

# BTIB STAFF MOBILITY PROCEDURES

The EU's Erasmus programme offers higher education academic and administrative staff the chance to gain professional development through teaching or training elsewhere in Europe.

Academic Staff and Administrative Staff currently working at a Higher Education Institution (HEI) in Europe, that holds an Erasmus University Charter, and has an Erasmus Bilateral Agreement (EBA) or Inter-Institutional Agreement (IIA) with BTIB is eligible for an Erasmus Staff Mobility (Teaching Mobility or Training Mobility).

## *Teaching staff*

The recommended minimum duration for teaching assignments is five days and they may not exceed a maximum of six weeks. Teaching assignments shorter than the recommended period must include at least five teaching hours.

## *Non-teaching staff*

Staff training is an option for non-teaching staff who want to take part in the Erasmus programme. Within the broad objectives of staff training, it encompasses things such as short secondments, job-shadowing and study visits.

Please, check with your HEI Erasmus Office Coordinator or Secretary for the existence of these opportunities in the Erasmus Bilateral Agreement or for the possibility of signing up for such an EBA.

All academic details (such as: which class to teach, when to come, teaching language, level of students - enrolled in the first, second or third level, etc.) of your stay should be discussed with the Erasmus Academic Coordinator from the BTIB.

The contact details of our Erasmus Coordinators are available at the following link: [BTIB-Erasmus-Coordinators.pdf](#)

The details of the teaching / training mobilities for Staff are presented and acknowledged by signing an Teaching / Training Staff Mobility Agreement form. The Mobility Agreement has the legal status of a legal contract between the BTIB, the HEI, and the Staff person undertaking the mobility. The Mobility Agreements templates can be found on the BTIB website and as well, can be obtained from the EP-Office.

All administrative details of your stay should be discussed with the Erasmus plus Coordinator Octavian Baban ([dir.departament@itb.ro](mailto:dir.departament@itb.ro)). Please feel free to contact him for any inquiries you might have.

BTIB has a number of rooms available for visiting professors and so has the University of Bucharest. Please, check with the BTIB secretary, [secretariat@itb.ro](mailto:secretariat@itb.ro), for availability.

Apart from that, there are a good number of hotels available around BTIB, within a 10-15 minutes walking distance. Check.

At the end of your stay in Bucharest, you will be issued a certificate stating your Erasmus teaching period and the name of the class you taught.

### *Funding*

Erasmus effectively gives your institution financial assistance for professional development, as funding for subsistence and travel is available for all staff. It will be up to your institution how this is paid, but many choose to pay against receipted expenditure. Travel costs may cover travel from the point of departure to the host, but do not include local travel. Subsistence rates are defined by the British Council and vary according to the country you visit and the length of time you go. Staff from enterprises in another participating country can receive funding for a teaching visit to a UK institution. Please consult with your institution's Erasmus Co-ordinator for further detailed information.

### *Next Step*

Contact your University Erasmus Co-ordinator who can guide you through the necessary steps and download our leaflet for staff. Read what colleagues who have already participated have to say about their experience on our Staff Case Studies page.

We are looking forward to welcome you to BTIB, Bucharest, Romania!

**Contact: Octavian Baban, BTIB Erasmus+ Office Coordinator, e-mail: [dir.departament@itb.ro](mailto:dir.departament@itb.ro)**