



# ERASMUS

## Staff mobility – Staff training (STT)

### 2009-2010 Data Dictionary

NO.	DATA ATTRIBUTE	DATA DEFINITION	DATA DOMAIN	DATA CHECKS / CONSTRAINTS
ST1	ID Staff Visit Db: IDStaffVisit	Automatically generated code to provide a primary key for the whole dataset NOTE: this field will be provided by the Reporting Software	Alphanumeric string with the following structure: NA/STT/09/000001	C1.1 Not NULL C1.2 Unique for each record
ST2	Home Institution Db: HomeInstitution	Erasmus ID code of the Institution in the home country where the person is employed	String of characters up to 13 in the set of possible values called "Erasmus ID Codes"  e.g. B BRUXEL01	C2.1 Not empty C2.2 In ("Erasmus Codes") AND belonging to Home Country
ST3	Country Code of Home Institution Db:CountryCodeofHomeInstitution	The country of Home Institution where the person is employed	Automatically Generated. String of 2 characters in the set "ISO Country Codes"	C3.1 Not NULL C3.2 In ("ISO Country Codes") C3.3 If 'XX' (Other) then requires comment specifying country
ST4	EUC Db: EUC	The number of the Erasmus University Charter of the Home Institution	Long integer in the set of "EUC codes"	C4.1 Not NULL C4.2 In ("EUC Codes for Home Country")  (automatically filled in when selecting Home Institution)
ST5	ID Staff Db: IDStaff	Unique identifier for each person created by the NA. Must be recognisable for the NA.	Alphanumeric string up to 20 characters	C5.1 Not empty
ST6	Surname Db: Surname	The family name	Free text up to 60 characters	C6.1 Not empty
ST7	First Name(s) Db: Forename	The complete first name(s)	Free text up to 60 characters	C7.1 Not NULL
ST8	Gender Db:Gender	Gender of the person	String of 1 character in the set (M, F) M = male F = female	C8.1 Not NULL C8.2 In (M, F)
ST9	Nationality Db: Nationality	Nationality of the person	String of 2 characters in the set "ISO Country Codes"	C9.1 Not NULL C9.2 In ("ISO Country Codes") C9.3 If 'XX' (Other) then requires comment specifying nationality in the last comment field (ST27)

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	E-mail address	E-mail address of the person		Not NULL
ST10	Category of Work at Home HEI Db: CategoryWorkHome	The category of work at home University	String of 1 character in the set (I, F, G, T, S, C, O) I = International Office F = Finance G = General Admin and Technical T = Academic Staff S = Student Information C = Continuing Education O = Other	C10.1 Not empty C10.2 In (I, F, G, T, S, C, O)
ST11	Seniority of Staff Member Db: Seniority	Indicates the seniority of post of the staff member.	String of 1 character in the set (J, I, S) J = junior (approx. < 10 years of experience ) I = intermediate (approx. >10 and <20 years of experience) S = senior (approx. > 20 years of experience)	C11.1 can be NULL C11.2 In (J, I, S)
ST12	Type of activity Db: TypeActivity	The field holds information about type of activity carried out by the member of the staff at the host institution/enterprise	String of 1 character in the set (W, T, S, O) W = Workshop T = Training S = Job Shadowing O = Other	C12.1 NOT NULL C12.2 In (W, T, S, O)
ST13	Host Institution Db: HostInstitution	Erasmus ID code of the Institution in the host country where staff training took place	String of characters up to 13 in the set of possible values called "Erasmus ID Codes"  e.g. B BRUXEL01  It can be empty (i.e. in the case of mobility to enterprise)	C13.1 If "HostEnterprise" is empty, this "HostInstitution" cannot be empty C13.2 If "HostEnterprise" is not empty, "HostInstitution" must be empty C13.3 If "HostInstitution" is not empty, then it must be within In ("Erasmus Codes") C13.4 The Host institution must not belong to the home country of the NA

