

## Staff Mobility: Training and Teaching

### Hand-out funding possibilities for international activities 2017-2018

The Academy focuses on internationalization. Since many years we welcome students and teachers from abroad. For their and our convenience our website and study guide are available in English. Via our **student-exchange program** our students can study abroad or do an internship and vice-versa we receive international exchange students. However, to really get an international flavour we need to acquire knowledge and hands-on experience with the atmosphere, processes, procedures, content, teaching-methods and assessing of art-education programmes abroad on the teacher-level and training-level as well.

#### \* Note 1

Teachers can undertake non-teaching activities, like conference attendance, as well as teaching activities.

#### ■ Objective of international activities of teachers and staff-members

The objective of a visit to a (partner) host-institute is to get personal but transferable experience with their programme, its content, education methods, procedures and processes of assessing and more. **This visit is always done as a KABK-representative.** This is part of the professional development of teachers and non-academic members of the KABK. No extra remuneration is available for these visits as the exchanges are a part of everyone's engagement at KABK and also because it is prohibited by the Erasmus+ regulations. The visit might lead to recommendations for the programme and procedures at KABK and will feed the team of lecturers and others with new insights. This counts for conference visits as well.

KABK staff might visit an Art Academy as representative of KABK in Europe (or elsewhere), for teaching activities, conference visit or other exchange activities like meeting teams of similar departments. After permission of the Head of Department<sup>1</sup>, the International Office (IO) will support you through the process of the various procedures as described on next page. IO can help you to compose an interesting and beneficial visit to a (partner) host-institute. This process will take some time because the host institute will have to agree with your visit and the activities that you will undertake there. Please contact IO in an early state.

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<sup>1</sup> For international activities of Head of Departments, prior permission of the Director is needed.

■ **Funding might be possible for two types of activities**

- Teaching activities
- Training activities/non-teaching activities

■ **Request for funding prior to departure: various procedures**

Both type of activities have their own funding procedures. Please be aware of the nature of the activities: whether the international activity will be a teaching or a non-teaching activity like visiting a conference.

■ **Time span**

The duration (exclusive travel) for teaching activities is 8 hours minimum. For non-teaching activities it is 2 days minimum. Average is 2 – 5 working days.

■ **Report**

To make it worthwhile for KABK to send staff-members abroad, a report on the performed activities within the host-institute should be handed in on return. In this report a description is needed how the experiences and other information might help KABK. For all activities via Erasmus+ all teachers and non-academic staff will get an automatic email from the EU to fill in the final report.

Note:

University of the Arts The Hague = Hogeschool der Kunsten Den Haag

**IO = International Office**

**HRM = Personnel Department**

## ■ Teaching activities: funding of travel costs etc.

**Teaching activities at a host-institute are eligible for funding by EU under the following Erasmus+ Regulations.**

**Procedure:**

1. Contact Head of the Department. In general the staff- member is the initiator of this international activity. However, the Director, Head of Department, Partner Institute or Head of IO might initiate the request for this activity.
2. The request should be handed in at least one and a half month or as soon as possible ahead of the international visit for a good workflow and administration needed at IO and Finance Department. Exceptions are sometimes possible. Considering the airline ticket costs it is advisable to hand in the request a month ahead of the departure date.
3. Provide a budget for travels, hotel and daily costs to the International Office.
4. The teacher who wants to go abroad fills in the Erasmus+ Teaching mobility programme form and together with an approval email from the Head of the Department hands this in to IO. The teacher, host-institute and IO will sign this form when this is completed.
5. The amounts for travels costs, hotel and daily subsistence is in accordance to the Erasmus+ subsidy strategy.
6. Airline tickets have to be booked and bought by 'ATP Travels' as this is the preferred agency. The invoice is sent directly to the Finance department. The advantage is that teachers do not need to pay anything themselves.
7. The filled in forms with the necessary signatures will be submitted to the Financial Department for the payment of 70% advance of daily allowance. After return the teacher submits the Confirmation Form. The host institute fills in this form. This is an Erasmus+ rule.
8. Teachers are required to fill in a final report, that will be send directly to the EU by IO.
9. After return the teacher gives feedback on the performed activity and how it will help the KABK. This is communicated to the Head of the Department, Director, IO and other stakeholders.
10. IO finalizes all documents and asks Finance Department for the last 30% payment of the daily allowance.

