



FOR OUTGOING STAFF AND STUDENTS OF PMU



PARACELSUS
MEDICAL
UNIVERSITY

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ERASMUS+ MOBILITY

STUDENTS AND
RECENT GRADUATES



INTERNSHIPS
SHORT-TERM MOBILITIES

UNIVERSITY STAFF
(TEACHERS,
RESEARCHERS,
ADMINISTRATION/
SERVICES)



TEACHING MOBILITY
TRAINING MOBILITY



STUDENTS AND RECENT GRADUATES

PMU students are highly encouraged to participate in mobility activities, whether for studies, research internship or practical internship. Students are advised to discuss their interests with their respective study organization units at least a year prior to their planned mobility period.

An internship abroad supports, among other things, the acquisition of social, professional and methodological skills, as well as the development of global citizenship, building international network and broadening horizons.

INTERNSHIPS-LONG TERM MOBILITY

RESEARCH OR CLINICAL INTERNSHIPS

- **Duration of min. 2 up to a max. of 12 full continuous months per study cycle (Bachelor, Master, PhD).**
- Recognition of the learning outcomes (either as part of the curriculum or through the Diploma Supplement).
- Completion of all necessary application documents.
- Participation in a free online language course (OLS).
- Completion of the participant report at the end of the stay.

- Mobility outside the EU (ex. UK, Switzerland): there are only max. 2 places available; new places will open in 2026.

NOT eligible

- Mobility in Austria
- Mobility in Nuremberg Campus, at the Nuremberg Clinic and/or SALK
- Stay in the institutions of the European Commission
- Stay in the country of residence during studies

For non-Austrian students, mobility in the home city or region is not eligible for funding and mobility in your country of citizenship will be given the least priority in funding allocation. This means that funding depends on the budget and destination of mobility.

WHO CAN APPLY

- All active PMU students in the Bachelor, Master, and PhD programs and recent graduates.
- Grant application must be submitted during the studies (before graduation).
- Graduates must not be enrolled in further studies in any institution.
- Internship must be completed within one year after graduation.

APPLICATION CRITERIA

- Students must be enrolled at the PMU.
- Internship must be relevant to the study program.
- Internship must be located within the EU program countries (NB: UK and Switzerland are not part of the EU).

WHERE CAN MOBILITY TAKE PLACE?

- In the industry (e.g., companies, organizations, research institutions) or at a partner university in the 26 EU member states including their overseas countries and territories, Norway, Iceland, Liechtenstein, the Republic of Northern Macedonia, Serbia, and Turkey.
- Mobility to one host institution.

APPLICATION PROCESS

- Students are responsible for finding and organizing their internship.
- Students must register in MS Teams under "Student Mobility".
- For further details about the application process, please contact us at international.office@pmu.ac.at.



ERASMUS+ GRANT AMOUNTS FOR INTERNSHIPS 2024/2025

Destination countries	Amount per month / per participant
Denmark, Belgium, Germany, Finland, France, Iceland, Ireland, Luxembourg, Sweden, Liechtenstein, Norway, Italy	670 EUR
Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	620 EUR

NEW from academic year 2024: Travel expenses: All Erasmus+ students receive a one-time travel grant, which is calculated as a lump sum based on the distance between Campus Salzburg / Campus Nuremberg and destination. The distance band is calculated according to the distance calculator.

ERASMUS+ TRAVEL GRANT AMOUNTS 2024/2025

Distance calculator: <https://erasmus-plus.ec.europa.eu/de/node/2626>

Distance	Environmentally friendly travelling One-off grant per participant in euros	Non-environmentally friendly travel One-off subsidy per participant in euros
Between 10 and 99 KM	56 EUR	28 EUR
Between 100 and 499 KM	285 EUR	211 EUR
Between 500 and 1999 KM	417 EUR	309 EUR
Between 2000 and 2999 KM	535 EUR	395 EUR
Between 3000 and 3999 KM	785 EUR	580 EUR
Between 4000 and 7999 KM	1188 EUR	1188 EUR
8000 KM and more	1735 EUR	1735 EUR

POSSIBLE TOP-UPS (IF APPLICABLE):

Top up for students with fewer opportunities: grant amount of 250 EUR per month for participants who:

- have physical disabilities or impairments.
- have chronic illness, if this results in increased financial expenses in the destination or receiving country.
- must take their children with them during the mobility.

ERASMUS+ SHORT-TERM MOBILITY

STUDY, RESEARCH, OR CLINICAL MOBILITY

- **Erasmus+ supports travel and subsistence costs for short-term mobility of minimum 5 and maximum 30 continuous days.**
- For students in bachelor and master programs only: the short-term mobility must be combined with virtual components (online learning before and after the physical mobility). The virtual components must be a part of the program offered by the host institution.
- **For PhD students only: the virtual component is optional.**
- Students must gain a minimum of 3 ECTS for the short-term mobility.
- The learning outcomes must be recognized and recorded (either in the Diploma Supplement or transcript of record).
- All mobilities funded through Erasmus+ will count towards the 12-month time quota per study cycle.

