



unite!

University Network for Innovation,
Technology and Engineering

Unite! Staff mobility manual

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1 Introduction

1.1 What is an Erasmus+ individual staff mobility?

Erasmus+ mobilities are not only reserved for students!

As a staff member of a higher education institution, you are eligible to participate in a mobility supported by the Erasmus+ programme.

Individual Erasmus+ staff mobilities are short individual mobilities dedicated to staff members and financed by the Erasmus+ programme. These mobilities can have different formats (teaching, training, job shadowing, visit to a partner, participation in a staff week, etc.).

In Unite! we believe that staff mobilities are a key internationalisation asset, an efficient way of building and strengthening our network as a European university, and a highly beneficial and enriching personal and professional experience for participants.

This guide is dedicated to staff members who wish to go abroad on a Unite! individual Erasmus+ staff mobility. It will give an overview of the processes, administrative procedures, and funding opportunities for outgoing staff.

Each of our Unite! universities have different procedures and internal regulations. To find out more about the procedure which you need to follow according to your home university, click on the dedicated link in each of these chapters.

1.2 Benefits

What are the benefits of staff mobility?

Staff mobility is a perfect way to learn and share new ideas, to strengthen your foreign language skills and to help create international relationships and networks (when you are

administrative staff) – and to teach in an international context (when you are teaching staff).

This experience will not only help develop your own personal and professional skills but will also strengthen the internationalisation of your team and your institute/department.

The knowledge obtained from your experience can be shared with colleagues and students and can also be a trigger to motivating students to study or work abroad.

Benefits for you can be to exchange your expertise and your experience, to find answers to questions and get solutions to problems, to get feedback on your own ideas and to get access to important resources.

Benefits for your team/for your institute/for your university can be to introduce them to useful international contacts and to create new collaborations for the team, to understand the needs and concerns of international students and staff better, to increase the quality of services and teaching offered to students and to give your team an improved understanding of the benefits of the internationalisation.

1.3 Who, what, for how long, where to go

For who?

When you are a staff member of one of the Unite! partner universities (academic or non-academic staff) you can apply for an Erasmus staff mobility scholarship.

What are the different possible types of mobility?

You can apply for a *Staff Mobility for Teaching (STA)* grant or for a *Staff Mobility for Training (STT)* grant.

What's the difference?

Within the STA grant you will not only meet colleagues from your Unite! partner, discuss collaboration and exchange experiences, but most of all you also will teach, lecture, and conduct seminars at the institution.

Within the STT grant you will take part in training events (excluding conferences) and/or job shadowing or observation periods. You will gain insight into the work of your colleagues and improve your work skills.

For how long?

In the case of staff mobility for training (STT), the stay must include a minimum of two days of activities. The usual period granted is five days but might also be up to two months; this depends on your home university's regulations.

For mobilities for teaching (STA), also the minimum period is two working days, that should include eight teaching hours. For longer periods, a minimum of eight teaching hours per week applies.

Where to go?

Exchange of staff can be carried out with the following Unite! universities:

Aalto University, Finland (Aalto)

Universitat Politècnica de Catalunya – BarcelonaTech, Spain (UPC)

Graz University of Technology, Austria (TU Graz)

Grenoble INP graduate school of engineering and management, University
Grenoble Alpes, France (Grenoble INP-UGA)

KTH Royal Institute of Technology, Sweden (KTH)

Politecnico di Torino, Italy (PoliTo)

Technical University of Darmstadt, Germany (TUDa)

Universidade de Lisboa, Portugal (ULisboa)

Wrocław University of Science and Technology, Poland (Wrocław Tech).

