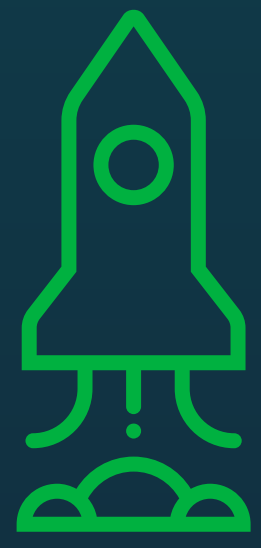


## Incoming Staff Mobility



### 10 Steps to incoming ICM Staff Mobility

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

1

#### Participant Nomination

The sending university nominates the participant to UL Global. UL Global will assist in finding a host if needed.



4

#### Apply for Travel Documents

The incoming participant can now apply for the necessary travel documents for the visit using the supporting documentation provided by UL Global.



3

#### UL Global Info Pack

UL Global will send/collect pertinent information to/from the participant (formerly known as the nominee). This info may be in relation to visas, funding, or a schedule of activities.



2

#### Teaching or Training Agreement

The nominee and host must complete a teaching/training agreement. The host, nominee, and sending organization must sign the agreement and submit it to UL Global for review. Upon successful review UL Global will sign the completed agreement.



5

#### The Behind The Scenes

UL Global will submit necessary documentation to the Erasmus+ Mobility Tool.



6

#### Contract Signing

UL Global will issue the Grant Agreement/Contract. The participant must sign the contract and submit it to UL Global, who will in turn sign the contract and return it to the participant.



7

#### The Grant

UL Global requests the grant payment from the UL Finance Department in time for the participants arrival. Upon receiving the grant the participant signs the grant acknowledgement and submits boarding cards.



10

#### The Afters

After returning to their home organisation, the participant is to complete a final report and submit their return boarding cards to UL Global.



9

#### Teaching/Training Mobility

After the successful completion of the mobility UL Global will issue a certificate of attendance to the participant.



8

#### Welcome

UL Global provides a campus tour, and issues ID Card from HR if lab access is required during the mobility.