WHO CAN APPLY

- All active PMU students in the bachelor, master and PhD programs.
- Mobility in Austria, in the home country or country of residence of the participants during studies cannot be funded.

APPLICATION CRITERIA

- Students must be enrolled at the PMU.
- Internship must be relevant to the study program.
- Internship must be located within the EU program countries (NB: UK and Switzerland are not part of the EU).

WHERE CAN MOBILITY TAKE PLACE?

- In the industry (e.g., companies, organizations, research institutions) or at a partner university in the 26 EU member states including their overseas countries and territories, Norway, Iceland, Liechtenstein, the Republic of Northern Macedonia, Serbia, and Turkey.
- Universities must have been awarded the Erasmus+ Charter and have an inter-institutional agreement (IIA) with the PMU.
- At one host institution.

APPLICATION PROCESS

- Please register your interest in the Excel list in MS Teams "Studierendenmobilität Erasmus+ Förderung".
- Links and documents are available at <https://international.pmu.ac.at>.
- For further details about the application process, please contact us (international.office@pmu.ac.at).

ERASMUS+ GRANT AMOUNTS FOR SHORT-TERM MOBILITY 2024/2025

Duration of the mobility	Grant amount per day / per participant
up to 14 days	79,00 EUR
from the 15th to the 30th day	56,00 EUR

NEW from academic year 2024: Travel expenses: All Erasmus+ students receive a one-time travel grant, which is calculated as a lump sum based on the distance between Campus Salzburg / Campus Nuremberg and destination. The distance band is calculated according to the distance calculator.

ERASMUS+ TRAVEL GRANT AMOUNTS 2024/2025

Distance calculator: <https://erasmus-plus.ec.europa.eu/de/node/2626>

Distance	Environmentally friendly travelling One-off grant per participant in euros	Non-environmentally friendly travel One-off subsidy per participant in euros
Between 10 and 99 KM	56 EUR	28 EUR
Between 100 and 499 KM	285 EUR	211 EUR
Between 500 and 1999 KM	417 EUR	309 EUR
Between 2000 and 2999 KM	535 EUR	395 EUR
Between 3000 and 3999 KM	785 EUR	580 EUR
Between 4000 and 7999 KM	1188 EUR	1188 EUR
8000 KM and more	1735 EUR	1735 EUR

TOP-UPS (IF APPLICABLE):

Top up for students with fewer opportunities for participants who:

- have physical disabilities or impairments
- have chronic illness, if this results in increased financial expenses in the destination or receiving country
- must take their children with them during the mobility.

Duration of the mobility	One - time top - up for students with fewer opportunities
up to 14 days	100,00 EUR
from the 15th to the 30th day	150,00 EUR

Inclusion support (if necessary):

- Additional financial support for those who receive the top-up for students with fewer opportunities.
- To cover additional costs which arise during their mobility and cannot be covered by the top up for students with fewer opportunities.
- Based on the real costs incurred during the mobility.
- Participants must apply separately for inclusion support prior to the mobility to the Austrian National Agency through the PMU International Office.

As a general rule, participants traveling less than 500 km should use environmentally friendly low-emission means of transport (e.g. bicycle, bus, 2nd class train or carpool if 2 or more PMU students are travelling to the same internship location).

Environmentally friendly travel grant only applies if more than half of the journey is made by a lower-emission means of transport. Proofs (copies of tickets) are required.


REQUIRED DOCUMENTS

LEARNING AGREEMENT

The Learning Agreement is a document through which all three parties (you, your home university, and the host university) come to a consensus regarding your plan for the exchange period. To finalize the agreement, it should be filled out in Word, printed, signed, and then scanned before being sent to the host university.

- Required documents can be downloaded from the IO website: international.pmu.ac.at > Student Mobility

BEFORE THE MOBILITY



Learning Agreement

Student Mobility for Traineeships

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Gender [Male/Female/ Undefined]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
			ASALZBUR19			Kontaktperson im Studiengang / Studiengangsleiter*in. Diese Person muss das LA auch unterschreiben.	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Example of sufficient Learning Agreement before the mobility:

