

TO- Do- LIST: Application for a Staff Mobility Grant

Travel and individual support depend on the duration of the stay abroad and the guest country.

TYPES:

Type A Staff Mobility for TEACHING ASSIGNMENT ('STA')

For teachers // Stay has to be organized by the staff him/herself // There has to be a valid Erasmus+ Institutional Agreement between the HOME and the HOST institution

Minimum duration: 2 days (excluding travel days)

Maximum duration: 3 weeks **Maximum grant:** 1.000€

Days at host uni	Min. teaching hours
2-7	8
8	9
9	11
10	12
11	14

Type B Staff Mobility for TRAINING ('STT')

For teachers & administrative staff // Stay has to be organized by the staff him/herself // There has to be a valid Erasmus+ Institutional Agreement between the HOME and the HOST institution

Minimum duration: 2 days (excluding travel days)

Maximum duration: 3 weeks **Maximum grant:** 1.000€

PROCEDURE:

BEFORE THE STAY

I) Please arrange a session at MIRO or call, if help is needed

II) These application documents have to be handed in at MIRO (via house post or email)

1. **Antrag auf Mobilitätzuschuss** = Application form (on server 'Büropost' → folder 'Erasmus' or on our website)

2. **Mobility Agreement: Staff Mobility for Teaching Assignment** OR **Staff Mobility for Training** (on server 'Büropost' → folder 'Erasmus')

- This document has to be signed by the applicant and by the responsible person at the host university when handed in. MIRO organizes the signature from Vice-rector Prof. Moser at last.

III) Grant is calculated on basis of application documents & **Grant agreement** is created by MIRO -It has to be signed by the applicant and Vice-rector Prof. Moser at MUL.

AFTER THE MOBILITY

IV) Applicant has to do a common travel expense accounting (= "Dienstreiseabrechnung") at his/her chair

V) The following documents have to be handed in at MIRO via Email or house post:

1. **Confirmation of stay** (on server 'Büropost' → folder 'Erasmus' or on our website)

2. **Copy of finished travel expense accounting** (IV)

3. **Copy of SAP** (= "SAP- Auszug or screenshot")

VI) Complete the **ERASMUS+ online survey** (send to you as automatically generated email)

VII) Erasmus grant is payed as refund to the chair