

INFORMATION

ERASMUS+ is a program established by the European Union to promote the mobility of all university members (teachers, students as well as members of the administration and service units) within the EU. An Erasmus+ training assignment focuses on the acquisition of professional knowledge and competences required for the work at the university, especially with regard to an "added value" to be achieved for the staff and the institution. Know-how is acquired at (as well as contributed to) the host university and is then applied at the home university.

Mobilities can be organized to EU member states (except Austria as sending country), Norway, Iceland, Liechtenstein, Northern Macedonia, Turkey and Serbia. Mobilities to non-associated third countries need to be discussed individually.

Aims of the Erasmus+ training assignments:

- to facilitate the acquisition of knowledge, practical skills and the exchange of specific information abroad
- to further develop skills relevant to the current position as well as further professional development
- to enable participation in a training activity abroad relevant to the daily work at the institution for higher education. The activity may take the form of training events (excluding conferences) or periods of job shadowing and observation.

The Staff Training should primarily take place at the [Erasmus+ partner universities](#) of the ABPU, but in individual cases it can also take place at other higher education institutions with an Erasmus+ Charter or at a company.

A list of our current partner institutions can be found [on our website](#).

REQUIREMENTS

- minimum duration of an Erasmus+ training assignment: two full work days, average duration: 3 days, not including travel days (maximum duration: one week, incl. travel days)
- for training activities, a work schedule has to be established
- sustainable mobility planning must be taken into consideration

ABPU – REGULATIONS

- no requirement to make up for missed work
- continuation of employment contract
- reimbursement of travel and accommodation expenses in accordance with the regulations of the State of Upper Austria regarding travel expenses
- unlike other training programs, Erasmus Staff Training provides a daily allowance in accordance with the regulations of the State of Upper Austria regarding travel expenses
- after approval, flight and hotel bookings can be made either through the personnel office or independently
- an extension of the stay for private purposes must be financed privately
- Confirmations of Stay are kept on file in the Personnel Office

PREPARATION & ORGANIZATION

- initial meeting with Erasmus Coordination Office
- Letter of Motivation to the president (via Erasmus Coordination): brief description of why the training assignment is being requested
- first contact with the desired partner university through the Erasmus+ Coordination
- Application Deadline:
 - it is recommended to submit your application by the end of the previous summer semester
 - during the academic year: contact the Erasmus+ Coordination before submitting the application to find out if there is still budget available for the requested mobility
- submission of [Application Form](#) (incl. description of the objectives, content and added value of the mobility)
- acknowledgement of the processing of data in the context of the mobility according to the following [privacy statement](#)

APPROVAL OF MOBILITY: The University President ranks the applications for the Erasmus+ mobility based on content-related criteria. The final decision is made according to financial considerations.

PREPARATION OF THE ERASMUS+ MOBILITY APPLICATION FORMS

- after discussing individual aspects of your mobility, the Erasmus+ Coordination will send you the following forms already partially filled in
- fill in the highlighted parts of the forms
- submission of the completed documents (Erasmus+ Mobility Agreement, Erasmus+ Travel Application) to the Erasmus+ Coordination 6 to 8 weeks in advance, if possible
- the entire application is submitted by the Erasmus+ Coordination to the President's Office and the the Personnel Office for approval
- the Grant Agreement is prepared after the Erasmus+ Travel Application and Mobility Agreement have been signed

Forms:

- **Erasmus+ travel application (ABPU in-house):** Preliminary calculation (costs should be based on the given EU flat rates as much as possible), serves as a basis for reimbursement, information on the travel route, climate-friendly travel is recommended.
A stay longer than one week must be discussed separately, as well as the reimbursement of hotel costs and the payment of daily allowances for stays over a weekend or on holidays (travel days are reimbursed).
- **Erasmus+ Mobility Agreement:** describes the objectives, content and added value of the mobility (Staff Training/Further Training) including a schedule and description of the planned activities. The Mobility Agreement will be sent to the partner university for countersignature by their Erasmus+ Coordination before the start of the mobility and after obtaining the relevant signatures at the ABPU.
- **Erasmus+ Grant Agreement:** acknowledgement of the rights and obligations related to the mobility – to be signed in duplicate
- **Confirmation of Stay:** A confirmation of stay which should be signed by the partner university and which will be provided by the ABPU Erasmus Coordination in advance.

DURING YOUR STAY ABROAD

- **It is mandatory to keep the A-1 form provided by the ABPU Human Resources Office with you at all times during your trip.** It serves as a certificate regarding the insurance regulations that apply to you as well as a confirmation that you do not have to pay any contributions in another country.

- **You must obtain a confirmation of the duration of your stay (Confirmation of Stay)**, which must be signed by the partner university (either take it with you from the ABPU Erasmus Coordination Office or ask at the partner university).

AFTER THE STAY ABROAD

- **Confirmation of Stay** signed by the host university, to be submitted to the Erasmus+ Coordination Office
- **Travel Receipts** (travel expense receipts, boarding passes, hotel costs) should be submitted to the Personnel Office/travel office as soon as possible - reimbursement will be based on actual costs (Costs for taxi rides will only be reimbursed in justified exceptional cases after written explanation) according to the travel reimbursement regulations of the State of Upper Austria.
- **Submission of Reports**
 - **obligatory: EU-Survey**
 - ideally within one week of receiving the relevant e-mail request
 - the payment of the reimbursement will be issued after the receipt of the completed EU-Survey
 - if the report is not submitted on time, 1/3 of the financial grant may be withheld until the final report is submitted
 - prepare a narrative report for the ABPU (Submission to the Erasmus+ Coordination and the Head of Department), focusing on:
 - the added value / "profit" of the mobility for the staff member, the department and the university
 - proposal of follow-up activities or new ideas/innovations
 - oral report in the context of a department head meeting or staff meeting