

Erasmus+ Programme Mobility of Non-Teaching staff (STT)

Erasmus+ Programme is the 2014-2020 European programme in the field of education, training, youth and sport.

Non-Teaching Staff mobility for training occurs among higher education institutions with established Interinstitutional Agreements between them, or with companies and organizations.

Mobility periods have a duration of at least 2 days and, at the most, 2 months (excluding days travelling).

Objectives:

- Acquire specialized knowledge through experiences and best practices abroad, as well as practical skills which may be relevant to their duties and professional development;
- Help build cooperation between higher education institutions and companies;
- The mobility period at a partner company, organisation or institution, may be designated as short term posting, a work visit, a workshop, among others;

Eligible Candidates:

The action is directed to technicians and administrators with employment contract with IST, regardless of the duration.

Eligible countries:

European Union (EU) Member States

Belgium	Greece	Lithuania	Portugal
Bulgaria	Spain	Luxembourg	Romania
Czech Republic	France	Hungary	Slovenia
Denmark	Croatia	Malta	Slovakia
Germany	Italy	Netherlands	Finland
Estonia	Cyprus	Austria	Sweden
Ireland	Latvia	Poland	

Non-European Union (EU) Member States

Iceland	Iceland	Liechtenstein
Turkey	Turkey	

Eligible host institutions:

A higher education institution (HEI) from an eligible country or any public or private organization from an eligible country active in the labor market or in the fields of education, training and youth.

Scholarships:

The value of the scholarships is calculated individually, according to the [scholarship table](#).

The scholarship amount is calculated as follows:

1. The daily amount for the respective country of destination multiplied by the number of training days. Up to 2 travel days may be added if the travel takes place on the days immediately before and after the training days. Please note that weekend days cannot be counted for scholarship, except for travel days.
2. The value of the travel band, calculated according to the distance from Lisbon to the city of destination based on the [distance calculator](#) of the European Commission.

The maximum value of each scholarship is 910,00 €. This includes the cost of travel and subsistence, and no other costs are to be reimbursed.

OUTGOING**Application:**

Applications must include:

1. Completed and Erasmus mobility form;
2. The Work Program (in case it is not signed by the host institution, an email must be provided confirming the applicant's acceptance);
3. A brief description of the mission objectives and expected benefits for the home service / institution;
4. Mobility must be approved by the candidate's hierarchical superior, by signing the Personnel Form;
5. Statement of approval by the School Board / SAS / Stadium / Museums / Central Services.

Applications approved by the School Board must be sent by Mobility and International Cooperation Office to the Rectorate Mobility Office (erasmus@ulisboa.pt).

Selection process:

The Rectorate will consider the distribution of scholarships available to Schools, SAS and Central Services, taking into account all proposals submitted.

The proposals received will be considered by the Administrator and the Vice-Rector under the Erasmus + Program, who will select them according to the following criteria:

1. Relevance of the proposal to the service / institution;
2. Priority to applicants who have not yet participated in the Erasmus + Programme mobility for training action;
3. Balance between number of proposals from each School, SAS and Central Services.

For the payment of the scholarship, it will be necessary to submit the Work Program with the signature of the host institution to allow the issuance of the Erasmus + Contract by the Mobility Office. Payment of the scholarship is made after the signing of the Erasmus + contract.

At the end of the mobility period, participants must submit a document issued by the host institution confirming the mobility dates as well as a copy of the travel receipt. Participants will also need to submit the Erasmus Final Report (online), received by email.

Any change to the duration of the mobility / host institution from the period initially contracted may affect the value of the scholarship.

Participants with Special Needs may apply for an Erasmus supplementary scholarship to cover the additional costs directly related to their participation in mobility activities:

<https://www.ulisboa.pt/en/info/participants-special-needs-0>

Participants are responsible for taking the necessary steps with their Human Resources services to justify the period of absence.

INCOMING

IST welcomes the Erasmus+ training staff incoming from all the Partner Universities.

Step by step

Training staff should apply to the Erasmus+ Programme at their home institution. Deadlines and application requirements are set by the home institution which is also responsible for selecting the participants that will take part in the Erasmus+ Programme. Administrative staff that intend on carrying out an Erasmus training period must:

- Complete all the home institution's application procedures to be selected and nominated to our university;
- Contact the Mobility and International Cooperation Office to assure that it is possible be hosted at and able to train at IST;
- If the participant becomes accepted, he must fill in the Mobility Agreement, gather the needed signatures and hand it at his home institution.

Before returning to their home institution the teaching staff should ask the hosting Mobility and International Cooperation Office for a declaration of stay (pdf) which certifies their staying, mentioning the mobility dates.