

## Outgoing Staff Mobility



### 10 Steps to Outgoing Erasmus+ Staff Mobility

The Erasmus+ Staff Mobility Programme offers exciting funded opportunities for academic and support staff to teach or job-shadow/learn at partner institutions throughout the European Union. Contact UL Global today to get started!

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#### Participating Countries

Check-out the UL Global SharePoint for a list of countries with Staff Mobility funding



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#### Quality Review

Once the Host Organisation signs & returns the agreement, UL Global will review it for quality. If amendments need to be made it will be returned with notes for resubmission. Upon successful review, UL Global issues contract & signs teacher/training agreement



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#### The Details

Complete a teacher training agreement with the Host Organisation. Have your line manager sign the agreement and provide permission to travel. Then send the completed agreement to the Host Organisation



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#### Make Contact

Contact the potential host organisation to arrange dates for your Staff Mobility



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#### Travel Docs

Apply for travel visa if required, & obtain any necessary vaccinations. Register your travel plans with the Department of Foreign Affairs



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#### Contract Signing

Sign issued contract and return it to UL Global. UL Global will then sign the contract and return it to you to keep



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#### Behind the Scenes

UL Global will submit necessary documentation to the Erasmus+ Mobility Tool. UL Global will request 80% of Grant payment to be issued Finance.



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#### The Afters

After returning, UL Global will calculate the remainder of your grant payment upon completion an exit survey, and submission of your boarding cards, certificate of attendance. Finally, you sign a grant acknowledgement form.



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#### The Mobility

Off you go!



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#### Book Travel

Make your travel and accommodation arrangements based on information provided by the Host Organisation. UL Global will inform UL Insurance of mobility dates, activities, and participants