

Guidelines for Erasmus+ Staff Mobilities in the Academic Year 2025/2026 (KA131 2025-1-SK01-KA131-HED-000336542, Call 2025)

1. Conditions for Mobility for Teaching (STA) or Training (STT) under Project 2025

1.1 Only employees who submitted an application for the academic year 2025/2026 may participate in STA or STT mobility.

1.2 Employees who did not submit an application may participate in BIP mobility, but its funding is subject to approval by RMS.

1.3 In case of cancelled or unused mobility, the funds are automatically transferred to a substitute participant.

1.4 Number of staff mobilities in the academic year 2025/2026:

- Teaching staff: max. 2 mobilities, one should be for teaching (STA), the other may be for training (STT).
- Non-teaching staff: max. 2 training mobilities (STT), one may be individual (e.g. job shadowing, preparatory visit), and the other should be organized by a foreign institution (e.g. BIP, staff week, language course, or other professional development course).

1.5 Mobility duration = min. 2 days and max. 5 days of physical mobility + travel days. Travel days are not covered by individual support but by a one-time travel grant.

1.6 Financial support = daily individual support based on the destination country rates (Table 1) + travel grant based on the travel distance band (Table 2), which every mobility participant is entitled to.

Tab. 1: Individual support grant based on the destination country

Cieľová krajina	Sadzba/deň
Skupina krajín 1: Belgicko, Dánsko, Fínsko, Francúzsko, Holandsko, Írsko, Island, Lichtenštajnsko, Luxembursko, Nemecko, Nórsko, Rakúsko, Švédsko, Taliansko	190 EUR
Skupina krajín 2: Cyprus, Česká republika, Estónsko, Grécko, Lotyšsko, Malta, Portugalsko, Slovensko, Slovinsko, Španielsko	170 EUR
Skupina krajín 3: Bulharsko, Chorvátsko, Litva, Maďarsko, Poľsko, Rumunsko, Severné Macedónsko, Srbsko, Turecko	148 EUR

Tab. 2 Travel grant based on distance band

Vzdialenosti	Štandardné cestovanie	Zelené cestovanie (vlak, autobus, zdieľané auto, bicykel)
10 - 99 km	28 EUR	56 EUR
100 - 499 km	211 EUR	285 EUR
500 - 1999 km	309 EUR	417 EUR
2000 - 2999 km	395 EUR	535 EUR
3000 - 3999 km	580 EUR	785 EUR
4000 - 7999 km	1 188 EUR	1 188 EUR
8000 km a viac	1 735 EUR	1 735 EUR

Distance calculation: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

2. Implementation of STA/STT Mobility

2.1 The employee who submitted an application for the academic year 2025/2026 contacts the host institution to agree on the mobility dates and content.

2.2 If activity days include weekends, this needs to be explained in the Mobility Programme.

2.3 If the host institution agrees to the mobility, the employee downloads the Mobility Agreement for Teaching/Training or Mobility Programme for Teaching/Training, fills in the duration (only activity days, excluding travel days) and the content. The programme is available at:

<https://www.umb.sk/medzinarodne-vztahy/som-zamestnanec-umb/dokumenty-a-formulare.html>

2.4 The Mobility Agreement or Programme should be signed by the employee, then by the direct supervisor (always for non-teaching staff) or a person authorized by the dean (for teaching staff), and finally by the representative of the host institution. A scanned signed programme is acceptable.

2.5 The employee is required to submit a request for a foreign business trip (ZPC) via ASES:

<https://ases2.umb.sk> Mrs. Bobáková, the mobility administrator, prepares the travel order and Grant Agreement.

The signed Grant Agreement and proof of travel insurance must be sent back via internal mail. The original Grant Agreement is required; scanned versions are not accepted. Travel insurance is expected to cover the entire mobility period including travel days.

2.6 Employees traveling by plane arrange their own tickets.

2.7 After the Grant Agreement is signed by the Erasmus+ institutional coordinator, the mobility administrator sends it to the employee via email.

2.8 After the mobility, the employee is required to submit the following to the mobility administrator within 10 days:

- a) Report from the foreign business trip;
- b) Confirmation of mobility completion signed by the host institution;
- c) Documents proving the use of eco-friendly transport for the majority of the journey (if applying for the green travel grant); if a bicycle was used, this should be stated in the report;
- d) Proof of accommodation or other relevant document confirming stay in the host country, if

not applying for the green travel grant.

2.9 Based on the submitted documents, the mobility administrator prepares the final travel expense report, which the employee signs.

2.10 After the mobility, the employee is expected to complete the online mobility report, which will be automatically sent to their email. The sender address is: eu-corporate-notification-system@ec.europa.eu. The employee should forward the confirmation of submission to the mobility administrator.

Authorized signatories of the Mobility Agreement/Programme for teaching staff:

- EF: doc. Mgr. Ing. Lukáš Smerek, PhD.
- FPVaMV: prof. Mgr. Jaroslav Ušiak, PhD.
- FF: direct supervisor
- FPV: direct supervisor
- FTVaŠZ: Mgr. Juraj Kremnický, PhD.
- PF: doc. PaedDr. Lada Kaliská, PhD.
- PrF: direct supervisor