

ERASMUS+ with partner countries (program KA 107)

Staff Mobility for Teaching (STA)

For the period from September 2019 to July 2022, OTH Regensburg has been able to raise funds from the program *Erasmus + with partner countries*.

These funds can be used to finance teaching stays at partner universities of OTH Regensburg in certain countries. The courses are supposed to contribute substantially to the regular teaching program of the host university. Contents, duration and basic conditions of the mobility must be agreed upon with the respective partner at the receiving faculty at the host university (e.g. the lecturer of the corresponding event at the partner university).

Eligible individuals:

- Professors and lecturers with an employment contract with the university
- Lecturers without remuneration
- Emeriti
- Scientific staff with an employment contract with the university

Available places (Sept 2019- July 2022):

Country	Mobility to Germany per year (incomings)	Mobility from Germany per year (outgoings)
Kosovo	4 persons à 5 days plus 2 travel days	4 persons à 5 days plus 2 travel days
Bosnia	2 persons à 5 days plus 2 travel days	2 persons à 5 days plus 2 travel days

Minimum Teaching Hours:

- Staff Mobility for Teaching (STA) has to last at least 5 days and contain 8 teaching hours. A minimum of 8 teaching hours per 5 days has to be respected. If the mobility lasts longer than 5 days, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. There is no minimum number of teaching hours for invited staff from enterprises. Travel days, weekends, holidays * are usually not taken into account when calculating the duration of stay.
- The teaching activity can be combined with a training activity (= measures to improve teaching). Training activities can be e.g. exchange on good-practice in teaching, networking, measures to strengthen cooperation in teaching, development and testing of joint courses and modules. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per 5 days.

Lecture times:

When planning the Teaching Mobility one should take into account the academic calendar of the partner institution:

Country	University	Lectures take place from...
Germany	OTH Regensburg	See Academic Calendar: https://www.oth-regensburg.de/en/our-university/dates-opening-hours.html
Kosovo	University of Prishtina	1 October – 15 January 15 February – 30 May
Bosnia	International Burch University	See Academic Calendar: http://www.ibu.edu.ba/en/events/academic-calendar.html

- Financial support for the weekend / public holidays is only possible if the person has been doing business on these days and this is certified in a separate letter from the host institution

Grants Individual Support

Parallel funding for similar costs from other EU programs is excluded. The entitlement to support at the home university (through national grants or loans) shall be maintained during the stay abroad.

Sending country	Receiving Country	Amounts up to the 14th day of activity *
Germany	Partner Country	180 € per day
Partner Country	Germany	160 € per day

*These staff mobility rates apply up to the 14th day of activity, after which the grant drops to 70% of the amount shown.

Travel allowances

In addition to the individual support mentioned above participants receive support to their travel costs.

Travel distances must be calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en). The travel distance for one direction is used to calculate the EU grant amount for the round trip.

Travel distances	Amount
Between 10 and 99 KM	€ 20 per participant
Between 100 and 499 KM	€ 180 per participant
Between 500 and 1999 KM	€ 275 per participant
Between 2000 and 2999 KM	€ 360 per participant
Between 3000 and 3999 KM	€ 530 per participant
Between 4000 and 7999 KM	€ 820 per participant
8000 KM or more	€ 1,500 per participant

Special needs

For university staff with disabilities, the International Office at OTH Regensburg may apply to the National Agency DAAD for additional funds in order to cover the additional costs incurred for the stay abroad. This special grant can be applied for after having been selected for an Erasmus + grant with a degree of disability of at least 30 at the International Office of OTH Regensburg.

Application procedure

Step 1: Application for the mobility at the International Office at the sending institution with the following documents:

- Invitation letter, issued by the receiving university, mentioning the date and duration of the planned stay
- Completed form *Mobility Agreement* with participant's signature and signature of a responsible person at the sending faculty

Deadlines:

- **15 September** for mobilities from 1 October – 25 January
- **15 January** for mobilities from 15 March – 10 July

If not all funds have been used after the application deadline, further applications can be accepted in the course of the year with at least 5 weeks notice to the planned mobility.

The International Office in the partner country informs OTH Regensburg about all applications and checks the availability of funding. In case of formal completeness and sufficient availability of funds, the International Office at the home university approves to the application. If there are more applications than available places, the host faculty at the receiving university may select the participants.

Step 2: Application for the ERASMUS+ grant at the International Office at **OTH Regensburg** with the following documents:

- Completed form *Mobility Agreement*, signed by the participant, the sending faculty and the receiving university (by scan / e-mail)
- Completed form *Grant Agreement* with bank details, signed by the participant (the original has to be sent by post + by Scan / E-Mail)
- For lecturers of OTH Regensburg: Approved official travel request by e-mail (When applying for the business trip, please mention "at the expense of ERASMUS +" in BayRMS)
- Proof of health insurance coverage for the period of stay in Germany (by scan / e-mail)

Deadlines:

- All documents have to be received by the International Office at OTH Regensburg no later than 3 weeks before the mobility

Payment 1st rate

If all application documents are complete, 80% of the funding amount will be transferred to the participant's account (according to banking details in the form *Grant Agreement*) prior to departure.

Accommodation/Travel:

It is the participant's responsibility to organize accommodation and travel.

After the mobility:

The following documents have to be sent to the International Office at OTH Regensburg after the mobility:

- Confirmation of Stay signed by the receiving university (Confirmation of Stay Form). The confirmation of stay must be signed by the receiving university on the last day of the stay.
- Booking confirmation or Copy of Online Ticket

In addition, ERASMUS + requires all participants to submit an online final report within 30 days of the end of mobility. Each participant receives a link to the questionnaire by email directly after return.

Payment 2nd rate

If all documents are complete, 20% of the funding amount will be transferred to the participant's account (according to banking details in the form *Grant Agreement*).

Forms and further information

All forms (Mobility Agreement, Grant Agreement, Confirmation of Stay) are available at the homepage of OTH Regensburg:

Contact at OTH Regensburg

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Please inquire at the International Office at your home university about the contact person for ERASMUS+ at your sending university.