**Application for an Erasmus + KA 107 Staff Scholarship**

**from and to Technische Universität Berlin**

For applying for an Erasmus+ KA 107 staff mobility scholarship from or to Technische Universität (TU) Berlin you need to hand in the following documents:

* Application form, filled in (see page 2)
* Terms and conditions for an Erasmus+ KA 107 scholarship from/to TU Berlin, signed (see page 3)
* Proof of being staff member at partner university/ TU Berlin
* Motivation Letter (one page)
* CV
* Copy of passport – page with personal data (if not available, Copy of your ID)
* Copy of Residence Permit (if you are not a national of the country where you work and live)
* Mobility Agreement (draft, at this stage only to be signed by the applicant)

Please send the application form together with all above-mentioned annexes to the program contact person.

**Application for an Erasmus+ KA 107 Scholarship**

**APPLICATION FOR**

Academic Year:

Country:

Mobility Period: From       to

Moblity Level: [ ]  Staff Training [ ]  Staff Teaching

1st Priority

Partner University:

Study Program:

Faculty / Institute:

2nd Priority (if applicable)

Partner University:

Study Program:

Faculty / Institute:

**PERSONAL DATA**

First Name:       Last Name:

Gender: [ ]  female [ ]  male [ ]  no information

Special needs support required? [ ]  no [ ]  yes, please specify

Nationality:       Date of birth:

Email:

Telephone:

Faculty/Institute:

Position:

Degree: [ ]  Bachelor [ ]  Master [ ]  PhD [ ]  Other:

Other fundings:

(Please indicate all previous or actual scholarships, e.g. ERASMUS MUNDUS or other stipends; funding organization and period of grant)

**Terms and Conditions for Erasmus+ KA 107 staff scholars from and to Technische Universität Berlin**

With the application, the applicant needs to declare his/ her consent with the following conditions:

1. In case an applicant is selected for a scholarship, he/she will be notified on the amount and duration of the scholarship in the nomination letter.
2. The Erasmus + KA 107 scholarship includes a financial support to the living costs as well as a travel support. The amount depends on the host country, the distance between host and home country and the duration of stay.
3. To be eligible for a scholarship the participant must work for TU Berlin/ the partner Higher Educational Institution.
4. The minimum duration of the mobility period is 5 days. The total duration of the mobility period mus not exceed 60 days (2 months).
5. For teaching mobility: A minimum of 8 hours of teaching per week has to be respected.
6. Parallel funding from other EU grants is forbidden. If the participant receives other funds (stipends and similar) he/ she has to inform Technische Universität Berlin (ip@international.tu-berlin.de).
7. During the mobility period the participant must stay at the host university.
8. Technische Universität Berlin can interrupt or revoke the scholarship if the mentioned conditions are not met. An early withdrawal from the program is only possible after written consent by the program coordinator Technische Universität Berlin. The already paid grant has to be refunded completely or partly if the reasons lie within the responsibility of the participant.
9. The participant commits himself/ herself to provide all requested reports during and after the mobility. A) At the end of the mobility the participant has to submit the online EU survey. B) Additional reports can be requested from the home universities.
10. The participant agrees to the electronic storage of his/her personal data by the home and host university and the onward transfer of his/her data to and from the International Projects team at Technische Universität Berlin.

Place and Date Signature of the applicant