

Application Criteria and Procedures of Staff Mobility for Teaching and Training under Erasmus Plus Project KA 171

General Principle

This application criteria and procedures are formulated based on the following principles: thoroughly implement the Staff Mobility for Teaching and Training under Erasmus+ KA 171 Inter-institutional Agreement with SLU partner universities in Europe; further promote the overseas higher educational teaching and training; encourage faculty and staff members to participate in international academic communications and cooperation with foreign universities and research institutes; improve the university overall international education ability and strength, and the level of teaching management.

I Eligible Participants

Staff Mobility for Teaching and Training under Erasmus+ KA 171 Inter-institutional Agreement is open to all the teacher and administrative staff at SLU.

II Staff Mobility Periods

1. Staff Mobility for Teaching (teachers), 7 days, including the traveling time;
2. Staff Mobility for Training (administrative staff), 7 days, including the traveling time.

III Application Criteria

1. Teacher
 - 1) Full-time employed at SLU for the period of at least 2 years;
 - 2) Be engaged in teaching courses in English or bilingual (English and Chinese) teaching ;
 - 3) According to the University policies of faculty development, teachers who have short employment and meet the requirements of KA 171 project are encouraged to apply;
 - 4) The required English proficiency level is B2, and C1 is recommended;
 - 5) The applicant who won the Excellence in Teaching Award is preferred.
2. Administrative Staff
 - 1) Full-time employed at SLU for the period of at least 2 years;
 - 2) According to the University policies of faculty development, administrative staff who have short employment and meet the requirements of KA 171 project are encouraged to apply;
 - 3) The required English proficiency level is B2, and C1 is recommended;
 - 4) The applicant who was rated Excellence in Annual Performance Appraisal is

preferred.

IV Application Procedures

1. Post the program application criteria and procedures on SLU website and official media platform, by International Office;
2. Candidates recommended by each faculty and department based on its educational and academic planning and development;
3. Review and evaluate the qualifications of the candidates (teachers and administrative staff), by International Office, Human Resources Department and Teaching Affairs Office;
4. Send to Erasmus Plus partner universities all anonymous course descriptions and proposed training programs;
5. Erasmus Plus partner universities select and confirm the course descriptions meet the university profile, and training programs could be organized, by sending the list of accepted by Erasmus Plus partner universities descriptions and proposed training programs to SLU;
6. Interview with the qualified candidates by a panel of judges, organized by International Office, Human Resources Department and Teaching Affairs Office;
7. May 5th to 15th: publish the list of all applicants that took part in recruiting and the list of qualified applications as well as their papers and Protocol from meeting of your panel judges, for 5 days to receive questions from the whole university, and the recruitment documentation be filed to Human Resources Department;
8. Submit a copy of recruitment documentation to Erasmus Plus partner universities ;
9. Agree with International Office of Erasmus Plus partner universities the time of visit of selected mobility participants according to Erasmus Plus partner universities Academic Calendar.
10. Sign the Learning Mobility Agreement (3 parties) and Grant Agreement (Erasmus Plus partner universities and Participants);
11. Visa application and insurance obtaining;
12. Foreign affairs disciplines training before departure for the Staff Mobility.

V Program Completion

All mobile staff should fulfill the teaching and training programs at Erasmus Plus partner universities, all the participants should obey all the principles, according to Erasmus Plus rules.

VI Participant Report and Evaluation

At the end of the period abroad, all mobile staff are:

1. required to submit a final report in English to EU;
2. required to submit a mobility final report in Chinese to International Office and Human Resources Department, Teaching Affairs Office;

3. required to complete the SLU mobility evaluation and assessment;

VII Failure to accomplish the Staff Mobility for Teaching and Training under Erasmus Plus KA 171 or failure to complete the SLU evaluation and assessment will result in not allowing to participate in this program for 5 years

VIII International Office reserves all the right for the final explanation.

Shanghai Lixin University of Accounting and Finance