[ ]  **Training Mobility *or*** [ ]  **Teaching Mobility *or*** [ ]  **Teaching and Training combined**

**My planned mobility**

[ ]  **is related to the university alliance ENGAGE.EU**

**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  | [ ]  diverse |
| 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 [ ]  NoIf yes, date: | Additional day for departure needed:[ ]  Yes [ ]  NoIf yes, date: |
| **NEW: Green Travel** For further declarations, see Annex on last page. The sworn declaration on green travel must then also be completed, signed and submitted. | Which means of transportation do you use?[ ]  Train[ ]  Bus[ ]  Carpool[ ]  Boat [ ]  Plane[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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.

**Annex**

**Honorary declaration for "Green Mobility" (sustainable travel)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(First Name, Last Name)** apply for the grant for Green Mobility (sustainable travel) within the framework of my ERASMUS mobility.

**Notice:**

"Green Travel" refers to travel that uses low-emission modes of transportation such as bus, rail, or carpooling for the majority of the trip.

**If you use low-emission transportation, your travel allowance increases as follows:**

|  |  |  |
| --- | --- | --- |
| **Distance** | **How much?** | ***How much for Green Travel?*** |
| 10 und 99 KM | 23 EUR | - |
| 100 und 499 KM | 180 EUR | 210 EUR |
| 500 und 1999 KM | 275 EUR | 320 EUR |
| 2000 und 2999 KM | 360 EUR | 410 EUR |
| 3000 und 3999 KM | 530 EUR | 610 EUR |

In addition to the payment of the **increased travel allowance** the travel days on which you have **traveled "green" count as additional days of stay** and are financially supported at the applicable daily rate. Eligible participants are those who require **extended time to travel due to the use of sustainable transportation.**

Do you require **additional travel days** due to the use of sustainable transportation? If yes, how many?

[ ]  Yes, \_\_\_\_\_\_ (number of days, max. 4 days)

[ ]  No

|  |
| --- |
| Signatures |
| **Participant** | **University of Mannheim** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place, date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SignatureMannheim, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please submit your application and when applicable the Honorary declaration via e-mail to Erasmus-staff@uni-mannheimde**