

## Information sheet Erasmus+ STA (Teaching staff mobility)

The purpose of this information sheet is to help support you with your teaching stay abroad and set the requirements of the National Agency (DAAD) and the European Commission in a concise and comprehensible form.

The maximum length of the mobility period is two months. 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/iso/formulare/>

### Before the mobility

#### Business travel application:

- Please hand in a signed and approved business travel application to the International Office (IO). The IO can complete the funding details on the business travel application in advance and provide an advance payment if required. Please enclose an invitation letter of the receiving institution if possible.

#### Grant agreement:

- Complete the fields marked in grey on the first page. 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 International Office. The document will be returned to you. Print this document, sign and date it and hand in the original to the IO. The IO will countersign this document. If you would like a copy of the grant agreement, please contact Britta Kirsch (io@uni-oldenburg.de).

#### Mobility agreement:

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

### During the mobility

#### Confirmation of stay

- Request confirmation of stay from the host institution before the end of the mobility period.

### After the mobility

- Hand in the original confirmation of stay to the IO at your earliest convenience.
- For the final calculation of the grant for the travel and accommodation expenses, hand in the original receipts to the IO.
- You will receive a final notification of the Erasmus subsidy from the IO 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 an automatically generated e-mail from the European Commission requesting submission of a short online report. Please ensure that you complete the report by the deadline stated in the e-mail.

Further information on the programme is available here:

<https://uol.de/en/io/going-abroad/erasmus-europe/staff-mobility-for-teaching/> and  
<https://uol.de/en/io/going-abroad/erasmus-europe/erasmus-funding/>

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Contact at the International Office:

Britta Kirsch (mornings until 12 p.m., Telephone: 0441 798-2478; [io@uol.de](mailto:io@uol.de)) and Christa Weers (Telephone: 0441 798-2438, [christa.weers@uol.de](mailto:christa.weers@uol.de))