

Mobility for further education and training purposes under the ERASMUS+ programme (STT)

In order to further expand the internationalisation of higher education institutions, ERASMUS+ enables further education and training measures for German higher education staff at European partner universities of the THI and at foreign companies/institutions.

The duration of the stay abroad can be a minimum of one (= five working days) and a maximum of six weeks. You can find an overview of the THI's European partner universities at:

<https://www.thi.de/studium/auslandsaufenthalt/studium-im-ausland/schritt-1-auswahl-der-hochschule/europa/>

Further education formats

- Hospitations
- Job Shadowing
- Study visits
- Participation in curriculum development (lecturers)
- Participation in workshops and seminars
- Participation in language courses

Target group

University staff from a wide range of fields, e.g.

- Student advisory service
- Public relations
- Further education
- Technology & Transfer
- General and technical administration/finance
- Library/Data centre
- Faculties/Departments

Application:

If you are interested, please contact the Erasmus coordinator in the International Office by the end of January for stays in the winter semester of the same year and the summer semester of the following year. Please indicate at least three possible universities for your mobility and prepare a short letter of motivation in English to be forwarded to the PHS. The mobility must also be approved by your direct supervisor.

International Office

Establishing contact with partner universities:

After you have registered, the Erasmus coordinator will establish contact with the chosen partner university and find out whether there is interest in a staff exchange. If the partner university responds positively, he/she will pass on the contact person's details to you, and you will clarify the procedure, content and timing of your stay on your own responsibility.

Promotion and travel expenses:

Travel costs are settled by means of a flat rate based on the one-way distance to the host institution. Accommodation costs are calculated on the basis of a daily flat rate according to country group (cf. Annex II).

The unit costs for travel and accommodation days are passed on in full by the THI to the beneficiaries. Possible positive differences between real costs and unit costs remain with the beneficiaries and **may have to be taxed by them personally**.

70% of the grant amount will be paid before the trip (after submission of the Grant Agreement).

As soon as the dates for your stay are fixed, you must submit a travel authorization request via *authega*, which should include an estimate of the approximate costs. This must be forwarded to the IO (Fiona Nimser) for signature before forwarding to the travel expenses office.

Please note that the organisation of the trip (travel, accommodation, health insurance etc.) is your responsibility.

Documents:

Once your application has been approved and times for your stay have been set, the Erasmus coordinator will forward the following documents to you:

	Staff mobility for teaching and learning purposes (STA)
Before mobility	<ul style="list-style-type: none"> • Letter of motivation (English) • Mobility Agreement - Staff Mobility for Teaching • Grant Agreement - Staff Mobility
After mobility	<ul style="list-style-type: none"> • Letter of Confirmation (LoC) • Report (EU Survey)

1. **Letter of motivation** (English): Brief description of what added value you see in the mobility, what areas of work interest you and what learning content you expect from your stay.
2. **Mobility Agreement:** This is where the activities during your stay are defined in consultation with your contact person at the partner university. The document must be signed by the Erasmus coordinator of the THI and the Erasmus coordinator of the partner university before your stay.

