The Erasmus+ programme promotes guest lectureships at European partner universities, visits of foreign company representatives to German universities as well as further education and training measures for university staff at European universities and companies. The #kurzerklärt video (in German only) provides a concise overview of these offers. Detailed information is available on the DAAD website: https://eu.daad.de/infos-fuer-einzelpersonen/foerderung-fuer-hochschulpersonal/de/

The university directorate particularly encourages staff mobility within the Erasmus+ programme as it enhances staff development and promotes further internationalisation of the university.

There are three types of training for staff abroad:
I. for teaching purposes (so-called teaching assignment - STA).
II. for further and advanced training in general (so-called staff training - STT)
III. mobility within the SEA-EU University Alliance (SEA-EU)

I. Mobility for Teaching Purposes for Scientific Staff / University Lecturers ("Staff Mobility for Teaching Assignment" or "STA-Stay" for short)

Teaching visits can only take place at those partner universities with which Kiel University has an exchange agreement for members of the teaching staff. Please check the list of ERASMUS+ partner universities (column-T): http://www.international.uni-kiel.de/de/erasmus/erasmus-dateien/erasmus-allgemeine-infos/erasmus-partnerhochschulen-der-cau.xlsx

Definition of teaching:
Teaching can take on a variety of forms, such as seminars, lectures, talks, tutorials, supervision of doctoral students, participation in rigorosa, etc.

The teaching assignment abroad must involve at least eight teaching hours per week. Beyond one week (5 working days, resp. 7 calendar days), the required teaching load is calculated using the formula "8 hours divided by 5 days times the number of additional days". If the teaching activity is combined with further and advanced training, the teaching load can be reduced to 4 hours/week.
The following groups can obtain funding for teaching staff exchange (STA):

- professors and lecturers employed by Kiel University
- research assistants employed by Kiel University
- doctoral students who are active in teaching and employed by Kiel University
- retired professors and lecturers (with special permission from the dean)

Duration of Funding:
At Kiel University, ERASMUS+ teaching assignments are funded from 2 days (minimum) to 14 days (maximum). Higher travel allowances can be paid to those who travel (outward and/or return) by sustainable means (e.g. by train, bus, carpool).

II. Mobility for Training Purposes
("Staff Mobility for Training" or "STT-Stay" for short)

This activity focuses mainly on the technical-administrative staff or trainees of Kiel University. The primary aim is to improve the English language skills of the entire university’s technical-administrative staff, including all faculties and departments.

From 2023 onwards, this format might also be applied to members of the scientific staff for activities that are directly related to ERASMUS+ and that increase the internationalisation of the respective department (and in a broader sense the whole university). This extension, however, depends on staff capacity of the ERASMUS team as well as sufficient funding (DAAD/EU). In any case, no research stays or congress trips can be funded with this measure. Nevertheless, it is possible to combine continuing education and training with your own research.

Staff training can only take place at a university or company within the 33 participating ERASMUS+ countries:

The following activities are possible:
- job shadowing measures with colleagues at partner institutions
- English language courses
- participation in workshops and seminars (so-called Staff Training Weeks), meetings of working groups, mainly at partner universities of Kiel University
- further training in the field of digitalisation of teaching and curricula development
- so-called "contact trips" to ERASMUS+ partner universities which are reserved for ERASMUS+ programme coordinators in the departments to maintain and expand their ERASMUS relations

Duration of funding:
At Kiel University, funding for these training activities are restricted to two days (minimum) and five working days (maximum). Additional allowances may be provided for two days of travel if necessary. The attendance of language schools is supported with max. 500,- Euros course fee. A receipt (booking confirmation, later the invoice) must be submitted for this purpose.
Further education and training courses at language schools may be extended in accordance with the Schleswig-Holstein Continuing Education Act ("Bildungszulassung") after an application at the Human Resources Management (Personalabteilung) and if nothing to the contrary has been agreed. Please note that an STT funding is possible once every academic year.

**Time tracking/educational leave:**
A maximum of 5 days can be recognised and funded as official business or working days in the context of a "foreign official trip". With regard to working hours, the usual regulations for business trips apply. More information is available here (only in German): https://www.uni-kiel.de/personal/de/00intern/dateien-dienstvereinbarungen/dienstvereinbarung-variable-arbeitszeit-zentrale-verw.pdf

### III. Mobility within the SEA-EU University Alliance “SEA-EU”

Kiel University is a member of the European Universities Alliance Initiative "SEA-EU" funded by ERASMUS+. Within the framework of this consortium, further training of staff can be funded at the **SEA-EU partner universities:**

- Spain: Universidad de Cádiz (E CADIZ01)
- France: Université de Bretagne Occidentale, Brest (F BREST01)
- Croatia: University of Split (HR SPLIT01)
- Malta: L-Università ta’ Malta (MT MALTA01)
- Poland: University of Gdansk (PL GDANSK01)
- Italy: Università degli Studi di Napoli Parthenope (I NAPOLI03)
- Portugal: Universidade do Algarve (P FARO02)
- Norway: Nord University (N BODO04)

**If you are interested, please send your request directly to:**
Dr. Jonathan Durgadoo,
Science & Education Coordinator
European University of the Seas (SEA-EU) at Kiel University
Leibniz-Str. 3, Room 015a, 24118 Kiel, Germany
E-Mail: jdurgadoo@uv.uni-kiel.de | Phone +49 431 880 5917
https://www.uni-kiel.de/de/forschung/forschungsschwerpunkte/kiemarine-science/sea-eu

### Calculation and Payment of the ERASMUS+ Grants

Subsidies or lump sums are paid for travel and days of stay.

