LSB Luxembourg School of Business

Erasmus+

Luxembourg School of Business

Erasmus ID Code: LUXLUX-VIL08

on the basis of concluded Erasmus + bilateral agreements with foreign higher education institutions

Competition for Financial Support for Teaching (STA) under the Erasmus +program at our foreign partner institution for 2022-2023. academic year.

Mobility applications must not exceed a total duration of 60 days.

The Erasmus + exchange can last at least 2 days within the program countries and at least 5 days within the partner countries program in the academic year 2022/2023, and must include a minimum of 8 hours of teaching (teaching)

1. Who can apply?

Professors of LSB may apply.

2. How much is the financial support for teaching mobility

The financial support that a staff member can receive from Erasmus + funds is mobility support and does not have to cover all the costs, although they often do. The daily financial support is between 140. 160, or 180 Euros per day (group of countries 1-3, or partner countries) for up to 14 days of mobility; or 70% of that amount for longer mobility).

Support for travel expenses is as follows:

Standard travel	green travel
10-99 Km = 23 EUR	
100-499 km = 180 EUR	210 EUR
500 – 1999 km = 275 EUR	320 EUR
2000-2999 km = 360 EUR	410 EUR
3000-3999km = 530 EUR	610 EUR
4000-7999km =820 EUR	
8000km or more = 1500 EUR	

To calculate the distance you should use this tool:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

participants who apply for the competition and meet all the conditions of the competition but do not enter the circle of the ones who receive financial support, can perform mobility without the same and perform mobility as Zero-grant mobility (without financial support). They are subject to the same rules as for other Erasmus + mobility.

Employees with disabilities are entitled to receive an increased amount of financial support, depending on the degree of disability. It is necessary to enclose with the application a certificate from an authorized institution showing the degree of disability (more detailed instructions will be published with the results of the competition)

Inclusion support: - for staff: separate application after selection in the competition, and before going to mobility - for application of an estimate of the actual costs of persons with specific physical, mental or health circumstances

3. Criteria for selection of candidates

The criteria for selecting candidates are the quality of the proposed mobility and its compliance with the strategy of the faculty in connecting and improving its employees, programs, and inter-institutional cooperation at the international level.

The selection of candidates is carried out by the Selection Committee at the level of the higher education institution, in accordance with the available funds.

4. Application procedure

The employee should fill out, sign, and send the application to the LSB International Office. In case all the allocated funds are not used, the Tender remains open.

The application can be accessed on the website

All necessary documentation should be submitted electronically to the address: **lydia.bier@luxsb.lu**

5. The application must be attached:

a) Application form (on the website of the International Office)
b) Copy/scan of ID card or passport (both pages)
c) Learning mobility agreement (filled and signed)
d) Copy / scan current account
e) Completed IBAN table (in excel format)
f) A copy of insurance covering at least health insurance, liability insurance, and accident insurance.

Important: In the case of EU mobility, participants' national health insurance will include basic insurance during their stay in another EU Member State via the European Health Insurance Card. However, this insurance may not be sufficient for all situations, for example in the case of special medical intervention or in the case of international mobility. In this case, additional private health insurance may be required. Liability and accident insurance covers damage caused by a participant or inflicted on a participant during a stay abroad. Different rules for these insurances exist in different countries and participants run the risk of not being insured by standard schemes, for example, if they are not considered employees or are not formally enrolled in their recipient organization. In addition to the above, insurance against loss or theft of documents, travel tickets, and luggage is recommended

For participants with disabilities - with all the above and a certificate from an authorized institution from which the degree of disability can be seen.

6. Publication of tender results

The results of the competition will be published one week after the closing date of the competition on the website of the International Bureau and on the bulletin board on the premises of ZSEM in accordance with the notification of the Agency for Mobility and EU programs on the number of approved places or months for teacher mobility.
Selected employees are obliged to comply with the regulations given in the Ordinance on International Mobility for ac. yr. 2022/23.
By applying to the competition, candidates agree to have their names published on the list.

7. Appeal procedure

An appeal may be filed against the Decision on the selection of candidates to the legal service of ZSEM within 8 days from the announcement of the results of the competition. The appeal shall be filed in writing. The Commission decides on the appeal.

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Notice of personal data processing

All personal data of the candidates given in the application as well as in the procedure following the application are processed for the purposes of the implementation of the competition in question, including the evaluation of the submitted applications. The results of the tender are made public in order to increase the transparency of the procedure itself. The basis for the processing of personal data is the application of the candidate - the processing of personal data is necessary to take actions that precede the conclusion of the contract as well as for the possible subsequent conclusion of the contract. The European Commission is the head of personal data processing in the part where the processing is carried out for the needs of the Erasmus + program. More information on the processing can be found at http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en. "

Luxembourg 03/05/2022

International Office LSB