**Erasmus+ and GJU Staff Mobility 2022**

**FAQ**

1. What is the difference between **Erasmus+ Staff Mobility** and **GJU Staff Mobility Program** (former Train the Trainer)?

**Erasmus+** is the EU's program to support education, training, youth and sport in Europe. GJU has agreements with some partner universities in Germany and in Europe. The funding is provided by the hosting institution, not GJU. The mobility duration is usually approx. 5 working days and besides a travel lump sum (depending on the distance) a per diem is paid (approx. 160-180 EUR per day). Teaching activities will not be paid extra. The final amount paid depends on each host university. This mobility can be used for Teaching (Academic Staff) or Training (mostly for Administrative Staff, i.e. job shadowing, workshops, etc.)

The **GJU Staff Mobility Program (former Train the Trainer)** is funded by the DAAD and the money is provided directly by Hochschule Magdeburg-Stendal/GJU. The duration of the mobility is 3-4 weeks and can be done at any partner university of GJU in Germany or Austria. The funding is 1500 EUR plus the flight costs and the salary at GJU will be paid continually.

1. The **application deadline** for both programs is April 15th, 2022. Can I apply for both and are those separate applications?

Yes, you can apply for both programs, if you are eligible for both. Please hand in both forms and write different motivational letters, since the programs differ from each other. Please be aware that you might need to apply to different institutions for each program.

1. Why are there only two spots for **GJU Staff Mobility 2022** available?

Due to Covid-19, the GJU Staff Mobility Program was forced to pause for two years, so now the participants from 2020 will start their mobility. Since we had two cancellations, we can offer those two spots for 2022. In 2023, the full amount of spots (around 20-30) will be available for applications.

1. What are the requirements for **Erasmus+ Staff Mobility** and which documents are needed for the application?

All Academic and Administrative Staff at GJU can apply, the nationality and whether those employees receive a top up do not matter. Staff who are employed longer at GJU will be preferred, but a certain amount of time is not required. Please provide a B2 level in English, German knowledge is an asset for the German host universities.

To apply, please fill out the application form and send it via email and hard copy to Laura Schergaut together with the following documents:

* Updated CV in English or German
* Letter of motivation (one page), stating:
	+ Why would you like to participant in the Erasmus+ Staff Mobility Program?
	+ Why would you like to go to this specific institution in Germany/Europe?
	+ Which value will this program have for you personally and professionally?
	+ How does GJU benefit from your participation?
* Proof of English and/or German language if applicable (for Administrative Staff only, if not proven by attending academic courses in English and/or German throughout their studies)
1. What are the selection criteria for **Erasmus+ Staff Mobility?**

The selection criteria will consider past participation in mobility programs to Germany (staff who have never participated in any mobility to Germany via GJU will be preferred), as well as the letter of motivation and the commitment to GJU’s internationalization.

1. What are the requirements for **GJU Staff Mobility (former Train the Trainer)** and which documents are needed for the application?

All Academic and Administrative Staff at GJU can apply, who are employed at GJU longer than two years. Employees with only a German/European passport are not eligible. B2 in English is required, if you cannot provide an official English certificate, your English will be tested in the selection interviews. German knowledge is an asset.

To apply, please fill out the application form and send it via email and hard copy to Laura Schergaut together with the following documents:

* CV
* Letter of motivation (one page), stating:
	+ Why do you want to participate in the program?
	+ Why did you chose this host institution in Germany?
	+ Which value will this program have for you personally and professionally?
	+ How does GJU benefit from your participation?
* Letter of recommendation from your Dean/Director/supervisor at GJU
* Language certificate English if available; in case you cannot provide an official one, your English will be tested in the selection interview
1. What are the selection criteria for **GJU Staff Mobility (former Train the Trainer)?**

The selection criteria will consider all application documents and rank the applicants accordingly. We will also conduct selection interviews.

1. I don’t know how to find a suitable host university. How do I proceed?

For both programs, please do some research on your own on the websites of possible hosts. You will find information on their study programs, departments and offers. For the Erasmus+ hosts, their website is indicated on the list. You can also refer to your Dean/Director at GJU and ask them which host in Germany or Europe they consider suitable for your mobility and GJU’s network. If you still struggle to find a host, please make an appointment with Laura Schergaut from the International Office (contact details below). But before, individual research on your own in required.

1. Do I need an **invitation letter** from the host university?

For both mobility programs it is not necessary to have an invitation letter and please do not contact any host university by yourself. If you, however, have had any kind of communication with your preferred host university so far, feel free to attach it to your application.

1. On the application form I can indicate more than one **host university**. Do I have to choose more than one?

No, you can indicate up to four (GJU Staff Mobility Program) or up to two (Erasmus+) preferences, but you can also indicate less. For the Erasmus+ program, you can combine German and European hosts in the application form.

1. What is the **application deadline** for both programs?

The deadline for submitting the complete applications is **April 15th, 2022** for both programs.

For any further questions [please read our website](http://www.gju.edu.jo/content/application-left-over-spots-2022-14065) or contact:

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