

## STAFF MOBILITY from SGH to Universities in Partner Countries of Erasmus+ KA107

### *1. How many days does the staff mobility shall last?*

According to the requirements of Erasmus+ KA107 programme, staff mobility (STT&STA) shall **last at least 5 full days**. It can last up to 2 months, however the grant can be given for 5 days of mobility. Please note that **STA** mobility's (teaching mobility) requirement is carrying out a minimum of **8 teaching hours per week**. If the mobility lasts longer than one week (5 days), the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.

### *2. Could you please tell me how does it work exactly for the payment?*

Having completed all formalities by the participants of staff exchange (i.e. sending of all the hardcopies of documents to the project coordinator i.e. SGH) SGH starts the procedure for transferring the grant to participants. The **deadline** for receiving the **hardcopies** of all required documents for staff mobility documents is **4 weeks before the start of the mobility**.

### *3. What is the delay of payment? This is an important information to book the flight?*

The money transfer to the bank account of each participant of the staff training will be made before the beginning of mobility, provided that all formalities are completed. We are aware that the sooner you book the flight, the better price. When we were managing other projects with incoming staff mobilities the best option that we worked out was when the participants were pre-financing their travel and they were getting reimbursed when receiving the grant. Since the travel grant is the lump sum, you can get a ticket that is cheaper and still you will receive the amount that is described in the distance calculator:

[http://ec.europa.eu/education/tools/distance\\_en.htm](http://ec.europa.eu/education/tools/distance_en.htm)

### *4. I understand that I will receive 160 Euros per day + a lump sum for the travel costs. As the calculator says e.g. 6 452.68 KM, what is the exact amount then?*

The distance between universities according to Erasmus+ guide is in the so called bands, please see below:

Bands	Distance	Amount
BAND_20	0-99 KM	0 €
BAND_30	100-499 KM	180 €
BAND_40	500-1999 KM	275 €
BAND_50	2000-2999 KM	360 €
BAND_60	3000-3999 KM	530 €
BAND_70	4000-7999 KM	820 €
BAND_80	8000-19999 KM	1 100 €



Erasmus+



SGH

Financial support for each participant of a staff mobility going from SGH abroad is **160 Euros** per day.

If you spend the whole 5 days of mobility at the Host Institution it would be 800 Euros (160x5) + **160 Euros extra per travel day** (for travel days =320) + **lump sum for travel costs** according to the distance calculator. We are aware that the travel may take longer than 1 day in each way, but we are not allowed to give more than for **two days of travel**.

*5. I suppose that I must provide you with the boarding pass and all the bills at the end of the week?*

Yes, please. We will collect all boarding passes and bills.

*6. What are the required documents?*

Firstly, to start the mobility there has to be an Inter-institutional agreements signed on the level of HEI's. Then, to proceed with finalizing formalities of staff mobilities each participant shall sign **Grant Agreement** (between 3 parties i.e. Home University, Host University and the Participant itself ) and **Mobility Agreement**. Also, we kindly ask you to keep your **boarding passes** or any other tickets you have, which indicate that your travel started in the city of your Home University and ended at SGH/Host University./ Of course, this refers to return tickets as well.

Please remember that all other pre departure formalities i.e. submitting all standard documents in case of staff mobilities also shall be met: **Zgłoszenie krótkoterminowego wyjazdu, wnioski na wyjazd, wnioski o urlop** etc.

Additionally, there is a **Certificate of Attendance** to be completed and signed by the Host Institution on the 1st and last day of mobility.

SGH, as the project coordinator, is required to keep the record of **all documents in original**, therefore we kindly ask you to provide us with the originals.

*7. What is the difference between STT and STA mobility?*

We distinguish two types of staff mobility purposes:

- teaching periods: this activity allows HEI teaching staff to teach at a partner HEI abroad. Staff mobility for teaching can be in any subject area/academic discipline.
- training periods: this activity supports the professional development of HEI teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI

[http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf)

Thus, if a staff member wants to travel for training purpose e.g. staff training week it can be either teaching or non-teaching staff.