

Dear colleague,

Thank you for your interest in our university.

Please mind the following guidance if you are interested in coming to BURG for an Erasmus staff mobility.

Staff Teaching

The capacity to host external teaching staff at our university is very limited and our semester is planned early in advance. Therefore, it is important that you inform us six month prior to your intended mobility which study programme or professor you are interested in working with. In order to decide if a mobility is possible, we ask you to hand in the following documents:

- motivation letter
- curriculum vitae
- workshop plan (2 – 5 days) with theme, name and structure of the workshop, schedule of each day, and the resources you may need (e.g. rooms, projector, etc)

We will forward these documents to the respective programme so that the corresponding professors can decide if the workshop fits in their semester program and schedule.

Staff Training

Unfortunate, our capacity to host staff for training purposes is very limited. Therefore, it is important that you inform us six month before your intended mobility which department or professor you are interested in working with. In order to decide if a mobility is possible we ask you to hand in the following documents:

- curriculum vitae

We will forward the documents to the respective department and then they will decide if the training fits in the semester program and schedule.

Please not that for training in administration or our workshops a sound knowledge of German language is necessary.

Due to the limited capacity, we are not able to guarantee any approval, but we hope that we can still find a possibility to consider your request.

Thank you for your understanding, and we look forward to receiving your documents.