

ERASMUS STAFF MOBILITY FOR TEACHING – INCOMING GUEST LECTURERS from non-higher education institutions

Spend a teaching period abroad at Central European University

Not only students, academic and non-academic staff of higher education institutions, but also staff from enterprises teaching at a partner higher education institution abroad can be supported from Erasmus+ Mobility funds.

Participation in the Erasmus program is conditional on physical international mobility to the host institution. Final approval of an awarded mobility and disbursement of the grant will depend on the possibility of actual physical mobility, as well as on national and organizational measures and eventual changes in the health/security situation. Please, note that any security or travel restriction by your country of destination must be followed and that you should plan your travels and stay accordingly.

EXPECTED OUTCOMES OF THE MOBILITY

The mobility activities are expected to produce the following outcomes:

- improved competencies, linked to professional profiles;
- broader understanding of practices, policies, and systems in education, training, or youth across countries;
- increased capacity to trigger changes in terms of modernization and international opening within their educational organizations;
- greater understanding of interconnections between formal and non-formal education, vocational training, and the labor market respectively;
- better quality of their work and activities in favor of students, trainees, apprentices, pupils, adult learners, young people, and volunteers;
- greater understanding and responsiveness to social, linguistic, and cultural diversity;
- increased ability to address the needs of the disadvantaged;
- increased support for and promotion of mobility activities for learners;
- increased opportunities for professional and career development;
- improved foreign language competencies;
- increased motivation and satisfaction in the daily work.

CALL FOR APPLICATIONS 2024/2025

Application deadline: **Rolling deadline, 30th of every month**

Applications are collected on the first workday of each month and evaluated within approx. 2 weeks

Results announced by: 15th - 20th of each month

Mobility period: **August 1, 2024 – August 31, 2025**

Closing: June 30, 2025

PRE-REQUISITES OF PARTICIPATION

- **Staff** (including employed doctoral candidates) **from any enterprise from any country**, working in a public or private organization, which is NOT a higher education institution holding an Erasmus Charter for Higher Education (ECHE), active in the labor market or in the fields of education, training and youth, research and innovation and **are invited to teach at CEU PU** (CEU GmbH) in Austria.
- **Fully signed Teaching Plan/Mobility Agreement:** The sending and receiving organizations, together with the applicant, must have agreed on the activities to be undertaken prior to the start of the mobility period.

ELIGIBLE ACTIVITIES ABROAD

The teaching activities abroad (at CEU) **must result in ECTS (European Credit Transfer and Accumulation System) credits awarded to the students**, who successfully complete the requirements of the taught/partially taught course.

Only physical mobilities are supported, online activities are not eligible.
Any kind of **participation in conferences is excluded**.

DURATION OF THE MOBILITY

The minimum duration from any **EU Member State** or **third country associated to the Program** is **2 working days** and CEU provides grants for a **maximum of 5-10 days (1-2 weeks)**.

The minimum duration from any **third country NOT associated to the Program** is **5 working days**.

SENDING COUNTRIES

Mobility activities must be carried out coming from any **EU Member State, third country associated to the Program**, or in a **third country NOT associated to the Program, where the host institution is an Erasmus partner of CEU**. The sending country must be **different** from the country of the receiving organization (Austria).

EU Member States: Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Ireland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

Third countries associated to the Program: Republic of North Macedonia, Iceland, Norway, Liechtenstein, Serbia, Turkey.

SENDING INSTITUTIONS

Any public or private organization (**not awarded with an ECHE**) in an EU Member State or third country associated to the Program or third country not associated to the Program active in the labor market or in the fields of education, training, youth, research and innovation. For example, such organization can be:

- a public or private, a small, medium or large enterprise (including social enterprises);
- a public body at local, regional or national level;
- a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- a research institute;
- a foundation;
- a school/institute/educational center (at any level, from pre-school to upper secondary education, and including vocational education and adult education); – a non-profit organization, association, NGO;
- a body providing career guidance, professional counseling and information services.

FINANCIAL SUPPORT

Funds eligible for Erasmus+ Staff Mobility for Teaching are made up of two components:

1) INDIVIDUAL (SUBSISTENCE) SUPPORT

Traveling from Austria, the following daily amounts are available for participants, depending on their host country:

Host country	Amount (1-14 days)
Austria	128 EUR/day

2) TRAVEL CONTRIBUTION

Travel contribution is calculated using a **Travel distance calculator** supported up by the European Commission. Distance is calculated between start and end location of the mobility in straight lines from one location to another.

