

Erasmus+ International Credit Mobility (ICM): Incoming Staff Mobility to Middlesex University Application and Nomination Form

This application must be **jointly** completed by both the staff member (Applicant) and the nominating partner institution and returned to **Dr Nosheen Rachel-Naseem n.rachel-naseem@mdx.ac.uk along with applicant's CV**. Please submit one application per candidate/nomination.

Aims and objectives of Erasmus+ International Credit Mobility for Staff Exchanges

All ICM staff exchanges are expected to contribute to the overall priorities of Erasmus+ (which supports the EU Agenda for Modernisation of Higher Education), to the University's international strategy and to your Service's or School's strategies. The visits must last for a minimum of 5 days and continue to foster the relationship between Middlesex University and your institution as an ICM partner HEI.

A **teaching visit** must include a minimum of 8 hours teaching over the minimum 5 day period and can include not only lectures but also workshops, seminar groups, tutorials, or training/tutoring a small group of doctoral/research students.

A **training visit** must be over a minimum 5 day period and supports the professional development of the individual. Training may be in the form of job shadowing, observation, attendance at workshops or courses etc. This may be for transfer of knowledge and good practice, to learn from shared experience, acquire practical skills or discover new ideas for teaching and learning.

1. General Data

Forename:		Surname:	
Email:		Gender: F/M	
Nationality:		Home/Sending Institution and Country:	
Seniority (for faculty)¹:		With special needs: Y/N	
Language of teaching/training at the Host Institution:		Is this your 1st funded Erasmus mobility: Y/N	
Your Department/Faculty/Service within Home Institution:			

1.1. Teaching visits only:

Host Institution (name):	MIDDLESEX UNIVERSITY	Subject area of teaching during visit:	
Specific relevant taught programme(s) at Middlesex in which you could dispense this teaching:	<i>Please identify this on our website prior to applying directly to Middlesex so as to facilitate our contacting the appropriate academic department/service.</i>		
Approximate proposed start date excluding travel (dd/mm/yyyy)*:		Approximate proposed end date excluding travel (dd/mm/yyyy)*:	
Duration of visit excluding travel days (minimum 5 days):		Proposed number of teaching hours (minimum of 8):	
Level of teaching during visit (UG, PG, or doctoral):		Subject area at Home/Sending Institution:	

*bear in mind our [Academic Calendar](#) so your offering falls within a Learning Week.

1.2. Training visits only:

Host Institution (name):	MIDDLESEX UNIVERSITY	Type of Activity (event/job shadow/training/other):	
Approximate proposed start date excluding travel (dd/mm/yyyy):		Approximate proposed end date excluding travel (dd/mm/yyyy):	
Duration of visit excluding travel days (minimum 5 days):		Category of work at Home Institution (General Admin and Technical/Finance/IT/Academic staff/other):	

¹ Junior: up to 10 years of teaching experience); Intermediate: between 10 and 20 years of teaching experience; Senior: more than 20 years of teaching experience

2. Statement (for the Applicant to complete)

Please write a brief statement (400-500 words maximum) about your proposed mobility (teaching or training) with reference to the aims and objectives outlined above and including description of planned activities and expected results.

Date (dd/mm/yyyy):

Applicant Signature:

3. Confirmation of Support from the Head of Department/Line Manager (for the Institution to complete):

Please include here information in support of the candidate's application.

I hereby support the application and nomination of [First name Surname] for this staff mobility visit for teaching/training to Middlesex University London through the Erasmus+ International Credit Mobility programme (KA107).

In addition to sharing best practice, our institution expects that this visit will (please tick any that apply):

At the **individual** level:

- be recognised in the participant's professional development portfolio
- be recognised in the participant's workload patterns
- improve the participant's foreign language skills
- improve the participant's professional skills

At the **departmental/institutional** level:

- contribute to developing existing and future curricula offerings at one or both partners
- further research links
- promote and increase incoming student mobility from the partner institution to Middlesex University
- promote and increase outward student mobility from Middlesex University to the partner institution
- support the departmental strategies of one or both partners
- support the institutional internationalisation strategies of one or both partners



Erasmus+



Middlesex
University
London

Additional Comments: Please include any other relevant information about the candidate and their proposed staff mobility that should be considered by the competent Middlesex University department/service to host the visit.

Name of Head of Department/Line Manager:

Title/Position:

Date (dd/mm/yyyy):

Signature: