

Staff-Call winter term 2026/27, HNEE

External

Inbox

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Exchange Office HNEE

We are very happy to share our official **incoming call for Staff** for **winter term 2026/27** and hope to welcome some of your colleagues at HNEE soon.

NEW to the Call since winter term 2025/26

1. To foster academic exchange, broaden connections and deepen ties between the Universities, applying for a training mobility is (from now on) only possible twice (per person).

Starting last winter term 2025/26, **after visiting HNEE two times as part of a training mobility** academic staff may apply for a guest **teaching mobility** at HNEE. To apply for a teaching mobility, you need to have **established contacts** at HNEE and need to discuss content / participation / extent in HNEE block modules (1-3 weeks max.) **with respective lecturers prior to your application**. We ask interested staff to use the training mobilities to get in contact with the professors and lecturers at HNEE and discuss teaching possibilities with them. In addition, please inform the Exchange Office as well about your intentions.

NOTE: Already established teaching mobilities are exempt from this. These colleagues can always apply!

2. PLEASE DO PRE-SELECTION AT YOUR UNIVERSITY

Please do not send us nomination lists with more **than 2 applicants (and 3 successors)** – see excel list attached. Please select the staff you would like to send on the mobility already and **only send us your decision as well as your reasons, why you nominated the persons**. Your **selection criteria** should be transparent and in alignment with [the values of the EU](#).

We will do a quick second check at HNEE concerning completeness, formality and content / quality of application. Please nominate successors, in case we cannot fund your first choice. If we have more than two spaces available for the exchange, **we will specifically mention it**. **NOTE:** Already established teaching mobilities are exempt from this. These colleagues can always apply! Also exempt are official delegations, please contact us separately if you are interested in visiting HNEE with an official delegation.

Suggested Timetable and application process:

17. July – 16. August 2026:

Call and application period at your university at your university:

Please collect the entire applications (signed Erasmus Mobility Agreement, filled and signed Registration form, English Certificate, CV, short Motivation) at your university and then conduct the selection process locally.

Do not send us more than two chosen applicants (and a maximum of three successors)

Please publish our Staff Call Sheet (see attachment) with all the information. (Choosing only a part-module is NOT possible. Only whole modules can be chosen!)

16. August - 30. August 2026:
nomination to HNEE

pre-selection at your University -> **30.08.2026 Deadline to send your**

Please nominate **max. 5 staff members** (two nominated, 3 as a successor) and Send us ALL necessary documents in one e mail or upload them to a cloud and send us a download link. Additionally please fill out attached Excel list with your choices . Please ask your staff members not to send separate applications. But collect all applications, do your selection and then send us all documents together.

31. August - 20. September 2026: Information about selection and invitation of selected candidates. We are aware that some courses already start around September 28th.

If some applicants choose modules starting September 28th , we will process these applications first and continue with the other applications after that.

However we cannot guarantee that all necessary documents for a visa application can be provided early enough! Unfortunately internal processes do not allow another timeline for us.