

Information sheet for Erasmus+ STA (teaching staff mobility), call 2025

The purpose of this information sheet is to help you with your teaching stay abroad and to explain the Erasmus requirements in a concise and clear format.

The maximum length of the mobility period is 60 days, up to 10 working days can be financially supported. A minimum duration of 2 days of teaching per mobility period and at least 8 hours of teaching per week will apply (or a shorter stay). The application forms can be downloaded from: <https://uol.de/en/io/forms-and-publications>.

Before the mobility (at least 6 weeks before)

Contact the IO

- Please inform us about your project at io@uol.de and let us know the exact dates of your mobility period and your partner university. Please also specify your local contact and their department. We will then assess whether your project qualifies for funding.

Business trip request

- Once you have received our approval, you can make your business trip application online. Select **Not on list** for the funds centre. Please enter 3320041137 under **Suggested funds centre**. Ms. Jenka Schmidt / Ms. Christa Weers (IO) will then automatically receive an email for budget approval. Next, the application will automatically be sent to your line manager. Once approval has been granted, you will receive an email with the business trip application as a PDF, which you should forward to the IO (io@uol.de).

Please note our new policy on climate-friendly business travel, s. <https://uol.de/en/travel-policy>. The CO2 charge for business trips by plane cannot be paid from Erasmus+ funds.

Mobility Teaching Agreement

- Complete the form (with the assistance of the partner university if applicable) and also enter your name in the header. Please enter only the working period above. The original document is not required. A scanned copy countersigned by yourself and the partner university must be submitted to the IO before the start of the mobility period.

If required/necessary: Declaration of Honour for travel days funding

- Please fill in the declaration on honour, if you require the funding of the travel days. The original document is not required. Please submit it to the IO at the latest together with the Grant Agreement.

Grant agreement

- Complete the fields marked in grey on the first two pages. Send the document as a Word file by e-mail to Britta Kirsch (io@uni-oldenburg.de).
- The fields marked in yellow will be completed by the IO. The document will be returned to you. Print this document, sign and date it and hand in to the IO (scan is sufficient). The IO will countersign this document. If you would like a copy of the grant agreement, please contact io@uol.de.

During the mobility

Letter of Confirmation

- Request Letter of Confirmation from the host institution before the end of the mobility period (scan is sufficient).

After the mobility

- Hand in the Letter of Confirmation and the original receipts (for the travel and accommodation expenses) to the IO at your earliest convenience.
- From the European Commission you will receive an automatically generated e-mail requesting submission of a short online report. Please ensure that you complete the report by the deadline stated in the e-mail.
- From the IO you will receive a final notification of the Erasmus subsidy and your original receipts will be forwarded to the travel expenses department in Division 2 (finances), who will also process the subsidy payment.
- You will receive a certificate of attendance from the University of Oldenburg (biannually after the mobility in January/February or in July/August).

Further information: <https://uol.de/en/erasmus-sta> and <https://uol.de/en/erasmus/funding>.

International Office contact:

Britta Kirsch (mornings until 12 p.m., Telephone: 0441 798-2478; io@uol.de)

Last revised in May 2026