



**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 20[20]-20[23]²
between institutions from
Programme and Partner Countries³**

[Minimum requirements]⁴

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
<p>UNIVERSITY OF WESTERN MACEDONIA – GREECE</p> <p>Dept. Of Primary Education</p>	G KOZANI02	<p>Aikaterini Blanta Erasmus+ Institutional Coordinator Tel: +302461068065 erasmus@uowm.gr</p> <p>Prof. Dimitris Pnevmatikos Head of the Psychology Department and Primary Education University of Western Macedonia Tel: ++30 23850 55035 dpnevmat@uowm.gr</p>	<p>https://erasmus.uowm.gr/en/</p> <p>https://eled.uowm.gr/</p>
<p>University of Isfahan, IRAN OID:10084439</p>	ISFAHAN	<p>Administrative contact: Dr. Seyed Komail Tayebi, President Consultant in International Affairs and Director of International Scientific Cooperation Office Phone: +98 313 793 2040 WhatsApp: +98 9131141268 Email: director.isco@dean.ui.ac.ir</p> <p>Academic contact: Dr. Saeid Ketabi Faculty member of Foreign Languages Phone: +98 313793 4317 WhatsApp: +989133264035 Email: ketabi@fgn.ui.ac.ir</p>	<p>https://ui.ac.ir/EN</p>

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁷ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Applicable from 2018 call]
University of Isfahan, Iran	G KOZANI02	011	Education	3rd	1 student *5 months	-
G KOZANI02	University of Isfahan, Iran	011	Education	3rd	1 student *5 months	-

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
University of Isfahan, Iran	G KOZANI02	011	Education	-	-
G KOZANI02	University of Isfahan, Iran	011	Education	2 members / 5 days each	-

⁷ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
G KOZANI02	All subject areas	Greek	English	B2	B2
University of Isfahan, Iran	All subject areas	Persian	English	-	-

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

⁸ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; agreement on how to use organisational support funds; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used].

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term*	Term*
G KOZANI02	June 15	December 15
University of Isfahan, Iran	June 20 th for nomination July 20 th application for admission	November 20 th for nomination December 20 th application for admission

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [4] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [4] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

G KOZANI02: A scale of 1 to 10 applies to the marks of each subject in the Hellenic Higher Education

Grade	Description
8,5-10	Άριστα (Arista) - Excellent

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

6,5-8,49	Λίαν Καλώς (Lian Kalos) - Very Good
5,00-6,49	Καλώς (Kalos) - Good
0-4,99	Ανεπιτυχώς (Aneritychos) - Fail

University of Isfahan, Iran:

Grade	Scale 1	Scale 2	Description
16-20	A	4	Excellent
14-15.99	B	3	Very Good
12-13.99	C	2	Good
10-11.99	D	1	Acceptable
0-9.99	F	0	Fail

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G KOZANI02	erasmus@uowm.gr Tel: +302461068065	https://erasmus.uowm.gr/en/international-credit-mobility/
University of Isfahan, Iran	int-office@ui.ac.ir +98 3137935158 +989132283898	https://www.isc.ui.ac.ir

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G KOZANI02	erasmus@uowm.gr Tel: +302461068065	https://erasmus.uowm.gr/en/international-credit-mobility/
University of Isfahan, Iran	int-office@ui.ac.ir +98 3137935158 +989132283898	https://www.isc.ui.ac.ir

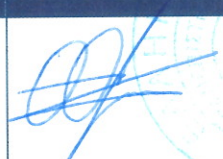
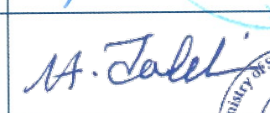
4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
G KOZANI02	erasmus@uowm.gr Tel: +302461068065	https://erasmus.uowm.gr/en/international-credit-mobility/
University of Isfahan, Iran	int-office@ui.ac.ir +98 3137935158 +989132283898	https://www.isc.ui.ac.ir

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
G KOZANI02	Prof. Theodoros Theodoulidis RECTOR	03/03/21	
University of Isfahan, Iran	Prof. Hooshang Talebi PRESIDENT	February 15, 2021	

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Annex I. Procedures for the incoming students

Student Mobility for studies is addressed to students of study cycles, as they are foreseen in the Inter_Institutional Agreement signed between UOWM and partner Universities.

Each Home University has to announce a "*Call for Applications*" for students that **should** contain all the necessary information such as:

- i. Application form
- ii. Description of necessary documents the student should submit in order to prove his/her qualifications
- iii. Deadline for applications
- iv. Selection criteria, in line to the Erasmus+ program guide rules.
- v. Information about the grand and the mobility duration (from 3 to 5 months)
- vi. Whatever more it might be necessary

Assessment results should be uploaded to the relevant site/link, announced to the Departments so as to ensure access for all members of the Academic community.

At least one month prior the deadline for applications at UOWM, students have to be **nominated** by their home University. The list should indicate the field of studies at Home Institution, the cycle of studies, the semester of their planned mobility and their contact info, as well.

Upon receipt of the nominations, UOWM International Relations Office, will contact students by email providing them guidance on the application procedure and the relative deadlines.

