



Erasmus+ outgoing training mobility

All employees of UAS BFI Vienna can spend a **training period** abroad by applying for the **Erasmus+** staff mobility programme. Such staff mobility periods for training purposes are open to employees working in all areas of the university.

It is possible to combine teaching and training activities to create mixed mobility periods. The mobility activity must contribute to the staff member's **professional development**. Participants must define learning/teaching outcomes that serve their professional and/or personal development needs.

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 arrange mobility periods in third countries **anywhere in the world** that are not associated to the Erasmus+ programme. For more information about the countries which university staff can visit 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 which you would like to visit for the degree-programme related mobility period.

Funding criteria for outgoing training mobility

Receiving organisations

- [UAS BFI Vienna partner universities](#) or higher education institutions which have 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.
- **Public or private organisations or institutions** active in the labour market or in the fields of education, training, youth services, or research and innovation.

The mobility period **cannot take place in Austria** or in the participant's **country of residence**.



Duration of the activity

European dimension activities¹:

- 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

The training can take place at a **partner university, company** or any other **relevant workplace** abroad. Examples of training that meets 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 activities may include providing training for the development of the partner university.

Required documents and deadlines

The following documents must be submitted to UAS BFI Vienna's Staff Mobility Coordinator no later than **four weeks before the start of the mobility period**:

- I. **Mobility agreement** – This must be signed by the participant, the host institution, and UAS BFI Vienna's staff mobility coordinator prior to the start of the mobility period.
- II. **Grant agreement** – This must be signed by the participant and the UAS BFI Vienna prior to the start of the mobility period.
- III. **Erasmus+ confirmation of stay** – This must be signed by the receiving institution on the last day of the stay. When the participant returns, the original document must then be submitted to UAS BFI Vienna's Staff Mobility Coordinator.

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

Further criteria

The grant only subsidises travel and subsistence expenses.

¹Staff going to EU member states and third countries associated to the Erasmus+ programme (North Macedonia, Serbia, Iceland, Lichtenstein, Norway and Turkey)



Funded by
the European Union

You must obtain approval from your line manager before applying for the Erasmus+ staff mobility programme. You must submit a travel application in the DPW system, and enter “Erasmus+ Personalmobilität” in the **notes field**.

- See also: PROMAS; *Handbuch - DPW Reise_Mitarbeiter:innen*