

## Guide for ERASMUS+ Call KA131 Programme Countries Incoming Teaching Staff Mobility (STA)

This guide is addressed to academic staff who visit FAU within the framework of the Erasmus+ programme for teaching purposes.

It is to help you with practical matters concerning your visit including travel arrangements, accommodation, organizing your academic programme, etc. Should you have any questions or need additional information, please do not hesitate to contact us!

We are looking forward to meeting you in Erlangen-Nürnberg-Fürth.

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## Contact

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Friedrich-Alexander-Universität Erlangen-Nürnberg  
Presidents's Staff – S-International  
Central Office for International Affairs  
Erasmus Institutional Coordinator  
**Bianca Köndgen, M.A.**

Postal address: Schlossplatz 4, 91054 Erlangen, Germany  
Visitors: Helmstr. 1A (entry on Einhornstraße), 91054 Erlangen  
Tel. +49-9131-85-65166, Fax: +49-9131-85-65151  
[mobility@fau.de](mailto:mobility@fau.de)

## General Information

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A Staff Mobility for Teaching offers the possibility for lecturers from partner universities to stay at our university for teaching purposes, teaching a subject that is part of FAU's academic curriculum, or enhancing it.

If you are planning a teaching staff assignment at FAU, first we advise you to directly contact the mobility coordinator for your subject at FAU (departmental Erasmus coordinator, different from the Erasmus Institutional Coordinator) in order to enquire about the possibility and timing of the visit. The mobility coordinator will help you organize the details of the visit (dates, duration and content of the teaching programme) and is usually the person responsible for the final decision on accepting visiting lecturers.

The Erasmus Institutional Coordinator or responsible person at your home university must be informed on the exact dates of the potential exchange, since s/he must prepare the necessary documents and has an overview of the available EU funding at your home university and must prepare the financial agreements with you. Please keep in mind that there might be strict deadlines at your home university,

The Central International Office of FAU should also be informed about the exact dates of the potential exchange.

## Eligibility

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- An **ERASMUS+ Inter-Institutional Agreement** with programme countries must already have been concluded with the home university **in the respective subject of teaching**.
- Incoming teaching staff must deliver at least **8 hours of teaching** per week; this must be evidenced in the Teaching Programme (see below). The minimum dura-

tion is **2 days**. If you stay longer, the teaching load will have to be adjusted according to the following formula:  $8 \text{ teaching hours} / 5 \text{ (days)} * \text{amount of additional days}$

Examples:

stay for 8 days:  $8 \text{ (teaching hours)} + 8/5 \text{ (teaching per one day)} = 8 + 1,6 = 9,6 \rightarrow 10 \text{ teaching hours}$  since the hours have to be rounded up

Stay for 10 days:  $8 \text{ (teaching hours)} + 8/5 \text{ (teaching per one day)} * 3 \text{ (amount of additional days)} = 8 + 1,6*3 = 8 + 4,8 = 12,8 \rightarrow 13 \text{ teaching hours}$

- The guest lectures should take place during the lecture periods at FAU: winter semester 15 October – 15 January approximately; summer semester 15 April – 15 July approximately. The Teaching Staff Mobility cannot take place during German Christmas, Pentecost or Easter holidays nor during lecture free periods in March or August-September.
- The guest lecturer must be employed at the university of origin.
- The teaching should be part of the local syllabus or take the form of additional workshops or lectures. The main purpose of the visit must be teaching, although spare time can be spent on research collaborations or meeting with colleagues and exchange students.
- **Excluded activities of the 8 hrs minimum teaching load: participation in congresses and lectures for colleagues or for the general public. The beneficiaries of the teaching are students and PhD candidates only.**

## Responsibilities

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**The FAU Erasmus Institutional Coordinator** and her colleagues in the Central Office for International Affairs are responsible for administrative issues and take care of the following:

- Issuing necessary draft documents (Letter of invitation, Letter of confirmation, etc.)
- Advising on legal issues (visa, health insurance, etc.)
- Providing information about practical aspects and procedures at FAU
- Information about potential accommodations
- Information about local public transport, transport connections, etc.

