at the workplace five full days a week (Monday-Friday). Uppsala University is an informal and non-hierarchical workplace. You are expected to conduct your work independently, meet deadlines and attend and be on time for meetings.
10. Visiting teachers are required to teach (lectures, seminars or tutoring) at least 8 hours per week.
11. The working languages are Swedish and English. Swedish language skills are not required for the placement. However, advanced English communication skills, oral and written, is expected.
12. If you fall ill or are unable to come to the office you have to report this to your supervisor and to the International Office at Uppsala University.

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## INSTRUCTIONS

### APPLICATION FORM/STAFF MOBILITY AGREEMENT

*Please carefully read this document before you start filling out the application form*

- Some fields in the application form are to be completed by ICM applicants once the selection has been made and the placement granted. However ICM applicants are encouraged to state as much information as possible.
- ICM applicants are encouraged to state a desired time (period) for their mobility (departure and return) but also consider the possibilities to conduct the teaching assignment at another occasion if it isn't possible to arrange during the proposed period.
- Applicants are strongly encouraged to contact the host university in order to receive an invitation letter. If there is a competition between the applicants the relevance of the proposed exchange will be assessed and already existing relevant contacts with the host university will be taken into account. If you have problems to receive an invitation letter, please contact [erasmus@uu.se](mailto:erasmus@uu.se) and we will do our best to help you.
- Please note that the application form needs to be signed by the applicant's head of department at the home university when the placement is confirmed. Please note that Uppsala University will sign the application/mobility agreement upon arrival in Uppsala.
- Please attach a CV and an invitation letter (if possible) to your application.
- When you have completed the application form and gotten the required signatures – please upload it to your MoveOn profile and submit your application. If you have problems to submit your application, please contact [erasmus@uu.se](mailto:erasmus@uu.se)

*Participants will be selected and notified as soon as possible  
after the application round has closed.*

**The deadlines for applications are October 15, January 31 and April 15.**

**Please don't forget that the application form needs to be signed by the applicant.**

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## APPLICATION FORM/STAFF MOBILITY AGREEMENT

To be used by staff or teachers applying for  
Erasmus+ International Credit Mobility to Uppsala University

### Personal information

First name	
Family name	
Place and Date of Birth	
Home university	
Department/Office	
Country	
Telephone number	
E-mail	
Cellphone number	

### Professional information

Position/Title
Main work tasks at current position. Please be specific, describe a normal day or week for you.
Professional fields of interest

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## About the proposed exchange

<b>Proposed time for the visit</b>
<b>Would you consider a different time period if we cannot accommodate your proposed period?</b>
<input type="radio"/> Yes <input type="radio"/> No
<b>Would you like to participate in the International Staff Week?</b>
<input type="radio"/> Yes <input type="radio"/> No
<b>Overall objectives for your Staff Exchange/Teaching period at Uppsala University</b>
<b>Activities you would like to carry out at Uppsala University</b>
<b>Do you already have contacts at Uppsala University? Or do you have knowledge of any ongoing collaboration with your home university and Uppsala University? Please specify:</b>
<b>Expected outcomes, impact and added value (e.g. on your professional development and on home and host university)</b>

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## Signatures

**Applicant signature**

*I confirm that I have read the terms and conditions and agree to them.*

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Name

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Signature

**Head of department/unit at applicant's home university – signed when exchange has been approved by UU**

*I confirm that I have read the terms and conditions and agree to them.*

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Name

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Signature

**Head of department/unit at Uppsala University signature - signed upon arrival in Uppsala**

*I confirm that I have read the terms and conditions and agree to them.*

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Name

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Signature