

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 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:

www.uol.de/iso/formulare/

Before the mobility

Business travel application:

- Please hand in a signed and approved business travel application to the International Student Office (ISO). The ISO 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 (iso@uni-oldenburg.de).
- The fields marked in yellow will be completed by the International Student Office. The document will be returned to you. Print this document, sign and date it and hand in the original to the ISO. The ISO will countersign this document. If you would like a copy of the grant agreement, please notify Britta Kirsch (iso@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 ISO and the partner university must be submitted to the ISO in good time before the start of the mobility period.

During the mobility

Confirmation of stay

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

After the mobility

- Hand in the original confirmation of stay to the ISO at your earliest convenience.
- For the final calculation of the grant for the travel and accommodation expenses, hand in the original receipts to the ISO.
- You will receive a final notification of the Erasmus subsidy from the ISO 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:

www.uol.de/iso/wege-ins-ausland/erasmus-europa/mobilitaet-zu-unterrichtszwecken-sta/ und
www.uol.de/iso/wege-ins-ausland/erasmus/erasmus-finanzierung/

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Contact at the International Student Office:

Britta Kirsch (mornings until 12 p.m., Telephone: 0441 798-2478; iso@uni-oldenburg.de) and Christa Weers (Telephone: 0441 798-2438, christa.weers@uni-oldenburg.de)