



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN
INTERNATIONAL OFFICE



Call for applications in the academic year 2018/19

Staff Mobility for Training to Erasmus+ Programme Countries

Within the framework of the Erasmus+ Programme of the European Union, administrative staff can receive funding for training at European partner universities and enterprises, with the aim to further internationalise LMU, foster the exchange of know-how and the acquirement of international competencies and open up new perspectives.

1. Target Group

The Programme is open to **all employees of LMU**, regardless of whether you work in central university administration or in the departments. The programme is primarily aimed at non-academic staff.

Employees of the following exemplary fields of work successfully participated in staff mobility:

- Student Services and Student Counselling
- Examination Office
- Communications and Media Relations
- Human Resources, Professional Development
- Legal Affairs
- Technology Transfer
- Research Fund and Promotion of Young Academics
- Internal Audit, Budget and Finances
- Strategy and Development
- IT Services
- Library
- International Office
- Property and Maintenance

Training offers for academic staff will not have priority.

Staff of the University Hospital of Munich (LMU) cannot apply for the grant.

2. Training Opportunities

The following training measures can receive Erasmus+ funding:

- Job shadowing at an Erasmus+ partner university or enterprise
- Participating in an international staff week
- Participating in a language course
- Other means of vocational training by mutual agreement

Job shadowing

The goal of job shadowing is to complete an individual visitation programme consistent with your field of work at LMU at a partner university or international enterprise. The visitation programme will be tailor-made for you by your host. Therefore, it is important that you have a clear idea which processes, fields of work etc. you want to get to know before applying.

Please note that organising tailor-made job shadowing programmes involves additional effort on the part of the hosting institutions. Therefore, you are expected to confidently present your own fields and processes of work to encourage an inspiring exchange of experience. Therefore, this mode of training is mainly aimed at staff members responsible for divisions or processes who are business fluent in the respective language.

Requests for job shadowing opportunities should be directed to the desired partner institution directly. Planning the visitation programme and finding a suitable institution require personal commitment and especially timely planning. Therefore, it is best to involve the International Office from the early planning stages.

International Staff Weeks

Many European universities offer staff weeks for their partners. At a certain date, a predetermined set of activities is organised for a larger group of participants. Staff weeks can cover a wide variety of topics; they can focus on a particular target audience or on a specific topic. In terms of personal development, staff weeks can only be funded if the topics are directly related to your personal field of work at LMU. Non-work related activities must not dominate the programme.

An overview of staff weeks can be found on the [IMOTION platform](#). Further staff week programmes which have been sent by partners to LMU can be found [here](#). The list of staff weeks is up-dated on a regular basis.

To participate in a staff week please apply directly to the organising institution and simultaneously apply to the International Office for Erasmus+ financial support.

Language training with Erasmus+

LMU staff can apply for financial support when participating in a language course in Europe, on condition that knowledge of the language in question is a necessary prerequisite for your current job.

English Language courses:

English courses can only be supported via the *Sprachkurs-Kombiangebot (York)*, which was developed together with the LMU Office for Professional Development. This course takes place during term time and ends with a one-week intensive language course in the UK. The course at LMU always begins in October. The study abroad component takes place in the following March/April. More information can be found on the LMU Serviceportal > Weiterbildung > Englisch-Kombiangebot (York). Applications for this combined course will be processed by the LMU Professional Development Unit.

Other Language Courses:

Courses for languages other than English can be supported by the Erasmus+ grant under the condition that your application clearly states how knowledge of the language in question is a necessary prerequisite for your current job.

A language course must have at least 20 contact hours per week. Furthermore, the language course should take place in the country whose national language you wish to learn or improve. The language course provider can be chosen freely. As a rule, one-week courses can be funded by Erasmus+ grants.

German language courses in Austria are also eligible for support.