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the physical mobility: from [month/year] ██████████	
Traineeship title: Analysis of the dopamine system in Line 61 mice after Montelukast treatment via immunohistochemistry	Number of working hours per week: 40
Detailed programme of the traineeship: Within the 3 weeks of the stay, the trainee will plan and conduct an immunohistochemistry experiment. This experiment will be performed on brain tissue sections of study mice from the trainee's PhD project (total n=20; 5 compound treated transgenic mice, 5 vehicle-treated transgenic mice, 5 compound treated non transgenic littermates and 5 vehicle treated non transgenic littermates). The brain section samples have already been prepared for the analysis at the sending institution and will be brought along to the receiving organisation. At the receiving institution the trainee will be trained to follow the laboratory's immunohistochemistry staining protocol and will afterwards perform the experiment autonomously. In detail, the experiment comprises the assessment of the expression of dopamine markers [tyrosine hydroxylase (TH), dopamine transporter (DAT) and dopamine and adenosine 3',5' monophosphate regulated phosphoprotein of 32 kDa (DARPP 32)] in the brains of the study animals with the aim of determining whether the expression of dopaminergic system changed after the treatment with an anti inflammatory compound (Montelukast). Together with the preceding training, it will be feasible to complete the planned analysis within 3 weeks. In addition, the trainee will attend two thesis defences taking place at the receiving organisation on the 11th and 13th of May.	
Traineeship in digital skills⁸: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): The trainee is expected to gain a fundamental understanding of the dopaminergic signaling pathways in physiological and pathological conditions and will acquire practical experience in performing an immunohistochemical analysis of the dopamine system in mice. The trainee will be able to strengthen her organisational, analytic and teamwork competences and research skills. Furthermore, the traineeship allows the trainee to improve her language skills and to gain insight into the ██████████ culture.	
Monitoring plan: The trainee will receive supervision from an internal mentor who she will be able to consult in case of arising questions or problems. In addition, meetings between the trainee, the sending institution and the receiving organisation will be held on a regular basis to keep everyone up-to date and for tracking and discussing the progress of the experiment.	
Evaluation plan: The assessment of the trainee will be based on the trainee's personal initiative, strategic organisational skills and performance during the implementation of the experiment. The quality of the execution of the project should allow for the possible publication of the results in a suitable peer reviewed journal.	

Table A - Traineeship Programme at the Receiving Organisation/Enterprise	
Planned period of the physical mobility: from [month/year] 01/23 to [month/year] 05/23	
Traineeship title: Spray drying of CRISPR/Cas9-loaded Lipid Nanoparticles	Number of working hours per week: 40
Detailed programme of the traineeship: Week 1-4: Introduction to lipid nanoparticles production and to spray drying. Introduction to cell culture work (cell cultivation, cell seeding, cell transfection, flow cytometry). Week 5-9: Physicochemical characterization of nanoparticles using DLS, RiboGreen Assay. Physicochemical characterization of microparticles using DLS, Karl-Fisher Titration, RNA-quantification assay, NGI measurement, DSC. Week 10-16: <i>In vitro</i> experiments examining cell uptake and gene silencing of LNPs/spray dried LNPs.	
Traineeship in digital skills ⁹ : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes): Preparation of CRISPR/Cas9-loaded lipid nanoparticles using Microfluidics approach, handling of Büchi B290 spray drying tower, spray drying of lipid based nanoparticles, spray drying of different sugar (-alcohols), expertise in dynamic light scattering (DLS), Karl-Fisher titration, Next generation impactor (NGI), differential scanning calorimetry (DSC), RNA quantification assays, cell culture experience in 2D culture models, flow cytometry and soft and foreign language skills, teamwork, initiative, adaptability.	
Monitoring plan: The trainee will be mentored by Dr. Simone Carneiro (Postdoc). Additionally, a PhD student with some expertise in spray drying will be available on a daily basis for hands-on support in the lab. Prof. Merkel meets monthly with all students in individual one-on-one meetings where results will be discussed, interpreted, and new strategies for the work plan will be developed. The trainee will participate in our weekly group meetings where administrative items are discussed as well as scientific presentations and journal articles are discussed. She will participate in our weekly PhD student seminar and our monthly journal club.	
Evaluation plan: The trainee will be assessed on his practical skills, learning ability, communication, motivation and perseverance.	
The level of language competence ⁹ in English [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input checked="" type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>	

To ensure accuracy and alignment with academic requirements, the Learning Agreement must be thoroughly filled out, especially programme of the traineeship and insurance information. Equally important is obtaining the signatures of respective members, including department heads and supervisors from the host institution. Once the Learning Agreement is duly signed, the International Office (IO) can initiate the subsequent steps, preparing the Grant Agreement.

DURING THE MOBILITY

During the Mobility	
Diesen Teil bitte nur ausfüllen, wenn sich etwas an beschriebenen Daten ändert. Das beeinflusst die Mobilität und Learning Outcomes.	
Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)	
Planned period of the mobility: from [day/month/year] till [day/month/year] If applicable, planned period(s) of the virtual mobility: from [day/month/year] to [day/month/year]	
Traineeship title: ...	Number of working hours per week: ...

