

## **Methodological Sheet No. 4 – Erasmus+ Staff Mobility**

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## 1. Basic Information

The Erasmus+ program focuses on higher education, cooperation between higher education institutions, vocational education at the university level, and collaboration between universities and businesses. The program is primarily intended for students, teachers, and staff of higher education institutions, but also for trainees from businesses and other entities. Mendel University in Brno participates in the Erasmus+ program based on grant agreements with the National Agency, following its commitments outlined in the Erasmus+ Charter for Higher Education (ECHE) and the rules provided in the Erasmus+ Programme Guide.

The Erasmus+ program includes three key actions: KA1 – Mobility of Individuals, KA2 – Cooperation for Innovation and the Exchange of Good Practices, and KA3. This methodological sheet focuses on Key Action KA131 (the so-called "European Erasmus"), specifically on the agenda of outgoing staff.

Within the Erasmus+ programme, it is possible to carry out mobility for either teaching or training purposes. The staff member must undertake the teaching/training in a country different from both the country of the sending organisation and the country of the staff member's current residence.

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## 2. Teaching Stay

### 2.1. Conditions of Participation

- The Erasmus+ programme enables the implementation of teaching mobility at a foreign partner institution with a minimum duration of 2 days and a maximum of 60 day.
- At MENDELU, mobility is financially supported for a maximum of 5 days (excluding travel days). In case of a longer stay, the participant must secure funding for the additional days from sources other than Erasmus+. In exceptional and justified cases, the Institutional Coordinator (IC) may approve a longer mobility period funded by Erasmus+ resources.
- The mobility may take place in any field/academic discipline.
- Teaching mobility is conditional upon the existence of an inter-institutional agreement (IIA) between MENDELU and a foreign partner university from a programme country that has been awarded an ECHE.
- The staff member must deliver a minimum of 8 hours of teaching per week, even if the mobility lasts less than one week.
- If the duration of the stay exceeds one week, the staff member must deliver at least 8 hours in the first week and then 1.6 hours per additional day.
- Any academic staff member with an employment contract at MENDELU (full-time or part-time) may participate in teaching mobility. Staff employed under agreements such as Agreement to complete a job (DPP) or the Agreement to perform work (DPC) are not eligible.
- Employees in a probationary period or notice period cannot be sent on a teaching mobility.

- Eligible teaching activities include lectures, seminars, workshops, student consultations, and field teaching.
- Participation in conferences is not allowed within Erasmus+ teaching mobility.

## 2.2. Mobility Options

- Staff may go to programme countries:
  - **27 EU member countries:** Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Ireland, Italy, Cyprus, Lithuania, Latvia, Luxembourg, Hungary, Malta, Germany, Netherlands, Poland, Portugal, Austria, Romania, Greece, Slovakia, Slovenia, Spain, Sweden
  - **EEA countries:** Iceland, Liechtenstein, Norway
  - **Candidate countries:** Turkey, North Macedonia, Serbia

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## 3. Training Stay

### 3.1. Conditions of Participation

- The Erasmus+ programme enables staff to undertake training abroad with a minimum duration of 2 days and a maximum of 60 days.
- At MENDELU, mobility is financially supported for a maximum of 5 days (excluding travel days). In case of a longer stay, the participant must secure funding for the additional days from sources other than Erasmus+. In exceptional and justified cases, the Institutional Coordinator (IC) may approve a longer mobility period funded by Erasmus+ resources.
- Training within the Erasmus+ programme may be undertaken by any staff member who has an employment contract at MENDELU (full-time or part-time). Staff employed under agreements such as Agreement to complete a job (DPP) or the Agreement to perform work (DPČ) are not eligible.
- Eligible activities include job shadowing at a foreign university, practical or professional training, workshops, language courses, seminars at a university or another institution, company, NGO, or any other organisation active in the labour market or in education, training, and youth work, participation in a Blended Intensive Programme (BIP), or so-called Staff Weeks.
- The content of the training abroad must be related to the employee's job responsibilities at MENDELU.
- Participation in conferences is not allowed within Erasmus+ training mobility.
- Each participant is responsible for arranging acceptance at the host university/institution independently.
- The receiving institution must be any public or private organisation from a programme country operating in the labour market or in the field of education:

- a higher education institution from a programme country awarded an ECHE,
  - a public or private small, medium, or large enterprise (including social enterprises),
  - a public body at local, regional, or national level,
  - a social partner or other representative of working life, including chambers of commerce, craft associations, professional associations, and trade unions,
  - a research institute,
  - a foundation,
  - a school, educational institution, or training centre at any level,
  - a non-profit organisation, association, or NGO,
  - an organisation providing career guidance, professional counselling, or information services.
- Employees in a probationary period or notice period cannot be sent on a training mobility.

