

Instructions & Completion Guide - Erasmus+ STA & STT Mobilities

First of all, find a host institution for your mobility abroad: Erasmus+* can be used to fund mobilities at HOST partner institutions in particular. In addition, language courses, staff weeks and work-related further training can also be funded.

Further information can be found on the [Outgoing-Website](#).

Attend an initial meeting with the Outgoing Coordination Office to discuss capacities, funding, etc.

Obtain a written invitation or the mobility programme.

To prepare your Erasmus+ application, you must first complete and authorise the business trip application or business trip notification.

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

1. Fill out business trip application / notification & have it approved by supervisor
 - Travel expenses covered by: Erasmus+ lump sum (add in writing)
 - Tick the box: Third-party funds & waiver of travel expenses
 - Request for advance payment: No (payment via Erasmus+ in the amount of 100%)
 - Title & cost centre will be added by the IO
2. Submit original business trip application / notification to the International Office
 - The International Office fills out "Statement from the office managing the funds" & thus confirms the availability of funds
3. Forwarded to Department III by the IO
4. Original approved business trip application/request is returned to the applicant. Then complete the application for Erasmus+ funding for your planned mobility in the Outgoing Portal (link see 7.).

[Application for Erasmus+ funding:](#)

5. Preparation: Fill out & sign the Erasmus+ Mobility Agreement
 - [Mobility Agreement for Teaching](#)
 - [Mobility Agreement for Training](#)
6. 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

* Further funding opportunities can be requested from the IO

7. [Online Application Form](#) for Erasmus+ to be filled out & upload documents:
 - Mobility Agreement signed by 3 parties
 - Invitation from the host university (teaching) or programme (continuing education)
 - Approved business trip application / notification
 - Waiver or funding according to LRKG
 - Teaching assignment, if applicable
8. Send form
9. You will receive the Grant Agreement by e-mail from the IO
 - Submit the original signed Grant Agreement to the IO
10. 100 % payment of the mobility allowance

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

Follow-up:

11. [Confirmation of Stay Teaching](#) / [Confirmation of Stay Training](#)
 - To be filled out completely by partner university
 - Send per mail to outgoing@hochschule-stralsund.de
12. EU-Survey
 - Link will be sent to you automatically by email
 - Note on requesting recognition at the home institution: e.g. recognition of the business trip as working time

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