

ERASMUS+/INTERNATIONAL CREDIT MOBILITY PREPARATION STEPS STAFF MOBILITY

By checking the relevant check box, you may verify for yourself that the required documents have been sent and arranged . The documents should be sent via email on time and always before the mobility week.

A. "BEFORE -THE –MOBILITY" PROCEDURE

- Mobility Agreement (MA) for Training** completed and signed by the staff member, the host university, and the program's Institutional Coordinator.
- Grant Agreement (GA)**, two copies are needed, including staff member's initials on every page and signature (digital, scanned). Please fill out only the sections shown in yellow letters. The document will be also originally signed upon your arrival, following the programme's regulations
- Insurance Coverage** (health care, personal accident and repatriation covers in the country of travel, should be included in the contract. The dates of the insurance must match the dates of travel. (It is recommended to be insured for longer than the mobility dates for safety reasons).
- Valid Passport** (passport expiration date(s) should be no earlier than 6–9 months prior to departure. Depending on the country of destination, it is possible that you won't board the aircraft; this is typical for connecting flights.).
- Boarding passes**, bus-train tickets (ticket reservation or receipt of purchase, should be sent via email). For those who will choose car-pooling, all receipts, tolls, petrol and customs stamp, are necessary as proof of your travel to Greece.
- Full Training Agenda** verified (containing activities, by day/date, places, classrooms, and audience) by the staff member and the destination university.

Once everything has been set up as above, the staff member will receive the first instalment of the entire sum (grant), or 100%, upon request after the mobility (in one transaction). The payment procedure follows the dates set forth by the Single Payments Authority and takes about forty working days to complete. If you desire to receive 100% after your mobility, kindly let us know as soon as possible.

B. "AFTER-THE-MOBILITY" PROCEDURE

Boarding passes (departure and return tickets), or documentation of the entire journey (including, train, bus etc), car-pooling proof, should be sent by email.

Certificate of Attendance, is given during the last working day of the arranged mobility week.

Note: *the dates should agree with those in the Mobility Agreement and the Grant Agreement.*

EU Survey should be completed and sent by email to the Erasmus+ office (the EU-Survey – automatically sent to the staff member’s email from the European Union platform and must be submitted within 30 days from the sending date).

Report/Testimonial in English, should be prepared and sent for the University’s and the Erasmus Programme extroversion.

Photographic material of your mobility could be sent to be published on the University’s website. Upon sending the material, you automatically consent to the GDPR requirements.

Once everything has been set up as above the fulfilment of the second instalment will be finalized (repayment).