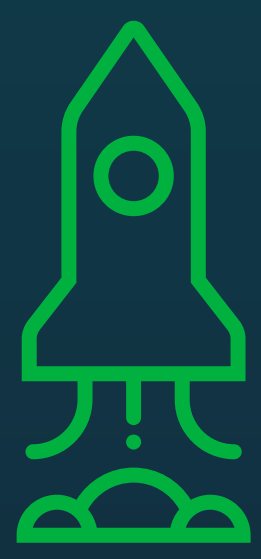


Incoming Staff Mobility



10 Steps to Incoming 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!

1

Contact

The incoming staff member makes contact with the relevant UL Department to investigate mobility opportunities



4

Inter-Institutional Agreement

Host Department confirms with UL Global that an inter-institutional agreement is in place. If no agreement exists, Host Department submits request to create Erasmus+ Inter-Institutional Agreement to UL Global. If Agreement exists skip to step 8.



3

Agenda

If the request is approved, the Host Department works in conjunction with the incoming staff member on an agenda of teaching or training activities



2

Approval

UL Department reviews request, and either approves or denies the request to host incoming staff mobility



5

Quality Review

UL Global reviews Erasmus+ Inter-Institutional Agreement request



6

Agreement Ratification

If approved, UL Global will engage with counterparts in sending organisation to ratify the Inter-Institutional Agreement



7

Signatures

Host Department signs Teacher/Training Agreement



10

The Afters

After returning, please follow your home institutions policies and procedures.



9

The Mobility

Off you go!



8

Grant

The Incoming Staff Member follows the processes set out by the sending organisation to claim their Erasmus+ Grant