

## ERASMUS+ WITH PARTNER COUNTRIES

| Important dates     | WINTER SEMESTER 2019/20   | SUMMER SEMESTER 2020         |
|---------------------|---|------------------------------|
| Semester dates      | 1 October 2019 – 28 February 2020   | 1 April 2020 – 31 July 2020  |
| Orientation         | First week of October 2019  | First week of April 2020     |
| Lecture period      | 14 October 2019 – 15 February 2020  | 14 April 2020 – 18 July 2020 |
| Exam period         | During the last two weeks of the lecture period; may vary from department to department   |                              |
| Academic calendar   | <a href="http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html">http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html</a>   |                              |
| APPLICATION         |   |                              |
| DEADLINES           | Staff can be nominated anytime within the project duration and are not bound to semester dates.   |                              |
| Application process | Staff (academic/administrative) should apply at the International Office of the home university for funding   |                              |
| Required documents  | Scanned documents attached to an e-mail are accepted. The documents should be in German or English or accompanied by an English translation. <ul style="list-style-type: none"><li>- Curriculum vitae including private address</li><li>- Filled in and signed Mobility Agreement for teaching or training</li><li>- Confirmation of supervision at FU Berlin (from a professor/institute or administrative unit)</li><li>- Copy of passport</li></ul>  |                              |
| Teaching Staff      | <p>The teaching staff mobility allows academic staff to contribute to and learn from best practice and find out first-hand the workings of another country's education system.</p> <p>The main purpose of the visit should be teaching, although spare additional time can be spent on research, and staff must deliver at least 8 hours of teaching per week.</p> <p>Therefore, a teaching staff mobility should take place during lecture periods, meaning between October 14, 2019 and February 1, 2020 (winter term 2019/20) or between April 14 and July 18, 2020 (summer term 2018).</p> <p>The beneficiaries of the teaching are students and PhD candidates only and visiting lecturers at FU must teach in the same subject area that they teach at their home university.</p> |                              |
| Training Staff      | <p>Through the Staff Training Mobility scheme, Erasmus+ offers professional development opportunities for academic and administrative staff to improve the skills required for their current job.</p> <p>Training may take the form of:</p> <ul style="list-style-type: none"><li>• A short secondment period</li><li>• Job-shadowing</li><li>• Attendance at workshops or courses</li><li>• Attendance at a staff training week</li></ul> <p>Training programming could be built around:</p> <ul style="list-style-type: none"><li>• The transfer of knowledge and good practice</li><li>• Learning from shared experience</li></ul>   |                              |

|                              |   |
|------------------------------|---|
|                              | <ul style="list-style-type: none"> <li>• The acquiring of new practical skills</li> <li>• To discovery of new ideas for teaching and learning</li> </ul> <p>Staff from various units can apply for a training staff mobility: general and technical administration, finances, libraries, departments, international office, public relations, continuing education, student counselling etc.</p>  |
| <b>PRACTICAL INFORMATION</b> |   |
| Grant                        | <p>Staff will receive 160 € as a daily allowance for the duration of the mobility plus 2 travel days (minimum stay is 5 days plus 2 travel days)</p> <p>Erasmus+ grantees will receive a contribution to travel costs dependent on the distance between home and host university (between 175 € and 1.500 €).</p> <p>This is a contribution towards all other costs for the individual, including travel within the city, accommodation, meals and snacks.</p> <p>Upon their arrival at FU, staff will receive a cash payment representing 100% of the total financial support from Erasmus+ EU funds specified in the personalized grant agreement (payment details will be arranged with the Erasmus+ program coordinator).</p> |
| Language requirements        | <p>Academic staff mostly speak English and English often is the common language used among professors and their research staff.</p> <p>Administrative staff however often only speak German – administrative units should be contacted directly to learn whether a staff mobility could take place in English or another language or whether German is necessary.</p>   |
| Accommodation                | <p>Freie Universität Berlin does not have a university guesthouse for visiting staff. We recommend all visiting staff that stay for 2 weeks or less to book a hotel either close to the university campus (a list of hotels can be sent to nominated staff) or anywhere in the city, as the public transportation is very efficient in Berlin. <a href="https://fahrinfo.bvg.de/Fahrinfo/bin/query.bin/en?ld=6.114&amp;protocol=http:&amp;">https://fahrinfo.bvg.de/Fahrinfo/bin/query.bin/en?ld=6.114&amp;protocol=http:&amp;</a>). • For longer stays, the FU accommodation service may help you find suitable accommodation: <a href="mailto:accommodation@fu-berlin.de">accommodation@fu-berlin.de</a></p>                    |
| Insurances                   | <p>Visiting staff must take care of their own health, liability and accident insurance for the time of their stay at FU Berlin and provide the FU Erasmus+ program coordinator with a copy of the insurance policy.</p>   |
| Visa                         | <p>You will find relevant information on the website of the German embassy in your home country.</p> <p>You will need a Letter of Invitation/Grant Agreement, which will be sent to your home address by the Erasmus+ program coordinator as soon as you are accepted to carry out the mobility and have submitted all required documents.</p> <p>Please bear in mind that the time to receive a visa differs and it is recommended that you apply for a visa well in advance.</p>  |
| <b>CONFIRMATION OF STAY</b>  |   |
|                              | <p>At the end of their stay at Freie Universität Berlin, visiting staff will receive a confirmation of their stay.</p>  |