Erasmus mobility for staff members (outgoing) at Berlin International University of Applied Sciences

1. General Information
For more than 25 years, the European Union has funded student and staff mobility, first via Erasmus and since 2014 via the Erasmus+ program. While student mobility continues to be the major focus of Erasmus+ mobility programs, the program offers additional opportunities for staff members to teach and train in Europe, funded by the European Commission. The exchange is based on specific cooperation agreements outlining the details of the exchange. Mobility opportunities are open for both academic/teaching and non-academic staff members (see attached the current list of BAU International Berlin’s partner institutions including staff agreements).

2. Advantages of participation
Through your participation in staff mobility exchanges, you will be able to

- extend your professional network
- increase your subject knowledge
- internationalize your teaching and/or work experience
- increase your intercultural competences
- increase your language competences
- add international work experience to your CV
- strengthen our institutional relationships
- visit our partner institutions
- inform our students and colleagues on the benefits of our partner institutions in more details

In addition, you will receive financial support for the mobility abroad – financed by the European Commission.

3. Types of staff mobility
3.1 Teaching Staff Mobility (STA)
Teaching assignments can come in various forms: seminars, lectures, workshops and tutorials. The staff has to deliver 8 hours of teaching per week, including cooperative preparation and organisation of sessions as well as individual teaching sessions.

Actual teaching in this context requires the teacher to be physically present with the students.

Mobility periods: compare list of partner institutions
3.2. **Staff Mobility for Training (STT)**
This activity supports the professional development primarily of non-academic staff in the form of training events abroad, e.g. job shadowing/observation periods at a department, workshops, training programs.

**Mobility periods:** see attached list

4. **Conditions for participation and selection criteria**

4.1 **General information**

Mobility grants for staff are provided as a contribution towards subsistence and travel. Staff will receive a travel contribution based on the distance from the sending to the receiving institution, as well as a lump sum for the mobility period abroad.

You will receive further details concerning the grant and the payments after you have been selected for ERASMUS+.

Both teaching and non-teaching staff members are eligible to participate in Erasmus staff mobilities. Please note that for both kind of target groups [teaching and non-teaching], the participation of conferences may not be supported. The minimum duration for both mobilities is two days (travelling excluded).

All staff members participating in staff mobilities are expected to share their experiences with the university members formally [final report] and informally [presentations, consultations etc.].

4.2 **Selection criteria**

Should there be more compliant applications than funding, a committee will review and select applications. Priority will be given for the following areas:

1) Staff participating in Erasmus mobility for the first time;

2) Maintaining a balance of participating staff throughout different departments/faculties/units;

3) Staff mobilities in locations where we currently have Erasmus students studying (therefore allowing a site visit to be undertaken at the same time);

4) Objectives, value, content and expected results of the mobility with regard to teaching, research, and/or administration at the faculty and the internationalization strategy of Berlin International.

4.3 **Application & Documents Required:**

Upon Application: The application must demonstrate clear objectives and – in the case of teaching exchanges – a provisional teaching program covering at least the minimum number of teaching hours. In the case of other staff exchanges, the program or activities intended have to be outlined.

The application should also indicate how the visit will contribute to the strategic goals of the department, faculty and the university with regard to internationalization or other relevant aspects in teaching, research, training. All of this should be done by filling in the slots in the
“Mobility agreement” [see attachment] or by submitting a separate motivational statement (for non-teaching exchanges).

Members with teaching obligations at Berlin International have to ensure that their teaching obligations are not harmed, if the stay is planned during the teaching period: They have to ensure that a) either teaching obligations at Berlin International can be pre- or post-taught or b) that teaching obligations are covered by other colleagues. The timing should be closely coordinated with the home faculty. This should be demonstrated in a separate teaching statement [see attachment].

Non-teaching staff members should consider the distribution of job duties during their absence. The timing and the distribution of work load should be closely coordinated with the home university, e.g. superiors and colleagues.

Applications should be handed in (via mail) to the Erasmus coordinator (outgoig@berlin-international.de) until July 15th for the fall semester; and until November 15th for the spring semester. Based on availability, applications may also be handed in outside of the defined time periods. A selection committee consisting of the Deans of both Faculties, the Erasmus Coordinator and a member of the University Management¹ will make the final decision.

¹For each member, a substitute member will be appointed. In the case of applications by the members of the commission, the member(s) in question will not be a part of the commission, but will be replaced by one of the substitutes.