**Training Mobility *or***  **Teaching Mobility *or***  **Teaching and Training combined**

**I hereby apply for an Erasmus+ grant for my planned mobility:**

|  |  |  |
| --- | --- | --- |
| **Last name, first name (academic title):** |  | |
| Date of birth: |  | |
| Nationality: | German | other: |
| Sex: | male | female |
| Department/Institution of the University: |  | |
| Resident in (address): |  | |
| E-mail address: |  | |
| Phone number: |  | |

**Planned mobility:**

|  |  |  |
| --- | --- | --- |
| Country of host institution: |  | |
| Name of host institution: |  | |
| Have the exact dates of your planned mobility been fixed already?  The dates of my planned mobility could still change.  The dates of my planned mobility are certain. | | |
| Planned stay for teaching or training  (without days only for traveling) | First day of your stay: | Last day of your stay: |
| Do you need an additional day for your arrival and/or your departure? | Additional day for arrival needed:  Yes  No  If yes, date: | Additional day for departure needed:  Yes  No  If yes, date: |
| If you do not start your travel from Mannheim (or surroundings), please indicate from where you will start your trip: | (in this case, please keep a travel receipt as proof) | |
| *In case of a teaching mobility:*  Planned number of teaching hours: | In order to receive funding, you are obliged to deliver a minimum of 8 teaching hours per week (or a shorter mobility period). For combined teaching and training mobility 4 hours are obliged. | |

**Further information on the applicant:**

|  |  |
| --- | --- |
| Duration of the current employment in years: | less than 10 years  10-20 years  more than 20 years |
| Did you take a preparatory language course? | yes  no |
| Main language of instruction or main working language during your mobility: | English  German  Other: |
| Is this your first time to receive Erasmus funding for a staff mobility? | yes  no |

*Additional information in case of a* ***teaching mobility****:*

|  |  |
| --- | --- |
| Subject area for teaching: |  |
| Level(s) of the students you will be teaching: | F (First cycle/Bachelor's)  S (Second cycle/Graduate/Master's)  T (Third cycle/Doctorate) |

*Additional information in case of a* ***training mobility****:*

|  |  |
| --- | --- |
| Field of work at the University of Mannheim: | International Office (I)  Finance (F)  General Administration or Technical (G)  Academic Staff (T)  Student Information (S)  Continuing Education (C)  Other (O): |
| Field of work at the host institution: | Workshop  Training  Work Shadowing  Other: |

**Additional funding**

|  |
| --- |
| You can apply for additional funding due to a degree of disability of at least 50 or more. To that end, the respective application has to be submitted to the DAAD by the University of Mannheim at least two months prior to your mobility period. The additional funding is calculated on the basis of the arising additional costs during the mobility as long as no other institution will bear the costs.  If you want to apply for additional funding, please contact the International Office as early as possible. |

Would you like to have a copy of the certificate of the host institution confirming your Erasmus mobility filed with your personnel file in order to document your training or teaching mobility? We can arrange this for you after your mobility period. (This is only possible if you are employed at the University of Mannheim.)

yes  no

Do you agree that we will forward your office contact details to other employees of the University of Mannheim who want to do a similar staff mobility and who are interested in your experience?

yes  no

Date Signature

*In case of a teaching mobility:*

Please enclose an invitation letter from the host institution with your application (e-mail suffices).

*In case of a training mobility:*

If you have not done this yet, please enclose a letter to your application giving the required information mentioned on our website.

* Please submit your application via e-mail to Kerstin Bach, International Office, (E-mail address: [bach@verwaltung.uni-mannheim.de](mailto:bach@verwaltung.uni-mannheim.de))