

Are you an employee of SRH University Heidelberg? Then you can apply for funding for staff mobility for further education and training purposes. Possible activities include visits to International Weeks, observation, job shadowing, study visits, involvement in curriculum development, participation in workshops and seminars, and participation in language courses.

HOW TO APPLY

Getting your documents ready

Before your staff mobility (start at least 3 months beforehand)

Contact your chosen Erasmus+ partner university or other organisations, and establish whether and when your staff mobility may be possible

Tell the International Office of SRH University Heidelberg about your plans

Seek written approval of your planned journey from the President's Office and your dean or line manager (see guidelines for travel on official business). However, you must organise the actual trip (flight, accommodation, etc.) yourself without funding from Reisebüro Frentzen, because the Erasmus+ funding will be transferred to your private account. If you prefer to book through Reisebüro Frentzen, please notify our Erasmus+ Coordinator, Iris Ulbrich, in which case the fixed travel allowance will remain with SRH University Heidelberg.

Submit the following documents to the Erasmus University Coordinator Iris Ulbrich **at least 4 weeks before your planned departure**. The Erasmus funding will then be transferred within around 2 weeks.

Mobility agreement training containing your signature and a signature from the host university or other institution; the Erasmus University Coordinator, Iris Ulbrich, is responsible for signing this agreement for SRH University Heidelberg.

Erasmus Grant Agreement (grant agreement containing your data)

Approval by the President's Office and your dean or line manager

During your staff mobility

On the last day of your staff mobility, ask someone at the host institution to sign the **Confirmation Letter Training Mobility**.

After your staff mobility

Submit your **Confirmation Letter Training Mobility** to our University Coordinator Iris Ulbrich.

Complete the EU Survey (final report) as soon as you receive the request by email.

Please note: Failure to complete the above steps will result in having to return the entire Erasmus grant!



Iris Ulbrich

Erasmus und Stipendien

erasmus.hshd@srh.de

+49 6221 6799-912

Documents for your staff mobility

Erasmus+ Mobility Agreement Training

PDF (606 KB)

Erasmus+ Grant Agreement Training

PDF (715 KB)

Erasmus+ Confirmation Letter Training Mobility

PDF (95 KB)

Declaration of honour for Green Travel

PDF (170 KB)

GOOD TO KNOW

FAQ

What purposes can I apply for?

What kind of Education and Training Institutions are eligible for the programme?

Who can apply for this Erasmus+ Programme?

All about your studies

Our university

Your contact at SRH University Heidelberg

info.hshd@srh.de

+49 6221 6799-000

SRH Universities

study@srh.de

+49 6221 6799-000

contact via WhatsApp

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