For concrete information of your home university please check the appropriate link below:



<https://www.aalto.fi/en/services/erasmus-mobility-grants-for-staff>



Academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



<https://tu4u.tugraz.at/en/bedienstete/meine-karriere/work-related-stays-abroad-teaching-research-and-training>



<https://intranet.grenoble-inp.fr/formation/international/partir-en-mobilite-staff-erasmus>



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



Staff exchange and mobility | KTH Intranet

ERASMUS+ International exchange for employees | KTH Intranet



<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24>



TU Darmstadt Erasmus staff mobility



Non-academic staff (STT): <https://www.ulisboa.pt/en/info/non-teaching-staff>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

2 Before my mobility

2.1 Prerequisite

We suggest that you get in contact directly with a colleague at the Unite! University which you would like to visit. However, the Erasmus coordinator from your university (see 2.4 Support and Contact) is happy to help you if you need any assistance.

For all other prerequisites please refer to 1.3 Who, where, what, for how long.

For concrete information of your home university please check the appropriate link below:



Erasmus+ mobility grants for staff | Aalto University



Academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non-academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



<https://tu4u.tugraz.at/en/bedienstete/meine-karriere/work-related-stays-abroad-teaching-research-and-training/academic-staff/europe/erasmus-staff-mobility-for-training#c10438>



[Erasmus + program - Grenoble INP Institut d'ingénierie et de management. Université Grenoble Alpes \(grenoble-inp.fr\)](#)



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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[ERASMUS+ International exchange for employees | KTH Intranet](#)



<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24> - "section "bando Staff mobility 2023/24"



[https://www.intern.tu-](https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp)

[darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp](https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp)



<https://www.ulisboa.pt/info/pessoal-tecnico-e-administrativo>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

2.2 Application process

The application procedure and practices vary from university to university. Read the instructions of the Erasmus staff exchange at your university and contact your university's Erasmus coordinators or contact persons (see 2.4 Support and contacts).

Note the possible application deadlines. Check your own university's website for application deadlines and instructions.

When applying, you need to know the destination, the dates the mobility will take place (duration) and the planned contents and objectives of the visit. Explain the added value of the mobility to your own development in your position. Report in your application whether you are applying for teacher or staff mobility grant.

You will need to deal with the following documents:

Grant Agreement: The grant agreement is concluded before the start of the stay abroad, between the sending university and university staff. It forms the contractual and financial basis for the stay abroad and must therefore be submitted to the university in its original form. The grant agreement contains, among other things, the duration of the funding period, the reporting obligations of the recipients as well as the intended financial Erasmus+ funding and the method of payment. It has to be signed by you and the contact person at your university (see 2.4 Support and contacts)

Mobility Agreement: Before your mobility, the sending and receiving institutions conclude a mobility agreement with you, which, in addition to the objectives of the mobility measure, also stipulates key data such as the assignment of content and the duration. It has to be signed by you and the contact person at your university (see 2.4 Support and contacts) and the Unite! partner university's contact.

Confirmation of Stay/ Letter of Confirmation: With this document the partner university confirms your stay. It includes the following information: day of arrival/ activity days/ day of departure/ hours taught at the partner university (in case of a teaching mobility) (see also 3.1 During my mobility).

You will also need an official invitation from the Unite! partner university (an Email might be sufficient).

For concrete information of your home university please check the appropriate link below:



Academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



<https://tu4u.tugraz.at/en/bedienstete/meine-karriere/foerderungen-im-rahmen-von-erasmus/erasmus-staff-mobility-for-teaching#c546325>



Erasmus + program - Grenoble INP Institut d'ingénierie et de management, Université Grenoble Alpes (grenoble-inp.fr)



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24> - "section "bando Staff mobility 2023/24"



Erasmus+ Personalmobilität – Dezernat VIII – Internationales – TU Darmstadt (tu-darmstadt.de) "Organisation und Bewerbung"



Staff Mobility – Teaching and Training | International Affairs Division • AAI (ulisboa.pt)



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

2.3 Funding

The Erasmus+ programme supports individual staff mobilities with a mobility grant. The grant is allocated as a *daily allowance* ("Individual Support"), and a *travel rate* ("Travel Support"), depending on the distance travelled and means of transportation used (green travel or not).

