

# MT+ Total Number of Teaching Hours

<b>Field Name</b>	Total Number of Teaching Hours
<b>Explanation</b>	<p>The number of teaching hours to be delivered by mobile staff on teaching mobility has to comply with the programme rule on the minimum number of teaching hours.</p> <p>The rule states that "if the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week."</p> <p>By definition, a week is seven days long and consists of working days and weekend days.</p> <p><b>Mobility Tool+</b> is able to calculate the duration of the staff mobility for teaching in days but <b>does not have enough information to know the number of days worked during the incomplete week.</b></p> <p>The teaching staff may or may not <b>work during the weekend</b> depending on the context, regulations etc. The weekend can be considered as teaching hours in an incomplete week, but only if additional information is provided with the supporting documents.</p> <p><b>Mobility Tool+ checks the minimum number of teaching hours.</b> The safeguard consists of the check of the required workload for each full week, a minimum of eight teaching hours per week.</p> <p><b>For incomplete weeks, the calculation</b> of the proportional share of the eight weekly teaching hour minimum <b>is the responsibility of the beneficiary</b> who has the complete picture of the situation based on the supporting documents.</p> <p>The information on which days the person has worked during the mobility period as part of the certificate of attendance or the staff mobility agreement could be used as the basis for the calculation.</p> <p><b>Note:</b> There is no minimum duration for Invited Staff from Enterprise.</p>
<b>Section</b>	Duration
<b>Type</b>	Mobility Field
<b>Programme</b>	Erasmus+
<b>Call Year</b>	All
<b>Key Action</b>	KA1
<b>Action Type (code)</b>	KA103 KA107
<b>Activity Type Specifics</b>	Only available for <b>Staff</b> activities.
<b>Editable</b>	Yes
<b>Type of field</b>	Free text field
<b>Compulsory</b>	Yes
<b>Consequence if selected</b>	-
<b>Screenshot</b>	<p>The screenshot shows the 'DURATION' section of the Mobility Tool+ interface. It includes fields for 'Project Duration' (01/06/2016 to 31/05/2018), 'Start Date' (01/02/2018), 'End Date' (15/02/2018), 'Duration Calculated (days)' (15), 'Interruption Duration (days)' (0), 'Duration of Mobility Period (days)' (15), 'Travel Days (max. 2)' (2), 'Un-funded Duration (days)' (0), and 'Funded Duration (days)' (17). The 'Total Number of Teaching Hours' field is highlighted with a red box and contains the value '16'. A red arrow points to a red error message box below it that says 'The number of teaching hours is incorrect'.</p>

<b>Instructions to use</b>	Enter the calculated teaching hours for the mobility duration in the available free text field.																							
<b>Additional Rules</b>	<p><b>Calculation rules are as follows:</b></p> <table border="1" data-bbox="256 184 1317 688"> <thead> <tr> <th data-bbox="256 184 548 237">Duration</th> <th data-bbox="548 184 1317 237">Minimum hours accepted in Mobility Tool+</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 237 548 279">7 days (1 week)</td> <td data-bbox="548 237 1317 279">Min 8 hours</td> </tr> <tr> <td data-bbox="256 279 548 321">7 days (1 week)</td> <td data-bbox="548 279 1317 321">Min 4 hours in case of "Combined Teaching and Training" flagged teaching mobilities</td> </tr> <tr> <td data-bbox="256 321 548 363">8 days (1 week and 1 day)</td> <td data-bbox="548 321 1317 363">Min 8 hours</td> </tr> <tr> <td data-bbox="256 363 548 405">13 days (1 week and 6 days)</td> <td data-bbox="548 363 1317 405">Min 8 hours</td> </tr> <tr> <td data-bbox="256 405 548 447">14 days (2 weeks)</td> <td data-bbox="548 405 1317 447">Min 16 hours</td> </tr> <tr> <td data-bbox="256 447 548 489">15 days (2 weeks and 1 day)</td> <td data-bbox="548 447 1317 489">Min 16 hours</td> </tr> <tr> <td data-bbox="256 489 548 531">20 days (2 weeks and 6 days)</td> <td data-bbox="548 489 1317 531">Min 16 hours</td> </tr> <tr> <td data-bbox="256 531 548 573">21 days (3 weeks)</td> <td data-bbox="548 531 1317 573">Min 24 hours</td> </tr> <tr> <td data-bbox="256 573 548 615">22 days (3 weeks and 1 day)</td> <td data-bbox="548 573 1317 615">Min 24 hours</td> </tr> <tr> <td data-bbox="256 615 548 688">27 days (3 weeks and 6 days)</td> <td data-bbox="548 615 1317 688">Min 24 hours</td> </tr> </tbody> </table> <ul data-bbox="256 709 812 741" style="list-style-type: none"> <li>• <b>No minimum duration for Invited Staff from Enterprise</b></li> </ul> <p data-bbox="256 804 467 825"><b>Example calculations:</b></p> <ul data-bbox="256 846 1404 972" style="list-style-type: none"> <li>• Mobility of 8 days (1 full week + 1 remaining working day) - Min teaching would be 8hrs + 8/5hrs = 9.6 hours</li> <li>• Mobility of 9 days (1 full week + 2 remaining working days) - Min teaching would be 8 + 8/5*2 (remaining days) = 11.2 hours</li> <li>• Mobility of 10 days (1 full week + 3 remaining working days) - Min teaching would be 8 + 8/5*3 (remaining days) = 12.8 hours</li> <li>• Mobility of 12 days (1 full week + 5 remaining working days) - Min teaching would be 8 + 8/5*5 (remaining days) = 16 hours &gt; Beyond this and up to 2 weeks the minimum is 16 hours</li> </ul>		Duration	Minimum hours accepted in Mobility Tool+	7 days (1 week)	Min 8 hours	7 days (1 week)	Min 4 hours in case of "Combined Teaching and Training" flagged teaching mobilities	8 days (1 week and 1 day)	Min 8 hours	13 days (1 week and 6 days)	Min 8 hours	14 days (2 weeks)	Min 16 hours	15 days (2 weeks and 1 day)	Min 16 hours	20 days (2 weeks and 6 days)	Min 16 hours	21 days (3 weeks)	Min 24 hours	22 days (3 weeks and 1 day)	Min 24 hours	27 days (3 weeks and 6 days)	Min 24 hours
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<b>Related questions and answers</b>																								