**The receiving chair or academic entity at FAU** is responsible for academic issues, your liaison and support, and takes care of the following:

- Approving the guest's programme (dates of your visit, topics and number of lectures/classes, meetings with faculty members/administrative staff/students)
- Organizing practical aspects of your lectures/classes, booking a suitable room, preparing necessary IT and media devices, etc.

- Advertising your guest lectures at the department as well as centrally (the latter done with the help of the Central Office for International Affairs), so that a maximum of students can benefit from your offer
- Providing guidance and assistance during your stay
- Providing your access to the FAU W-LAN, if required
- Signing the Mobility agreement for teaching and issuing the confirmation of teaching on the last day of the stay.
- Optionally: picking you up at Nürnberg Airport or Erlangen/Nürnberg train station and provide info on how to get to the Department / Institute

**As the incoming staff, you** are responsible for:

- Booking your flights and making the arrangements for travel from abroad
- Applying in time for a visa, if required (see below)
- Taking care of appropriate health, liability and accident insurance for the time of the teaching staff mobility at FAU (usually no additional insurance needed if you should have an EHIC card)
- Booking an accommodation for your stay in Germany
- Handing in all necessary forms and reports to your home university (see below)

## EU Regulations

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### Financial Issues - Responsibility of your home university

- Please consult with your home university and their regulations.
- Parallel funding for the same measure from other EU funds is forbidden. Parallel funding from other third-party funds private means is permitted.
- Maximum **travel lump sum** is set according to the distance travelled at the following rates:

Travel distances	Lump sum	Lump sum for "Green Travel"
10-99 km	20 EUR	-
100-499 km	180 EUR	210 EUR
500-1999 km	275 EUR	320 EUR
2000-2999 km	360 EUR	410 EUR
3000-3999 km	530 EUR	610 EUR
4000-7999 km	820 EUR	-
8000+ km	1500 EUR	-

Lump sum for "Green Travel"

- For trips with a lower-emission means of transport (e.g. bus, train, car pool, ferry or combination thereof), the higher flat-rate travel expenses listed above can be paid for "Green Travel" and, depending on the days actually required, between 2-4 travel days can be offset against the total funding period.
- To calculate the distance, the online tool on the EC's website is used: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)  
The distance to be calculated is **one** way – from the location of the sending institution to that of the receiving institution. However, please note that the grant amount listed covers both the outward and return journey from home to host institution. It is therefore recommended to book your travel early to ensure you can cover the costs.
- The **subsistence grant** is a contribution towards all other costs for the individual, including travel within the city, accommodation, meals and snacks, following the normal university staff expenses guidelines. Maximum amounts available for subsistence vary according to the length and destination of the visit. The daily staff mobility subsistence rate for Germany is **160 €**. Please contact the Erasmus Institutional Coordinator of your home university in order to check how many subsistence funding (equivalent of days) the EU has provided for your mobility at FAU.
- Travel days are not included in the calculation of the minimum duration of the staff mobility. Up to two travel days per person can be paid additionally, if travel takes place on other than the five teaching days, and if requested at time of application. Please consult with your home university and their regulations.
- **Payment: Please check with your home university.**

## Duties

Visiting teaching staff to FAU under Erasmus+ must complete the required Erasmus documentation in order to receive funding.

- **Prior to departure:** conclusion of **Mobility Agreement** and provisional **schedule** for teaching between the receiving chair at FAU and the guest lecturer, stating the contents and aims of the guest lectures
- **Prior to departure:** conclusion of **Grant Agreement** with your home university
- **At the end of the stay,** you will receive an automatized e-mail from the EU asking you to complete an **online EU survey** within the next 30 calendar days. Participants who fail to complete and submit the online EU survey can be required to fully reimburse the financial support received by the home university. This final report on your mobility experience will provide the EU's Erasmus programme with valuable information, which will benefit future staff and contribute to the continued improvement of the programme.