2

Detailed programme of the traineeship period:
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
Monitoring plan:
Evaluation plan:

AFTER THE MOBILITY

Completing the learning agreement section after the mobility is crucial as it serves as a formal documentation of the traineeship undertaken, providing an essential certificate that validates and recognizes the skills and knowledge acquired during the mobility period.

Hier wird Ihre Lernleistung nach Ihrer Mobilität bestätigt.
Bitte von Betreuer*in in der Gastinstitution am Ende der Mobilität (vor der Abreise) unterschreiben lassen.

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] to [day/month/year] Start date and end date of physical mobility: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:

STUDENT DATA SHEET

Datenblatt für Erasmus+ Förderung

Daten zur Person

Name und Vorname: _____

Geburtsdatum (dd/mm/yyyy): _____

Adresse: _____

Telefonnr.: _____

PMU-Email
 adresse: _____

Studienzyklus: 1st (BSc) 2nd (MSc) 3rd (PhD) Diplom

Studien- 0912 Medizin 0913 Pflege 0916 Pharmazie

GRANT AGREEMENT

The Grant Agreement is concluded between the sending university and students (Grant Agreement for Erasmus+ studies) or university staff (Grant Agreement for Erasmus+ staff mobility for teaching and training) before the start of the stay abroad. It forms the contractual and financial basis for the stay abroad and must therefore be submitted to the university in the original.

AGREEMENT – ERASMUS+ - MOBILITY OF INDIVIDUALS

Project code: [2023-1-AT01-KA131-HED-000119966]

Field: Higher Education

Academic year: 2023/2024

Erasmus+ mobility ID number: A SALZBUR19

PREAMBLE

This Agreement ('the Agreement') is between the following parties:

on the one part,

the Organisation ('the organisation'),

Paracelsus Medical University

Address: Strubergasse 21, A-5020 Salzburg

Email: international.office@pmu.ac.at

represented for the purposes of signature of this agreement by Dr. Rosalyn Eder

and

on the other part,

the 'participant'

The Grant Agreement must be diligently completed to ensure accurate and efficient processing. It is crucial to provide comprehensive information and details regarding the nature of the project, its objectives, and the expected outcomes. Additionally, special attention should be given to specifying any specialities, such as the green travel top-up.

The terms set out in the Terms and Conditions will take precedence over those set out in the annex.

Total amount includes **[delete non-applicable options]**:

- Base amount for individual support for long-term physical mobility
- Base amount for individual support for short-term physical mobility
- Top-up amount for students and recent graduates with fewer opportunities on long-term mobility
- Top-up amount for students and recent graduates with fewer opportunities on short-term mobility
- Top-up amount for traineeships **[not applicable to KA171 mobility]**
- Top-up amount for green travel to individual support **[not applicable to KA171 mobility]**
- Travel support (standard travel or green travel amount)
- Travel days (additional individual support days)
- Exceptional cost for expensive travel (based on real costs) **[not applicable to KA171 mobility]**
- Inclusion support (based on real costs)

The participant receives **[choose one]**:

- a financial support from Erasmus+ EU funds and funds from the Austrian Ministry of Education, Science and Research
- a zero-grant
- a partial financial support from Erasmus+ EU funds and funds from the Austrian Ministry of Education, Science and Research for part of the physical duration **[not applicable to KA171 mobility]**

CHECKLIST for STUDENTS

BEFORE THE MOBILITY :

- I have attended an Info-session from the International Office to learn more about studying abroad and funding opportunities.
- I have thoroughly informed myself about the host institution which I want to apply at.
- I am registered on the MS Teams Excel list for "student mobility/ Erasmus+ grants" (I considered the guidelines for Erasmus+ grants).
- I applied at a host institution for an Internship.
- I have the commitment for an Erasmus+ internship from my host institution.
- The Learning Agreement for Traineeship is completed and contains the information from about my Host institution Degree program.
- I have send it to the International Office (IO) via Mail. I have also send a Scan from my Passport via Mail (required for my 1st mobility).
- I have completed, signed, and sent the Grant Agreement to the IO.
- I informed myself thoroughly about the visa and residence requirements of the host country. Among other things, I prepared all documents.
- I have arranged for my travel and accommodation for my stay abroad.
- I have an insurance for my stay abroad (Health-, accident-, and liability insurances).
- I have completed the OLS (online linguistic support) and assessment.
- I know who to contact in case of emergencies and any administrative or academic issues.
- I keep in mind that possible changes regarding my Learning Agreement for traineeship needs to be documented, approved and signed by my supervisor at the host institution and at the PMU.
- I have also informed the International Office of any changes, especially as regards the date of my traineeship

DOCUMENTS:

- Learning Agreement (complete)
- Student data sheet
- Passport scan
- Grant Agreement
- My current vaccination passport
- Documents for entry and residence requirements of the host country (such as valid passport, ID card,...)

