

Erasmus+ Programme Teaching Staff Mobility (STA)

The Erasmus+ Programme allows teaching staff the possibility of mobility between European higher education institutions, for a teaching period, contributing for the internationalization of higher education institutions.

Objectives of Teaching Missions

- Provide professors with an opportunity for personal and professional development;
- Encourage universities to broaden and enrich the variety and content of their course offerings;
- Strengthen the links between Higher Education Institutions of different countries;
- To promote the exchange of knowledge and experiences in teaching methods.

Eligibility

Professors must be employees of the institution (need to have a contract for teaching with the institution, regardless of the type of contract and its duration);

Eligible host institutions:

Teaching missions are carried out between higher education institutions that have an interinstitutional agreement valid for the year of mobility. Teacher mobility activities are planned for specific areas of education.

Duration

They have a minimum duration of 2 days and a maximum of 2 months (excluding travel days) and require a minimum of 8 hours per week at the host institution.

OUTGOING

Applications

IST's professors interested in carrying out Erasmus mobility for teaching at a partner institution must submit their application to the Mobility and International Cooperation Office, within the deadlines established by it.

Professors should contact directly the partner institution to know the possibility of carrying out mobility for a teaching mission.

Step by step

Professors must submit the following documents to the Mobility and International Cooperation Office:

- Teacher's Form (PDF Form) completed and signed;
- Work Programme (Mobility Agreement), completed and signed by the teacher, the Erasmus Coordinator of the School and by the responsible in the host institution;

After delivery of the documentation, the Mobility Office of the Rectory will issue an Erasmus agreement, through which the Erasmus grant will be awarded (if applicable)

After returning to IST, the professor must submit documents of mobility to the Mobility and International Cooperation Office:

- Declaration of stay, proving the mobility dates and the number of hours taught;
- Copy of travel invoice or boarding tickets

In the end professors must also submit the Erasmus Teacher Report that will be sent to him by e-mail.

Grants

The concept of "Travel" encompasses all the necessary travel between IST and the host institution.

Under the Erasmus + Programme, travel costs are based on the distance in kilometres between Lisbon and the locality of the host institution. The number of kilometres relates to the Grants Chart (STA), to identify the amount of the respective travel band.

INCOMING

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

Step by step

Teaching 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.

Teaching staff that intend on carrying out an Erasmus training period must:

- Check if a valid Interinstitutional Agreement exists with IST in the relevant field of teaching and for the year during which the mobility will be carried out;
- 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.