The calculation of the daily allowance is done by the classification of all countries into three groups.

The distance travelled must be calculated via the European Commission distance calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

In order to receive the grant you must follow the Erasmus+ administrative formalities and criteria (see sections 2.1 and 2.2). The grant is allocated according to budget availability, and following each of our universities' internal regulations and criteria.

For more information on funding in your university please check the appropriate link below:



[Erasmus+ mobility grants for staff | Aalto University](#)



Academic Staff <https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non Academic Staff

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



<https://tu4u.tugraz.at/en/bedienstete/meine-karriere/foerderungen-im-rahmen-von-erasmus/erasmus-staff-mobility-for-teaching#c546322>



<https://intranet.grenoble-inp.fr/formation/international/partir-en-mobilite-staff-erasmus> "Guide de mobilité des personnels" (téléchargeable sur la page intranet) - "Les financements ERASMUS+"



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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[ERASMUS+ International exchange for employees | KTH Intranet](#)



<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24> - "section "bando Staff mobility 2023/24"



https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp "Förderung"



Academic staff (STA): <https://www.ulisboa.pt/info/docentes-erasmus>
Non academic staff (STT): <https://www.ulisboa.pt/info/pessoal-tecnico-e-administrativo>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

2.4 Support and contacts

Can I receive support while arranging my work related stay abroad? Who can I contact for this purpose?

Yes, you can. First you can contact the office that deals with staff mobility at your home university (check link below). There you will be put in contact with the person/people that is/are in charge of Unite! individual staff mobility and they will help you getting in touch with colleagues from the Unite! partner university.

Where do I find information at my home university?

Each university has a dedicated section where information concerning staff mobility is provided. Usually this is the Office of International Relations. You can find the link in the section below.

For concrete information of your home university please the appropriate link below:



[Erasmus+ mobility grants for staff | Aalto University](#)



<https://www.upc.edu/sri/ca/gabinet/qui-som>



<https://www.tugraz.at/en/tu-graz/organisational-structure/service-departments-and-staff-units/international-office-welcome-center#c477529>



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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<https://sid.polito.it/poliwiki/online/ricercaproblema?lang=it&arg=181&subarg=701>, topic Internazionalizzazione > Mobilità del personale per Didattica e formazione all'estero



https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp
"Kontakt"



<https://www.ulisboa.pt/en/info/non-teaching-staff>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

3 During my mobility

3.1 Documents

While enjoying your stay at a partner university there is only one document you should not forget: the **Confirmation of Stay/ Letter of Confirmation** (You will have received this document from your home university in the process of your application.)

With this document the partner university confirms your stay. It includes the following information:

- day of arrival
- activity days
- day of departure
- hours taught at the partner university (in case of a teaching mobility)

The Confirmation of Stay must be signed and stamped by the host institution. You need this original document to receive funding for your stay. Please hand it in at your home university after your mobility.

Make sure to check your home university's requirements for receiving your funding. At some Unite! universities you might need to keep all original receipts such as: invoices for accommodation, boarding passes, train tickets, tickets for public transport etc.

For concrete information of your home university please check the appropriate link below:



[Erasmus+ mobility grants for staff | Aalto University](#)

Academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



<https://tu4u.tugraz.at/en/bedienstete/meine-karriere/foerderungen-im-rahmen-von-erasmus/erasmus-staff-mobility-for-teaching#c546364>



<https://intranet.grenoble-inp.fr/formation/international/partir-en-mobilite-staff-erasmus> > download "Guide de mobilité des personnels": "Procédure - Mobilité sortante"



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24.aspx> > sections « documenti » and « materiale di supporto »



https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp
„Antrag und Formulare“ and „Organisation und Bewerbung“



<https://www.ulisboa.pt/en/info/non-teaching-staff>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

4 After my mobility

4.1 Administrative formalities

After returning to your home university, you should hand in your signed Confirmation of Stay/Letter of Confirmation. You will also receive an email from the European Commission asking you to fill in an online report regarding your mobility experience. This survey is compulsory to finish the administrative formalities.