AFTER RETURN:

- EU Survey (caution: external email)
- Confirmation of the stay or the traineeship certificate (inside the Learning Agreement)
- Email feedback + photos to OI

STAFF MOBILITY

The PMU as a learning institution recognizes the immense value of staff mobility in fostering collaboration and innovation, and in strengthening partnerships. Colleagues are highly advised to contact first the potential receiving department or institution prior to submitting their application for staff mobility.

STAFF MOBILITY FOR TRAINING

- Application is ongoing, but must be submitted at least 3 months before the mobility.
- **Duration of the mobility: at least 2 to maximum 5 days to one host institution (without interruption).**
- The travel days are not included in the duration of the mobility. A time gap between the travel days and the mobility is only permitted in exceptional cases and must be discussed with the International Office.
- The grant cannot be awarded retroactively.
- One mobility per person and year (second mobility only possible with prior agreement of the International Office).

WHO IS ELIGIBLE?

- All staff under contract with the PMU Private Foundation, Nuremberg Medical School, PMU Science Applications, PMU Innovations and PMU Service.
- Teaching staff from PMU University Hospital, provided that the mobility takes place in the semester in which they are teaching and their name appears in the course catalog (or a similar document).

WHERE CAN THE MOBILITY TAKE PLACE?

- In companies, organizations, research institutions, or higher education institutions that hold the ECHE (Erasmus+ Charter), and which are registered, recognized and located in the 26 EU Member States including their overseas countries and territories, Norway, Iceland, Liechtenstein, the Republic of Northern Macedonia, Serbia, and Turkey.
- Receiving higher education institutions must hold a valid Erasmus+ Charter (ECHE).
- Mobility in the country of origin is generally allowed but has the lowest priority in the selection process.
- Mobility in the country of residence of the participant is not eligible.
- As PMU is an Austrian university, mobility to/within Austria is not eligible.
- Mobility in Campus Nuremberg for PMU staff in Salzburg is not eligible.
- The registration form (Meldezettel) in Austria/Germany is valid as proof.

WHAT IS FUNDED?

- Part of travel and accommodation expenses is funded.
- The following are considered training activities: short periods of collaboration, job shadowing schemes, study visits, workshops, language courses, participation in intensive programs, traditional training courses, partnership or project initiations, project reviews.
- Attendance at conferences is not eligible for funding.
- Erasmus+ mobility for participation in EU funded projects is not permitted (double financing).

APPLICATION PROCESS

- For application, please contact international.office@pmu.ac.at.
- If your mobility meets the criteria for Erasmus+ funding and your application has been approved, please send required documents to international office email address.

STAFF MOBILITY FOR TEACHING

- Application is on-going, but must be submitted at least 3 months before the mobility.
- **Duration of the mobility: at least 2 to maximum 5 days to one host institution (without interruption).**
- The travel days are not included in the duration of the mobility. A time gap between the travel days and the mobility is only permitted in exceptional cases and must be discussed with the International Office.
- The grant cannot be awarded retroactively.

WHO IS ELIGIBLE?

- All teaching staff under contract with the PMU Private Foundation, Nuremberg Medical School, PMU Science Applications, PMU Innovations, and PMU Service.
- All research and administrative staff under contract with the PMU Private Foundation, Nuremberg Medical School, PMU Science Applications, PMU Innovations, and PMU Service, and who have been invited to teach/give a guest lecture/workshop at a partner higher education institution.
- Teaching staff from PMU University Hospital, provided that the mobility takes place in the semester in which they are teaching and their name appears in the course catalogue (or a similar document).
- One mobility per person and year (the second mobility only possible with prior agreement of the International Office).

APPLICATION PROCESS

- For application, please contact international.office@pmu.ac.at.
- Further information and documents are available at <https://international.pmu.ac.at>.

WHERE CAN THE MOBILITY TAKE PLACE?

- In partner higher education institutions that hold the ECHE (Erasmus+ Charter) and are registered, recognized and located in the 26 EU Member States including their overseas countries and territories, Norway, Iceland, Liechtenstein, the Republic of Northern Macedonia, Serbia and Turkey.
- A valid Erasmus+ Bilateral Agreement between PMU and the partner university is a basic requirement for the Erasmus+ grant.
- Mobility in the country of origin is generally allowed but has the lowest priority in the selection process.
- Mobility in the country of residence of the participant is not eligible.
- As PMU is an Austrian university, mobility to/within Austria is not eligible.

WHAT IS FUNDED?

