



Erasmus+ Staff Mobility ERASMUS+ STAFF MOBILITY FOR TEACHING (STA)

INFORMATION

ERASMUS+ is a programme set up by the EU to promote the mobility of teachers, students and other members of universities within the EU.

An Erasmus+ teaching exchange allows university teachers to enjoy an extended stay at a university in one of the other countries participating in the programme.

Aims of the Erasmus+ teaching assignments:

- to promote the expansion and enrichment of the teaching on offer at universities
- to promote the exchange of knowledge and experience in the field of academic and pedagogical methods
- to create and promote co-operation between universities

Aims of the mobility of university staff:

- to facilitate the acquisition of knowledge, practical skills and the exchange of specific information abroad – important both for the current position of the teacher and for the development of their career.

An Erasmus+ teaching assignment can only be carried out at an Erasmus+ partner institution.

Link to the Erasmus+ partner universities of the ABPU:

<https://www.bruckneruni.at/de/universitaet/internationales/erasmus/erasmus-partnerinstitutionen/>

The teaching assignment must be integrated in the study programme of the partner institution.

A return invitation to a teacher from the partner university is desirable, but not compulsory.

REQUIREMENTS

- minimum duration of an Erasmus+ teaching assignment: two days
- average duration: 3-5 days, including travel days (maximum stay: 6 weeks)
- minimum number of teaching hours: a total of 8 hours
- minimum distance of the partner university from the ABPU: 100 km

ABPU - REGULATIONS

- it is not necessary to make up for work missed
- continuance of employment contract
- the majority of travel and accommodation costs for the duration of the assignment will be refunded
- **a request for an Erasmus+ teacher mobility assignment should be declared by the end of the summer semester for the following academic year** (and must be accompanied by an invitation from the partner university). This serves to clarify the ranking of the requests.



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IN PREPARATION OF THE APPLICATION PROCESS

- information must be obtained from the Erasmus+ Coordinators as to whether funds are available for the desired teaching assignment
- contact should be established to the partner university or to the teacher issuing the invitation
- an invitation should be obtained from the partner university (an e-mail from the teacher issuing the invitation is sufficient)

DECISION ABOUT THE VISIT: the rector decides whether to give permission for the Erasmus+ mobility on the basis of content-related and financial considerations.

APPLICATION

- Download the forms listed below (pdf) from the website (or request forms in Word format from the Erasmus+ Coordinator):
<https://www.bruckneruni.at/de/universitaet/internationales/erasmus/erasmus-lehrendenmobilitaet/>
- Fill in the forms
- Submit all the required documents already signed (Erasmus+ Mobility Agreement, Grant Agreement, Erasmus+ travel application) to the Erasmus+ Coordinator, if possible three months in advance

FORMS

Erasmus+ Mobility Agreement: this form describes the aims, content and added value of the mobility (Teaching Programme)

The Mobility Agreement will be sent in advance to the partner university, for approval and signing by the local Erasmus+ Coordinator

Erasmus+ Grant Agreement: an acknowledgement of the rights and duties associated with the action – to be signed in duplicate

Erasmus+ travel application (ABPU internal): advance calculation for the Accounting Department - the invitation from the partner university should be enclosed



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The completed application will be passed on by the Erasmus+ Coordinator to the Personnel Office and will finally be submitted to the rector.

DURING YOUR STAY ABROAD

You must obtain a confirmation of the duration of your stay (Form: Confirmation of Stay) either from the Erasmus+ Coordinator here or at the partner university and have it signed and sealed at the partner university.

AFTER YOUR STAY ABROAD

- Submit your **Confirmation of Stay** from the guest university to the Erasmus+ Coordinator
- **Travel receipts** (evidence of travelling expenses, boarding passes, hotel bills) must be submitted to the Personnel Office/Travel Coordinator.
- **Making a report**
- **Compulsory: online report via the Mobility Tool of the EU** within one week after receipt of an e-mail request to do so.

Important: to **send** the online report it is vital to click on the **SUBMIT** button; otherwise the report will not be sent and may have to be done over. (If the online report is not received on time, 30% of the financial assistance may be retained until the report appears in the Mobility Tool).

- **A narrative report** must be written for the ABPU (approx. one A4 page) and handed in to the Erasmus+ Coordinator - with cc to the director of the respective institute or the departmental coordinator – and serves as an important input for the continued development of the partnership.