For concrete information of your home university please check the appropriate link below:



<https://www.aalto.fi/en/services/erasmus-mobility-grants-for-staff>

Academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



<https://tu4u.tugraz.at/en/bedienstete/meine-karriere/foerderungen-im-rahmen-von-erasmus/erasmus-staff-mobility-for-teaching#c10430>



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24.aspx> section "materiale di supporto" >> "istruzioni sintetiche per partecipare"



[https://www.intern.tu-](https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp)

[darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp](https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp)
"Antrag und Formulare"



Non academic staff (STT): <https://www.ulisboa.pt/en/info/non-teaching-staff>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

Wrocław
University
of Science
and Technology

4.2 Recognition

Is international mobility recognised?

Each institution should formally recognise the mobility of its staff, according to the Erasmus+ Programme Guide. This requirement is an important evaluation criterion for the projects submitted by each university, based on which each institution receives funds with which to finance all the programme's activities.

The sending organisation is in charge of selecting staff and sending them abroad. This also includes grant payments, preparation, monitoring and recognition related to the mobility period - not only for students but also for academic and non-academic staff. Also, universities should ensure formal recognition for participation in blended mobility, including the virtual component.

For concrete information of your home university please check the appropriate link below:



<https://www.aalto.fi/en/services/erasmus-mobility-grants-for-staff>



Academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitat-pdi/personal-upc>

Non academic staff:

<https://www.upc.edu/sri/ca/mobilitat/mobilitatpas/personal-upc>



There is no formal recognition of mobilities.



<https://intranet.univ-grenoble-alpes.fr/partenaires-et-international/partir-a-l-international/partir-en-mobilite-de-formation-ou-d-enseignement/candidater-pour-effectuer-une-mobilite-en-europe-avec-le-programme-erasmus-classique-249692.kjsp?RH=1519226696728>



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<https://politoit.sharepoint.com/sites/MobilitaInternazionaleDelPersonale/SitePages/Bando%20Staff%20Mobility%202023-24>



https://www.intern.tu-darmstadt.de/verwaltung/dez_viii/erasmus_plus_personalmobilitaet.de.jsp



Non-academic staff (STT): <https://www.ulisboa.pt/en/info/non-teaching-staff>



<https://dwm.pwr.edu.pl/pracownicy/erasmus-plus>

5 Recommendations

If you are interested in international mobility under the Erasmus+ programme:

- 1.- Check the website of your institution to see the different opportunities.
- 2.- Get advice from the International Relations Office of your university.
- 3.- If you are a member of non-academic staff, think about what you want to learn, improve, contrast, check, and what institution can offer you what you need.
- 4.- Have a plan B, or even C, in case your preferred institution does not accept your application.
- 5.- To request a stay, use the international contacts that you, your colleagues or your International Office have.
- 5.- Visit the IMOTION page to see the Staff Training Weeks that are offered:
<http://staffmobility.eu/staff-week-search>.
- 6.- Pay attention to the dates of your university calls.
- 7.- Carry out all the steps prior to mobility in a timely manner. Erasmus+ is a programme with a significant bureaucratic load. Be sure to complete all of the steps.

8.- If you are interested in individual mobility, draw up a work plan with all the topics you want to deal with but be flexible enough to adapt to the suggestions of the institution that is going to receive you.

9.- If you are going to participate in a Staff Training Week, prepare the topic that is going to be discussed, bring examples of good practices that are developed in your university, also prepare cases that you consider can be improved to raise them in the discussions.

10.- Open your mind, be willing to learn from everything and everyone.

11.- Go back to your university with the desire to introduce improvements, to share your experience with your colleagues.

12.- Disseminate the results of your stay at your institution, scale learning and encourage new participants to experience international mobility.

13.- Be an ambassador of the programme and also of Unite!

14.- Do not forget to ask your home institution for your formal recognition if your university provides it.