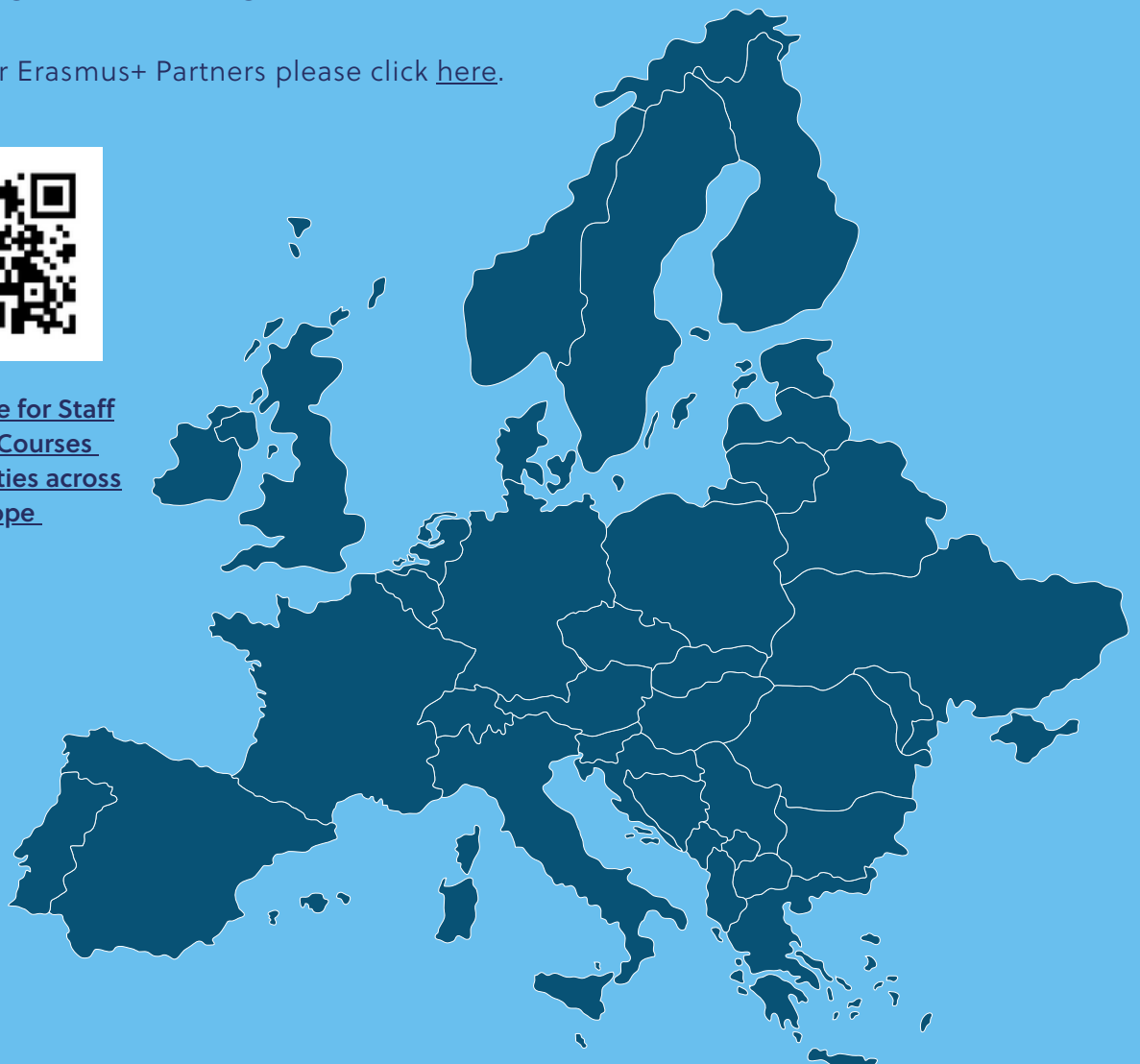
- Part of travel and subsistence expenses can be funded if teachers spend at least 8 hours per week (or 8 hours for shorter stays) teaching at a partner university with ECHE within the EU.

ERASMUS+ PARTNERS

To check our Erasmus+ Partners please click [here](#).



[Check here for Staff Training Courses at Universities across Europe](#)



ERASMUS+ TRAVEL GRANT AMOUNTS 2024/2025

Distance	Non-green travel	Green travel
Between 0 and 99 KM	28 EUR	56 EUR
Between 100 and 499 KM	211 EUR	285 EUR
Between 500 and 1999 KM	309 EUR	417 EUR
Between 2000 and 2999 KM	395 EUR	535 EUR
Between 3000 and 3999 KM	580 EUR	785 EUR
Between 4000 and 7999 KM	1188 EUR	1188 EUR
8000 KM and more	1735 EUR	1735 EUR

Nota bene: The "distance" corresponds to the distance between the place of origin and the destination, while the "amount" covers the contribution for the journey to and from the destination. The one-time "Green travel" subsidy applies to the use of the following main means of transport for the journey from Salzburg or Nuremberg to the destination: bus, train (applies only to 2nd class) or carpool (if participants are travelling to the same partner university).

