

Fact Sheet Erasmus+ Incomings Staff Mobilities for Training (STT)

<p>Who is this offer aimed at?</p>	<ul style="list-style-type: none"> • On the one hand, this is an offer for visiting administrative staff from other European universities/academies in the police or security sector. This includes persons working in areas such as the planning units for studies or further training, recruitment, press and public relations, financial management, international police cooperation, etc., who are interested in a work-shadowing period at the Police Academy of Lower Saxony. • On the other hand, members of the teaching staff of partner institutions in other countries are welcome for an STT mobility at our institution. As visiting guests, they may attend selected courses <u>taught in German</u> as part of the curriculum of the Police Academy of Lower Saxony. Alternatively, teaching staff from partner universities/academies may also opt for an Erasmus+ mobility for teaching assignment (STA) or for a stay that combines elements of an STA and STT.
<p>What are the application requirements?</p>	<ul style="list-style-type: none"> • A prerequisite for the implementation of an STT is that you work as an administrator or as a teacher/trainer at another European police university/academy or a similar institution. • Furthermore, your sending institution must officially nominate you as an interested candidate for a staff mobility of this kind at the Police Academy of Lower Saxony. Generally, your International Office is responsible for this. • You also need to have the necessary language competences for such a stay, i.e. German and/or English language skills at level B1/B2. • In cases where incoming teaching staff members wish to combine an STA and STT (see above), your university/academy must also have an Erasmus+ Inter-Institutional Agreement with the Police Academy of Lower Saxony.
<p>What length may an incoming staff mobility at the Police Academy of Lower Saxony have?</p>	<p>In general, the Police Academy of Lower Saxony facilitates incoming staff mobilities for training with a duration of 2 to 5 working days (plus travel days).</p>
<p>How should the nomination be done and the application be submitted?</p>	<p>In order to nominate you for a staff mobility, the International Office of your university/academy should contact the Unit of International Relations of the Police Academy of Lower Saxony by e-mail (international@pa.polizei.niedersachsen.de). The e-mail sent should include relevant application documents in German or English such as</p> <ul style="list-style-type: none"> • a letter of motivation describing the main focus of your activities, the intended period of your mobility and your expectations regarding your stay • a Europass CV • if applicable, a list of publications or other useful documents
<p>When should I submit my expression of interest for an STT mobility (deadline for nominations/applications)?</p>	<p>Your application documents should reach us at least 4 to 5 months before the intended stay.</p>

<p>When are STT stays or combined STA/STT mobilities possible at the Police Academy of Lower Saxony?</p>	<p>The Police Academy of Lower Saxony is generally open to your suggestions regarding the visiting date. However, these should lie outside the usual vacation periods, in case of a combination with an STA also outside the typical examination periods. For more information, please contact the Unit of International Relations.</p>
<p>Which fields can incoming staff look at in teaching or administration when visiting the Police Academy of Lower Saxony?</p>	<p><i>Study/teaching profile of the Police Academy of Lower Saxony (relevant for incoming teaching staff interested in a staff mobility for training or a combined STA/STT stay)</i></p> <ul style="list-style-type: none"> • The Bachelor's programme at the Police Academy of Lower Saxony is taught at three study locations: Nienburg/Weser, Oldenburg and Hann. Münden (see https://www.pa.polizei-nds.de/wir_ueber_uns/standorte/ - information available in German only). • It is divided into three study years. Classes are offered in study groups with 25 to 26 students and are arranged according to a module system. The different modules comprise contents from five study areas: <ul style="list-style-type: none"> - Criminal Sciences - Operation Management and Traffic Studies, Organizational Sciences - Law - Social Sciences/Leadership - Police Training/Sports • To get an idea of all the modules on offer during the three study years, you may have a look at the charts displayed on our homepage (in German): https://www.pa.polizei-nds.de/startseite/aufgaben/bachelorstudium/ausbildung-bachelor-studiengang-114598.html. <p>Depending on where your subject-related interests lie, you might be able to identify potential topic areas that could be worth focusing on during your stay at the Police Academy of Lower Saxony based on these module overviews. We will be happy to consider your suggestions in this respect. Also, we will let you know which study location you will stay at and which study group(s) you will be assigned to.</p> <p>Although the programme Erasmus+ does not support research activities, we would also like to point out which units are responsible for this at our institution. These are</p> <ul style="list-style-type: none"> - the Institute for Criminal and Security Research (IKRIS) and - the Research Centre for the History of Police and Democracy, which is linked to the Police Museum. <p><i>Administrative profile of the Police Academy of Lower Saxony (relevant for incoming administrators)</i></p> <p>The administration of the Police Academy of Lower Saxony has its headquarters at the study location Nienburg/Weser. It comprises the following departments:</p> <ul style="list-style-type: none"> • Recruitment, Advertising Campaigns • Economic Administration (Budget/Financial Issues, Procurement and Logistics, Property Management)

	<ul style="list-style-type: none"> • Human Resources (this also includes legal matters) • Libraries, Media, Technology, E-Learning <p>There are two further administrative units which are directly subject to the Director of the Police Academy of Lower Saxony:</p> <ul style="list-style-type: none"> • Department 01: Policy Matters, Strategy/Controlling, Press Office/Public Relations, Management Assistance, Occupational Safety, Periodic Staff Survey • the Unit of International Relations: International Cooperation and Partnerships (with a focus on police education)
<p>Is it possible to receive accommodation and to take meals at the Police Academy of Lower Saxony?</p>	<ul style="list-style-type: none"> • We will gladly assist you in finding a hotel or other private accommodation. • At least at our study location Hann. Münden, we also have accommodation for visiting Erasmus+ staff on campus. Upon request, we will check whether there are options for you to stay in a room on our premises if you visit this study location. • During visits to our study locations Hann. Münden and Oldenburg, you might also wish to have your meals in the canteens on campus. This is possible on weekdays (Monday – Friday).
<p>Which insurances are necessary and should be obtained prior to the staff mobility period?</p>	<ul style="list-style-type: none"> • You must have sufficient health insurance coverage (European Health Insurance Card or equivalent). • Moreover, you should have an accident and liability insurance with adequate coverage for stays abroad.
<p>Where can individuals with special needs get support?</p>	<p>If you have any questions, please contact the Unit of International Relations.</p>
<p>How will the activities carried out during the staff mobility period be certified?</p>	<p>The Police Academy of Lower Saxony will issue you a certificate of participation for your staff mobility. If your university/ academy provides you with a form for this, we will be happy to use it.</p>