Courses limited to University Staff:

Partner universities and other affiliated institutions are increasingly offering language courses tailored to university staff as well as courses on topics like „Academic Writing“ or similar subjects. [Here](#) you can find a list of language courses, which are regularly sent to LMU. Please note that we cannot guarantee the quality of these courses.

General Information:

LMU can only support a limited number of language course mobilities per funding year.

Please note that you may only apply for language courses funding once per academic year. Subsequent applications in the following years will not be given priority.

3. Eligible Hosts

Your visit can take place at partner universities, enterprises and other institutions within the European Union and associated countries. For an exact list, see below in the chapter *Erasmus+ Grant*. You can find more information on the Erasmus+ partner universities of LMU in the online database of the International Office.

4. Duration

Visits may last between 2 and 60 working days. A visit of 5 working days is recommended.

5. Erasmus+ Grant

The Erasmus+ grant covers the cost of travel and subsistence according to EU per diem rates. The following rules apply to LMU recipients:

- For visits of one-week (or less), recipients receive a lump sum payment covering all days of the planned visit.
- For visits longer than one week, recipients receive a lump sum payment covering all days of the first week of the visit. For any additional days, recipients may receive an additional grant, depending on availability.
- The grant does not cover travel days, public holidays or weekends. Exceptions apply when the recipient provides confirmation from the host university stating that training or conferences actually take place on said days.
- Possible fees for training courses et al. should be paid from the Erasmus+ grant. Should the total cost exceed the amount of the grant, an additional payment for travel days may be granted after prior consultation with the International Office.
- According to EU regulations, the following per diem rates apply for the first 14 days. From the 15th to the 60th day of the mobility, the grant amounts to 70% of the per diem rates.

Eligible countries:

Group 1: Denmark, Finland, Ireland, Iceland, Lichtenstein, Luxembourg, Norway, Sweden, United Kingdom	€180
Group 2: Austria, Belgium, Germany (Incomings), France, Greece, Italy, Malta, Netherlands, Portugal, Spain, Cyprus	€160
Group 3: Bulgaria, Estonia, Lithuania, Latvia, Croatia, Poland, Rumania, Slovakia, FYR Macedonia, Czech Republic, Turkey, Hungary	€140

- **Reimbursement of travel expenses:**

In addition to the above per diem rates, participants receive reimbursement of their travel expenses. This is calculated on the basis of the real distance between the place of departure and place of destination, according to a standardised European scale. For the purpose of this calculation, the point of departure is always the place of work.

One-way distance according to the EU distance calculator	Round trip travel cost reimbursement
< 100 km	20 Euro
100 - 499 km	180 Euro
500 - 1,999 km	275 Euro
2,000 - 2,999 km	360 Euro
3,000 - 3,999 km	530 Euro
4,000 - 7,999 km	820 Euro
> 8,000 km	1,500 Euro

Application Deadlines and Procedure

- **Deadlines:** January 30, July 31, October 31
- Please fill in the [online application form](#). Print the generated PDF and have it signed by your line manager. Send the physical application form to the International Office. Please enclose with your application either the course programme or, if you are job-shadowing, the first correspondence between your host and yourself.
- The grant does not cover the purchase of any kind of insurance.
- When financial support has been granted, you must establish a work/course plan together with the host institution and submit it to the International Office or send proof of acceptance into the language course/staff week prior to receiving the grant. Only then the Erasmus agreement, which is the base for the grant, can be generated.
- Applicants with disabilities (at least 50% degree of disability) are eligible for a special grant. The degree of disability must be noted in the application.
- The International Office should be included in the planning from an early stage.

Eligibility Criteria:

- The **added value of the training** for your work at LMU should be clearly stated in the application.
- You may only apply for **language course** funding once per academic year. Subsequent applications in the following years will not be given priority.
- **Staff Weeks:** The programme should be tailored to your field of work. Non-work related activities should not out-balance the work-related activities in the programme.

Contact at the International Office:

Andrea Blei,
 Tel.: 089/2180-5309,
 Email: andrea.blei@lmu.de