ERASMUS+ SUBSISTENCE GRANT AMOUNTS 2024/2025

Receiving country	Amount per day
Belgium, Denmark, Germany, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden	152 EUR
Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Czech Republic, Cyprus	136 EUR
Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia, Turkey	128 EUR

Covers lodging (including breakfast), use of public transportation at the event site, and applicable foreign travel expenses exempt from payroll taxes per federal business travel regulations.

Distance calculator: <https://erasmus-plus.ec.europa.eu/de/node/2626>

REQUIRED DOCUMENTS

APPLICATION FORM

Application for Erasmus+ Staff Mobility			
Applicant			
Last name:	<input type="text"/>	First name:	<input type="text"/>
Social Security No.:	<input type="text"/>	Academic Degree:	<input type="text"/>
Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Diverse
	<input type="checkbox"/> do not want to provide information		
Nationality:	<input type="text"/>		
Date of birth	<input type="text"/>		
Address of main resi- dence:	<input type="text"/>		

MOBILITY AGREEMENT

The agreement outlines the elements of the educational or training period overseas and underscores the shared responsibility for the quality of the mobility experience, involving both the sending institution/organization and the receiving institution/organization. Signatures from all parties are needed.

TEACHING

Erasmus+ Mobility Agreement Staff Mobility For Teaching¹

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

TRAINING

Erasmus+ Mobility Agreement Staff Mobility For Training¹

Planned period of the physical mobility: from [day/month/year] to [day/month/year]

Duration (days) – excluding travel days:

If applicable, planned period of the virtual component: from [day/month/year] to [day/month/year]

GRANT AGREEMENT

The Grant Agreement is concluded between the sending university and students (Grant Agreement for Erasmus+ studies) or university staff (Grant Agreement for Erasmus+ staff mobility for teaching and training) before the start of the stay abroad. It forms the contractual and financial basis for the stay abroad and must therefore be submitted to the university in the original. It is crucial to provide comprehensive information and details regarding the nature of the project, its objectives, and the expected outcomes. Additionally, special attention should be given to specifying any specialities, such as the need for a green travel top-up.

Bereich: Hochschulbildung

Studienjahr: 2023/2024

Kennnummer der Erasmus+ Mobilität: n/a

PRÄAMBEL

Diese **Zuschussvereinbarung** (im Folgenden „Vereinbarung“) wird **zwischen** den folgenden Vertragsparteien geschlossen:

einerseits,

der **Organisation** (im Folgenden „Organisation“),

Paracelsus Medizinische Privatuniversität

Adresse: Strubergasse 21, 5020 Salzburg

E-Mail-Adresse: international.office@pmu.ac.at

zur Unterzeichnung dieser Vereinbarung vertreten durch [Dr.in Rosalyn Eder]

und

andererseits,

dem/der „**Teilnehmenden**“

[Vorname und Familienname]

Geburtsdatum:

Adresse: [vollständige offizielle Anschrift]

Telefonnummer:

E-Mail-Adresse:

CONFIRMATION LETTER

ERASMUS+

Letter of Confirmation for Staff Mobility for Teaching/Training
Academic Year 20_{xxxx}/20_{xxxx}

- [Required documents can be downloaded from the IO website: international.pmu.ac.at](https://international.pmu.ac.at)
> [Staff Mobility](#)

TRAVEL EXPENSE REPORT

After your mobility you will need to fill out travel expense report (received from IO). At the beginning fill out your name and the purpose of the mobility (Erasmus + Staff mobility for Training/Teaching).

Familienname / Vorname		Name Beifahrer 1		Kostenstelle	
KFZ-Kennzeichen		Name Beifahrer 2		Abrechnungsdatum	
		Name Beifahrer 3			
Zweck der Reise	Ersasmus+ Staff Mobility for Training	Name Beifahrer 4			

Kilometergeldabrechnung								Konto: 7345		
Datum	Fahrtziel	Zweck der Reise	Anzahl Beifahre	Kilometerstand Abfahrt	Kilometerstand Rückkehr	gefahrte Kilometer	Betrag Kilometergeld	KST		
						-	-			
						-	-			
						-	-			
						-	-			
						-	-			
KILOMETERGELD GESAMT							-	-		

Kilometergeld darf verrechnet werden, wenn man für einen betrieblichen Zweck Fahrten mit dem privaten PKW verrichtet.

