

Erasmus+ Staff Mobility (STT)

You are a staff member of a faculty

Before scheduling the STT mobility, obtain approval from your supervisor.

Ask your supervisor for an informal approval of the planned mobility, which you will need later for the approval of the Erasmus+ grant.

Check with your supervisor to determine which faculty or institutional funds can be used to pay for the planned mobility. If you are planning an activity that requires a participation fee (e.g. Staff Training Week), this fee must be paid from faculty or institute funds.

You apply for an Erasmus+ grant by

- filling in the Mobility Agreement,
- signing the Mobility Agreement,
- obtaining the signature of the supervisor
- obtaining the signature of the hosting institution (scan copy is sufficient)
- and then send the Mobility Agreement as a scan to the Erasmus coordinator.

After reviewing the application (Mobility Agreement) you will receive an email with an approval or - in the unfavorable case - a rejection.

The approval contains two attachments: The Grant Agreement and the Confirmation of Stay Abroad. Please sign the Grant Agreement immediately and send the original to the Erasmus coordinator. With the Confirmation of Stay Abroad form the host institution confirms your dates of stay before your departure.

Book transportation and accommodation (Travel Management booking link: <http://www.rwth-aachen.de/cms/root/Die-RWTH/Einrichtungen/Verwaltung/Dezernate/Personal/~pvs/department-8-3-travel-management-/>) and please ensure that you have sufficient insurance coverage during your mobility, as no insurance is included with the approval of the Erasmus+ funding.

Carry out your international mobility as planned and have a profitable and enjoyable time abroad.

Before departure, have the host institution confirm your stay on the Confirmation of Stay Abroad form.

Please make sure that

- the dates correspond to those indicated in the approval letter
- the signature date is on the last day of mobility.

After your return to RWTH, prepare your travel expense report and submit it in duplicate to Department 2.3. In addition, please enclose the Confirmation of Stay Abroad.

- After reviewing and processing your travel expense report and the Confirmation of Stay Abroad, department 2.3 will forward your travel expense report to department 8.3.
- Department 8.3 settles your travel. The rebooking of costs eligible by Erasmus+ in favor of the WBS element you specified is done by department 2.3.
- You are so enthusiastic about your stay abroad that you promote it to your colleagues and let them benefit from your know-how in the application process. And you may already be planning further training and education abroad. We will be happy to support you!