

## Information sheet Erasmus+ STT (Staff Mobility for Training) Call 2024

The purpose of this information sheet is to support you with your training stay abroad after your successful application and to set 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.

#### 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 from the host institution, if possible (invitation per e-mail possible).

#### Mobility agreement:

- Complete the form (with the assistance of the host institution if necessary) and also enter your name in the header. Please enter only the working period above. The original document is not required. A scanned copy countersigned by yourself and the host institution must be submitted to the IO 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 page. Send the document as a Word file by e-mail to [io@uol.de](mailto:io@uol.de).
- The fields marked in yellow will be completed by the IO. The document will be returned to you. Please sign and date it and hand in to the IO (scan is sufficient). The IO will countersign this document. If you would like a scan of the grant agreement, please contact [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.
- 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 (Monday to Thursday, Tel. 798-4669, [lisa.hasselbrink@uol.de](mailto:lisa.hasselbrink@uol.de))