Das amtliche Kilometergeld beinhaltet Parkgebühren, Mautgebühren, Vignette sowie sämtliche Betriebskosten des KFZ.

Aktueller Satz: € 0,42 pro gefahrenem Kilometer, für jede mitbeförderte Person können zusätzlich € 0,05 verrechnet werden.

Mileage allowance (kilometergeldbrechnung) may be charged if you travel by private car for a business purpose. The official mileage allowance includes parking fees, toll charges, vignette and all operating costs of the vehicle.

Diäten:												
Datum	Uhrzeit Reisebeginn	Uhrzeit Reiseende	angefangene Stunden	Stunden gerundet	amtl. Satz ganzer Tag	Ziel	12/24 Std.	Kürzg. Mittagessen	Kürzg. Abendessen	Tagesgeld		
25/09/2023	05:00 Uhr	18:00 Uhr	13:00	13	42,90		12			46,48	42,90	####
26/09/2023	08:00 Uhr	17:00 Uhr	09:00	9	42,90		12			32,18	32,18	####
27/09/2023	08:00 Uhr	17:00 Uhr	09:00	9	42,90		12			32,18	32,18	####
28/09/2023	08:00 Uhr	17:00 Uhr	09:00	9	42,90		12			32,18	32,18	####
			00:00	0			12			0,00	0,00	-
			00:00	0			12			0,00	0,00	-
			00:00	0			12			0,00	0,00	-
DIÄTEN GESAMT											139,43	

In the "Diäten" part please write your working days and hours, together with "amtl.Satz ganzer Tag" which can be found based on your mobility destination in Sharepoint --> Rechnungswesen --> Reisekosten --> Auslandsreisenkosten.

Barauslagen betreffend einer Dienstreise:				
Belegnr	Datum	Rechnungsaussteller	Verwendungszweck	Rechnungsbetrag BRUTTO
1	25/09/2023	Comfort Hotel Bodo	Übernachtung	300,87
2	12/04/2023	GOTOGATE	Flug Wien-Bodo-Wien	456,95
3	25/09/2023	ÖBB	Zug Graz-Wien	44,90
4	25/09/2023	ÖBB	Zug Wien-Graz	24,90
5				
6				
7				
8				
9				

Under "Dienstreise" please fill out your travel and accomodation expenses (provide also original receipts and invoices to the IO).

Belege bitte ausschließlich im Original beilegen! Kopien können nicht berücksichtigt werden.

Unterschrift Mitarbeitende		Abrechnungsbetrag gesamt	967,05
0	00/01/1900		

After the travel expense report is filled out, please sign it and send it back to the IO.

CHECKLIST for STAFF

BEFORE THE MOBILITY :

- Submit application to OI via email (documents for download at <https://international.pmu.ac.at/>).
- Register the travel in the BMD Zeiterfassungssystem as staff mobility (Personalmobilität).
- Request and collect the document A1 - Entsendebescheinigung from the Human Resources Department (at least 2 weeks before the mobility).
- For Researchers: obtain relevant information on import of samples for research and diagnostic purposes.
- Complete, sign, and submit the Grant Agreement in original to IO.

DURING THE MOBILITY :

- Upon Arrival: Confirm arrival at the host institution via email to IO.
- Carry the document A 1 - Entsendebescheinigung throughout the stay.
- Before departure: collect the completed and signed Erasmus+ confirmation letter from the host institution.

AFTER THE MOBILITY:

- Submit a travel expense report to the IO (+ original invoices and receipts).
- Submit Erasmus+ Confirmation Letter via Email to IO.
- Complete EU Survey sent by the European Commission (caution: external Email).
- Email feedback and photos to IO.

DOCUMENTS:

- PMU Application Form
- Mobility Agreement for Training or Teaching
- Grant Agreement
- A 1 - Entsendebescheinigung
- Booking for hotel and flights/public transportation
- Erasmus+ Confirmation Letter
- Travel Expense Report
- EU Survey (caution: external email)
- Email feedback + photos to OI

WHY IS MOBILITY IMPORTANT?

- Erasmus will not just broaden your academic horizons but also enrich your life with diverse cultures, friendships, and unforgettable experiences.
- Erasmus is about discovering your potential beyond borders. Embrace the challenges, for they are the stepping stones to your success.
- An internship abroad supports, among other things, the acquisition of social, professional and methodological skills, as well as the development of global citizenship, building international network and broadening horizons.
- Mobility programs facilitate the creation of international networks among students, staff, and institutions. These connections can lead to collaborative research, joint projects, and valuable professional relationships.
- Mobility programs promote the exchange of ideas and knowledge. Staff mobility, in particular, allows the transfer of expertise, best practices, and innovative teaching methods between institutions, leading to continuous improvement in educational quality.



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