

**ERASMUS+ TEACHING MOBILITY PROCESS**

**PRE-MOBILITY**

1. Contact the academic coordinator (or the partner college International Office) to request the mobility and confirm your teaching dates.
2. Email your flight e-ticket and teaching dates to DkIT International Office for calculation of grant.
3. DkIT International Office will send you a completed *Erasmus+ Grant Agreement for teaching* to sign.
4. Complete a *Staff Mobility for Teaching Mobility Agreement* form. 3 signatures needed (yours, the partner college and DkIT International Office). Minimum of **8 Hours Teaching requirement for Erasmus+**.
5. Where mobility will be done **in the Summer holidays,** provide flight e-ticket and (provisional) teaching agreement to DkIT International Office **by 30th June.** After that date, mobility will be re-allocated to staff member on the waiting list.

**DURING MOBILTY**

1. On last day of mobility arrange for partner college to stamp & sign *Certificate of Participation in Teaching Mobility* form.

**POST-MOBILITY**

1. You will receive an email request from the EU Commission to complete a short narrative report on your experience to be submitted online. (Copy to DkIT International Office).
2. DkIT International Office will arrange your payment through CORE.

**Please note:**

*The grant is a flate rate to cover all costs – flight, accommodation, meals, local travel, telecommunications, including fax/internet, insurance, and all other sundries, with no incidentals allowable.*