Erasmus+ STAFF TRAINING

Through the Erasmus+ programme the University receives funding to support staff with training opportunities that will help them develop best practices, acquire practical skills and discover new ways of working.

HOW TO APPLY
If you are interested in applying, please send us the following documents:
• An official invitation from the host institution
• A short description of the mobility project

SELECTION
Staff members are selected by the University of Luxembourg on the basis of the application documents and available funding.

IF YOU ARE SELECTED
• The mobility and grant agreements will have to be approved and signed by the home institution and the host institution.
• You will need to fill out a request for travel approval.

AFTER YOUR RETURN
• You will need a certificate of attendance signed by the host institution.
• You should submit any original travel and accommodation documents (flight tickets, boarding passes, hotel invoices, etc.).
• You will also receive an electronic report form to complete via the Erasmus+ Mobility Tool.

WHERE CAN I GO?
You can carry out a placement in any Programme Country (excluding Luxembourg) or any Partner Country that has signed a bilateral Erasmus+ International Credit Mobility agreement.

PlANNING YOUR EXCHANGE

Erasmus+ STAFF TEACHING EXCHANGES

A teaching exchange must include at least 8 hours of teaching. It may involve workshops or courses at any level and in any area.

HOW TO APPLY
If you are interested in applying, please send us the following documents:
• An official invitation from the host institution
• A short description of the mobility project

SELECTION
The International Relations Office will check whether there is a bilateral agreement between the two universities. Staff members are selected by the University of Luxembourg on the basis of the application documents and available funding.

IF YOU ARE SELECTED
• The mobility and grant agreements will have to be approved and signed by the home institution and the host institution.
• You will need to fill out a request for travel approval.

AFTER YOUR RETURN
• You will need a certificate of attendance signed by the host institution.
• You should submit any original travel and accommodation documents (flight tickets, boarding passes, hotel invoices, etc.).
• You will also receive an electronic report form to complete via the Erasmus+ Mobility Tool.
I had the opportunity to spend some days working at the Hebrew University of Jerusalem. During my stay, I exchanged some ideas with other PhD students and professors and got some useful recommendations on how to improve my PhD project. I recommend this opportunity to everyone, as the change in working environment was very stimulating, the campus is beautiful and green and the practical organisation of the stay was very straightforward.

I participated in the International Staff Training Week for Administration Staff at the Universitat Politècnica de València. After the job shadowing sessions we had discussions in small working groups focused on different administrative tasks and topics: student services, human resources, finance and accounting, institutional communication, etc. There was also time after the workshops to socialise and to explore the campus and the city of Valencia. This international exchange allowed me to share experiences and best practices for various aspects of university support services. It was a fantastic opportunity to go abroad and see how another university deals with the same issues we are all facing.

The workshop with students on the MA in Transnational Studies in Southampton set out to engage creatively with multilingualism and identity in transcultural encounters. With eight students and colleagues, we explored how to express ideas and experiences through visual arts and digital storytelling. We shared stories and brought the objects to life by creating small animated movies. I thoroughly enjoyed this experience, which expanded my own knowledge and the expertise I have been building in this area over the past six years.

I spent a week teaching a course of statistics applied to experimental economic data for undergraduate students. The University of Rome Tor Vergata has developed "Extra Activity" courses, which allow students to acquire soft skills or to be exposed to subjects or methods that are not included in the core programme. A small group of motivated students was interested in analysing experimental economic data. I had never had the opportunity to teach this topic to this kind of audience, and the experience was very instructive, also thanks to the close collaboration with Prof. Panaccione, the lecturer in charge of the main course.

The amount you will receive depends on the distance travelled (from the UL to the host institution).

<table>
<thead>
<tr>
<th>Travel distances</th>
<th>Amount (per participant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-200km</td>
<td>€20</td>
</tr>
<tr>
<td>200-500km</td>
<td>€180</td>
</tr>
<tr>
<td>500-800km</td>
<td>€275</td>
</tr>
<tr>
<td>800-1000km</td>
<td>€360</td>
</tr>
<tr>
<td>1000-2000km</td>
<td>€530</td>
</tr>
<tr>
<td>2000-3000km</td>
<td>€820</td>
</tr>
<tr>
<td>3000km+</td>
<td>€1500</td>
</tr>
</tbody>
</table>

Please note that staff members must advance all mobility costs. They will receive their grant once all the relevant documents have been submitted to the IRO.

### CONTRIBUTION TO TRAVEL EXPENSES

<table>
<thead>
<tr>
<th>Partner Countries</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom</td>
<td>€180</td>
</tr>
<tr>
<td>Austria, Belgium, Germany, France, Greece, Italy, Cyprus, Netherlands, Spain, Malta, Portugal</td>
<td>€180</td>
</tr>
<tr>
<td>Bulgaria, Czech Republic, Latvia, Slovakia, former Yugoslav Republic of Macedonia, Hungary, Poland, Romania, Estonia, Croatia, Lithuania, Slovenia, Turkey</td>
<td>€180</td>
</tr>
</tbody>
</table>

### TESTIMONIALS

**Christina Haas, July 2018**

I had the opportunity to spend some days working at the Hebrew University of Jerusalem. During my stay, I exchanged some ideas with other PhD students and professors and got some useful recommendations on how to improve my PhD project. I recommend this opportunity to everyone, as the change in working environment was very stimulating, the campus is beautiful and green and the practical organisation of the stay was very straightforward.

**Sofia Van Herzeele, May 2018**

I participated in the International Staff Training Week for Administration Staff at the Universitat Politècnica de València. After the job shadowing sessions we had discussions in small working groups focused on different administrative tasks and topics: student services, human resources, finance and accounting, institutional communication, etc. There was also time after the workshops to socialise and to explore the campus and the city of Valencia. This international exchange allowed me to share experiences and best practices for various aspects of university support services. It was a fantastic opportunity to go abroad and see how another university deals with the same issues we are all facing.

**Gabriele Budach, November 2017**

The workshop with students on the MA in Transnational Studies in Southampton set out to engage creatively with multilingualism and identity in transcultural encounters. With eight students and colleagues, we explored how to express ideas and experiences through visual arts and digital storytelling. We shared stories and brought the objects to life by creating small animated movies. I thoroughly enjoyed this experience, which expanded my own knowledge and the expertise I have been building in this area over the past six years.

**Antonio Cosma, May 2018**

I spent a week teaching a course of statistics applied to experimental economic data for undergraduate students. The University of Rome Tor Vergata has developed "Extra Activity" courses, which allow students to acquire soft skills or to be exposed to subjects or methods that are not included in the core programme. A small group of motivated students was interested in analysing experimental economic data. I had never had the opportunity to teach this topic to this kind of audience, and the experience was very instructive, also thanks to the close collaboration with Prof. Panaccione, the lecturer in charge of the main course.

### CONTACT

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