

Guidelines: Erasmus+ Staff or Teaching Mobility

Checklist for Erasmus staff mobilities

Erasmus+ funding for staff mobilities requires a number of formal conditions that are to be met. The following checklist leads you through the process for mobilities in Europe (KA 103)) and partner countries (KA 107).

Extra conditions for Erasmus+ staff mobilities for teaching: Teaching mobilities can only be funded if the hosting university is willing to sign an **Inter-Institutional Agreement, if not already in place**

What do I have to do?	By when?	Done!
Before departure		
Plan your mobility with your contact persons at the partner institution and the home institution.	asap, no later than 4 weeks before departure, much earlier if a visa and invitation letter is required	<input type="checkbox"/>
Fill in and sign your grant and mobility agreement . Please make sure that you fill in any piece of requested information without gap. Have it signed by the relevant persons at both your home and host institution. Make sure you have each of the <u>four</u> signatures on your mobility agreement (see 2.).	asap	<input type="checkbox"/>
Submit your request for authorization to travel to the relevant department	asap	<input type="checkbox"/>
Submit two printed copies of the grant agreement in the original, signed only by yourself . Please note the information below under point 1.	asap	<input type="checkbox"/>

During your stay		
Have your confirmation of stay form signed and stamped by your host institution. - The dates of stay specified in your confirmation must correspond to the funding period in your grant agreement. Private stays before or after the duration of the mobility are not included. - We are not permitted to accept any predated confirmations.	not before the end of your stay!	<input type="checkbox"/>
After your stay		
Send your confirmation of stay to the AAA.	a.s.a.p.	<input type="checkbox"/>
Please fill in the EU online survey as soon as you receive an e-mail with the corresponding request.	no later than 30 days after the e-mail request	<input type="checkbox"/>

You will receive the request from the following address „replies-will-be-discarded@ec.europa.eu“ – **this is not spam!**

General Information on Erasmus+ staff mobility funding

1. Erasmus+ scholarships

The extent of financial support consists of both an allowance for individual support and an allowance for travel support. Both allowances will be specified transparently within your **grant agreement**.

Allowance for individual support depends on the day rate for the country of destination. Depending on the country of destination your mobility will be financed with 140 EUR up to 180 EUR for each supported day.

If arrival and/or departure does not take place on the first and/or last day of the activity, we can support one or two travel days in addition.

Allowance for travel costs depends on the distance to the country of destination and will be supported with 180 EUR, 275 EUR or 360 EUR.

The following formalities must be met in order to get the pre-payment of the Erasmus+ allowance:

- Mobility agreement (by E-Mail)
- Grant agreement (signed print outs, scans and copies will not be accepted)
- The following formalities must be met in order to get the remainder of the Erasmus+ allowance:
 - Confirmation of stay (via online portal)
 - EU Survey (link in an e-mail sent by replies-will-be-discarded@ec.europa.eu)

Should your (confirmed) duration of stay be shorter or longer than determined in your grant agreement, the allowance will be recalculated and reduced or increased.

2. Mobility Agreement

To arrange the mobility, the sending and hosting institutions conclude a mobility agreement with you specifying not only the objectives of mobility measures, but also basic information, such as the unit to which you will be assigned and the duration of your stay.

You are responsible for planning and organizing the details of your mobility with your host institution.

Please note that **research activities will not be funded** within the scope of Erasmus+ except for a joint teaching and research stay. When funding mobility for teaching purposes (STA) a minimum number of 8 hours must be taught.

The Erasmus+ mobility agreement requires four signatures:

- The participant's signature
- Signature of the supervisor at your TUM school, department or unit, who also signs your requests for authorization to travel
- Signature of the [International Affairs Delegate](#) of your school or department (not applicable for staff members of the central administration)
- Signature of the responsible person / your contact person at the partner institution

All required signatures must be obtained prior to travel. Scans or copies will be accepted.

3. Insurance

Please remember to find out about necessary insurance for your stay abroad (liability insurance, health insurance, casualty insurance, travel insurance including baggage and repatriation insurance) in good time. You may also have the possibility to take out insurance with the DAAD for a combined health, casualty, personal liability and luggage insurance (tariff 762).

For more information, please visit <https://www.daad.de/versicherung/de/>

4. Contact details

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