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# GOODBYE GUIDE

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**UNIVERSITY OF APPLIED  
SCIENCES TECHNIKUM WIEN**



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# PREFACE

Dear colleagues,

Staff mobilities offer the unique chance to combine professional and personal development with the idea of life-long-learning by building and growing international networks, reflecting on internalised workflows and processes, and enhancing social and communication skills. Simultaneously, a stay at another Higher Education Institution offers the possibility to extend didactic skills, spread research and learning contents, and to create synergies in education, vocational training, employability and entrepreneurship.

The guidebook at hand intends to give you an overview about the possibilities in this regard on our Higher Education Institution. We hope this helps you to make the best of your stay in every way and we thank you for your contribution to the internationalisation of the University of Applied Sciences Technikum Wien!

**Sylvia Geyer**

Rector UAS Technikum Wien



# ERASMUS+ STAFF MOBILITY

Permanent employees as well as external lecturers of the UAS Technikum Wien, whether working in teaching, research or administration have the opportunity to apply for funding for a stay abroad for teaching or training purposes within the Erasmus+ programme.

## ➤ Funding Schemes

Eligible trips are within the following scheme:

	Staff Mobility for Training	Staff Mobility for Teaching	Combined Teaching and Training
<b>Purpose and Contents of the mobility</b>	examples: <ul style="list-style-type: none"> <li>▪ Jobshadowing</li> <li>▪ Professional Exchange</li> <li>▪ Participation in International Staff Weeks</li> <li>▪ Englisch Language Courses</li> </ul>	<ul style="list-style-type: none"> <li>▪ 8 hours of teaching at a partner institution of UAS Technikum Wien on at least 2 consecutive days</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4 hours of teaching at a partner institution of UAS Technikum Wien on at least 2 consecutive days</li> <li>▪ Additional training according to the before-mentioned scheme</li> </ul>
<b>Duration</b>	At least 2 days, maximum 2 days		
<b>Funding</b>	Depends on the duration and distance of the mobility  If the travel costs exceed the amount of funding, the degree programme, department, or faculty is responsible for the additional costs incurred.  <b>Double financing is not permitted</b> , i.e. all foreign scholarships financed by the BMBWF or other federal agencies and other grants from European Commission funds may not be received at the same time as an Erasmus+ mobility grant.  <b>Conferences cannot be funded!</b>		

Erasmus+ funded business trips are subject to the rules and regulations as any other [business trips](#)

## ➤ Checklist for your Erasmus+ Staff Mobility

### Before the mobility

1. Consultation with the supervisor and coordination with (partner) institution (duration, programme, etc.)
2. Announcement at the International Office and registration in Mobility Online:
  - [Application Form](#) for Staff Mobility for Training
  - [Application Form](#) for Staff Mobility for Teaching and Combined Stays
3. Follow the workflow in Mobility Online:
  - Upload the fully approved **business trip application**
  - Upload the signed **Mobility Agreement**
  - Upload and signed the **Grant Agreement**
4. The funded amount will be currently transferred to the cost centre from which the trip is paid. Payments of the grant to a private account are not permitted.



### Erasmus+ Special Grant

People with chronic diseases and disabilities have the possibility to apply for an Erasmus+ Special Grant as part of their staff mobility. When preparing your Erasmus+ stay, please inform us about your situation and the estimated additional costs arising from your business trip. All your information will be confidentially treated.

5. Organization of travel and accommodation. If you have any questions, please do not hesitate to contact us.
6. Before departure, it is possible to obtain information material for the partner university from the International Office.

### During the mobility

7. Have the **Confirmation of Stay** signed by the host institution
8. For those who have to keep time records:
  - Enter the entire business trip period
  - Record the travel and working time per day as usual

### After the mobility

9. Complete the **International Office's questionnaire** (Mobility Online)
10. Complete the **EU survey** (automated e-mail from the European Commission)
11. Submit your **Confirmation of Stay** to the International Office
12. Create travel expense report

# FURTHER OFFERS

## ➤ English Language Courses

English Language Course for administrative staff and service departments

Once a year the International Office organises a one-week English language course at [CES](#) Language School in Dublin, which is specially tailored to the needs of colleagues in the administrative areas of UAS Technikum Wien. The call for applications is made by the international faculty coordinators. More detailed information on the course and financing of the trip can be obtained from the International Office.