By the time of application, students should send to the UOWM International Relations Office, the following documents:

- **Learning Agreement for studies**, indicating all the courses they are planning to follow. The Learning agreement must be signed by the student and also signed and stamped by the Home University.
- Transcript of records (in English)
- Greek/English Language certificate
- Previous degree of studies (only for Master or PhD students)

Upon evaluation of the applications, an acceptance letter from UOWM will be sent to each incoming student.

The starting date of the mobility period shall be the first day that the student needs to be present at UOWM and the ending date shall be the last day of the examination program in UOWM. The minimum duration of the mobility period is 3 months or 1 academic term or trimester.

All incoming students from non-EU countries need to apply for a D-VISA prior to their arrival in Greece. A Letter of Acceptance from our Department will be sent by e-mail and by post to the

participants. The nearest authorized Greek Consulate should be contacted for all necessary documents and information <http://www.mfa.gr/en/appendix/greece-bilateral-relations/a.html>

Attention: It is strongly recommended to start the VISA application process as soon as possible, since the procedures may require a considerable time.

At least 2 months before the starting date of the mobility, all students have to send to the UOWM International Relations Office the following documents:

- Signed and stamped Learning Agreement for studies
- Copy of his/her passport
- Copy of VISA
- A **signed and stamped** document, by the bank where the grant will be deposited. The document should indicate:
 - a. *the Bank name*
 - b. *the Bank account number, where the financial support should be paid*
 - c. *IBAN number*
 - d. *the name of the Bank account holder*
 - e. *Clearing/BIC/SWIFT number*
- The document with the Personal Info of the participant
- Insurance contract in English or translated in Greek, covering the whole mobility period, which must include the following coverings
 - a. **Health Care Insurance** (basic health insurance coverage is provided normally by the national health insurance of the participant during his/her stay in another country. However, the coverage of the basic health Insurance or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful). Your insurance should be issued from your Home Country and should be valid during your stay in Greece, issued or translated in English.
 - b. **Personal Accident** Insurance coverage (covering personal injury and/or damages caused to the participant as a person in the course of ordinary activities in the workplace resulting from accidents at work) issued from your Home Country and valid during your stay in Greece, issued or translated in English.
 - Participants themselves are responsible for the insurance costs from the grant they receive under the Erasmus+ program.
 - All insurance contracts for the incoming students/staff to UOWM should be translated in English or Greek and delivered to UOWM.
- Copies of the boarding pass and/or tickets, which are the supporting documents of the participant's mobility between the Sending Institution and the Host Organization which indicate the participant's place of departure and arrival.

- Tickets receipt
- Upon receipt of the above mentioned documents, the Mobility Grant agreement for Studies will be signed between the student and UOWM.

FINANCIAL SUPPORT

Each student coming to UOWM for studies mobility will receive **850€/month**.

In addition, students from Partner Countries coming to Greece will receive a support covering their **travel costs**, depending on the travel distance from their Home University to the Host University (UOWM). The travel distance is calculated by the **E.U Distance Calculator** tool http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The following top-up amounts are foreseen for travel costs:

Travel Distances	Amount
Between 10 and 99 km	20€ per participant
Between 100 and 499 km	180€ per participant
Between 500 and 1999 km	275€ per participant
Between 2000 and 2999 km	360€ per participant
Between 3000 and 3999 km	530€ per participant
Between 4000 and 7999 km	820€ per participant
8000 km or more	1500€ per participant

Travel costs from *Isfahan to Florina* are foreseen to be **360€/student**.

According to the ERASMUS+ Program Guide, the distance of a one way travel must be used to calculate the amount of the EU grant that will support the round trip.

Incoming students will receive 70% of the total calculated financial support, before their arrival at UOWM as follows: within 30 days of the signature of the Grant Mobility Agreements by both parties, at the earliest 30 days before the beginning of the activity and no later than the start date of the mobility period.

UOWM will pay the remaining 30% or the remaining amount of the grant after the successful submission of the online EU survey that will be sent to the participant after the end of the mobility period and within 45 days after that. The evaluation of the 20% or the remaining amount will be made after the final estimation of the mobility period. Otherwise, within the period of 45 days a recovery will be issued in case a reimbursement is due.

The financial support or part of it will be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement he/she has signed. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities due to *force majeure*.

Upon arrival in UOWM students have to be enrolled at the Secretariat of the Department of their studies and they will receive the Student's ID card.

Once a student arrives in Greece, when he/she is planning to spend more than 3 months in Greece, have to apply for a **RESIDENCE PERMIT** to the Immigrations Office in Florina or Kozani (depending on the city of their studies).

Upon completion of the mobility period, UOWM will issue a transcript of records to the students which will be sent also to his/her Home Institution.

After recognition procedures are completed at Home Institution, partner Universities have to send to UOWM the respective Certificate of recognition.

Housing may be provided to incoming students, upon request, depending on the existing vacancies.

Annex II. Procedures for the incoming teaching and training mobility

Teaching/Training Mobility is addressed to Academic/Administrative Staff of our partner Universities that desire to realise a teaching/training mobility to UOWM.