The ERASMUS grant consists of a flat rate for travel distance and a flat rate for days of stay. The payment is done in two instalments: You will receive 80% before departure and 20% after your return. The grant is calculated to one-day accuracy. The calculation is based on the written confirmation (the so-called "Confirmation of Stay") from the host institution. You will receive the form after the International Center has paid the first instalment. The final payment will be made after you have returned and filled out the EU questionnaire. You will receive an
e-mail with the link to the questionnaire directly from the EU server on the last day of your stay. Subsequently, the second instalment will be paid. Daily rates are only paid for official business days: either for 2 - 5 days for training courses (e.g. staff weeks) or 2 - 14 days for teaching assignments. If business activities take place on the weekend or on a public holiday, these days must be noted separately on the confirmation form, otherwise these (non-business) days will be deducted from the funding days.

For projects after 2021, an additional two days of travel (per diem for days of stay) may be paid if incurred. When travelling for teaching purposes the payment of lump sums is limited to a maximum of 14 days (with travel days).

The place of departure does not have to match the location of the sending institution. In this case, the travel receipts must be kept as proof of the actual arrival and departure location. Otherwise, there is no need to provide evidence.

**Increased travel allowance for environmentally friendly travel.**
For sustainable travel (outward and/or return) by train, bus, carpool, higher travel allowances can be paid. Travel by ship only counts as "Green Travel" if the only other travel option available is by air (e.g. Ireland, Iceland, etc.).

Co-financing from state funds is not permitted.

Business trips must be declared in the tax return: If the subsidies paid out are not sufficient, you can claim the additional costs, as work-related expenses, in your tax return. If the entire funding was not required, the difference must be declared as a benefit in kind/ non-cash benefit in the tax return. Therefore, it is highly recommended to keep all receipts for the tax declaration.

Travel distances are calculated using the Commission's Distance Calculator: [http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

<table>
<thead>
<tr>
<th>Travel expenses for outward and return journey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>one-way distance</strong></td>
</tr>
<tr>
<td>according to Distance Calculator (e.g. Kiel – Lund)</td>
</tr>
<tr>
<td>10 – 99 km</td>
</tr>
<tr>
<td>100 – 499 km</td>
</tr>
<tr>
<td>500 – 1.999 km</td>
</tr>
<tr>
<td>2.000 – 2.999 km</td>
</tr>
</tbody>
</table>

**Funding rates ("unit costs for days of stay")**

<table>
<thead>
<tr>
<th>Destination country</th>
<th>Funding rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden</td>
<td>180 Euro / per day</td>
</tr>
<tr>
<td>Country</td>
<td>Cost</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain</td>
<td>160 Euro / per day</td>
</tr>
<tr>
<td>Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey</td>
<td>140 Euro / per day</td>
</tr>
</tbody>
</table>

**Cancellation / Interruption / Force Majeure / Virtual / Blended Forms of Mobility**

If a trip does not start or has to be ended earlier due to illness, a medical certificate must be submitted, otherwise the ERASMUS grants, which have already been paid out, must be reclaimed. The application of the “force majeure regulation” (no or proportional reclaim) is only applicable with the approval of the National Agency (NA-DAAD). This application has to be done by the ERASMUS office.

If a trip has to be cancelled or cannot start due to external circumstances such as the Corona virus, strike, volcanic eruption, earthquake, etc., the ERASMUS office may also apply the “Force Majeure Regulation” even without written approval by the National Agency. Costs already incurred may be reimbursed (proportionally or in full), if written receipts are submitted to the ERASMUS office for this purpose. Each case will be assessed and decided upon individually.

Subsidies for virtual mobility cannot be granted, as there are no costs. If a mobility consists of a virtual and a physical element, only the physical part qualifies for reimbursement.

**Insurance Cover**

Kiel University provides accident insurance coverage during official business on site, since ERASMUS+ further training activities abroad qualify as business trips. The EU points out that an Erasmus+ mobility grant does not include any insurance cover. Neither the EU Commission (EU KOM) nor the NA DAAD are liable for damage resulting from illness, death, accident, personal injury, loss or damage to property in connection with Erasmus+ stays abroad (study visits, internships, guest lectureships or Erasmus+ further training activities). Hence, we recommend taking out the following insurance policies: travel insurance (including return from abroad), liability insurance (if applicable, professional and private liability), insurance for accidents and serious illnesses (including full or partial incapacity for work), life insurance.

