

Teaching & Training abroad Erasmus+

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International Office der SRH Berlin

What we can do for you!



- inform you about partner universities and training options
- advise on scholarship opportunities for stays abroad in teaching and training for university staff via Erasmus+ or other DAAD funded projects
- support before, during and after regarding stays abroad

ERASMUS+

goals



- contribute to establishing an European Education Area as well as strengthen the link between education and research
- foster employability, social inclusion, civic engagement, innovation and environmental sustainability in Europe
- foster the development of transnational and transdisciplinary curricula as well as innovative ways of learning and teaching, including online collaboration, research-based learning and challenge-based approaches with the objective of tackling societal challenges
- enable any staff, including staff from enterprises, to teach or train abroad as part of their professional development in order to:

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goals



- share your expertise;
- experience new teaching environments;
- acquire new innovative pedagogical and curriculum design skills and digital skills;
- connect with your peers abroad to develop common activities to achieve the programme's objectives;
- exchange good practices and enhance cooperation between higher education institutions;
- better prepare students for the world of work by involving staff from enterprises in courses

Where can you go with Erasmus+?

PROGRAMME COUNTRIES

Programme Countries

EU countries

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

Non EU-countries

Iceland, Liechtenstein, Norway, Rep. of North Macedonia, Serbia, Turkey

Where can you got to with Erasmus+?

PARTNER COUNTRIES

Partner countries

20% of the total approved Erasmus+ budget can be used for financial support in partner countries. Partner countries are those with which the SRH has concluded a cooperation agreement for student or staff exchanges with a higher education institution.

Priorities for selection:

15% for studies abroad at partner universities in:

1. Europe – UK, Israel, Albania
2. USA
3. South America
4. Asia/ Australia
5. Canada

5% Staff Mobilities

Priority in teaching

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individual support grant



Programme Countries/ Partner Countries

Destination Country	Staff from Programme Countries
Group 1 Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden.	180 EUR/ day
Group 2 Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Netherlands, Portugal, Spain.	160 EUR/ day
Group 3 Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, North Macedonia, Turkey.	140 EUR/ day
Partner Countries	180 EUR/ day

Erasmus+ is a financial grant to cover extra costs, it is not a full grant!

The full daily rates apply up to the 14th day; from the 15th till the 60th day the support is only a 70% of the usual daily rate.

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travel support



- 1 day of travel will be funded extra with individual support

Travel distances ³⁹	In case of standard travel	In case of green travel
Between 10 and 99 KM:	23 EUR per participant	
Between 100 and 499 KM:	180 EUR per participant	210 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant	
8000 KM or more:	1500 EUR per participant	

Erasmus+ is a financial grant to cover extra costs, it is not a full grant!

ERASMUS+

Green travel – sustainable travel

Financial incentive for environmentally friendly travel

increased travel allowance

travel support: 30 EUR –80 EUR (100 –4000 km)

additional funded days

up to 4 days additional funding via individual support

train, bus, car-sharing, bicycle....



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support group of „fewer opportunities“



Target group „fewer opportunities“

- participants with degree of disability more than 20% or chronic disease
- participants travelling with children

Real cost application up to 15.000€ for participants with fewer opportunities

- Support for accompanying people
- Promotion of preparatory trips

(for this purpose, a long application must be submitted via the International Office of the university to the DAAD)

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When and how can I apply?



Discuss your plans with your supervisor and your team!

Application deadline

- at the latest 6 weeks before the start of your stay abroad
- we need some time to process the application

We accept applications as long as we can provide funds from Erasmus+!

Plan ahead!

Please inform us as early as possible about the country and duration of your stay so we can take this into account in our budget, if necessary we will apply for more funding.

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Application process



Discuss your plans with your supervisor and your team!

Application Documents:

- Questionnaire for Erasmus+ funded trips

<https://forms.office.com/Pages/ShareFormPage.aspx?id=xEhweA7ORkSB4C-gUk7HAvxJngVGs3xKoMjq2b6njMVUMk5GTUYyUUVPWEMwRTNQNkxDMLgzQU1SMC4u&sharetoken=I9uEbiYnKpKM7dnEMWjU>

- Fill in the information in the **Business Trip Application (Dienstreiseantrag)** and send it to the International Office (current template at SRH Staffbase – Finances/Controlling)

External lecturers don't have to submit a Business Trip Application (Dienstreiseantrag)!

- Fill out the **Mobility Agreement** and send it to the International Office (template is provided by the International Office via Email)
- Please send all documents to [**internationaloffice.hsbe@srh.de**](mailto:internationaloffice.hsbe@srh.de)

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Our selection process



We check the documents and our budget!

