



ERASMUS+ PROGRAMME Key Action 1 - International Credit Mobility (KA107)

Staff mobility for teaching and training

Organizational procedures and documents for outgoing staff Before - During - After mobility

BEFORE MOBILITY

UKZKM (Institutional Erasmus coordinator/ Educational and Research Projects Office) sends to the Host University the selected outgoing staff data/**nominations**. Necessary **information** about logistic and administrative aspects as insurance coverage, VISA, travel information, accommodation options, grant agreement rules and conditions, etc. is given from UKZKM and from the Host University.

Staff submit the final **Mobility agreement for Teaching or training** to the UKZKM Erasmus academic coordinator/Direct responsible and to the Host University approval. At the application stage, staff must take written confirmation from the Head of department/Dean of Faculty/Rector or direct responsible at UKZKM.

Staff sign the **Grant agreement** with the Host University, which defines the conditions of the financial support and allocation modalities.

DURING MOBILITY

Staff complete the teaching/training activities agreed with the Host University, and if requested by the latter, provide the necessary cost justifications documents.

AFTER MOBILITY

Staff bring to UKZKM the **Mobility certificate**, with exact dates of beginning and end of the mobility activities, number of days and hours of teaching/training, signed and stamped by the Host HEI.

Staff submit a **final report** by responding to an **EU online Survey**. Staff is expected to complete the survey by 30 days from the end of the mobility describing the activities done and the new opportunities identified in the specific subject field. Also staff is expected to respond to an internal **questionnaire** sent by UKZKM.