

Declaration of Responsibility during Staff Mobility in the context of Covid-19

You have successfully applied for a **Erasmus+ Staff or Teaching mobility** for a period of several days and intend to carry out this mobility. The Anton Bruckner Private University supports your travel, but also appeals to your personal responsibility to prevent or at least limit negative consequences in the areas of health, employment and finances.

We recommend the **following procedure** for work-related travel during the Covid-19 pandemic:

Inform yourself in advance and in detail about the valid entry & exit regulations as well as any COVID-19 testing or quarantine requirements of the countries you will be departing from, entering or transiting, as well as **about COVID-19 measures at your host university:**

<https://www.bmeia.gv.at/en/>

<https://www.bmeia.gv.at/reise-services/reisewarnungen/>; (German only)

<https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entrance-and-residence/>

[https://bmi.gv.at/news.aspx?id=483250524D315679722F493D&cat=Corona-Virus](https://bmi.gv.at/news.aspx?id=483250524D315679722F493D&cat=Corona-Virus;); (German only)

<https://www.sozialministerium.at/en.html>

<https://www.sozialministerium.at/Informationen-zum-Coronavirus/Coronavirus---Haeufig-gestellte-Fragen.html> (German only)

<https://www.sozialministerium.at/Informationen-zum-Coronavirus/Coronavirus---Rechtliches.html>

https://www.iatatravelcentre.com/international-travel-document-news/1580226297.htm?WT.mc_id=L_AT_Email_ExactTarget_Newsletter_UPDATEJUNE2020_null_SmartFun&WT.tsrc=Email&WT.i_vid=123543393

<https://reopen.europa.eu/en/>

<https://oead.at/en/the-oead/information-about-the-corona-virus>

<https://www.oeamtc.at/thema/reiseplanung/coronavirus-reiseinfos-36904404> (German only)

If a mandatory quarantine is required for entry into or transit through the intended destination country, the **program mobility cannot be started.**

However, if entry is possible with the requirement of a negative Covid-19 test, the necessary **test costs can be applied for in advance** and, **if approved, refunded via the ABPU Erasmus+ travel application.**

Report your travel to the BMeiA - the Federal Ministry for European and International Affairs - via **travel registration**, even if it is to European destinations:

(<https://auslandsregistrierung.bmeia.gv.at/#/>) (German only).

For travel warnings up to level 4, we ask for your **personal risk assessment.**

- If, at the time of your trip, there is a **level 5 or 6 travel warning issued by the FMEIA** for your destination country or region, **the ABPU will not permit you to travel on official business.**

- If possible, book your trip and stay on **short notice** and pay attention to the **cancellation and refund rules**, so that the trip can still be canceled. Also make sure to obtain **cancellation insurance** and list the costs for this in the **ABPU Erasmus+ travel application**; as these will be **refunded** if approved.

- Make sure the **Erasmus+ Travel Application** is signed by your supervisor(s) and submitted to the Erasmus Office **six weeks prior to travel.**

- Comply with **all national & international COVID-19 laws and regulations in your destination country** and **protect yourself** to the best of your ability and on your own responsibility.

- If in accordance with applicable laws, you are required to enter **quarantine upon your return home**, inform your **supervisor** immediately. In the event of a home quarantine, you must clarify with your supervisor whether and how your obligations can be fulfilled by means of distance learning or remote work.

- In case of **short-term cancellation** of an Erasmus+ staff mobility/teaching mobility, **act quickly** in order to minimize the residual costs after travel and/or hotel cancellation. Immediately **contact the Erasmus+ Office at ABPU (and, if applicable, other responsible organizational units at ABPU) as well as the International Office of the host institution (and, if applicable, other involved offices and persons ibid.)**. Furthermore please inquire with the Austrian consumer protection agency VKI (<https://europakonsument.at/de/page/coronavirus-fragen-antworten>) (German only) or your travel insurance.

- Special costs** incurred due to **imprudent and/or negligent conduct** in connection with a mobility **cannot be claimed.**

Linz, November 2021 (updated)