Language Schools

In addition to the language course in Dublin, individual English courses in the Erasmus+ programme countries can also be funded.

For further information please contact the International Office!

## ➤ Internationalisation @ Home

If a trip abroad is not possible for you, the International Office in cooperation with the Internal Training Department, also offers opportunities for internationalisation @ home.

International Teaching Certificate

The International Teaching Certificate helps lecturers to prepare themselves for the international everyday life at the UAS Technikum Wien. In order to receive the certificate, participation in two courses is necessary. On the one hand, the course is focused on dealing with intercultural differences during lectures and on the other hand, it aims to improve the participants' English skills. If you have any questions in this regard, the team of the Internal Training Department will be happy to help you.

Intercultural Training

As a counterpart to the International Teaching Certificate, there will be in-house intercultural training and English workshops starting in the summer semester of 2021.

Incoming Erasmus+ Staff Mobility

The UAS Technikum Wien is happy to welcome colleagues from partner universities for Erasmus+ staff mobility. This is always done in coordination with the international coordinators. The International Office signs and issues all necessary documents and coordinates the programme.

You can register for Incoming Erasmus+ Staff Mobility via Mobility Online:

Staff Mobility for Training: [German](#) and [English](#)

Staff Mobility for Teaching and Combined Stays: [German](#) and [English](#)

## ➤ Virtual Exchange

Although physical mobility is our top priority, the International Office is happy to help you initiate and organise virtual meetings with international partner institutions when travel is not possible. If you are interested, please contact us at [staff.mobility@technikum-wien.at](mailto:staff.mobility@technikum-wien.at)

## ➤ Online Resources

Further funding options

Online database for scholarships and research funding: [www.grants.at/en](http://www.grants.at/en).

The funding compass: A service of the Federal Ministry for Climate Protection, Environment, Energy, Mobility, Innovation and Technology: [www.foerderkompass.at](http://www.foerderkompass.at).

Europe-wide database for funding opportunities: [www.european-funding-guide.eu](http://www.european-funding-guide.eu).

Database for EU calls: [www.EUcalls.net](http://www.EUcalls.net).

Further information

[Business trip regulations](#) at UAS Technikum Wien.

Data base for International Staff Weeks: [imotion](#).

# TIPS AND TRICKS FOR SUSTAINABLE BUSINESS TRIPS

Sustainability and green mobility are among the most important issues of our time. As UAS Technikum Wien, we are committed to making a contribution in this area as well. In the following you will find information on how to make your stay abroad more environmentally friendly:

## ➤ In General

- Avoid air travel whenever possible.
- With good planning, trips by more environmentally friendly means of transport (train, bus, ...) is often no longer a problem.
- Take documents (such as agendas, contracts, presentations, ...) with you digitally. This saves printing costs and reduces the weight of your luggage.
- Plan trips one after the other so that you do not have to travel more often.

## ➤ For Air Travel

- Book direct flights - a large part of the emissions are caused during take-off and landing.
- Use an airline that offsets its CO2 emissions or offers the opportunity to do so directly.
- Have your tickets ready digitally instead of printing them out.
- Pay attention to little and light luggage. The heavier the aircraft, the more CO2 emissions it creates.

## ➤ On Site

- Use public transportation instead of taxis and rental cars.
- Look for accommodation near the venue.
- Consume regional and seasonal food and drinks.
- Rely on hybrid or electric cars for car rental.

Compare the CO2 footprint of different means of transport with the [mobility calculator!](#)





from right to left

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# INTERNATIONAL

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**UAS TECHNIKUM WIEN**

