GUIDELINES FOR

OUTGOING STAFF

ERASMUS+ MOBILITIES FROM A4U

BEFORE THE MOBILITY

PREPARING THE VISIT

You are expected to be **pro-active** in the organisation of your mobility and contact your receiving institution and A4U at least 4 months before your visit to request the invitation letter if you have not already. If you modify the dates of your stay, you must update the Mobility Agreement and inform us immediately to confirm the viability of the dates and ensure that the documentation is updated.

It is important that prior to the visit you are in direct **contact with your host** to determine the content and agenda of your visit, such as to discuss the details of the course you intended to give so that the host can prepare an audience whose training is in line with the contents, or to propose a question/problem in teaching, research or training that we you can address together with the consequent enrichment for both parties. In this way, the ground for an exchange of ideas is prepared, and both sides can make the most of the visit.

The administrative matters, such as a documentation, payments etc. will be dealt with **A4U coordinator**.

Please note that Spanish universities are closed during the whole month of August for summer holidays, from 22 December to 7 January for the Christmas break, and during one week in spring for Easter holidays (the exact dates change every year).

GRANT LETTER

4 months before your visit, please double-check with your host that the visit dates are still valid, request the invitation letter and send it to the A4U coodinator. Once the invitation letter is issued and dates are confirmed, A4U will arrange for your grant letter, which confirms that you are a recipient of an Erasmus+ grant.

VISA

The costs of applying and obtaining the visa are borne by the participant, if needed. The insurance, the grant letter and the invitation letter should be part of the documents submitted to the Consulate or Embassy.

If visa application has to be made, the grant letter, the invitation letter and medical insurance should be part of the documents submitted.

The visa application can take time. **It is therefore highly recommended to apply for the visa as early as possible** to allow yourself time to book affordable flights and accommodation. The more in advance they are booked, the cheaper they are likely to be.

The visa application process is managed by the participant, although you are welcome to ask your sending university or A4U for support.

MEDICAL INSURANCE

Erasmus+ programme requires all mobility participants to have full coverage of eventual risks during their stay abroad. **The costs of buying the medical insurance will be borne by the participant. The insurance must include**:

- Travel insurance including damage or loss of luggage.
- Medical, pharmaceutical and hospitalization expenses caused by an accidents or illness (including the pandemic) during the stay abroad. Recommended insured sum: 200.000,00€.
- Permanent incapacity or death, including repatriation. Recommended insured sum: 6.000,00€.
- Third party liability.

The cost of the insurance will be borne by the participants themselves and can be covered by the grant that will be paid to the participant upon arrival to the receiving university.

A4U, like many Spanish universities, has an agreement with **Oncampus** insurance company and recommends their travel medical insurance for staff. For questions related to the insurance coverage, please contact OnCampus directly on **informacion@oncampus.es** / (+34) 981 553 614.

If participants choose a different insurance, it has to meet the above requirements. Also, please check that it would be accepted by the Spanish Embassy if you apply for the visa. **If Erasmus+ mobility is extended, the participant is responsible for extending the duration of insurance.**

FLIGHTS AND ACCOMMODATION

Before booking flights or accommodation, please make sure you have the visa, if it is needed.

You can book flights and accommodation that suit your needs, bearing in mind that all the expenses related to your Erasmus+ stay need to be advanced by yourself, as the grant will be paid via a bank transfer once you have completed your stay. When booking flights or accommodation, try to get reimbursable tariffs just in case of cancellation of the trip on your side.

As a general rule, if the participant incurs the costs of flights, accommodation and visa and the mobility cannot take place, these costs will not be reimbursed. In case of **force major** (e.g. illness documented by a medical report, a natural disaster, a terrorist attack), the reimbursement of these costs fist needs to be approved by the Spanish National Agency, which manages Erasmus+ in Spain on behalf of the European Commission.

Your host university can advise on suitable accommodation. Check with them to explore all possibilities.

ONLINE LENGUAGE SUPPORT (OLS)

Online Language Support is an EU online resource that provides a range of interactive and engaging language learning activities to help you learn a new language or master a language you've already studied. The best part is that it is designed to cater specifically to the needs of each learner.

OLS is hosted on EU Academy platform, which is an an EU-owned online hub containing first-hand knowledge, high quality educational resources and valuable insights, directly produced by the EU institutions, for individuals whose activities are related to its sphere of action.

