

Teaching mobility under the Erasmus+ Programme (STA)

The ERASMUS+ programme supports teaching stays at a partner university of the THI in Erasmus programme countries. Through their stay, the guest lecturers are to strengthen the European dimension of the host university, complement its teaching offer and impart their expertise to students who do not want to or cannot study abroad. The development of joint study programmes at the two partner universities and the exchange of teaching content and methods are to be included.

Teaching stays must comprise at least eight teaching hours and may last a maximum of six weeks. A stay of five days is recommended.

You can find an overview of the THI's European partner universities at:

<https://www.thi.de/studium/auslandsaufenthalt/studium-im-ausland/schritt-1-auswahl-der-hochschule/europa/>

Target group

- Professors and lecturers with a contractual relationship to the university
- scientific staff
- Doctoral students who are active in teaching

Application:

If you are interested, please contact the Erasmus coordinator in the International Office in time to organize the stay.

Establishing contact with partner universities:

Please use already existing networks and contacts and clarify with your colleagues at the partner universities whether there is interest in your teaching stay.

Promotion and travel expenses:

Travel costs are settled by means of a flat rate based on the one-way distance to the host institution. Accommodation costs are calculated on the basis of a daily flat rate according to country group (cf. Annex II).

The unit costs for travel and accommodation days are passed on in full by the THI to the beneficiaries. Possible positive differences between real costs and unit costs remain with the beneficiaries and **may have to be taxed by them personally**.

70% of the grant amount will be paid before the trip (after submission of the Grant Agreement).

International Office

As soon as the dates for your stay are fixed, you must submit a travel authorization request via *authega*, which should include an estimate of the approximate costs. This must be forwarded to the IO (Fiona Nimser) for signature before forwarding to the travel expenses office.

Please note that the organisation of the trip (travel, accommodation, health insurance etc.) is your responsibility.

Documents:

Once your application has been approved and times for your stay have been set, the Erasmus coordinator will forward the following documents to you:

