

## GUIDELINES:

### HOW TO APPLY FOR EUROPEAN UNION FUNDING TO ATTEND A TEACHERS' COURSES IN THE UK

**ERASMUS PLUS: KEY ACTION 1 – MOBILITY OF INDIVIDUALS.**

**PERIOD: COMMENCING 1 JUNE 2018**

**ERASMUS+ DEADLINE: 1 FEBRUARY 2018**

Only one deadline for the whole year.

Schools and consortia can apply for Erasmus+ funding. Individual teachers cannot apply for funding.

#### **BREXIT**

**It is hoped that the UK will continue to participate in Erasmus+ whatever the outcome of Brexit.**

**In any case nothing will change before 29 March 2019.**

**To avoid any uncertainty you may prefer to select courses in 2018 and courses ending no later than 29 March 2019.**

1. Select one or several of International Study Programmes' Courses in the period commencing 1 June 2018 from our website: [www.international-study-programmes.org.uk](http://www.international-study-programmes.org.uk) (All ISP teachers' courses are eligible for funding.)

Pre-register on the course(s) by sending an email to [Discover@International-Study-Programmes.org.uk](mailto:Discover@International-Study-Programmes.org.uk).

A place will then be reserved for you/ your colleagues on the course(s) until you let us know whether or not you can definitely attend.

(If your school would like a tailor-made course for a group of teachers, please ask us to prepare proposals.)

2. A representative of your school or college will need to:

- a) **Register your school** in the Erasmus+ Participant Portal in order to obtain a Personal Identification Code (PIC) number for your school: [www.erasmusplus.org.uk/registering-your-organisation](http://www.erasmusplus.org.uk/registering-your-organisation)

- b) **By FEBRUARY 2018 submit an online application** in your own language.

You will need to download and use the application form on your Erasmus+ National Agency's website.

Link to Erasmus+ National Agencies: [http://ec.europa.eu/programmes/erasmus-plus/contact\\_en](http://ec.europa.eu/programmes/erasmus-plus/contact_en)

Your school can use ISP's information about the course objectives and content (sent to you when you pre-register and also available at [www.international-study-programmes.org.uk](http://www.international-study-programmes.org.uk)) to complete the application.

It is recommended to quote the specific course title and course provider (International Study Programmes: PIC 947831039), as our organisation and courses are well known to the Erasmus+ national agencies.

**Take particular note of pages 61-67 of the Erasmus+ Programme Guide (especially award criteria)**

[https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf)

In your school's Erasmus+ application you will need to include details of a **European Development Plan** for your school and a Project. There needs to be a clear link between your and your colleagues' attendance at course(s) in the UK and your school's European Development Plan and Project.

It is also important to indicate that the teaching ideas and materials acquired on the course will not only be used to enhance each participant's own lessons, but will also be disseminated to colleagues at workshops which you will conduct after your course(s), so that a large number of students will benefit.

**Please ask for suggestions for possible project titles connected to ISP courses.**

**Funding Rules** (pages 65-67 of the Erasmus+ Programme Guide) indicate maximum grants per person:

Course fees	70 Euro per day. Maximum 700 Euro.
Individual support (subsistence i.e. accommodation & meals)	80-180 Euro per day - fixed by National Agency
Organisational support	350 Euro
Travel (varies according to travel distance)	eg.500-1999 km: 275 Euro

The combined funding for course fee and accommodation & meals should be sufficient for all ISP courses.

3. As soon as your school hears whether the application for funding has been successful, please let us know that you & your colleagues will definitely attend your chosen course(s) (quoting teachers' names, course dates, course locations & course titles) or that you will not be able to attend.

Please do not book flights until your course has been reconfirmed.

Teachers are also welcome to attend International Study Programmes' courses paying with their own or other funds.