

Leaflet regarding ERASMUS-staff mobility – mobility for the purpose of teaching (Staff Mobility for Teaching - STA)

Erasmus+ supports guest lecturers at European partner universities that meet the standards of a valid Erasmus Charta for Higher Education (ECHE). A guest lecturer can develop and expand the guest university's European network as well as their courses. At the same time they are transmitting knowledge to those students, who are not able or willing to go abroad.

Where possible, the development of a combined student programme between the partner universities should play a major role within staff mobility. Additionally, staff from foreign companies and institutions can be invited to German universities for the purpose of teaching.

General requirements:

- The minimum length of a teaching stay within Europe is **two days**, maximum length **two months** (excluding the days of travel in both cases); the teaching assignments must comprise at least eight teaching hours per stay or per commenced week respectively.
- The teacher has to be employed at Kiel University (employment contract, grant contract or being appointed to a university teaching position (*Lehrauftrag*)).
- Participation in the staff mobility programme requires an Erasmus Bilateral Agreement (to be drawn up and signed by the International Center). An overview of all Erasmus+ partnerships with other institutions of higher education is available on our website: <http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus/erasmus-dateien/erasmus-allgemeine-infos/erasmus-partnerhochschulen-der-cau.xlsx>
- ERASMUS+ funding is open to the following individuals:
 - professors and lecturers who are employed by Kiel University
 - lecturers without earnings/ without money considerations
 - assistant lectures within a service contract (*Werkvertrag*)
 - emeritus professors and retired lecturers
 - scientific staff
 - company staff
- The **maximum funding period is 14 days** at Kiel University (including the days of arrival and departure)
- **teaching commitment: 2-7 days = 8 hours; more than 7 days: for each additional day one lesson more**

Funding:

Co-financing of the teaching stay through other EU programmes is prohibited. However, the right to be supported by the host university (through national scholarships or loans) is still possible during the stay abroad.

The Erasmus+ mobility grant includes travelling expenses as well as accommodation costs and will be supported by the EU Commission/ by the German Academic Exchange Service (*DAAD*) as so called "unit costs" (*Stückkosten*).

Travelling expenses

The calculation of the travelling expenses is executed by using the *Distance Calculator* of the EU Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance given by the calculator corresponds to the air-line distance.

The initial point of departure does not have to be the place of the sending institution. On this basis, one has to hold the travel documents that certify the exact point of departure and arrival.

The chart below presents the “unit costs” for the identified distance referring to the entire journey (round trip).

Erasmus+ “unit costs“ for the round trip (to and from) within staff mobility:

distance according to the <i>Distance Calculator</i> (one way)	Amount (“unit costs”) per participant (= round trip)
< 100 km	to be omitted
100 – 499 km	180 EUR
500 – 1999 km	275 EUR
2000 – 2999 km	360 EUR
3000 – 3999 km	530 EUR
4000 – 7999 km	820 EUR
8000 km or more	1100 EUR

Erasmus+ “unit costs“ for number of days abroad within staff mobility:

target country	“Unity costs” per day for each participant until day 14 of the activity (travel days excluded)	“Unity cost” per day for each participant from day 15 to 60 of the activity (travel days excluded), 70% of the rate
Denmark, Ireland, the Netherlands, Sweden, UK	160 EUR	112 EUR
Belgium, Bulgaria, Finland, France, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Austria, Poland, Rumania, Czech Republic, Turkey, Hungary, Cyprus	140 EUR	98 EUR
Germany, Latvia, Malta, Former Yugoslav Republic of Macedonia, Portugal, Slovakia, Spain	120 EUR	84 EUR
Estonia, Croatia, Lithuania, Slovenia	100 EUR	70 EUR

Accommodation costs will be calculated on the basis of a day rate. The teaching agreement (*Lehrvereinbarung*) should include concise information that all sponsored days are related to the teaching mobility. In this regard, a certification (*Confirmation of Attendance*) issued by the host university/company at the end of the stay is important. This *Confirmation of Attendance* should state the beginning and end of the teacher’s stay and, if possible, the amount of teaching hours as well. Funding for the weekend is only possible if the following criteria are met: professional affairs took place at that day and this is being certified by the host university.

Application for Staff Mobility for Teaching:

Pre-departure steps:

- **One should notify the business trip by email (avolland@uv.uni-kiel.de) to the International Center** for reasons of budget planning and invitation letter of the host university.
- Please send the application for the business trip (*Dienstreiseantrag*) to the International Center, either by WinTRIP (printout of the 1st page and send it by email) or in paper form directly to the International Center; please indicate under the financing-edit field “expenses from the ERASMUS+ budget” („zu Lasten von ERASMUS+“)
- Prior authorisation by the International Center
- Acceptance letter by means of the **Erasmus-Grant-Agreement** (*Zuwendungsvertrag*); the Lecturer should return the Grant-Agreement-document to the International Office after having completed it (especially your bank details) and after having signed it.
- the topics of the teaching assignment need to be set down in a **Mobility Agreement** (*Lehrvereinbarung*) in accordance with the partner of the host university prior to departure. This document is to be signed by the partner and the teacher; scanned signatures are sufficient.
- The **payment of the first rate (80%)** takes place after both documents have been turned in at the International Center.

The following steps need to be done after the teaching mobility:

- The lecturer has to present the **Confirmation of Attendance** to the International Center that was given to him or her along with the Grant Agreement.
- The lecturer has to fill out an online-Questionnaire by the EU Commission that is automatically sent to him/her after having returned.
- **Payment to the second rate (20%)** takes place after all documents as well as the period of stay have been checked by the International Center.
- **The former accounting of the funds measured by means of documentary proof (*Abrechnung durch Belege*) does not take place anymore, because – from now on – flat rates (*Pauschalen*) are being paid.**
- In case the business trip exceeds the maximum funding period of 14 days, the additional days will be labelled as so called “**zero-grant-days**”. If there are remaining funds available, the “zero-grant-days may be funded later on.

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