

## Erasmus+ STT information sheet (Staff Mobility for Training)

The purpose of this information sheet is to help you with your mobility project for continuing education and training purposes and set out the requirements of the National Agency (DAAD) and the European Commission in a concise and comprehensible form. The required forms can be downloaded from <https://uol.de/en/io/forms-and-publications>

**Before the mobility** (the documents must be submitted at least 4 weeks in advance):

Please contact your host university or host institution to determine your travel dates and an outline of your programme (work shadowing or workshop/seminar), if you haven't already done so.

### Travel authorisation request:

- Please hand in a signed and approved travel authorisation request to the International Office (IO). The IO can complete the funding details on the travel authorisation request in advance and provide an advance payment if required. Please enclose an invitation letter from the host institution, if possible (an email message is also acceptable).

### Mobility agreement:

- Complete the form (with the assistance of the host university if necessary) and also enter your name in the header. The original document is not required. A scanned copy countersigned by yourself and the host university must be submitted to the IO in good time before the start of the mobility period.

### If applicable: Declaration on honour regarding Green Travel:

- Please complete the declaration on your honour. No original is required. A scanned copy must be submitted to the IO with your signature at the latest together with the Grant Agreement.

### Grant agreement:

- Complete the fields marked in grey on the first page. Send the document as a Word file by email to [io@uni-oldenburg.de](mailto:io@uni-oldenburg.de).
- The fields marked in yellow will be filled in by the International Office. The document will be returned to you. Please print this document, sign and date it and hand in the original to the IO, which will then countersign it. If you would like a scan of the grant agreement, please contact [io@uni-oldenburg.de](mailto:io@uni-oldenburg.de).

## **During the mobility:**

### Confirmation of stay

- Request confirmation of stay from the host university or institution before the end of the mobility period.

## **After the mobility:**

- Hand in the Letter of Confirmation and for the final calculation of the grant 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.
- Please also submit an experience report for future interested parties. Further information as well as the declaration of consent can be found on the above website.
- 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-stt> und <https://uol.de/en/erasmus/funding>

Contact at the International Office:

Britta Kirsch (mornings until 12 p.m., Tel. 798-2478; [io@uol.de](mailto:io@uol.de)), Lisa Hasselbrink (Tel. 798-4669, [lisa.hasselbrink@uol.de](mailto:lisa.hasselbrink@uol.de))