

Guidelines for Erasmus+ Staff Mobility

Erasmus+ Staff Mobility enables teaching and non-teaching staff to spend a period abroad for professional development or teaching activities at a partner institution.

Types of Staff Mobility

- **STA – Staff Mobility for Teaching:** Teaching assignment at a partner higher education institution abroad.
- **STT – Staff Mobility for Training:** Participation in training activities such as job shadowing, workshops, seminars, etc., at a partner institution.

Eligibility Criteria

- You must be employed at EMUNI University.
- A valid Inter-Institutional Agreement (IIA) must be in place between the sending and receiving institution.
- Duration of mobility: 2 to 60 days (excluding travel time).

Application Process

Employees interested in participating in an Erasmus+ mobility should apply through the internal Erasmus+ call published on the EMUNI website under the Erasmus+ Mobility tab (<https://emuni.si/erasmus-mobility/>)

Applications are evaluated based on:

- Relevance to job role
- Motivation and expected impact
- Institutional priorities (e.g. strategic partnerships)

Before the Mobility

- The completed and signed **Mobility Agreement** (for teaching or training) should be submitted to the Erasmus+ coordinator at least two weeks before the planned mobility. The coordinator will then forward it for approval to the Vice-President and the President of EMUNI.
- **Grant Agreement** (you will receive it for signing once the mobility has been approved)
- Book travel and accommodation (in line with EMUNI procedures)
- Obtain necessary insurance (health, liability, travel)
- Communicate with host institution for scheduling and logistics

During the Mobility

- Carry out the planned activities as defined in the Mobility Agreement.
- If you have not yet obtained the signature and stamp of the responsible person at the host institution on the Mobility Agreement, please make sure to obtain it now!
- Collect any relevant documents (e.g. boarding passes, train ticket, ...)
- Collect Certificate of Attendance (please make sure that the dates on the certificate are consistent with the dates stated in the Mobility Agreement.)

After the Mobility

- Within 30 days after return, the participant must:
 - Submit a Certificate of Attendance (signed by host)
 - Submit a Final Report (EU Survey) via the Erasmus+ Mobility Tool (automatic email link)
 - Submit EMUNI Mobility Report
 - Provide travel documents and receipts
- Final Erasmus+ payment (20 %) will be made upon successful submission and validation of all documents.

Financial Support

- Erasmus+ covers:
 - Daily subsistence allowance (based on host country rates)
 - Travel support - based on distance (Erasmus+ distance calculator)
- Possible additional support for:
 - Participants with fewer opportunities
 - Green travel (sustainable means of transport)

The exact amount depends on the:

- Duration of mobility
- Destination country
- Available Erasmus+ budget

EMUNI is responsible only for disbursing the funds it receives from the National Agency (CMEPIUS). In case expenses are expected to exceed the Erasmus+ grant amount (as specified in the Grant Agreement), please coordinate with EMUNI management to arrange coverage for any additional costs.

Quality and Impact

Staff mobility should contribute to:

- Professional development
- Strengthening partnerships
- Internationalization of the home institution
- Innovation and sharing of best practices

Participants are encouraged to:

- Disseminate knowledge internally
- Remain in contact with the host institution
- Engage in follow-up collaboration or projects

When participating in Erasmus mobility, remember that you are part of a European community based on the principles of the Erasmus Charter for Higher Education (ECHE) – promote sustainable mobility, respect diversity, use digital tools, and contribute to a more inclusive Europe.

During Erasmus activities, try to reduce your environmental footprint:

- Use public transport or car-sharing whenever possible
- Reduce paper use by communicating and submitting documents electronically
- Promote sustainable practices in classrooms, workshops, and among students
- Support local producers and eco-friendly initiatives

Also, focus on cultural awareness and inclusion:

- Respect cultural diversity and encourage intercultural dialogue among students and staff
- Ensure equal opportunities for all participants, including students and staff with specific needs
- Be tolerant and inclusive – cooperation and understanding are key to a successful exchange

✉ Questions? erasmus@emuni.si