

Information Sheet - Alterations to ERASMUS+ ST-Teaching Mobility Programme

With the start of the academic year 2014/15 the ERASMUS+ Programme has made some changes to the regulation and the financing of the Teaching Mobility Programme.

ERASMUS+ offers university teaching staff the opportunity to teach at any European partner university which holds an ERASMUS Charter for Universities (ECHE). The teaching staff is designed to help strengthen the "European Dimensions" of the university and provide their students with the expertise needed for the courses offered.

Whenever possible, the teaching staff will work with the partner university on their joint study programs and the exchange of teaching material. Faculty from foreign corporation's/organizations can be invited as teaching staff after consultation with the ERASMUS department coordinator and the International Office.

The following persons of Heidelberg University may be given priority:

- Professors or Lecturers with a valid university contract
- Research Assistants with valid employment contract at Heidelberg University

After consultation and endorsement from the university or ERASMUS coordinator:

- Lecturers without endowment
- Teaching staff/ Lecturers with current labor contract
- Professor Emeritus or retired teaching staff
- Corporate staff members

Financial support from EU funds will be given through a calculation of the EU-fixed rate. The support is composed by a subsidy of the travel costs and fixed flat rates for the working days.

The **travel costs** will be calculated by distance traveled (Heidelberg -> Job Site). The EU-fixed rate is separated into six distance (in km) groups¹. The minimum compensation for 100 km traveled is 180 EUR.

The **individual support per day** is set to coincide with the destination country. There are four groups² of fixed flat rates. The minimum amount of the support per day is 100 EUR whereas the maximum is 160 EUR per day.

In order to receive the ERASMUS+ support the following documents has to be sent to the International Relations Office of Heidelberg University before the start of the mobility:

- The **Grant Agreement**, the approved **Training Agreement**, the **Invitation** from the host institution, the form '**Dienstreiseantrag**' with the confirmation by the signature of your institute and the **ERASMUS Bilateral Agreement**.
- New ERASMUS teaching contracts should be discussed with the ERASMUS coordinator for their respected department. (see list of coordinators: <http://www.eu.uni-hd.de/partnerunis>).
- The minimum number of teaching hours per week (STA) require at **least 2 days** (not including travel) consisting of **8 hours**. Due to a high number of applicants and limited budget only **5 working days** can be funded. However, in addition, **1 day** for the time of the travel can be considered as well for the calculation of the individual support if the day for travel is directly before the first day and directly following the last day of the activity abroad.
- The University of Heidelberg is **not liable for damages** to Automobiles (private and/or rented). **Insurance coverage** is not included. Participants in the mobility programme are

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asked to provide sufficient insurance coverage (such as supplementary health, travel and liability insurance).

- **Financial support** can only be provided on the days worked, maximum of 5 days plus a maximum of 1 day for traveling (see above). If you are working on a weekend, please document the working hours on the weekend days for confirmation. It is possible to apply for special grants for those with children and special grants for those with disability.
- Upon **submission of all documents**, the first five days of your stay can be provided with a pre financing payment.
- You will be automatically prompted by E-mail by the University of Heidelberg's Erasmus writing tool to create an **electronic report** ("EU-Survey"). The data base will be prepared and be fully functional beginning of 2015. Until then, we would request of you a short "paper report" to be written.
- Completed applications and documents are a requirement of ERASMUS funding. Missing documents could lead to **reclamation** of all previous funds provided by ERASMUS.

Please contact us if you have any questions regarding your ST- Teaching Mobility Programme.

With kind regards,

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¹ The actual distance calculated and recorded can be calculated with the Distance Calculator (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

Reimbursements will be provided only in relation to duration of stay and distance traveled according to the following guidelines:

- 100 km – 499 km at 180 EUR
- 500 km – 1.999 km at 275 EUR
- 2.000 km – 2.999 km at 360 EUR
- 3.000 km – 3.999 km at 530 EUR
- 4.000 km – 7.999 km at 820 EUR
- 8.000 km or more at 1.100 EUR

² The home university promotes the indicated amounts as the maximum to be received.

For the 2014/15 academic year the following fixed daily rates apply for four different groups of countries for the first 14 days of your stay.

- Group 1: 160 Euros per day for: Denmark, United Kingdom , Ireland, Netherlands, and Sweden
- Group 2: 140 Euros per day for: Belgium, Bulgaria, Finland, France, Greece, Iceland, Italy, Liechtenstein, Luxemburg, Norway, Austria, Poland, Romania, Czech Republic, Turkey, Hungary, and Cyprus.
- Group 3: 120 Euros per day for: Germany (incomer), Lithuania, Malta, Former Yugoslavian republic, Macedonia, Portugal, Slovakia, and Spain.
- Group 4: 100 Euros per day for: Estonia, Croatia, Latvia, and Slovenia