Guide for ERASMUS+ Call 2016\textsuperscript{1}, KA107

Sapir College, Israel and University of Applied Sciences Emden/Leer, Germany
For Social Work & Health

Incoming Teaching Staff Mobility (STA)
Incoming Staff Mobility for Training (STT)

This guide is addressed to academic and administrative staff who visits University of Applied Sciences Emden/Leer (UAS Emden/Leer) within the framework of the Erasmus+ programme.

This guide is to help you with practical matters concerning your visit including travel arrangements, accommodation, organizing your academic programme, etc. Should you have any questions or need additional information, please do not hesitate to contact us at any time!

We are looking forward to meeting you in Emden.

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The Erasmus+ Institutional coordinator and her colleagues are responsible for administrative issues and take care of the following:

- Financial management of the Erasmus+ programme
- Document management (e.g. Mobility Agreement, Grant Agreement) in cooperation with the Faculty of Social Work and Health

The international coordinator of the Faculty of Social Work and Health (Corina Sandersfeld: Corina.Sandersfeld@hs-emden-leer.de) is at your service regarding:

- Information about connections, local public transport, etc.
- Assistance with accommodation (information about hotels, booking a room, etc.)
- Issuing necessary documents of the faculty (e.g. Letter of invitation, Letter of confirmation)
- Providing information about practical aspects and procedures

The receiving staff member at the Faculty of Social Work and Health is responsible of academic issues and your liaison and support and takes care of the following:

- Approving the academic programme (dates of your visit, topics and number of lectures/classes, meetings with faculty members/students)

\textsuperscript{1} Time period 01.06.2016 – 31.07.2018
• In case of teaching mobility: organizing practical aspects of your lectures/classes booking a suitable room for your lectures, preparing necessary IT and media devices etc.
• In case of teaching mobility: Advertising your guest lectures at faculty and at central level (the last done with the help of the International Office)
• In case of non-teaching mobility: organizing practical aspects of your work shadowing/practical training
• Providing guidance and assistance during your stay
• Optionally: picking you up at Emden train station

You are responsible for:
• Booking your flight and making the arrangements for travel from abroad
• Applying in time for a visa, if required (see below)
• Taking care of appropriate insurances (see below)

FINANCIAL ISSUES:

• Parallel funding for the same measure from other EU funds is forbidden. Parallel funding from other third-party funds or home university or private means is permitted.
• The travel grant is set according to the distance between Israel and Germany at the following rate:

  Amount: 530 EUR per participant

• The subsistence grant is a contribution towards all other costs for the individual, including travel within the city, accommodation, meals and snacks. Minimum duration of stay in Emden for staff mobility is five days. Maximum amounts available for subsistence vary according to the length of the visit. The daily staff mobility subsistence rate for Germany is 120 EUR. UAS Emden/Leer cannot pay more than the funding which it has received.

  Total budget of subsistence grant for mobility from Sapir to Emden (2016-2018):
  Staff Teaching Mobility (STM): 3 persons / 5 days à 120 EUR = 1,800 EUR
  Staff Training Mobility (STT): 1 person / 5 days à 120 EUR = 600 EUR

Extra days might be financed under certain conditions if funds are available. Please contact the Erasmus+ Institutional coordinator in advance.

• Travel days are not included in the calculation of the minimum duration of the staff mobility. Up to two travel days per person can be paid additionally, if requested at time of application.

  Total budget of grant for travel days for mobility from Sapir to Emden (2016-2018):
  Staff Teaching Mobility (STM): 3 persons / 2 days à 120 EUR = 720 EUR
  Staff Training Mobility (STT): 1 person / 2 days à 120 EUR = 240 EUR

• Payment: Before arrival at UAS Emden/Leer, staff will receive 100 % of the travel grant by banc transfer (under the condition that the Grant Agreement and the Mobility Agreement are signed before and a copy of the flight reservation is forwarded to us). Upon arrival at UAS Emden/Leer, staff will receive a cash payment representing 100 % of the subsistence grant specified in the personalized grant agreement (see below). The payment details will be arranged with the hosting staff member at UAS Emden/Leer or the Erasmus+ institutional coordinator.

DUTIES:

Visiting staff to UAS Emden/Leer under Erasmus+ international dimension must complete the required Erasmus+ documentation in order to receive funding.

• Prior to departure:
  - Conclusion of Mobility Agreement for teaching or training (will be sent to you after your nomination, see below)
- Conclusion of Grant Agreement with the UAS Emden/Leer Erasmus+ Institutional coordinator (will be provided individually after successful application)

- At the end of the stay:
  - Staff will receive an automatized E-mail sent by an EU server with information to complete and submit the online EU final report after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the online EU final report will be required to fully reimburse the financial support received. The EU creates a summary of the evaluation and sends it to UAS Emden/Leer.

This final report on your mobility experience will provide EU’s Erasmus+ programme with valuable information which will benefit future staff and contribute to the continual improvement of the programme. Hence, we thank you for your cooperation in filling out the questionnaire.

PRACTICAL ISSUES:

Accommodation
The international coordinator of the Faculty of Social Work and Health can provide you with a list of hotels suitable for short-term accommodation. If preferred, she can make a reservation in the hotel of your choice on your name and your own account (as you will get the subsistence grant).

