

Information sheet Erasmus+ STT (Staff Mobility for Training) Call 2025

The purpose of this information sheet is to support you with your training stay abroad after your successful application and to set the requirements of the National Agency (DAAD) and the European Commission in a concise and comprehensible form. The required forms can be downloaded from <https://uol.de/en/io/forms-and-publications>

Before the mobility

the documents must be submitted at least 4 weeks in advance

- Business trip request** (online)
You can access the online business trip request and the information sheets via the [administrative portal](#).

Please submit your business trip application online. Select "Not on list" for the funds centre. Please enter 3320041237 under "Suggested funds centre". Ms. Jenka Schmidt / Ms. Christa Weers (IO) will then automatically receive an email for budget approval. The application will then 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 send to the IO (mobility.eu@uol.de)

Please note the new Travel Policy, s. <https://uol.de/en/travel-policy>. The CO2 Charge for business trips by plane cannot be paid from Erasmus+ funds.

- Mobility Training Agreement** (scan)
Complete the form (with the assistance of the host institution if necessary) 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 host institution must be submitted to the IO before the start of the mobility period.

- If required/necessary: **Declaration of Honour for travel days funding** (Scan)
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** (scan)
Complete the fields marked in grey on the first page. Send the document as a Word file by e-mail to mobility.eu@uol.de
The fields marked in yellow will be completed by the IO. The document will be returned to you. Please sign and date it and hand in to the IO (scan is sufficient). The IO will countersign this document. If you would like a scan of the grant agreement, please contact mobility.eu@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

- Participant Report EU-Survey (online)**
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.
- Hand in the **Letter of Confirmation** (scan)
- Submit an **experience report and the declaration of consent** (scan)
Further information can be found on the above website.
- Hand in the original receipts (original)**

The original receipts are forwarded by the IO to our colleagues at the Dezernat 2 who will arrange the remaining 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 on the programme is available here:

<https://uol.de/en/erasmus-stt> und <https://uol.de/en/erasmus/funding>

Contact at the International Office

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Available: Monday to Thursday.

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