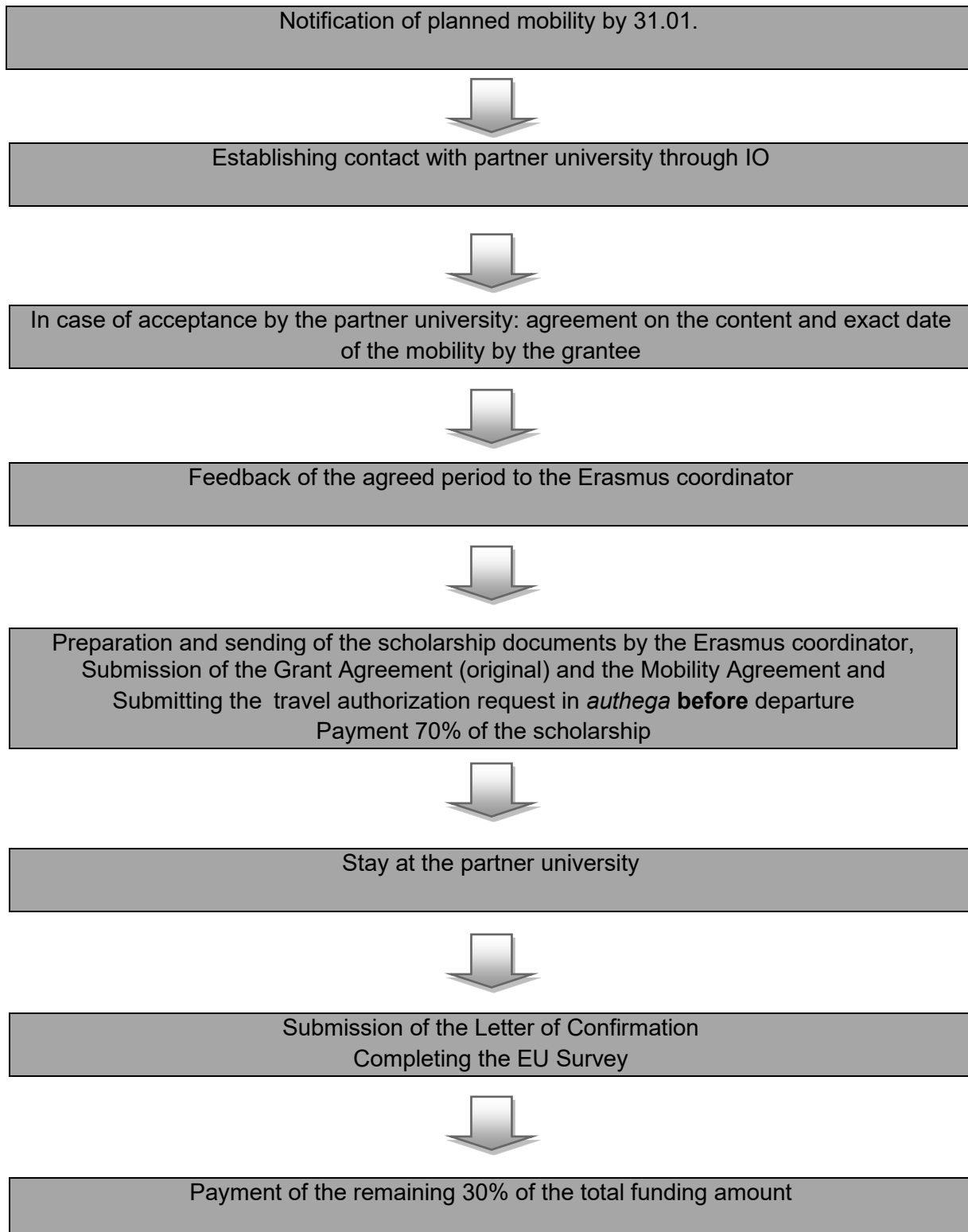
International Office

3. **Grant Agreement** for your funding: This document contains the maximum funding period and amount and must be signed and submitted **in original** to the International Office before your stay.
4. **Letter of Confirmation**: This document must be signed by the host university at the end of the stay and confirms your periods of stay.
5. Participants' **report**: After your stay you will receive an automatically generated email called *EU Survey*, which you can fill in online.

Only after these documents have been received can the remaining 30% of your scholarship be paid.

There is no need for a travel expenses report!

Overview procedure



Funding rates Erasmus 2022/2023

Staff mobility between programme countries

1. Travel costs - travel allowance

Travel distance	Standard trip - amount
0 to 99 km	23 EUR
100 to 499 km	180 EUR
500 to 1,999 km	275 EUR
2,000 to 2,999 km	360 EUR
3,000 to 3,999 km	530 EUR
4,000 to 7,999 km	820 EUR
>8,000 km	EUR 1,500

Note: The "travel distance" corresponds to the distance between the place of origin and the destination. The "amount" corresponds to the subsidy for the journey to/from the destination. For journeys by train or coach, a one-off subsidy of €50 is paid for "green travel" granted.

2. Individual support for physical mobility

Host country	Daily rate in EUR
Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	180,-€
Belgium, France, Germany, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus	160,-€
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary	140,-€

Note: The daily rate is calculated as follows:

1. 1st to 14th funding day of the mobility measure: daily rate per participant according to the table above
2. 15th to 60th funding day of the mobility measure: 70 % of the daily rate per participant according to the table above.