

**Guide for ERASMUS+ Call 2016¹, KA107:
Incoming Teaching Staff Mobility (STA)
Incoming Staff Mobility for Training (STT)**

This guide is addressed to academic and administrative staff who visit FAU within the framework of the Erasmus+ programme.

This guide is to help you with practical matters concerning your visit including travel arrangements, accommodation, organizing your academic programme, etc. Should you have any questions or need additional information, please do not hesitate to contact us at any time!

We are looking forward to meeting you in Erlangen-Nürnberg-Fürth.

**Friedrich-Alexander-Universität Erlangen-Nürnberg
Central University Administration
Central Office for International Affairs– ZUV / L2
Erasmus Institutional co-ordinator
Bianca Köndgen, M.A.**

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Visitors: Helmstr. 1 (only use Entry A on Einhornstrasse!)

The Erasmus Institutional coordinator and her colleagues are responsible for administrative issues and take care of the following:

- Issuing necessary documents (e.g. Letter of invitation, Letter of confirmation)
- Advising on legal issues (visa, health insurance, etc.)
- Providing information about practical aspects and procedures at FAU
- Managing the scholarship payment
- Information about connections, local public transport, etc.
- Assistance with accommodation (information about hotels)

¹ Time period 01.06.2016 – 21.05.2018

The receiving chair or the hosting administrative service at FAU is responsible of academic issues and your liaison and support and takes care of the following:

- Approving the academic programme (dates of your visit, topics and number of lectures/classes, meetings with faculty members/students)
- In case of teaching mobility: organizing practical aspects of your lectures/classes booking a suitable room for your lectures, preparing necessary IT and media devices etc.
- In case of teaching mobility: Advertising your guest lectures at departmental and at central level (the last done with the help of the central office of international affairs), so that a maximum of students can benefit from your offer
- In case of non-teaching mobility: organizing practical aspects of your work shadowing / practical training
- Providing guidance and assistance during your stay
- Providing your access to the FAU W-Lan if required
- Optionally: picking you up at Nürnberg airport or Erlangen/Nürnberg train station

As the incoming staff, you are responsible for:

- Booking your flights and making the arrangements for travel from abroad
- Applying in time for a visa, if required (see below)
- Taking care of appropriate insurances (see below)
- Booking an accommodation for your stay in Germany
- Handing in all necessary forms and reports

EU Regulations for STA and STT Mobilities

Erasmus partner countries (KA107)

Financial Issues

- Parallel funding for the same measure from other EU funds is forbidden. Parallel funding from other third-party funds or home university or private means is permitted.
- Maximum **travel grants** are set according to the distance travelled at the following rates:

Travel distances	Amount
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1100 EUR per participant

- To calculate the distance, the online tool on the EC's website is used:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
The distance to be calculated is one way – from the location of the sending institution to that of the receiving institution. However, please note that the grant amount listed covers both the outward and return journey from home to host institution. It is therefore recommended to book your travel early to ensure you can cover the costs.
- The **subsistence grant** is a contribution towards all other costs for the individual, including travel within the city, accommodation, meals and snacks, following the normal university staff expenses guidelines. Maximum amounts available for subsistence vary according to the length and destination of the visit. The daily staff mobility subsistence rate for Germany is **120 €**. Please contact the Erasmus Institutional co-ordinator (see above) in order to check how many subsistence funding (equivalent of days) the EU has provided for the exchange with your university. FAU cannot pay more than the funding which FAU has received.
- Travel days are not included in the calculation of the minimum duration of the staff mobility. Up to two travel days per person can be paid additionally, if requested at time of application.
- **Payment:** Upon their arrival at FAU, staff will receive a cash payment representing the 100% of the total financial support from Erasmus+ EU funds specified in the personalized grant agreement (see below). The payment details will be arranged with the hosting chair at FAU or the Erasmus Institutional co-ordinator.

Duties:

Visiting Staff to FAU under Erasmus+ must complete the required Erasmus documentation in order to receive funding.

- Prior to departure: conclusion of Mobility Agreement for teaching or training (see above)
- Prior to departure: conclusion of grant agreement with the FAU Institutional Erasmus co-ordinator (will be provided individually after successful application).
- At the end of the stay, staff will receive an automatized E-mail sent by an EU server with information to complete and submit the online EU final report after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online EU final report will be required to fully reimburse the financial support received. This final report on your mobility experience will provide the EU's Erasmus pro-

gramme with valuable information, which will benefit future staff and contribute to the continued improvement of the programme. Hence, we thank you for your co-operation in filling out the questionnaire.

- At the end of the stay, staff are requested to write a free-style report on their activities and the outcomes. This report will enable the International Office to evaluate the stay and the quality of the services offered to the guest. Thank you in advance for your assistance.

Practical Issues

Accommodation

The Central Office of International Affairs can provide you with a list of hotels suitable for short-term accommodation. If your stay is longer than two weeks, please contact our Accommodation Service. <https://www.fau.eu/international/welcome-centre/accommodation/>

Visa

You will find relevant information on the website of the German embassy in your home country. You will need a Letter of Invitation. It will be sent to your home address by the Erasmus Institutional coordinator, as soon as you are accepted to carry out the mobility. Early visa application is very important. Please bear in mind that the time to receive a visa differs. It is highly recommended that you apply for a visa well in advance.

Travel:

See extra info sheet.

Arrival:

Upon their arrival at FAU, incoming staff have to personally register with the Erasmus Institutional coordinator. They will receive all practical information about their stay at FAU.

