**STAFF**

**KA171 MOBILITIES – REQUIRED DOCUMENTS**

1. **BEFORE THE MOBILITY**
   1. Nomination
   2. Application form https://app.box.com/s/fo0ve45tcgg9vxf27ioptk4a2mitmglt
   3. GDPR https://app.box.com/s/uqbfu6o9tsr81pmx0q8ml82ewlt8tlgj
   4. Copy of passport
   5. CV
   6. Teaching agreement (in case of mobilities for teaching) – must be signed by the participant and the sending university https://app.box.com/s/hdc1k5lfuqr3lza2hij8egxv5hgyuoxq
   7. Training Agreement (in case of mobilities for staff-training) – must be signed by the participant and the sending university https://app.box.com/s/io42334zu0i16mdbq96xikg8hh7xctvp
   8. Copy of bank statement (must be an account in EUR or Multicurrency) where the grant will be transferred – must contain the name of the bank, the name of the account holder, IBAN or account number, SWIFT code of the bank
   9. Copy of insurance valid for the entire period of mobility – ideally should cover medical aspects, accidents and civil liability

**Once the first 5 documents** have been provided to UPT, UPT will issue the participant an invitation letter. At this point, if needed, the staff member should check if there are any visa requirements by visiting <https://eviza.mae.ro/home>. If required, the staff member should apply for a visa on the same website.

**One all the above documents** have been provided to UPT, UPT will issue the financial contract to the student. At this point the staff-member may conduct the mobility.

**Regarding the payment of the grant:**

* It is paid upon the staff member’s arrival and registration at the Department for International Relations
* The grant is paid in 100% of its value and is subject to recovery by Politehnica University of Timisoara if the mobility file is not fully completed with all the required post-mobility documents

**Regarding travel and arrival:**

* **TRAVEL (VERY IMPORTANT):** 
  + **it is vital that the travel days do not coincide with 1st and last day of activity (as per the Invitation Letter); in case this point is not upheld the mobility may partially or entirely declared invalid by UPT who will then proceed to recover the undue mobility grant**
  + **since the staff member is paid by distance band – travel proof MUST be presented both for the journey from the home country to Romania as well as the one from Romania back to the home country**
  + **the travel proof is required in original**
* **ARRIVAL:**
  + once the staff member has made the travel arrangements, he/ she is kindly asked to inform us
  + one the staff member has settled in he/ she is invited at the Department for International Relations for registration (at this point the staff member should bring the travel proof in original and teaching/ training agreement in original)

1. **FINALIZING THE MOBILITY**
   * 1. The staff member will receive a certificate of attendance as confirmation of the period of mobility
     2. The staff member must:
        1. Fill in and submit the ECAS questionnaire – this is an online questionnaire issued to the staff member by the European Commission; the staff member will receive a link on the e-mail they provided the Department for International Relations of UPT
        2. Fill in an submit the UPT post mobility report which also requires 5 pictures from the mobility – while this questionnaire is optional we strongly recommend to complete it as it highly contributes to the dissemination component of the Erasmus+ project https://ec.europa.eu/eusurvey/runner/UPTPostMobQuestionnaire
        3. The staff member must provide UPT with the proof of travel from Timisoara to the home country (scanned initially via e-mail and by post to

**“Rectorate of Politehnica University of Timisoara**

**The Department for International Relations**

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**ROMANIA”)**