

## Erasmus+ Teacher exchange between Södertörn University and University of Jordan – Centre for Women’s studies

### Introduction:

- Project will start on *June 1, 2015* and will continue until *June 1, 2017*
- Each institution can send up to **4** teacher staff for **7** days exchange each (incl.2 travel days)
- The exchange of teachers is quite flexible and can be even done simultaneously. Time plan of exchanges is not required. Only keep in mind to inform all concerned parties in advance in order to prepare all documents as well to apply for a visa (this applies especially on travels from Jordan to Sweden).

### General rules:

- Minimum time for teacher exchange is **five** days (excl.travel days)
- In all cases, a teaching activity has to comprise a minimum of **8** hours of teaching per week (or any shorter period of stay).
- Erasmus+ grant consists of two parts:
  - 1) Travel Grant (530.00 EUR/participant)
  - 2) Individual Support (1120.00 EUR/5 days)
- The Erasmus+ grants will be paid to both incoming and outgoing teachers by Södertörn University
- Teaching should be part of the local syllabus i.e. not guest lectures, and the main purpose of the visit must be teaching although any additional time can be spend on research collaboration, meeting with colleagues and exchange students.
- The partner institution must agree the visiting teacher’s teaching programme in advance. Prior to departure, a teaching programme must be formally recorded on a ***Staff teaching agreement*** (see below).
- Send a scanned (signed!) version of the agreement to:[vit.kysilka@sh.se](mailto:vit.kysilka@sh.se). For more information and/or questions, please contact [Vit Kysilka](#), International Supervisor, tel.+46 08 608 4046
- You will be contacted by International Supervisor in order to sign the **“Grant agreement model for Erasmus+”**and to receive further details about the administrative process
- **N.B.**Flight tickets for teachers traveling from University of Jordan to Södertörn University will be booked by the *School of Historical and Contemporary Studies* at Södertörn University