Food:

Incoming staff will receive a list of suitable restaurants and grocery stores in the information package, which will be handed over to you upon arrival. Please inform us in advance upon your dietary restrictions or allergies. Thank you.

Internet Access:

On the FAU premises, you can use the worldwide EDUROAM network.

<https://www.rrze.fau.de/dienste/internet-zugang/iphone/fau-eduroam.shtml>

Please check, if your institution is part of the network: <https://www.eduroam.org/?p=where>

If not, please ask your hosting department to apply in due time for an access to the FAU W-Lan for you.

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## Info on Teaching Staff Mobility (STA)

This activity offers the possibility for lecturers from partner universities outside the EU to stay at our university for teaching purposes, teaching a subject that is part of FAU's academic curriculum.

If you are planning a teaching staff assignment at FAU, first we advise you to contact the mobility co-ordinator for your subject at FAU (departmental Erasmus co-ordinator) directly to enquire about the possibility and timing of the visit. The mobility co-ordinator will help you organize the details of the visit (dates, duration and content of the teaching programme) and is usually the person responsible for the final decision on accepting visiting lecturers.

The Erasmus-institutional coordinator must be informed on the exact dates of the potential exchange, since she must prepare the necessary documents and has an overview of the available EU funding and must prepare the financial agreements with the staff member.

### **Eligibility:**

- An ERASMUS+ Inter-Institutional Agreement with partner countries must have been concluded with the home university for 2016/17 in the respective subject of teaching.
- Incoming teaching staff must deliver at least 8 hours of teaching per week or each part of a week and this must be evidenced in the Teaching Programme (see below). A week consists of 5 working days. It cannot take place during German bank holidays.
- The guest lectures should take place between 01.09.2016 and 31.03.2018 during the lecture periods at FAU: Winter semester: 15<sup>th</sup> October – 15 January approx.; summer semester: 15 April – 15<sup>th</sup> June approximately.
- The guest lecturer must be employed at the university of origin.
- Teaching exchanges are open to staff of FAU's current partner universities with which we have a valid teaching mobility agreement. Visiting lecturers must teach in the same subject area that they teach at their home university at FAU.
- The teaching should be part of the local syllabus or take the form of additional workshops or lectures. The main purpose of the visit must be teaching, although spare additional time can be spent on research collaboration or meeting with colleagues and exchange students.
- Excluded activities: participation in congresses and lectures for colleagues. The beneficiaries of the teaching are students and PhD candidates only.

### **Special Formalities**

- Before travelling abroad, a formal so-called "Mobility Agreement for Teaching" must be concluded between the receiving chair at FAU and the guest lecturer, stating the contents and aims of the guest lectures.
- The guest lecturer(s) must take care of their own health, liability and accident insurance for the time of the guest lecture at FAU and provide the FAU Erasmus Institutional Co-ordinator with a copy of the insurance policy.
- The receiving chair at FAU will sign and issue the confirmation of teaching on the last day of the stay.
- On return, the guest lecturer must fill in the EU Survey report form (online report link will be sent to participants by e-mail directly by the EC, see above).
- At the end of the stay, teaching staff are requested to write a free-style report on their teaching activities and the outcomes.

## Info on Staff Mobility for Training (STT)

This activity offers the possibility for employees from partner universities to stay at FAU for training purposes. The purpose of the training is to allow participants to learn from a partner institution through a transfer of knowledge or exchange of experiences and good practices, and thereby to acquire practical skills relevant for their current job and their professional development. The activities can be very varied and include seminars, workshops, courses and conferences, periods of practical training and short secondments or work shadowings.

If you are planning a staff training at FAU, first we advise you to contact the Institutional Erasmus co-ordinator at FAU directly to enquire about the possibility and timing of the visit. She can then check, for which areas in the Central University Administration or in potential hosting departments in the five Faculties vacancies and capacities are available. She will help you organize the details of the visit (dates, duration and content of the training) and is usually the person responsible for the final decision on accepting visiting staff for training. She will prepare the necessary documents, has an overview of the available EU funding, and must prepare the financial agreements with the staff member.

Members from International offices, please check this page for participation the formalized FAU staff training week, which is held once a year:

<https://www.fau.eu/international/staff-mobility/non-teaching-staff-exchange/>

### **Eligibility:**

- An ERASMUS+ Inter-Institutional Agreement with partner countries must have been concluded with the home university for 2016/17 for staff training exchange.
- The training must have a minimum duration of 5 working days. The contents must be evidenced in the Training Programme (see below). It cannot take place during German bank holidays.
- The training should take place between 01.09.2016 and 31.03.2018. Non recommendable periods are Christmas and Easter holidays and the Bavarian school holidays in August.
- The incoming staff must be employed at the university of origin.

### **Special Formalities**

- Before travelling abroad, a formal so-called "Mobility Agreement for Training" must be concluded between the receiving chair or administrative department at FAU and the staff member, stating the contents and aims of the training.
- The staff member(s) must take care of their own health, liability and accident insurance for the time of the training at FAU and provide the FAU Erasmus Institutional Co-ordinator with a copy of the insurance policy.
- The receiving chair in a faculty /department or hosting administrative service at FAU will sign and issue the confirmation of training on the last day of the stay.
- On return, the staff member must fill in the EU Survey report form (online report link will be sent to participants by e-mail directly by the EC, see above).
- At the end of the stay, staff are requested to write a free-style report on their training activities and the outcomes.