

## Information sheet Erasmus+ STA (Teaching staff mobility) Call 2024

The purpose of this information sheet is to help support you with your teaching stay abroad once you have been approved for funding and to 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 60 days, up to 10 working days can be financially supported. 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/io/forms-and-publications>.

### Before the mobility (at least 6 weeks before)

#### Business trip request

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

#### 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 yourself and the partner university must be submitted to the IO in good time before the start of the mobility period.

#### If required/necessary: Declaration of Honour for travel days funding

- Please fill in the declaration on honour, if you require the funding of the travel days. The original document is not required. Please submit it to the IO at the latest together with the Grant Agreement.

#### Grant agreement

- Complete the fields marked in grey on the first two pages. Send the document as a Word file by e-mail to Britta Kirsch ([io@uni-oldenburg.de](mailto:io@uni-oldenburg.de)).
- The fields marked in yellow will be completed by the IO. The document will be returned to you. Print this document, sign and date it and hand in to the IO (scan is sufficient). The IO will countersign this document. If you would like a copy of the grant agreement, please contact Britta Kirsch ([io@uol.de](mailto:io@uol.de)).

### During the mobility

#### Letter of Confirmation

- Request Letter of Confirmation from the host institution before the end of the mobility period (scan is sufficient).

### After the mobility

- Hand in the Letter of Confirmation and the original receipts (for the travel and accommodation expenses) to the IO at your earliest convenience.
- From the European Commission you will receive an automatically generated e-mail requesting submission of a short online report. Please ensure that you complete the report by the deadline stated in the e-mail.
- From the IO you will receive a final notification of the Erasmus subsidy 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 a certificate of attendance from the University of Oldenburg (biannually after the mobility in January/February or in July/August).

Further information on the programme is available here:

<https://uol.de/en/erasmus-sta> and <https://uol.de/en/erasmus/funding>.

**International Office** contact:

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

Version: March 2025