**Corona regulations for employees at Kiel University**

Please consult the University's website for current regulations for employees regarding business travel abroad: [https://www.uni-kiel.de/en/coronavirus/information/for-employees](https://www.uni-kiel.de/en/coronavirus/information/for-employees)
The application procedure at Kiel University

Application deadlines: at any time - at the latest 3 months before the planned measure. Trips that have already been concluded cannot be approved retrospectively.

The application and processing is done via Kiel University's application portal "Mobility Online".

1. Step: Registration in the Portal via the Link

<table>
<thead>
<tr>
<th>For STT-Travel (further education and training abroad)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Registration via the following link:</td>
</tr>
<tr>
<td><a href="https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&amp;kz_bew_pers=L&amp;kz_bew_art=OUT&amp;aust_prog=STT&amp;sprache=de">https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&amp;kz_bew_pers=L&amp;kz_bew_art=OUT&amp;aust_prog=STT&amp;sprache=de</a></td>
</tr>
<tr>
<td>• after your registration, the following documents must be uploaded:</td>
</tr>
<tr>
<td>• brief letter of motivation (max. 1 page: including a description of the international relevance or added value of the planned measure)</td>
</tr>
<tr>
<td>• depending on the measure: programme, invitation letter or course description</td>
</tr>
<tr>
<td>• short, informal statement from your supervisor (2-3 lines are sufficient)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For STA-Travel (teaching abroad):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Registration via the following link:</td>
</tr>
<tr>
<td><a href="https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&amp;kz_bew_pers=L&amp;kz_bew_art=OUT&amp;aust_prog=STA&amp;sprache=de">https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&amp;kz_bew_pers=L&amp;kz_bew_art=OUT&amp;aust_prog=STA&amp;sprache=de</a></td>
</tr>
<tr>
<td>• After the registration, a letter of invitation (also by email) from the host institution must be uploaded to the portal</td>
</tr>
</tbody>
</table>

Mobility within the SEA-EU University Alliance:

• Coordinated by Dr. Jonathan Durgadoo

• Registration via the following link:               |
| [https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&kz_bew_pers=L&kz_bew_art=OUT&aust_prog=STT&sprache=de](https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&kz_bew_pers=L&kz_bew_art=OUT&aust_prog=STT&sprache=de) |
1) Please provide the following information when completing a travel authorisation request:

I apply for approval and financing of the trip from:
- Third-party funds, donations
- Funding center: 051250 SSI S25 Referat Ber. Study Abroad and Coord. ...
- Title: 52762 other
- BA: Booking category number remains empty
- Project/Professorship/Run number: ERASMUS+ Staff Mobility
- Estimated costs: 0,00 Euro
- Comments: Payment of ERASMUS+ lump sums
- Subsequently, please check following box:: "For this trip enclosed rule of the sponsor deviating from the general travel expenses law applies, e.g. DAAD rates".
- The trip is not financed in accordance with the legal provisions (according to the Federal Travel Expenses Act)
- Upload a copy of the business trip application in the portal
All ERASMUS documents required for accounting, such as the ERASMUS Grant Agreement, are automatically generated in the respective pipeline steps. All following steps can be viewed in the pipeline. Every necessary document can be uploaded in the portal digitally. **Exception:** Only the grant agreement has to be sent to the International Center with the original signature of the traveller.

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**Application for A1 certificate**

Current EU law requires all employees to apply for an A1 certificate for business stays (foreign postings, business trips abroad) in EU member states and EFTA states (Iceland, Liechtenstein, Norway, Switzerland). Applications for an A1 certificate must be submitted to the Human Resources Division (“Personalabteilung”).

Contact: Kim Dinh-Haller, Telefon: +49 431 880-3684, kdinh-haller@uv.uni-kiel.de

The application form for members of a private health insurance can be found here [https://www.reisen.uni-kiel.de/de/formulare/antrag-a1-bescheinigung-privatversicherte-oder-beamtinnen-und-beamte-mit-heilfuersorge.pdf/](https://www.reisen.uni-kiel.de/de/formulare/antrag-a1-bescheinigung-privatversicherte-oder-beamtinnen-und-beamte-mit-heilfuersorge.pdf/)

The application form for members with statutory health insurance can be found here: [https://www.reisen.uni-kiel.de/de/formulare/antrag-a1-bescheinigung-gesetzlich-versicherte](https://www.reisen.uni-kiel.de/de/formulare/antrag-a1-bescheinigung-gesetzlich-versicherte)


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**After Return**

After returning to Kiel, the following steps must be completed:

- Upload the "**confirmation of stay**" in the portal;
- Answer the **EU questionnaire**: You will receive the link to the (multiple choice) questionnaire directly from the EU server on the last day of travel
- Complete a short **report** on the benefit of the visit in terms of your professional and personal development (upload in the portal)
- Once these steps have been concluded, the second instalment (20% of the grant amount) will be paid.

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**Contact persons at CAU**

| Mrs. Antje Volland (S 25 I) & Anna-Paloma Biernath (S 25 g) |
| International Center |
| Unit S 25: Study and Internship Abroad, University Coordination of ERASMUS |
| Westring 400, 24118 Kiel, |
| Phone: (0431) 880 – 3717 or (0431) 880 – 4676; E-Mail: erasmus-staff@uv.uni-kiel.de |