



# Reality check: Erasmus + Staff Mobility for Training at FUB

**International Student Mobility –  
Welcome Services**

**Gesa Heym-Halayqa**

**June 2016**

# Overview: Funding possibilities for Training of non-academic staff at FUB

- Erasmus+ (Europe)
- Erasmus+ (worldwide)
- Initiative of excellence: work shadowing programme with strategic University partners
- „Bildungsurlaub“: educational leave (2 weeks within 2 years)
- various offers of Further Education Center of FUB (IT, administration, health, language courses, self management)

# Erasmus+ STT Procedures / Application and Documents

Applications can be handed in **at all times**. The following documents are necessary:

## 1. For the application:

- Mobility Agreement
- Bank account details

## 2. Before departure:

- If applicable: Request for Authorisation of a Business Trip

## 3. After the mobility:

- Confirmation of the partner institution
- Travelling documents to confirm the period of travelling
- Report about the teaching mobility within the „Mobility Tool“

# Mobility Grants I

The mobility grants consist of unit costs for travel and stay as given by the EU:

## Calculation of travel costs:

Distance (according to the distance calculator of EU KOM)	Amount (round trip)
< 100 km	-
100 - 499 km	180 €
500 - 1.999 km	275 €
2.000 - 2.999 km	360 €
3.000 - 3.999 km	530 €
4.000 - 7.999 km	820 €
> 8.000 km	1.100 €

# Mobility Grants II

## Calculation of the costs for the stay:

Country of destination	Amount (up until day 14)	Amount (from day 15 onward)
Denmark, Ireland, Netherlands, Sweden, United Kingdom	160 €	112 €
Belgium, Bulgaria, Finland, France, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Austria, Poland, Romania, Czech Republic, Turkey, Hungary, Cyprus	140 €	98 €
<b>Germany</b> , Latvia, Malta, Macedonia (FYROM), Portugal, Slovakia, Spain	120 €	84 €
Estonia, Croatia, Lithuania, Slovenia	100 €	70€

# Erasmus+ Staff Mobility for Training

- Dissemination:
  - mailing to decentral Erasmus coordinators' support teams
  - internal mailing list for dissemination of International Staff weeks Europe wide
  - information sessions - departments, further education center
  - mailing to heads of administrative units (permission of director of administration and finance needed)
- Allocation process: first come, first served

# Erasmus+ Staff Mobility for Training

- Past Performance:

Numbers in total

<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
8	3	10	17

# Erasmus+ Staff Mobility for Training

- Past Performance:  
According to **divisions**

Divisions	Participants 2011/12-14/15
Central university administration	18
Departmental administration	8
Library	4
Secretary of institutes	3
Technical staff of departments	2
Central units	2

- Past Performance:  
According to the **type of training**

Type of Training	Participants 2011/12-14/15
Subject related training	13
International Week	9
Job Shadowing	9
Language courses	5
Other	2



# Erasmus+ Staff Mobility for Training

- Past Performance:

According to **countries of destination**

- |                                |                  |
|--------------------------------|------------------|
| 1. Spain and Belgium           | <b>7x</b> (each) |
| 2. United Kingdom              | <b>6x</b>        |
| 3. Netherlands                 | <b>4x</b>        |
| 4. Switzerland                 | <b>3x</b>        |
| 5. Sweden, Austria und Ireland | <b>2x</b> (each) |

# Erasmus+ Staff Mobility for Training

- Past Performance: Observations
  - The divisions of *Library* and *Central Units* only take part in *Job Shadowings*.
  - In 2012/13, only 3 participants and Division IV – International Affairs only
  - “leading” division: Central University Administration
  - “leading” type of training: subject-related training
  - It seems to be common that two or more people visit the same institution together.

# Erasmus+ Staff Mobility for Training

- Challenges:
- Offers: taylor-made offers demanded / where to get them from? (Intl Weeks – language courses - ??)
- Dissemination / institutional policy for different target groups?
- Actors: Further Education Center / Human resources – Personnel Development / Division International Affairs / Center for International Cooperation / Team International Network University

# Questions and contact

Gesa Heym-Halayqa  
International Student Mobility  
Studierenden-Service-Center (SSC)  
Iltisstr. 4  
D-14195 Berlin  
Tel.: (++49 30) 838 -73443  
E-Mail: [gesa.heyh-halayqa@fu-berlin.de](mailto:gesa.heyh-halayqa@fu-berlin.de)

[www.fu-berlin.de/en/international/faculty-staff/mobility-staff/](http://www.fu-berlin.de/en/international/faculty-staff/mobility-staff/)



**Thank you very much for your attention!**