If all documents are complete and the financing is secured:

- we send you the „Grant Agreement“ (funding agreement)
- complete the Grant Agreement in full and return it signed by post to:

**SRH Berlin University of Applied Sciences
International Office
Anne Strauß
Ersnt-Reuter-Platz 10
10587 Berlin**

or submit it to the postbox of the International Office at the different schools

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Payout of the financial support



Payment

- You will receive 70% of the total funding amount before/at the beginning of the stay abroad (if the documents have been submitted in time).
- The other 30% you will receive at the end of your stay abroad after submitting the following documents:
 - **Confirmation Letter** ([SRH-Website](#)) or as Word-version via Email
 - **Experience report** (Template ([SRH-Website](#))) or as Word-version via Email; we are also open for creative ideas of final reports
 - **Participation EU Survey** (The link will be sent automatically via Erasmus+)

ERASMUS+

training mobility abroad for staff



Staff mobility can be carried out from any Programme Country **to any other Programme Country or any Partner Country.**

To ensure **high-quality mobility activities with maximum impact**, the mobility activity has to be **related to the staff's professional development**, relevant to their day-to-day work at the higher education institution and to address their learning and **personal development needs.**

Possible trainings:

- at a partner university
- at a relevant enterprise
- any other relevant workplace abroad

It may take the form of **training events** or **job shadowing.**

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training mobility abroad for staff



Events: <https://www.srh-berlin.de/en/university/services/international-office/news/>

— Staff weeks

http://staffmobility.eu/staff-week-search?f%5B0%5D=field_staff_week_state%3Aopen

— **job-shadowing at partner universities** of SRH Berlin (see extra list)

— **participation in workshops und seminars**

Academic Cooperation Association (ACA)

European University Association (EUA)

European University Foundation (EUF)

Shipcoin – Educational Training

Research activities itself are not eligible!

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training mobility abroad for staff



Duration of the activity

- 2 days to 2 months in Programme Countries, excluding travel time
- 5 days to 2 months in Partner Countries, excluding travel time

In both cases, the minimum days must be consecutive.

Participants

Staff working at an HEI in a Programme Country.

(professors, lecturers, lecturers on an honorary basis, researchers, administration staff, trainees, etc.)

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teaching mobility abroad for staff (STA)



Staff mobility can be carried out from any Programme Country **to any other Programme Country or any Partner Country.**

To ensure **high-quality mobility activities with maximum impact**, the mobility activity has to be **related to the staff's professional development**, relevant to their day-to-day work at the higher education institution and to address their learning and **personal development needs.**

A teaching mobility **enables all teaching staff** at a higher education institution or staff from companies **to teach at a partner higher education institution abroad.** Staff mobility for teaching purposes is possible **in any field of study.**

A period of staff mobility **may combine teaching and training activities.** Any period abroad for teaching or training purposes can be carried out as a mixed mobility.

ERASMUS+

teaching mobility abroad for staff (STA)



Duration of the activity

- 2 days to 2 months in Programme Countries, excluding travel time
- 5 days to 2 months in Partner Countries, excluding travel time

In both cases, the minimum days must be consecutive.

Teaching mobilities must comprise **at least 8 teaching hours per week** (or in a shorter period of stay)

- if the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be calculated proportionally to the duration of the incomplete week
(For stays longer than 5 working days or 7 calendar days, the minimum number of hours per additional day is calculated as follows: 8 hours divided by 5 days multiplied by the number of additional days, e.g.:
3-5 working days: minimum 8 hours of teaching,
7 working days: minimum 11.2 hours of teaching, etc.)

ERASMUS+

teaching mobility abroad for staff (STA)



The following exception applies:

If the teaching activity is combined with a training activity during a single stay abroad, the minimum number of teaching hours per week (or in a shorter period) is reduced to four hours.

Participants

Staff working at an HEI in a Programme Country

(professors, lecturers, lecturers on an honorary basis, researchers, administration staff, trainees, etc.)

teaching mobility abroad for staff (STA 2) - Incomings

- Universities professors or lecturers **invite experts from companies** to SRH Berlin for **teaching purposes**
- Incomings from any public or private organisation (not awarded with an ECHE) in a Programme Country active in the labour market or in the fields of education, training, youth, research and innovation
(a public or private, a small, medium or large enterprise (including social enterprises), a public body at local, regional or national level, a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions, a research institute, a foundation, a school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education), a non-profit organisation, association, NGO, a body providing career guidance, professional counselling and information)
- the **minimum duration is 1 day**, maximum 2 month
- **no minimum number of teaching hours** for invited staff from enterprises

Thank you for your attention!

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