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POLIZEIAKADEMIE
NIEDERSACHSEN

Fact Sheet Erasmus+ Incomings
Staff Mobilities for Teaching Assignment (STA)

Who is this offer aimed at?	This offer is aimed at visiting teaching staff in police education who would like to give lessons at the Police Academy of Lower Saxony during their Erasmus+ stay.
What are the application requirements?	• You have to work as a lecturer or trainer at another European police university/academy or a similar institution. • In addition, your university/academy must have a **valid Erasmus+ Inter-Institutional Agreement with the Police Academy of Lower Saxony.** All Institutions that fulfil this condition are listed here. • Furthermore, your institution must officially nominate you as a candidate interested in an STA mobility 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 at level B1/B2.**
What length may an incoming staff mobility at the Police Academy of Lower Saxony have?	• In general, the Police Academy of Lower Saxony facilitates incoming staff mobilities for teaching assignment **with a duration of 2 to 5 working days (plus travel days).** • During your stay, you must give classes of at least 8 teaching hours per week in German or English. • If you have good knowledge of German, it is also possible to combine your staff mobility for teaching assignment (STA) with a staff mobility for training (STT). In this case, you may additionally attend (observe) selected classes delivered by our own teaching staff (in German language). During a stay of 2 – 5 days, your teaching load will then be reduced to 4 teaching hours per week.
How should the nomination be done and the application be submitted?	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 • a letter of motivation describing the main focus of your activities, the intended period of your mobility and suggestions for course topics you would like to cover • a Europass CV • if applicable, a list of publications or other useful documents
When should I submit my expression of interest for an STT mobility? (deadline for nominations/applications)?	Your application documents should reach us **at least 4 to 5 months before the intended stay.**
When are STA stays or combined STA/STT mobilities possible at the Police Academy of Lower Saxony?	The Police Academy of Lower Saxony is generally open to your suggestions regarding the visiting date. However, the latter should lie outside the usual examination and vacation periods. For more information, please contact the Unit of International Relations.

Which study locations are there at the Police Academy of Lower Saxony? How is teaching organized and where can I find an overview of the courses on offer?	Study and teaching profile • The Bachelor's programme at the Police Academy of Lower Saxony is offered at three study locations: Nienburg/Weser, Oldenburg and Hann. Münden (see https://www.pa.polizei-nds.de/wir_ueber_uns/standorte/ - information in German). • It is divided into three study years. Classes are offered in study groups of 25 to 26 students and are arranged according to a module system. The different modules comprise contents from five study areas: - Criminal Sciences - Operation Management and Traffic Policing, Organizational Sciences - Law - Social Sciences/Leadership - Police Training/Sports Based on your profile and our available capacities, it is generally possible to participate in a training period (STT) or a training period with integrated teaching assignment (STA) in all of the study areas given above. Course catalogue • 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. 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. The programme for your stay will also be determined by the timetable of the respective study group/s. **Please note:** The module overview (course catalogue) mentioned above is kept up to date by the responsible staff at our academy. As the language of instruction at our academy is German, it is provided in German on our website. However, we will be happy to send you an up-to-date English version for further coordination, e.g. with your International Office, if required. 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 - the Institute for Criminality and Security Research (IKRIS) and - the Research Centre for the History of Police and Democracy, which is linked to the Police Museum.
What support services are available? Where can	• For general organisational questions (e.g. accommodation, travel, Erasmus+ formalities, possible visa assistance), please

individuals with special needs get support?	contact the Unit of International Relations. This way, you will be put in touch with the relevant administrative department or study area, which will appoint a contact person for the duration of your stay. • The Police Academy of Lower Saxony is committed to a respectful, inclusive way of working together. It is therefore a matter of course for us to support participants with special needs. For your assistance, appropriate health and social services as well as trusted advisors are available on-site. On request, the Unit of International Relations will provide you with further information.
Is it possible to receive accommodation and to take meals at the Police Academy of Lower Saxony?	• 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).
Which insurances are necessary and should be obtained prior to the staff mobility period?	• 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.
How will the activities carried out during the staff mobility period be certified?	The Police Academy of Lower Saxony will issue you a certificate of participation for your staff mobility. If your university/academy provides us with a form for this, we will be happy to use it.