### 3.2. Mobility Options

- Staff may go to programme countries:
  - **27 EU member countries:** Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Ireland, Italy, Cyprus, Lithuania, Latvia, Luxembourg, Hungary, Malta, Germany, Netherlands, Poland, Portugal, Austria, Romania, Greece, Slovakia, Slovenia, Spain, Sweden
  - **EEA countries:** Iceland, Liechtenstein, Norway
  - **Candidate countries:** Turkey, North Macedonia, Serbia

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## 4. Financial Conditions

### 4.1. General Financial Rules

- The administrative and grant agenda related to the Erasmus+ programme is managed by the International Relations Office (IRO).
- Organisational matters (travel orders, flight tickets, train tickets, accommodation, etc.) are arranged by employees themselves.
- The staff member receives two types of financial support:
  - subsistence costs – a financial package covering accommodation, meals, local transport, and travel insurance
  - travel costs – a financial package covering travel to and from the destination
- The maximum grant amount covered by the Erasmus+ programme is the sum of the limits for subsistence and travel costs.

- Financial support is granted only for the period of physical mobility; periods of online mobility are not financially supported under the Erasmus+ programme.
- The payment of financial support (advances, subsistence allowances, and final settlement) is processed by the Economic Department.
- All boarding passes, tickets, invoices, accommodation receipts, etc. must be kept and submitted with the travel expense report.
- A grant may be awarded for up to 2 travel days (1 day for the outbound journey and 1 day for the return), provided that the travel day precedes the first day of the stay at the receiving institution and/or follows the last day of the stay.
- The daily grant amount depends on the country of stay and is determined according to the Erasmus+ Programme Guide.
- Staff members with special needs may apply for additional financial support. After being selected for mobility, they must contact IRO. The application is submitted to the staff mobility coordinator at IRO and approved by the Erasmus+ Institutional Coordinator.
- Mobilities planned for December must be consulted in advance with the IRO coordinator due to the financial closure at the end of the calendar year.
- The financial conditions for BIP mobility are the same as for any other Erasmus+ mobility.
- It is not possible to carry out a mobility where the business trip starts earlier than one day before the beginning of the mobility. An exception may be granted by the IC if it is not possible to reach the destination on the day of the mobility start or the day before (e.g., due to limited transport connections on specific days). In such cases, however, the mobility grant remains unchanged and any additional costs must be covered from co-financing sources.

#### **4.2. Subsistence Costs**

- Subsistence costs include accommodation, meals, local transport during the stay, travel insurance, and any cancellation fees.
- The financial support is intended to cover part of the subsistence costs related to the teaching assignment or training at a partner institution abroad.
- Financial support is provided exclusively for the days when the staff member delivers teaching or participates in training (i.e., usually excluding weekends and public holidays in the host country).
- The exact number of subsistence days must be approved in advance by the receiving institution in the Mobility Agreement.
- The amount confirmed by IRO represents the maximum grant allocated for subsistence costs to be covered by the Erasmus+ programme.
- Optional excursions cannot be funded from subsistence costs.

### **4.3. Travel Costs**

- Travel costs include all expenses and all means of transport, including local transport, used from the point of departure to the destination and back.
- Travel expenses are reimbursed separately and in full, but an economical mode of transport must be used.
- The amount of travel costs is calculated using the distance calculator published on the European Commission's website.
- The amount allocated for travel costs according to the distance band is determined by the Erasmus+ Programme Guide. It is based on the distance from Brno (or another point of departure) to the destination, as calculated by the Erasmus+ Distance Calculator.
- If the staff member plans to use a green mode of transport (bus, train, shared car, bicycle), he/she may request an increased travel grant (so-called Green Erasmus) and must inform the staff mobility coordinator before signing the participant's agreement.
- The participant is entitled to an increased limit if he/she demonstrate, in the travel report, the use of environmentally friendly transport for both the outbound and return journeys (the green mode must be the main means of transport for each journey).
- In the case of using a shared car (minimum of 2 persons for both journeys – outbound and return), the participant must submit a declaration confirming the use of a sustainable mode of transport.
- When using greener transport, staff may also be granted up to 4 additional travel days. Subsistence costs will also be covered for these days, but the participant must prove that the time was actually spent travelling (e.g., receipts, tickets). The entitlement to additional travel days is assessed by the Erasmus+ staff mobility coordinator at IRO.