## Practical Issues

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### Accommodation

The Central Office of International Affairs can provide you with a list of hotels or some flats suitable for short-term accommodation. You book it by yourself. In many German hotels, you can make a reservation and only pay on arrival. In Germany sockets type F (mains voltage is 230V) are used. Please bring a fitting adapter if necessary.

### Visa

You will find relevant information on the website of the German embassy in your home country. You will need a Letter of invitation, which FAU's Erasmus Institutional Coordinator will send to your home address as soon as you are accepted to carry out the mobility. Early visa application is very important. Please bear in mind that the time to receive a visa differs. It is highly recommended that you apply for a visa well in advance.

### Travel

For information on your arrival in Germany please refer to the extra info sheet.

To move around Erlangen/ Nürnberg we recommend to download the app of the local public transportation provider vgn: <https://www.vgn.de/en/service/app/>

You can plan your trips also on their website: <https://www.vgn.de/02b47cae-b50b-b97a-ad0e-0c50b22d3e70>

Tickets can be purchased either online or directly at the train station. Please be aware that physical tickets usually need to be validated at the red validation machines at the train station's entrance.

### Internet Access

On the FAU premises, you can use the worldwide EDUROAM network.

<https://www.eduroam.org/?p=where>

<https://www.anleitungen.rrze.fau.de/internet-zugang/wlan/>

Please check, if your institution is part of the network. If not, please ask your hosting department to apply in due time for an access to the FAU W-Lan (Gastkennung) for you.

Alternatively, you can also use the free Bavarian Wifi "Bayern Wlan": <https://www.wlan-bayern.de/#/>

### Access to University Library

If you wish to use the resources of FAU's library, you will need to ask for a library card at the Service Desk in the library. The issuing of the library card costs 5 EUR and you will need to

pay the exact amount in cash with a 5 EUR bill. Your library card will then be valid for one year. If you do not extend it, your data will be deleted automatically after 2 years. On the following website you can browse through the catalogue of the University Library:

<https://ub.fau.de/en/searching/catalogues/catalogue-of-the-university-library/>

## Additional Support

If the Incoming staff member intends to bring their children with them, please inform the FAU Erasmus Institutional Coordinator as soon as possible so that FAU can prepare to provide further practical support.

If the Incoming Staff member needs further assistance due to e.g. a disability, please inform the FAU Erasmus Institutional Coordinator as soon as possible so that FAU can prepare to provide further practical support.

In both cases, you must immediately inform your home university and ask for a supplementary Erasmus grant, for which they can apply several months in advance to the national Erasmus agency of your home country for you.

<https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/students/students-and-staff-with-physical-mental-or-health-related-conditions>

## Further Advices and Recommendations

We have prepared a map with different recommendations and helpful spots in Erlangen/Nuremberg and surroundings:

<https://www.google.com/maps/d/edit?mid=12uWC2O18bpLfl3-hTMUgPluFtku-gEqQ&usp=sharing>

If you need any further advices due to dietary restrictions or allergies, please let us know in advance and we can provide you with specific information.

Shops in Germany do not all have the same opening hours. Opening hours differ from region to region. In most states ("Bundesländer"), shops (as for FAU, primarily in Nürnberg), are open from 8.00am to 8.00pm and shops in the town centres from 10.00am to 8.00pm. In smaller towns or villages, the shops close earlier, e.g. at 18:00 (for example in Erlangen or Fürth. So always check. Please bear in mind that grocery stores and shops are closed on Sundays, except for small shops for travellers within gas/ petrol stations or main train stations. In Nürnberg, you can find a supermarket in the basement of the Hauptbahnhof, open from 8-21 on Sundays. Bakeries are also open on Sunday mornings.

Restaurants are often closed on Mondays in Germany.

If you need info on FAU, please check out our Youtube channel, where you might find some useful videos:

<https://www.youtube.com/unifau>

FAU is located in the region of Franconia and you can find useful info here:

<https://www.frankentourismus.com/?setLanguage=true>