

Instructions & Completion Guide - Erasmus+ STA & STT Mobilities

First, find a host institution for your mobility abroad:

The registration or agreement with the host institution is done independently of the Erasmus application.

Erasmus+ can be used to fund mobilities at HOST partner institutions in particular. In addition, staff weeks and job-related further education programmes can also be funded.

Further information can be found on the [outgoing website](#).

Obtain a written invitation or the mobility programme.

If you have any questions, please attend a counselling interview with the Outgoing Coordination.

Application for Erasmus+ funding:

1. Preparation: Fill out & sign the Erasmus+ Mobility Agreement
 - [Mobility Agreement for Teaching](#)
 - [Mobility Agreement for Training](#)

2. Have the Mobility Agreement signed by the receiving institution (e.g. partner university, further education provider) & by Caroline Neumann, Head of the International Office at HOST
 - For signature by the International Office by e-mail to leiterin.io@hochschule-stralsund.de

3. Fill in the online application form for Erasmus+ & upload documents:
 - Mobility Agreement signed by 3 parties
 - Invitation from the host university (teaching) or programme (continuing education)
 - [Waiver of funding in accordance with LRKG](#)
 - Teaching assignment, if applicable

4. Send the form

5. You will receive the selection letter from the Outgoing Office

6. Fill out the business trip application / notification and have it approved by your supervisor
 - Travel expenses covered by: Erasmus+ lump sum (add in writing)

7. Cross with: Third-party funding & waiver of travel expenses

8. Request for payment on account: No (payment via Erasmus+ in the amount of 100 %)

9. Title & cost centre will be added by the IO

[Business trip request](#) / [business trip notification](#):

7. Submit the original business trip application / notification to the International Office

- The International Office fills out the 'Statement of the funding organisation' & confirms the availability of funds

8. Forwarding to Department III by the IO

9. Original approved business trip notification / application is returned to the applicant

- Send a copy by email to the Outgoing Office

10. you will receive the Grant Agreement by e-mail from the IO

- Submit the signed Grant Agreement to the Outgoing Office (email or internal mail)

11. 100% payment of the mobility allowance

After completing your Erasmus+ mobility, you submit the final documents.

Follow-Up:

12. [Confirmation of Stay Teaching](#) / [Confirmation of Stay Training](#)

- Have the host organisation fill out the form completely
- Send by e-mail to outgoing@hochschule-stralsund.de

13. EU-Survey

- Link will be sent to you automatically by e-mail
- Note on the query for recognition at the home institution:
e.g. recognition of the business trip as working time

Please note: The Erasmus+ lump sum only supports accommodation and travel costs; any course fees or similar are not eligible for funding.

The selection is made quarterly on the basis of the following selection criteria:

Stay at an EUNICoast partner university	40%
Stay in a focus region of HOST (Baltic Sea Region & Latin America & EUNICoast)	30%
Stay at a partner university	15%
First application	15%

Please note the quarterly application deadlines:

- Application deadline: **15 November** for mobility starting in the 1st quarter of the following year
- Application deadline: **15 February** for mobility starting in the 2nd quarter of the calendar year
- Application deadline: **15 May** at the start of mobility in the 3rd quarter of the calendar year
- Application deadline: **15 August** for mobility starting in the 4th quarter of the calendar year

If you have difficulties completing all documents by the deadline, please contact the Outgoing Office before the application deadline.