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## **5. Selection Process**

- The selection process for staff mobility under the Erasmus+ programme is announced once a year, usually in April or May.
- Applicants submit their applications electronically within the specified deadline, according to the information published by IRO.
- All staff members receive an email with information about the announcement of the selection process.
- All applicants are informed about the results of the selection process by email.
- An approved mobility application is binding; any changes must be reported to the staff mobility coordinator.
- The evaluation criteria are publicly available on the IRO website, and staff are informed about them in advance.

- The evaluation process consists of two parts:
  - **Faculty/Institute/Rectorate evaluation:** Maximum of 60 points. Evaluated by Vice-Deans for Internationalisation at faculties, the Director of the Institute of Lifelong Learning (ILL) for ICV, and the Vice-Rector for Internationalisation for rectorate and university-wide units.
  - **IRO evaluation:** Maximum of 40 points. Carried out by the IC, the Head of IRO, and the Erasmus+ staff mobility coordinator.
- All documents, including lists of applicants and results, are archived electronically in the MS Teams environment.

### 5.1. Evaluation Process

- IRO provides Vice-Deans for Internationalisation at individual faculties, the Director of ILL, and the Vice-Rector for Internationalisation with a list of applicants and information them on the number of allocated mobilities (STA and STT).
- The number of mobilities is distributed based on the number of faculty staff and the number of applications in previous years.
- Vice-Deans for Internationalisation, the Director of ILL, and the Vice-Rector for Internationalisation submit their scoring, which is then complemented by IRO with its part of the evaluation.
- Successful applicants are informed about the allocated mobility by email. An overview of the results is published on the IRO website and shared with the faculties

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## 6. Staff Mobility Administration

### 6.1. Before Mobility

- Completion and approval of the Mobility Agreement:
  - after the application has been evaluated, the staff member arranges his/her mobility with the host institution,
  - at least 4 weeks before the start of the mobility, the staff member contacts the Erasmus+ staff mobility coordinator by email,
  - the staff member submits the Mobility Agreement to IRO.
- Completion and approval of the Travel Order:
  - purchase of flight tickets, transport tickets, and accommodation payments can only be made after the travel order has been approved by the relevant authorities,

- once the travel order is completed and approved, travel insurance is activated for the staff member.
- Signing of the Participant's Agreement:
  - before departure, the staff member contacts the Erasmus+ staff mobility coordinator to arrange a date for signing the participant's agreement,
  - the participant's agreement must be signed at least 5 days before departure,
  - without the participant's agreement signed by all parties and approved funding (i.e., the maximum amount for subsistence and travel costs) by IRO, the mobility cannot take place and will not be reimbursed by IRO,
  - if any planned changes occur before the mobility (e.g., shortening of the stay, change of transport etc.), the staff member must sign an amendment to the participant's agreement.

## **6.2. During Mobility**

- During the stay at the host institution, the staff member follows the approved teaching/training programme and duration of the mobility.

## **6.3. After Mobility**

- The staff member must have his/her mobility confirmed by the receiving institution through the so-called Confirmation of Erasmus+ Stay. This document is issued at the end of the stay or after its completion. It includes only the dates confirming the stay at the host institution, not the travel dates
- The activities carried out must be specified for each day of the mobility.
- The number of mobility days must correspond to the number of days stated in the Mobility Agreement.
- In the case of teaching mobility, the minimum number of teaching hours is 8 hours per week, even if the mobility lasts less than one week.
- The date of signature by the host institution must not be earlier than the last day of the stay.
- The staff member must submit the original signed and confirmed Confirmation of Erasmus+ Stay to IRO no later than 10 days after returning from the mobility.
- The staff member must complete and submit the travel report in the Verso system.
- Supporting documents for accommodation and travel must be submitted during the financial settlement.
- All tickets intended for reimbursement must be submitted to the Economic Department:
  - for flight tickets, boarding passes must be provided, even if available only electronically (must be downloaded from the app, screenshot taken, etc.),

- for delayed connections/flights, proof of delay must be provided (e.g., a photo of the airport announcement, confirmation from the carrier, etc.); otherwise, it is assumed that the connection was not delayed.
- As part of the travel report, a Final Report from the business trip must be completed.
- The participant must complete and submit the travel expense report within 10 working days after the end of the stay (late submission may negatively affect the reimbursement of Erasmus+ funds).
- The participant will receive an EU Survey questionnaire from the European Commission by email, which must be completed within 30 calendar days after the end of the mobility.



## 7. Contact Details

### International Relations Office

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