



Staff Mobility for Training Purposes

Why should I participate in the Erasmus programme?	The <u>advantages</u> are that you can: <ul style="list-style-type: none">- Take part in a professional exchange- Acquire new perspectives- Strengthen your own skills- Build up and expand your personal networks
Who can apply?	Technical and administrative staff from all areas of the University (Central University Administration, faculties, institutions).
What training formats are possible?	<ul style="list-style-type: none">- Watch & learn- Job shadowing- Study visits- Workshops- Seminars- Language courses
At which institutions is training possible?	<ul style="list-style-type: none">- Higher education institutions with a valid ECHE (Erasmus Charter for Higher Education)- Any organisation active in the employment market or in the area of general and vocational training or youth work:<ul style="list-style-type: none">o Public or private, small, medium or large companies (including public service companies)o Local, regional or national public bodieso A social partner or other organisation in the employment market (including chambers of commerce, industry and trade as well as professional associations and trade unions)o Research institutionso Foundationso Schools/institutes/education centres (from pre-school to upper secondary education, including vocational training and adult education)o Non-profit organisations, associations, NGOso Career advice and information centres
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 training. 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 activities have taken place that are verifiably connected to training. 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.
Who can answer further questions?	The International Office (international-office@hhu.de)
How am I insured?	If you have travel approval, you are insured via HHU for the duration of your



	<p>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.</p>
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.
Where do I apply and what do I have to do after my stay?	Checklist for the formal procedure