So, whether it is learning the basics of Spanish or mastering native-level English, you are welcome begin your language learning journey. The intro module quickly takes you through the process of creating an account, which you can use to access OLS and lots of other short courses on the EU Academy.

GRANT AGREEMENT

Once you have your flight tickets, insurance and know the exact dates of your stay, A4U will send your grant agreement for your signature before the start of your stay.

BEFORE MOBILITY

CHECK LIST

- **Dates confirmed** with the host and receiving university.
- **Grant letter** received and **visa** processed (if needed)
- **Flights** and **accommodation** booked
- Copy of **insurance** sent to A4U coordination
- **Grant Agreement** signed

DURING THE MOBILITY

CERTIFICATE OF ATTENDANCE

The host department/mobility office issues a certificate of attendance which confirms that during his/her stay the participant has carried out the activities proposed in the mobility agreement.

Important: the mobility dates on the grant agreement and the certificate of attendance have to be the same. In case of discrepancies, documents will need to be amended.

Once you have the signed certificate of stay, send it to the A4U coordinator.

AFTER THE MOBILITY

PAYMENT OF THE GRANT

The scholarship payment order is only once the certificate of attendance has been submitted by email to A4U coordinator.

Participants are paid by bank transfer. The transfer usually takes a few days to arrive.

EU SURVEY

The participant will receive an email with an invitation to fill in an EU survey about their mobility experience, which has to be completed online during 30 days since the date of invitation.
It is **mandatory**.

RECOGNITION OF MOBILITY

Recognition of mobility for teaching by the home university does not always happen in an immediate and formal way. It can also be in terms of its impact of staff member´s teaching and research profile, since it demonstrates:

- *outreach, international exposure and visibility of the individual.*
- *international research contacts of the individual.*
- *ability to deliver university courses at overseas highly reputed institutions.*
- *experience of developing teaching materials tailored to the needs of a specificaudience with a different background.*
- *the ability of the individual to attract funds at zero-cost for the home institution.*
- *the ability of the individual to write applications in a standardised format(Erasmus+) and be successful.*
- *If the contacts have been productive and reciprocal visits take place, the abilityto attract future teaching, co-supervision and research cooperation to the homeinstitution.*

Mobility for training, in addition to having possible recognition on institutional level, demonstrates:

- *improved competences linked to one´s professional profile, as a result ofexchange of experience and learning that takes place during mobility.*
- *broader understanding of practices, policies and systems in higher educationacross countries as a result of international exposure.*
- *increased capacity to trigger changes in terms of modernisation andinternational opening within the home organisation.*
- *increased opportunities for professional and career development.*
- *the ability of the individual to attract funds at zero-cost for the home institution.*
- *the ability of the individual to write applications in a standardised format(Erasmus+) and be successful.*
- *greater understanding and responsiveness to social, linguistic and culturaldiversity.*
- *improved foreign language competences.*

AFTER MOBILITY

CHECK LIST

- **EU Survey** completed
- **Certificate of stay** signed and sent to A4U coordinator
- **Grant** received in the bank account
- Positive experience shared on **LinkedIn** mentioning A4U International

FREQUENTLY ASKED QUESTIONS

How long will the period covered by my visa be? Your visa duration will be based on the letter of acceptance from the host university, which will state the dates of your stay.

How do I apply for the visa? You have to ask for an appointment directly at the embassy of the country to which you will be travelling, or through an agency that might deal with visa applications. It is the participant him/herself that deals with the visa application.

Will the costs of getting the visa and the medical insurance be reimbursed? No, the costs of obtaining the visa and the insurance are borne by the participant.

Is it ok for me to arrive earlier/leave later than the mobility start/end date, or to arrive/leave from a destination different from where the mobility takes place? Yes, it is fine, just bear in mind that the grant will only cover 7 days in total: 5 days of mobility and 2 days of travel.

Should I have an invoice for the plane ticket or keep receipts for any other expenses? No receipts are required but it is recommended to keep them in case of force major.

You are free to make the arrangements that best suit your needs, and use money left over from travel for subsistence and vice versa as you see fit.

The documents required to prove that the mobility was carried out are: a mobility agreement, a grant agreement, a certificate of attendance and a completed EU survey.

USEFUL CONTACT DETAILS

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