Call for applications: ERASMUS+ staff mobility for training

As a measure to support the internationalisation of higher education institutions, staff mobilities for training at European higher education institutions and companies/organisations are available.

Stays abroad must last at least two days and no more than two months. However, stays lasting more than 12 days can only be funded in exceptional cases; otherwise, funding is provided on a pro rata basis (e.g. a 4-week stay is funded for 12 days, with the remaining days of the stay without funding).

This type of staff mobility programme is open to university staff from all areas, including trainees.

Possible training formats include:

- Work placements
- Job shadowing
- Study visits
- Participation in workshops and seminars
- Participation in language courses

University staff can take part in official programmes, such as Staff Weeks or language courses, or organise their own eligible activities.

What requirements must be met?

- The host institution must be based in a country participating in the Erasmus+ programme (all EU countries except Germany, as well as Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey).
- The host university must hold a valid Erasmus+ Higher Education Institution Charter (ECHE) if it is a higher education institution. Further information on this is available from the IUZ.
- Language courses may also take place at a non-university institution without an ECHE.
- A 'Mobility Agreement' must be prepared with the host institution regarding the content and scope of the mobility activity. This must be agreed and signed by all three parties (the participant, the superior and the host institution) before the start of the mobility. Only after the submission of the Mobility Agreement the Grant Agreement be created and funding will be confirmed. The fully signed Mobility Agreement forms an integral part of the Grant Agreement, which governs the amount of mobility funding as well as the rights and obligations between the sending institution and the participant, and must be signed before the mobility period starts.
- A stay for the purpose of further education and training must last at least 2 days (excluding travel days). TUBAF funds stays for a maximum period of 12 days; in exceptional cases and upon application, longer mobility periods may be approved if the budget permits.
- Applications for staff mobilities must be discussed in advance with the relevant superior.

Important: Course or participation fees cannot be covered by ERASMUS+ funding. Participation in conferences or research group meetings are not eligible for ERASMUS+ funding.

Amount of funding:

The funding consists of a travel allowance, depending on the distance to the host institution and the means of transport used (between 28 EUR and 535 EUR), and a flat-rate subsistence allowance depending on the destination country (between 140 and 180 EUR per day).

Application deadlines:
- Stays from January to March 2027: by 30 November 2026
- Stays from April to June 2027: by 28 February 2027
- Stays from July to September 2027: by 31 May 2027
- Stays from October to December 2027: by 31 August 2027

Complete applications will be processed by the relevant deadline stated above. Applications will be checked in a timely manner, based on formal and substantive criteria as well as the available funds.
Priority will be given to projects highly relevant to the applicant's work, to applications from individuals who have not yet undertaken any staff mobility or for whom the last such mobility took place some time ago, and to mobility within the EURECA-PRO university network.

What documents must be submitted?
Please submit the following documents prior to your mobility:
- Signed Mobility Agreement* (agreement with the host institution,
- signatures of the staff member, line manager and host institution) and, where applicable, a programme overview from the partner institution
- Signed business travel application
- A brief letter of motivation outlining, amongst other things, the international relevance to your own work and your planned activities

Please note that you are personally responsible for ensuring you have adequate insurance cover (health, third-party liability and accident insurance) whilst abroad. Please take note of the travel and safety advice (only available in German) issued by the German Federal Foreign Office for the relevant host country.

Please submit the following documents to the IUZ following your mobility period:

- Certificate from the host university (Letter of Confirmation*)
- An online report must be completed in the EU Beneficiary Module. An automated link will be sent to your work email address following the mobility period. Once you have completed the report, you can have a PDF of it sent to you by email; however, this does not need to be submitted to the IUZ.
- Business travel expense claim with the usual supporting documents (NOT to be sent to the travel expenses office)

Please note: This call for applications concerns staff mobility for further education and training, not staff mobility for teaching.

Where to send your application?
Michaela Luft
Akademiestr. 6
09599 Freiberg
michaela.luft@iuz.tu-freiberg.de / outgoings@iuz.tu-freiberg.de
Tel. 03731/39-2580

* These documents are available from the downloads section at https://tu-freiberg.de/en/erasmus-staff.