



Staff Mobility for Teaching Assignments (“Lecturer Mobility”)

Why should I participate in the Erasmus programme?	The <u>advantages</u> are that you can: <ul style="list-style-type: none">- Expand your personal network- Use the opportunity for the joint development of study programmes- Exchange teaching contents and methods
Who can apply?	<ul style="list-style-type: none">- Professors and lecturers in a contractual relationship with HHU- Lecturers without remuneration- Contract lecturers- Emeriti professors and retired university teaching staff- Academic staff
To which universities can I apply?	To partner universities that offer lecturer mobility in your subject. The participating universities can be found on this interactive map .
What should I do if my preferred university is not on the list?	In this case, please contact the Erasmus Coordinator for your subject with the request that he/she find out whether it is possible for HHU to enter into an agreement with your preferred university.
How high is the funding?	You will be granted flat-rate travel and subsistence allowances on the basis of distance and country categories for days on which you were verifiably engaged in teaching activities. The respective allowances can be found here . Please use the EU’s distance calculator to calculate the distance. If the costs actually incurred through your stay are lower than the per diem allowance, you might have to pay tax on the excess funds.
For how many days can I be funded?	For a minimum of 2 and a maximum of 9 days on which you have verifiably been engaged in teaching activities. In addition to teaching, meetings related to Quality in Teaching are also valid. An additional per diem allowance can be paid for one day of travel.
How can I extend my stay?	Through what are known as zero grant days (days with no per diem allowance). Your stay can therefore last longer than 9 days, but you will not receive a per diem allowance for the days that go beyond the 9 days.
How many teaching hours are expected of me?	At least 8 hours per week. If you hold meetings related to Quality in Teaching alongside actual teaching activities, 4 teaching hours per week are sufficient (+ 4 hours of meetings).
Who can answer further questions about the programme?	Your Erasmus Coordinator and the International Office (international-office@hhu.de)
How am I insured?	<ul style="list-style-type: none">- If you have travel approval: You are insured via HHU for the duration of your stay.- If you cannot apply for travel approval: Please make sure yourself that you have sufficient insurance cover (health, personal liability and accident insurance). The German Academic Exchange Service (DAAD) is happy to help you find reasonably priced insurance packages.
Where can I obtain confirmation of the duration of my stay?	The host university will issue a certificate at the beginning and the end of your stay, including details of your teaching hours.
Where do I apply and what do I have to do	Checklist for the formal procedure



International Office
Date: 06.07.2018

after my stay?	
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