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ST14	Country Code of Host institution Db:CountryCodeofHostInstitution	The host country of the host Institution at which the staff training took place	String of 2 characters in the set "ISO Country Codes"	C14.1 Not NULL C14.2 In ("ISO Country Codes") C14.3 If 'XX' (Other) then requires comment specifying country
ST15	Host Enterprise Db: HostEnterprise	The name of the company/organisation (in latin characters).	Free text up to 255 character  It can be empty (i.e. in the case of mobility to an EUC institution)	C15.1 If "HostInstitution" is not empty then "Host Enterprise" must be empty C15.2 If "HostInstitution" empty, then "HostEnterprise" cannot be empty C15.3 Length ≤ 255
ST16	Size of the Host Enterprise Db: EnterpriseHostSize	Size of the Host Enterprise	String of 1 character in the set (S, M, L) S = Small (<=50 staff) M = Medium (51-500 staff) L = Large (>500 staff)  It can be empty (i.e. in the case of mobility to university)	C16.1 If "HostEnterprise" is filled, then "EnterpriseHostSize" cannot be empty S16.2 In (S, M, L, empty)
ST17	Type of the Host Enterprise Db: HostEnterpriseType	Type of the Host Enterprise	String of 1 characters in the list of "NACE Sector Codes"	C17.1 If "HostEnterprise" is filled, then "HostEnterpriseType" cannot be empty C17.2 In ("NACE Sector Codes")
ST18	Country of the Host Enterprise Db: CountryOfEnterprise	The country of the Host Enterprise	String of 2 characters in the set called "ISO Country Codes"	C18.1 If "HostEnterprise" is filled, then "CountryOfEnterprise" cannot be empty C18.2 In ("ISO Country Codes")
ST19	Duration of Working days Db: LengthDays	How many training <u>days</u> the person has been abroad (excluding the travelling days)	Integer number (without decimals) between 1 and 42.	C19.1 Must be integer > 0 (no decimal part) C19.2 Between 1 and 42
ST20	Date on which mobility commenced Db: StartDate	The month and year in which a training visit commenced	Date format mm-yyyy reporting month and year.	C20.1 Not empty

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ST21	Language of Training Db: LanguageOfTraining	Training Language in the Host Country	String of 2 characters in the set called "ISO Language Codes", or 'XX' if other.	C21.1 Not empty C21.2 In ("ISO Language Codes" or 'XX') C21.3 if 'XX' then a comment must be added at the last comment field (ST27)
ST22	Supplement for disability Db: SEVSupplement	The total supplementary grant awarded for disability for staff mobility. This grant must be reported in its entirety in this field	Currency (in euro). Positive number, with up to two decimals. If decimals are used, decimal sign is '.' (do not use comma).	C22.1 Not empty C22.2 $\geq 0$ C22.3 Warning if $\geq 10000$ C22.4 The number does not contain commas
ST23	Erasmus Subsistence Costs Db: Subsistence	The overall subsistence costs excluding the additional funding for disabilities	Currency (in euro). Positive number, with up to two decimals. If decimals are used, decimal sign is '.' (do not use comma).	C23.1 not empty C23.2 $\geq 0$ C23.3 The number does not contain commas
ST24	Erasmus Travel Costs Db: Travel	The overall travel costs excluding the additional funding for disabilities	Currency (in euro). Positive number, with up to two decimals. If decimals are used, decimal sign is '.' (do not use comma).	C24.1 Not NULL C24.2 $\geq 0$ C24.3 The number does not contain commas
ST25	Total Erasmus Grant Db: TotalGrant	The overall amount of grant the person received but excluding the additional funding for disabilities	Currency (in euro). Positive number, with up to two decimals. If decimals are used, decimal sign is '.' (do not use comma).	C25.1 automatic: TotalGrant = Subsistence costs + Travel costs C25.2 $\geq 0$ C25.3 The number does not contain commas
ST26	Is this the first mobility funded by Erasmus Db: IsFirstEV	Whether this is the first staff training mobility funded by Erasmus for the staff member	String of 1 character in the set (Y, N) Y = yes N = no	C26.1 Not NULL C26.2 In (Y, N)
ST27	Comment Db: Comment	Any comment the NA needs to give on the staff visit, such as: justification of values giving errors that the NA has chosen to accept, etc.	Free text up to 255 characters	C27.1 Length $\leq 255$ C27.2 If "Nationality"= "XX" then not empty C27.3 If "Language Of Training"='XX' then Not empty

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ST28	LLPlink Project Number Db: LLPlinkProject	LLPlink project number in order to link this entry to LLPlink data  (to be filled in by the National Agency)	Text in the format 2009-xx-NA-ERA02-xxxxx	C28.1 Not NULL