



## **ERASMUS+ KA1 MOBILITY PROCEDURES**

Dear Erasmus Participant,

Congratulations on your selection to participate in the Erasmus+ Program! Please consider the following issues before and after your mobility:

### **Before the Mobility**

You will need to submit the following documents at least one month prior to the beginning of your mobility:

- **Invitation letter/email** by the Host Institution/organization including the dates of your mobility.
- **Staff Mobility for Training Mobility Agreement** must be completed and signed by Host and Home Institution prior to the mobility.
- **Detailed agenda of the visit:** including a minimum of 8 teaching hours per week.
- **Grant Agreement of Staff Mobility for Training** will be signed after the Staff Mobility for teaching Mobility Agreement is duly signed.
- **Bank Account details** (IBAN, SWIFT Code, Name of Bank).

### **After the Mobility**

Once you return, you will need to submit the following:

- **Staff's Mobility Certificate:** signed by the Host University at the end of the mobility and before departure and submitted to the International Relations Office upon arrival.
- **Online Final Report/EU Survey:** sent by the European Commission via email. You are required to complete and submit it online. The pdf file of your final report (it will be sent to you after your submission) must be sent to the International Relations Office.
- **Staff's Evaluation of Mobility:** must be completed and sent to the International Relations Office.
- **Arrival/Departure tickets – boarding passes (of both trips).**
- **Photos and a testimonial describing your experience** (to be used as a promotional tool of the Erasmus+ Program at AUCY).