Erasmus+
Enriching lives, opening minds.

POLIZEIAKADEMIE NIEDERSACHSEN

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

Who is this offer aimed at? What language skills are required?	1. One target group for an STT mobility at our academy are teaching staff members from partner institutions in other countries. There are two options for structuring such a stay: a) As a guest lecturer, you may observe selected courses at our institution, which are offered in German language. **Required language skills:** To allow you to follow the courses in German, you must have a level of German language skills equivalent to B1/B2. b) If interested, teaching staff from Erasmus+ partner universities/academies may also teach at our academy themselves. This way their training mobility (STT) is supplemented with a mobility for teaching assignment (STA). **Required language skills:** Depending on your language skills, you are welcome to teach your classes in either German or English. This requires corresponding language skills at level B1/B2. 2. Besides, STT mobilities are 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. **Required language skills:** Such work shadowing can be offered to German and English-speaking participants. You should have a command of German and/or English at level B1/B2.
What are the application requirements?	• A prerequisite for the implementation of an STT is that you work as a teacher/trainer or as an administrator 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 (see above). • In cases where incoming teaching staff members wish to combine an STA and STT, your university/academy must also have an Erasmus+ Inter-Institutional Agreement with the Police Academy of Lower Saxony. All Institutions that fulfil this condition are listed here.
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 training **with a duration of 2 to 5 working days (plus travel days).**

	If you want to observe classes and teach at our institution, you must cover at least 4 teaching hours per week in accordance with the Erasmus+ guidelines.
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 your expectations regarding your stay • 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 STT 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 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.
Which fields can incoming staff look at in teaching or administration when visiting the Police Academy of Lower Saxony?	***Information for incoming teaching staff interested in a staff mobility for training or a combined STA/STT stay*** Study/teaching profile of the Police Academy of Lower Saxony • 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.

Information for mobile administrative staff interested in a training period

Training periods / placements in administration are available in various areas.

Administrative profile of the Police Academy of Lower Saxony

- The administration of the Police Academy of Lower Saxony has its headquarters at the study location Nienburg/Weser. It comprises the following departments:
  - Recruitment, Advertising Campaigns
  - Economic Administration (Budget/Financial Issues, Procurement and Logistics, Property Management)
  - Legal Matters
  - Human Resources
  - Libraries, Media, Technology, E-Learning
- There are two further administrative units which are directly subject to the Director of the Police Academy of Lower Saxony:
  - Department 01: Policy Matters, Strategy/Controlling, Press Office/Public Relations, Management Assistance, Occupational Safety, Periodic Staff Survey

	- the Unit of International Relations: International Co-operation and Partnerships (with a focus on police education) Depending on your profile and our available capacities, your Erasmus+ mobility may take place in one or more of the administrative areas mentioned above.
What support services are available? Where can individuals with special needs get support?	• For general organisational questions (e.g. accommodation, travel, Erasmus+ formalities, possible visa assistance), please 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 you with a form for this, we will be happy to use it.