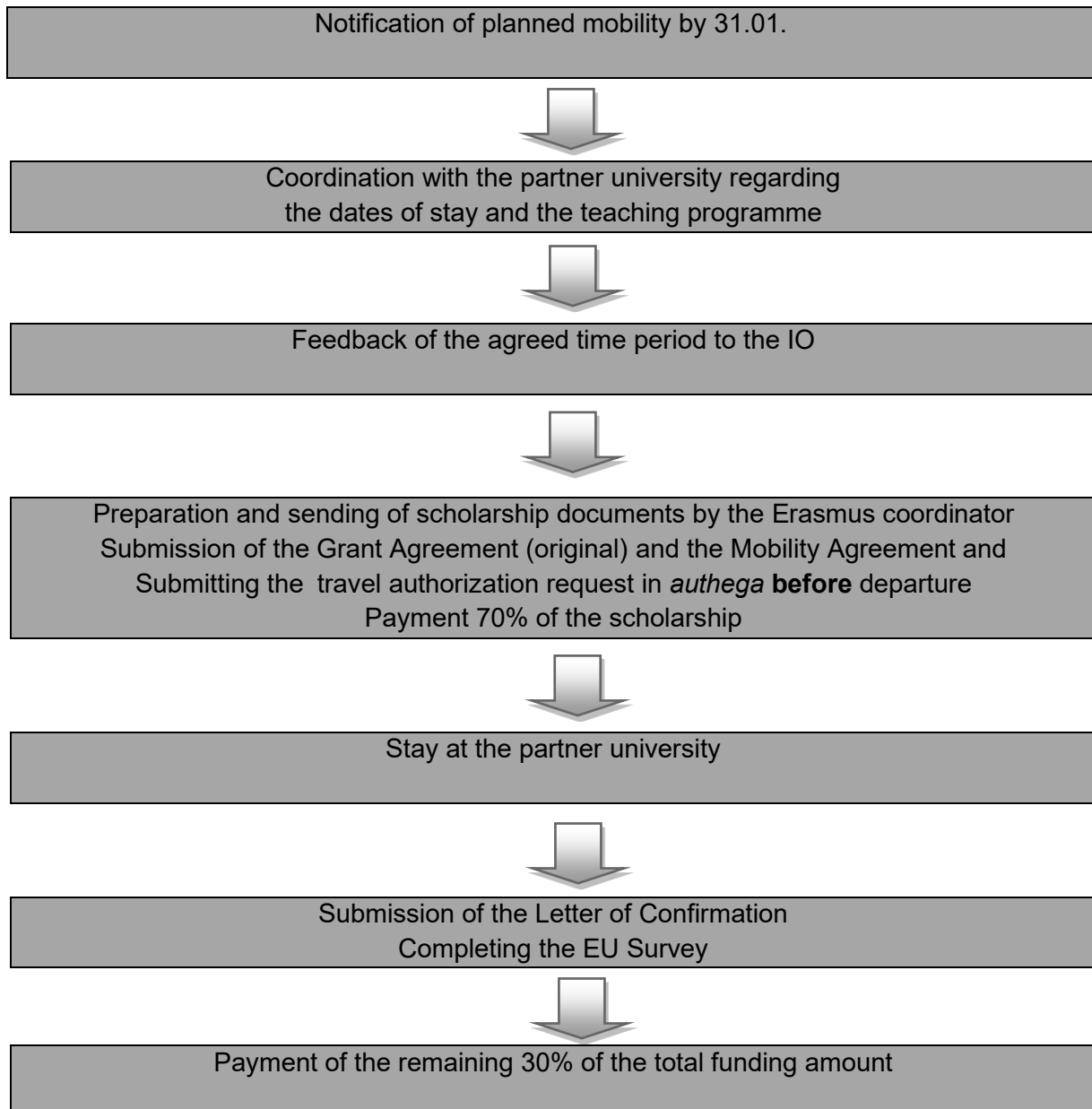
	Staff mobility for teaching and learning purposes (STA)
Before mobility	<ul style="list-style-type: none"> • Mobility Agreement - Staff Mobility for Teaching • Grant Agreement - Staff Mobility
After mobility	<ul style="list-style-type: none"> • Letter of Confirmation (LoC) • Report (EU Survey)

1. **Mobility Agreement:** This document contains information on the scope, duration and content of the planned teaching project. The exact work programme of your stay must have already been coordinated with the partner university beforehand. Weekends and holidays can only be subsidised if it can be proven that you will be working or travelling on these days.
2. **Grant Agreement** for your funding: This document contains the maximum funding period and amount and must be signed and submitted **in original** to the International Office before your stay.
3. **Letter of Confirmation:** This document must be signed by the host university at the end of the stay and confirms your periods of stay.
4. Participants' **report:** After your stay you will receive an automatically generated email called *EU Survey*, which you can fill in online.

Only after these documents have been received can the remaining 30% of your scholarship be paid.

There is no need to pay travel expenses!

Overview procedure



Funding rates Erasmus 2022/2023

Staff mobility between programme countries

1. Travel costs - travel allowance

Travel distance	Standard trip - amount
0 to 99 km	23 EUR
100 to 499 km	180 EUR
500 to 1,999 km	275 EUR
2,000 to 2,999 km	360 EUR
3,000 to 3,999 km	530 EUR
4,000 to 7,999 km	820 EUR
>8,000 km	EUR 1,500

Note: The "travel distance" corresponds to the distance between the place of origin and the destination. The "amount" corresponds to the subsidy for the journey to/from the destination. For journeys by train or coach, a one-off allowance of 50,-€ is paid for "green travel" granted.

2. Individual support for physical mobility

Host country	Daily rate in EUR
Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	180,-€
Belgium, France, Germany, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus	160,-€
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary	140,-€

Note: The daily rate is calculated as follows:

1. 1st to 14th funding day of the mobility measure: daily rate per participant according to the table above
2. 15th to 60th funding day of the mobility measure: 70% of the daily rate per participant according to the table above.