



Erasmus+ incoming training mobility

Staff and experts from **partner universities** can be invited by UAS BFI Vienna to spend funded mobility periods as incoming staff under the Erasmus+ programme. It is possible to combine teaching and training activities to create mixed mobility periods.

European mobility dimension

The primary focus of the Erasmus+ higher education mobility action is to support mobility activities among EU member states and third countries associated to the Erasmus+ programme (North Macedonia, Serbia, Iceland, Lichtenstein, Norway and Turkey) – the **European dimension** of the action.

International mobility dimension

It is also possible to obtain funding for university staff from third countries **anywhere in the world** that are not associated to the Erasmus+ programme. For more information about the countries from which university staff can be invited within the scope of the **international mobility** dimension, contact our Staff Mobility Coordinator: claudia.redtenbacher@fh-vie.ac.at In your enquiry, please state the country from which you would like to invite the member of staff for the degree programme-related cooperation.

Funding criteria for incoming training mobility

Sending organisations

A university or institution qualifies as a sending organisation if it is a [UAS BFI Vienna partner university](#) or a higher education institution which has concluded an inter-institutional agreement with UAS BFI Vienna before the start of the mobility period. The university or institution in question must have a **Erasmus Charter for Higher Education** (ECHE) or be recognised by the competent authorities.

Duration of the activity

European dimension activities:

- Minimum duration: Two consecutive days of physical mobility, excluding travel time
- Maximum duration: Two months

International dimension activities:

- Minimum duration: Five consecutive days of physical mobility, excluding travel time
- Maximum duration: Two months



Form of training

Examples of training that meet the criteria include **training events, job shadowing or observation periods, study visits, workshops, training courses (including language courses)**, and participation in **blended intensive programmes (BIPs)**. The training must be relevant to the participant's day-to-day work at their higher education institution. Participation in a conference does not qualify as a training mobility activity.

The training mobility activity may include providing training for the development of UAS BFI Vienna.

Required documents and deadlines

The following documents must be submitted to the Staff Mobility Coordinator no later than **three weeks before the start of the mobility period**:

- I. **Mobility agreement** – This must be signed by the participant, the sending institution, and UAS BFI Vienna's Staff Mobility Coordinator prior to the start of the mobility period.
- II. **Grant agreement** – Participants of International Mobility and experts sign the grant agreement with the UAS BFI Vienna. All other participants sign the grant agreement with their home university.
- III. **Erasmus+ confirmation of stay** – This must be signed by the UAS BFI Vienna on the last day of the stay.

For help with completing these documents, please contact UAS BFI Vienna's Staff Mobility Coordinator.

Grant amount

The grant amount is calculated on an individual basis. Information about the grant amount can therefore only be provided in response to a detailed enquiry. The grant only subsidises travel and subsistence expenses. For further enquiries please e-mail our Staff Mobility Coordinator: claudia.redtenbacher@fh-vie.ac.at