Visa and Invitation
You will find relevant visa information on the website of the German Embassy in your home country. Independently if a visa is necessary or not, every incoming staff member needs a Letter of invitation. It will be sent to your home address by the international coordinator, as soon as you are accepted to carry out the mobility. Early visa application is very important. Please bear in mind that the time to receive a visa differs. It is recommended that you apply for a visa well in advance.

Travel
Bremen is the nearest airport.
There is a tramway STR 6 from Bremen airport to Bremen train station. Continue by rail.
For rail connections please look at: http://www.bahn.de/p_en/view/index.shtml
Coming from Bremen take Regional Express direction Emden or Norddeich Mole or IC and leave at the train station “Emden Hauptbahnhof” (travelling time approx. 2 hours).

Arrival
Upon arrival at UAS Emden/Leer, incoming staff is asked to contact the Erasmus+ Institutional coordinator for personal registration. They will receive all practical information about their stay at UAS Emden/Leer.

Internet Access
During your stay at UAS Emden/Leer, you will have internet access by guest account. The international coordinator of the Faculty of Social Work and Health will provide you with the necessary data.

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INFO ON TEACHING STAFF MOBILITY (STA)

This activity offers the possibility for lecturers from partner universities in Europe to stay at our university for teaching purposes by teaching a subject that is part of UAS Emden/Leer's academic curriculum.

If you are planning a teaching staff assignment at UAS Emden/Leer, please contact directly the international coordinator of the Faculty of Social Work and Health to enquire about the possibility and timing of the visit. The international coordinator will help you organize the details of the visit (dates, duration and content of the teaching programme).

The Erasmus+ Institutional coordinator must be informed on the exact dates of the potential exchange, since she must prepare the necessary documents and has an overview of the available EU funding and must prepare the financial agreement with the staff member.

Eligibility:

- You must be nominated by Sapir College (as agreed with the receiving staff member at UAS Emden/Leer)
- Incoming teaching staff must deliver at least 8 hours of teaching per week must be evidenced in the Teaching Programme (“Mobility Agreement for Teaching”, see below). A week consists of 5 working days.
- The guest lectures should take place until 31.7.2018.
- The guest lecturer must be employed at Sapir College.
- The teaching should be part of the local syllabus or take the form of additional workshops or lectures. The main purpose of the visit must be teaching, although spare additional time can be spent on research collaboration or meeting with colleagues and students as agreed with the responsible staff member of UAS Emden/Leer
- Excluded teaching activities: participation in congresses and lectures for colleagues. The beneficiaries of the teaching are students only.
- Further criteria for eligibility could be: expertise, intercultural competence, willingness to support international projects.

Special Formalities:

- Before travelling abroad, a formal so-called “Mobility Agreement for Teaching” must be concluded between the receiving staff member at UAS Emden/Leer, Sapir College and the guest lecturer, stating the contents and aims of the guest lectures.
- The guest lecturer(s) must take care of their own health, liability and accident insurance for the time of the guest lecture at UAS Emden/Leer.
- The receiving staff member at UAS Emden/Leer will sign and issue the confirmation of teaching on the last day of the stay.
- On return, the guest lecturer must fill in the EU Survey report form (online report link will be sent to participants by e-mail directly by the EC, see above).
INFO ON STAFF MOBILITY FOR TRAINING (STT)

This activity offers the possibility for employees from partner universities to stay at UAS Emden/Leer for training purposes. The purpose of the training is to allow participants to learn from a partner institution through a transfer of knowledge or exchange of experiences and good practices, and thereby to acquire practical skills relevant for their current job and their professional development. The activities can be very varied and include seminars, workshops, courses and periods of practical training and short secondment or work shadowing.

If you are planning a staff training at UAS Emden/Leer – for instance upon invitation from UAS Emden/Leer, please contact directly the international coordinator of the Faculty of Social Work and Health to enquire about the possibility and timing of the visit. She can then check depending on your special interests which staff member of UAS Emden/Leer will be responsible for you. She will help you organize the details of the visit (dates, duration and content of the training programme).

The Erasmus+ institutional coordinator at UAS Emden/Leer must prepare the necessary documents, has an overview of the available EU funding and must prepare the financial agreements with staff member.

Please check this page for participation the formalized UAS staff training week which is held every two years:


Eligibility:

- You must be nominated by Sapir College (as agreed with the receiving staff member at UAS Emden/Leer)
- The training must have a minimum duration of 5 working days. The contents must be evidenced in the Training Programme ("Mobility Agreement for Training, see below).
- The training should take place until 31.07.2018. Non recommendable periods are Christmas Holidays.
- The incoming staff must be employed at Sapir College.

Special Formalities:

- Before travelling abroad, a formal so-called “Mobility Agreement for Training” must be concluded between the receiving staff member at UAS Emden/Leer and the staff member, stating the contents and aims of the training.
- The staff member(s) must take care of their own health, liability and accident insurance for the time of training at UAS Emden/Leer.
- The receiving staff member at Faculty of Social Work and Health will sign and issue the confirmation of training on the last day of the stay.
- On return, the staff member must fill in the EU Survey report form (online report link will be sent to participants by e-mail directly by the EC, see above).

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