

ERASMUS+ WITH PARTNER COUNTRIES

CONTACT INFORMATION		
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Homepage	http://www.fu-berlin.de/en/einrichtungen	
Film portrait	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
Important dates	SUMMER TERM 2017	WINTER TERM 2017/18
Semester dates	1 April 2017 – 31 July 2017	1 October 2017 – 31 March 2018
Orientation	First week of April 2017	First week of October 2017
Lecture period	18 April 2017 – 22 July 2017	16 October 2017 – 17 February 2018
Exam period	During the last two weeks of the lecture period; may vary from department to department	
Academic calendar	http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	
APPLICATION		
DEADLINES	Staff can be nominated anytime within the project duration and are not bound to semester dates. Please note that all mobilities must have taken place by the end of July 2018.	
Application process	Staff (academic/administrative) should apply at the International Office of the home university for funding	
Required documents	<p>Scanned documents attached to an e-mail are accepted. The documents should be in German or English or accompanied by an English translation.</p> <ul style="list-style-type: none"> - Curriculum vitae - Filled in and signed Mobility Agreement for teaching or training - Confirmation of supervision at FU Berlin (from a professor/institute or administrative unit) 	
Teaching Staff	<p>Erasmus+ offers an opportunity for academic staff to teach at a partner institution in one of the 30 participating countries in Europe. These short visits:</p> <ul style="list-style-type: none"> • allow staff to contribute to, and learn from, best practice, • find out first-hand the workings of another European education system and contribute to teaching a course with European colleagues. • The main purpose of the visit should be for teaching and not research. <p>Teaching hours: Staff must deliver at least 8 hours of teaching per week</p>	
Training Staff	<p>Through the Staff Training Mobility scheme, Erasmus+ offers professional development opportunities for academic and administrative staff to improve the skills required for their current job.</p> <p>Training may take the form of:</p> <ul style="list-style-type: none"> • A short secondment period • Job-shadowing • Attendance at workshops or courses • Attendance at a staff training week <p>Training programming could be built around:</p> <ul style="list-style-type: none"> • The transfer of knowledge and good practice • Learning from shared experience • The acquiring of new practical skills • To discovery of new ideas for teaching and learning 	

	Staff from various units can apply for a training staff mobility: general and technical administration, finances, libraries, departments, international office, public relations, continuing education, student counselling etc.
LANGUAGE REQUIREMENTS	
Language used at FUB	<p>Academic staff mostly speak English and English often is the common language used among professors and their research staff.</p> <p>Administrative staff however often only speak German – administrative units should be contacted directly to learn whether a staff mobility could take place in English or another language or whether German is necessary.</p>
ACCOMMODATION	
Hotels	Freie Universität Berlin does not have a university guest house for visiting staff. We recommend all visiting staff that stay for 2 weeks or less to book a hotel either close to the university campus (a list of hotels can be sent to nominated staff) or anywhere in the city, as the public transportation is very efficient in Berlin. (http://fahrinfo-berlin.de/barrierefrei/bin/query.bin/en?ld=o.1&)
CONFIRMATION OF STAY	
	At the end of their stay at Freie Universität Berlin, visiting staff will receive a confirmation of their stay.