

## Staff Mobility for Teaching (STA) Invited Staff from Enterprises Application for an ERASMUS+ Grant

### Inviting Professor at RWU

Name:	
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### Invited Lecturer

Name:	
Email Address:	
Postal Address:	
Bank Account (IBAN):	
Name & Address of Enterprise:	

### Teaching Mobility at RWU

Arrival day:		First day of teaching:	
Departure day:		Last day of teaching:	
Number of teaching days:		If applicable, number of days without teaching:	
Number of teaching hours:			

The ERASMUS grant will be calculated on basis of the information given here. The identical information must be given in the Mobility Agreement and the Letter of Confirmation. In case of changes they have to be communicated to Ms Lauer without delay. If necessary, the grant will be re-calculated.

### Attachments to be submitted with this application

	Mobility Agreement	The Mobility Agreement has to be filled out completely and signed by the lecturer, a representative of the enterprise and the inviting professor. Scans are accepted.
	Invitation letter	Scan/copy of invitation letter

**Further steps in case of approval:**

1. By regular post, two copies of the Grant Agreement are sent to the invited lecturer. He/she has to countersign one copy and return it by regular post to:

Hochschule Ravensburg-Weingarten.  
Ms Christine Lauer, Advisor for Staff Mobility  
P.O. Box 3022  
D-88216 Weingarten, Germany

2. By email, the Letter of Confirmation form is sent to the inviting professor who has to fill in, print and sign it at the end of the lecturer's stay and return it to Ms Lauer.
3. After his/her stay, the invited lecturer is required to fill in the online EU-Survey within 30 days.
4. As soon as steps 2 and 3 are done, Ms Lauer will order the ERASMUS+ grant transfer to the lecturer's account.

**Should you have any queries, please contact**

Ms Christine Lauer, Advisor for Staff Mobility

E-Mail: [christine.lauer@rwu.de](mailto:christine.lauer@rwu.de)

Phone: +49 751 501-9659

Office: H 040 (in building H = main building)