■ **Training/Non-Teaching Activities (NTA): funding of travel costs etc.**

Training/Non-teaching activities are activities like conference visit, job-shadowing, international meeting.

Eligible are:

- \* Teachers who will undertake non-teaching activities
- \* Non-Academic staff

There are two funding routes:

NTA-1: via Erasmus+

NTA-2: via Royal Academy professionalization budget

**NTA-1: Erasmus+ regulations for non-teaching activities of staff-members procedure**

1. Contact Head of the Department<sup>2</sup>. In general the staff-member is the initiator of this international activity. However, the Director, Head of Department, Partner Institute or Head of IO might initiate the request for this activity.
2. The request should be handed in at least one and a half month or as soon as possible ahead of the international visit for a good workflow and administration needed at IO, and Finance Department. Exceptions are sometimes possible. Considering the airline ticket costs it is advisable to hand in the request a month ahead of the departure date.
3. Provide a budget for travels, hotel and daily costs to the International Office.
4. The staff-member who wants to go abroad fills in the Erasmus+ Teaching mobility programme form and together with an approval email from the Head of the Department hands this in to IO. The teacher, host-institute and IO will sign this form when this is completed.
5. The amounts for travels costs, hotel and daily subsistence is in accordance to the Erasmus+ subsidy strategy.
6. Airline tickets have to be booked and bought by 'ATP Travels' as this is the preferred agency. The invoice is sent directly to the Finance department. The advantage is that teachers or staff-members do not need to pay anything themselves.
7. The filled in forms with the necessary signatures will be submitted to the Financial Department for the payment of 70% advance of daily allowance.
8. After return the staff-member submits the Confirmation form. The host institution fills in this form. This is a Erasmus+ rule.
9. Staff-members are required to fill in a final report, that will be send directly to the EU by IO.
10. After return the staff-member gives feedback on the performed activity and how it will help the KABK. This is communicated to the Head of the Department, IO, Director and other stakeholders.

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<sup>2</sup> For international activities of Head of Departments, prior permission of the Director is needed.

11. IO finalizes all documents and asks Finance Department for the last 30% payment.

### **NTA-2: Royal Academy professionalization budget**

This professionalization budget is available for international travel for acquiring knowledge to improve KABK teaching programmes or procedures (without performing teaching activities during the international visit).

#### **Procedure:**

The Head of Finance, Human Resource Management (HRM) and International Affairs came up with the following working method in order to facilitate this initiative.

1. The staff-member who wants to go abroad (outside the Erasmus+ program) fills in a short form with his/her request of institution/conference etc. and a short plan with the aims and objectives and results of the activity.
2. HRM sends the application to the Head of the Department and to IO for feedback.
3. Contact HRM. In general the teacher or staff-member is the initiator of this international activity. However, the Director, Head of Department, Partner Institute or Head of IO might initiate the request for this activity.
4. The request should be handed in at least one and a half month ahead of the international visit for a good workflow and administration needed at the HRM, IO and Financial Administration. Exceptions are sometimes possible. Considering the airline ticket costs it is advisable to hand in the request a month ahead of the departure date.
5. Decision is made by Head of HRM after consulting the Head of Department and IO. When approved, the Head of the HRM will sign the request.
6. The amounts for travels costs, hotel and daily subsistence is in accordance to the HdK (Hogeschool der Kunsten Den Haag) declaration.
7. Airline tickets will be booked and bought by ATP Travels, as this is the preferred agency. The invoice is sent directly to the Finance department. The advantage is that the teachers and staff do not need to pay anything themselves.
8. The filled in forms with the signature of the Head of HRM will be submitted to the Financial Department for the payment of 100% advance of daily allowance and travel costs.
9. Only relevant costs that are covered by original receipts are eligible for restitution. Upon return, a settlement of the advanced money and the eligible costs will take place considering the maximum daily allowance of the HdK declaration protocol.
10. After return the staff-member writes a short report on the performed activity and how it will help the KABK. This is communicated to the Director, HRM, IO, Head of Department and other stakeholders.
11. HRM finalizes all documents and sends this to financial department.