

STEPS FOR AN ERASMUS STAFF MOBILITY (STA/STT) AT THE UNIVERSITY OF CORDOBA

Before the mobility

<u>What?</u>	<u>Who?</u>
😊 Selection and nomination of participant/s.	→ Sending Institution (informs UCO IRO).
🔍 Search for Host Department at UCO.	→ Participant or sending institution (<i>UCO IRO or Mobility Coordinator* to support</i>).
👉 Agree on dates for the stay and content of teaching/ training activities.	→ Participant with UCO Host Dept. (<i>UCO IRO or Mobility Coordinator* to support</i>).
📄 Complete and sign Erasmus documents: - <i>Grant Agreement</i> - <i>Mobility Agreement</i>	→ Participant (<i>UCO IRO* support</i>).
📄 Provide personal information (passport) to UCO IRO.	→ Participant
📄 Travel insurance and invitation letter for participant.	→ UCO IRO.
📄 Visa application (if required).	→ Participant (<i>sending institution IRO and UCO IRO to support</i>).
➔ Organise the travel: - Flight/train tickets. - Accommodation in Cordoba	→ Participant. → Participant (<i>UCO IRO may support</i>).
€ Grant payment (upon arrival).	→ UCO IRO.

During the mobility

👉 Participant and Host Department to follow content of the teaching/training activities contained in the Mobility Agreement.

After the mobility

📄 Mobility Certificate for the participant on the last day of stay.	→ UCO Mobility Coordinator (<i>cc IRO</i>).
📄 Completion of EU-survey.	→ Participant.
👉 Recognition of mobility results.	→ Sending Institution.

*UCO IRO e-mail: erasmus.icm@uco.es

UCO Mobility Coordinators: <http://www.uco.es/internacional/extranjeros/en/contact-us-en#international-coordinators>