

This is how ERASMUS+ goes staff mobility



1 Choosing a suitable form of mobility (STA or STT)

Would you like to travel to a partner institution for a teaching stay (STA) or for further training (STT) at an institution of your choice? Initial information under <https://www.tu-ilmenau.de/en/international/go-out/scientists/weiterbildung-im-ausland>.

2 Choose destination/provider and period of stay

Discuss staff teaching stays with the relevant subject coordinators at TU Ilmenau (see <https://www.tu-ilmenau.de/en/international/go-out/scientists/teaching-aborad/erasmus-staff-mobility-for-teaching-in-europe-and-worldwide/erasmus-partner-institutions-for-teaching-mobility>) and at the target institution. At first, discuss staff training stays with your superiors.

3 Contact to International Office / business trip application

Contact the IO and explain your project (calculate costs in advance and ask for funding). At the same time, place your business trip order (<https://intranet.tu-ilmenau.de/site/dpr/SitePages/Dienstreisen.aspx>) and have it signed by your subject superior.

4 Erasmus grant application / Provider registration

Apply for Erasmus funding in the Mobility Online portal. Follow the steps provided. After that you will receive a preliminary grant confirmation. Please attach this to your business trip application. For STT: Please apply/register at the same time and in person with the provider.

5 Mobility-Agreement

You will receive a Mobility Agreement (MA) via Mobility-Online. Add your stay details to it and check that all the contents are correct. Sign the document personally and send it to the IO for checking and signing. After getting back forward the MA to your contact person at the partner institution and ask for signature. After returning the digital document, upload it to the MO portal.

6 Grant Agreement / confirmation of stay

After uploading the Mobility Agreement, the Grant Agreement will be ready for signature. You will receive a request for signature. In addition, you will receive a confirmation of stay, the original of which you are kindly requested to upload it into the MO-portal upon return of your business trip.

7 Preparing business trip

Now prepare your business trip further (check health insurance, enquire about other necessary insurances at the travel cost centre, book flight /train tickets and accommodation, etc.).

Prepaid costs can be settled in advance of the business trip by submitting a claim for reimbursement. Please send electronic invoices to e-rechnung@tu-ilmenau.de.

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8 Carry out business trip

Now start your business trip. Please do not forget to take the confirmation of stay with you and have it signed by guest institution with the last day of your grant.

9 EU-Survey

At the end of your funding period, you will receive an EU Survey from the EU. Please answer the questions and return the document. It is the last document to be delivered.

10 Travel expense report

Create a travel expense report for the itinerary and attach all receipts and vouchers related to the trip and send the documents to the IO.

11 Conclusion

Once all Erasmus documentation has been received, the funds can be transferred to you.

Contact:

International Office
Erasmus+ staff mobility
Corinna Wedekind
69 1736

Max-Planck-Ring 14
98693 Ilmenau



Link to
Staff mobility of teaching



Link to
Staff mobility for training