



Guide for ERASMUS+ Call KA171 Partner Countries Incoming Staff Mobility for Training (STT)

This guide is addressed to academic and administrative staff who visit FAU within the framework of the Erasmus+ programme for training 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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General Information

A Staff Mobility for Training offers the possibility for employees from partner universities to stay at FAU for training purposes. The purpose of the training is to allow participants to learn from a partner institution through a transfer of knowledge or exchange of experiences and good practices, and thereby to acquire practical skills relevant for their current job and their professional development. The activities can be very varied and include seminars, workshops, courses, periods of practical training and short secondments or work shadowing.

If you are planning a staff training at FAU, first we advise you to contact FAU's Erasmus Institutional Coordinator directly to enquire about the possibility and timing of the visit. She can then check for which areas in the Central University Administration or in potential hosting departments in the five university's faculties vacancies and capacities are available. She will help you organize the details of the visit (dates, duration and content of the training) and is usually the person responsible for the final decision on accepting visiting staff for training. She will prepare the necessary documents, has an overview of the available EU funding, and must prepare the financial agreements with the staff member.

Members from International Offices, please check this page for participation in the formalized FAU staff training week, which is held once a year: <https://www.fau.eu/international/employee-mobility/non-teaching-employee-exchange/>

Eligibility

- An **ERASMUS+ Inter-Institutional Agreement** with partner countries must already have been concluded with the home university for staff training exchange.
- The training must have a **minimum duration of 5 working days**. The contents must be evidenced in the Training Programme (see below).

- The training should preferably take place between 1 September and 15 July. Non-recommendable periods are Christmas and Easter holidays and the Bavarian school holidays in August.
- The incoming staff must be employed at the university of origin.

Responsibilities

The 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
- Managing the scholarship payment
- Information about accommodations
- Information about local public transport, transport connections, etc.

The receiving chair or the hosting administrative service 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, meetings with faculty members/administrative staff/students, suggestions for cultural visits)
- Organizing practical aspects of your work shadowing / practical training
- Providing guidance and assistance during your stay
- Providing your access to the FAU W-LAN, if required
- Signing and issuing the confirmation of training on the last day of the stay
- Optionally: picking you up at Nürnberg airport or Erlangen/Nürnberg train station

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 training at FAU; providing FAU's Erasmus Institutional Coordinator with a copy of the health insurance policy
- Booking an accommodation for your stay in Germany
- Handing in all necessary forms and reports (see below)

EU Regulations

Financial Issues

- Parallel funding for the same measure from other EU funds is forbidden. Parallel funding from other third-party funds or home university or 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
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 €** (days 1-14). From day 15, it is **115 €** per day. The maximum duration is 60 days, including travel. Please contact the Erasmus Institutional Coordinator (see above) in order to check how many subsistence funding (equivalent of days) the EU has provided for your mobility at. FAU cannot pay more than the funding it has received.
- 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 training days, and if requested at time of application.

- **Payment:** There are two options how to receive the scholarship.

Via Bank Transfer: If possible, 100% of the total financial support from Erasmus+ EU funds specified in the personalized grant agreement (see below) will be transferred to the staff member's bank account before arrival. Banc details have to be indicated

Cash Payment: otherwise, staff will receive a cash payment representing the 100% of the total financial support from Erasmus+ EU funds specified in the personalized grant agreement (see below) upon their arrival at FAU. The payment details will be arranged with the financial department at the Office of International Affairs.

Duties

Visiting 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 training between the receiving chair or administrative department at FAU and the staff member, stating the contents and aims of the training
- **Prior to departure:** conclusion of **Grant Agreement** with FAU's Erasmus Institutional Coordinator (will be provided individually after successful application)
- **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. 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. Hence, we thank you for your cooperation in filling out the questionnaire.

Practical Issues

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. If your stay is longer than two weeks, please contact our Accommodation Service. <https://www.fau.eu/international/welcome-centre/accommodation/>

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

See 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 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 Erasmus Institutional Coordinator as soon as possible so that FAU can prepare to provide further support financially and practical.



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

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>