The grants will be issued as follows:

Travel Distance	Amount	Green travel
Between 10 and 99 KM	23 EUR per participant	-
Between 100 and 499 KM	180 EUR per participant	210 EUR per participant
Between 500 and 1999 KM	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 KM	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant	-
8000 KM or more	1500 EUR per participant	-

Nota bene: the “travel distance” represents the distance between the place of origin and the venue, whereas the “amount” covers the contribution to the travel both to and from the venue.

Beneficiaries proceeding on Erasmus Mobility for Teaching should retain boarding cards/train tickets/other travel tickets which need to be submitted along with the documentation of the mobility.

Travel arrangements not directly related to the Erasmus Mobility for Teaching such as travel to conferences or any other visits before/after the Erasmus mobility will not be considered eligible.

TOP-UP FOR GREEN TRAVEL

Erasmus+ participants who travel to/from the host institution in an environmentally friendly way can apply for a Green Travel Top-Up. This includes travel by bus, train, carpooling, or bicycle from Austria to the host institution and back from the host institution to Austria. Environmentally friendly mobilities are supported as indicated in the table above.

APPLICATION FOR GREEN TRAVEL TOP-UP

Please notify the CEU Erasmus Office about your intention to use an environmentally friendly way of traveling and submit the Declaration of Honor at least two weeks before departure.

The participant must submit proof of environmentally friendly arrival and departure with one of the following documents:

- personalized bus or train ticket (arrival and departure).
- if not personalized: bus or train ticket incl. invoice receipt (e.g. bank statement)
- fuel receipts, confirmations

PARTICIPANTS WITH FEWER OPPORTUNITIES

Inclusion support during Erasmus Staff Mobility for Teaching is available for staff members with fewer opportunities, in particular people with physical, mental or health impairments (disabilities or chronic illnesses).

Erasmus+ inclusion support covers additional costs that are incurred in connection with a specific personal situation during the Erasmus+ mobility. Such costs must be proven with official invoices.

Additional costs can only be applied for at least 90 days before the Erasmus+ mobility. In case you consider yourself within one of the groups described above, please contact erasmusoutgoing@ceu.edu for more information.

SELECTION CRITERIA

Formal requirements

- Meet the deadline.
- Make sure the application form is completed.
- Make sure you have all signatures, including the approval of the host institution.

Requirements regarding content

- Quality of the Teaching Plan.
- Clear and detailed overall objectives, focus should be on the applicant's personal/professional objectives.
- Clear and detailed outcomes and impact on the applicant's professional performance, their unit, and CEU.

Incomplete, and/or handwritten application packages will not be considered.

CEU will endeavor to support as many applications as possible within the limits of the available budget.

CEU's Commitment to Data Protection and Privacy Notice

The privacy of your personal information is very important to us. We collect, use, and store your personal information in accordance with the requirements of the applicable data privacy rules, including specifically the General Data Protection Regulation. To learn more about how we manage your personal data, please read CEU's Commitment to Data Protection and Privacy Notices here: [CEU's Commitment to Data Protection | Central European University](#).

APPLICATION PROCEDURE FOR INCOMING TEACHING STAFF FROM ENTERPRISES

- Get in contact with an academic staff at CEU to plan an Incoming Teaching Mobility. You can find the list of Departments [here](#).
- Fill out the [Erasmus Teaching Agreement for Incoming Staff](#) with the cooperation of the host academic staff:
 - it must contain the overall aim and objectives, added values, expected results and a detailed teaching program to be carried out;
 - duly answer and justify each question with no less than two paragraphs per section;
 - please provide a detailed teaching plan, including the **ECTS** value of the taught course ('*content of the teaching programme*')
 - have the document signed by yourself, by the Head of Department/Program Director of the host unit at CEU and by the responsible person at the sending institution.
- Ask for an **Invitation Letter** from your host academic staff at CEU.
- Fill out [Application Form](#).
- Please **email** the [Erasmus Teaching Agreement for Incoming Staff](#) and the **Invitation Letter** to erasmusincoming@ceu.edu.

Incomplete and/or handwritten application packages cannot be considered.

CONTACT

ERASMUS OFFICE

ACADEMIC COOPERATION AND RESEARCH SUPPORT OFFICE

[CENTRAL EUROPEAN UNIVERSITY](#) | Quellenstrasse 51, 1100 Wien, Austria | C146

Erasmusincoming@ceu.edu | www.ceu.edu