Partner Universities have to decide upon the staff members that will participate in the Erasmus + Credit mobility program, after their announcement for the "Call for applications". Selection process has to be in line to the Erasmus+ program guide rules.

Selection results have to be uploaded to the relevant site/link, announced to the Departments, so as to ensure access for all members of the Academic community.

2. **Nomination:** **At least 3 months** prior the starting dates of the mobilities, partner Universities have to send at UOWM the **nomination list of staff members** selected to participate in the Erasmus+ Credit mobility program. The list should indicate if they are nominated for Teaching or for Training and their contact info, as well.
3. Nominated staff members will receive by the UOWM International Office all necessary information and documents regarding their mobility.
4. Participants should contact the Departmental Academic Coordinators, as indicated in the Inter-Institutional Agreement, in order to arrange the content and the dates of their teaching/training mobility. *The total duration of the teaching/training period should be of 5 days per mobility activity (2 more days may be added for travelling). For teaching mobility at least 8 hours of teaching activities must be foreseen.* Nominated staff members might be redirected, by the Dep. Coordinators, to teaching/training staff members of UOWM with common scientific field, in order for the teaching/training program to be arranged.
5. Upon the common decision, between the parties involved, on the dates and the field of the activities, the Teaching/Training mobility agreement, should be completed. In this document the exact mobility period, the objectives of the mobility and the **day-by-day** teaching program will be described. The minimum teaching hours, in order for a mobility to be approved, is 8. This document has to be signed by the participant, signed and stamped by his/her Home Institution and UOWM, as well.

6. The starting date of the mobility period shall be the first day that the participant needs to be present at UOWM and the ending date shall be the last day the mobility activities at UOWM. For reimbursement purposes, 2 more days may be added for travelling.
7. Incoming staff from non-EU countries need to apply for a VISA prior to their arrival in Greece. A Letter of Acceptance from our Department will be sent by e-mail and by post to the participants. The nearest authorized Greek Consulate should be contacted for all necessary documents and information <http://www.mfa.gr/en/appendix/greece-bilateral-relations/a.html>

Attention: It is strongly recommended to start the VISA application process as soon as possible, since the procedures may require a considerable time.

8. At least 2 months before the starting date of the mobility, all participants have to send to the UOWM International Relations Office the following documents:
 - Signed and stamped Teaching/Training mobility agreement
 - Copy of his/her passport
 - Copy of VISA
 - Copy of the bank account details where the grant will be deposited, ***signed and stamped by the bank***. The following should be indicated on the bank document
 - (i) Bank account where the financial support should be paid
 - (ii) Bank account holder
 - (iii) Bank name
 - (iv) Clearing/BIC/SWIFT number
 - (v) Account/IBAN number
 - The document with the Personal Info of the participant
 - Insurance contract in English, covering the whole mobility period, which must include the following coverings:
 1. **Health Care Insurance** (basic health insurance coverage is provided normally by the national health insurance of the participant during his/her stay in another country. However, the coverage of the basic health Insurance or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance might be useful). Your insurance should be issued from your Home Country and should be valid during your stay in Greece, issued or translated in English.
 2. **Personal Accident Insurance** coverage (covering personal injury and/or damages caused to the participant as a person in the course of ordinary activities in the workplace resulting from accidents at work) issued from

your Home Country and valid during your stay in Greece, issued or translated in English.

- Participants themselves are responsible for the insurance costs from the grant they receive under the Erasmus+ program
 - All insurance contracts for the incoming students/staff to UOWM should be translated in English or Greek and delivered to UOWM.
9. Upon receipt of the above mentioned documents, the Grant agreement for Teaching/Training mobility will be signed between UOWM and the participant.
 10. Each participant coming to UOWM for teaching/training mobility will be granted with **160€/day**. Travel expenses are dependent on the distance between the Sending Institution and UOWM, as this is calculated by the **E.U Distance Calculator** tool http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm . *The amount for travel expenses from Isfahan to Florina or Kozani is foreseen at **360€/participant**.*
 11. Participants will receive 70% of the total calculated financial support, before their arrival at UOWM as follows: within 30 days of the signature of the Grant Mobility Agreements by both parties, at the earliest 30 days before the beginning of the activity and no later than the start date of the mobility period.
 12. UOWM will pay the remaining 30% or the remaining amount of the grant after the successful submission of the online EU survey that will be sent to the participant after the end of the mobility period and within 45 days after that. The evaluation of the 30% or the remaining amount will be made after the final estimation of the mobility period. Otherwise, within the period of 45 days a recovery will be issued in case a reimbursement is due.
 13. The financial support or part of it will be recovered if the participant does not carry out the mobility activity in compliance with the terms of the agreement he/she has signed. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities due to *force majeure*.
 14. The participant must provide proof of the actual dates of start and end of the mobility period based on the certificate of attendance provided by UOWM. The boarding pass and/or tickets are the supporting documents of the participant's mobility between the Sending Institution and UOWM, which indicate the participant's place of departure and arrival.

AFTER THE MOBILITY (FOR STUDENTS, TEACHING AND ADMINISTRATIVE STAFF)

In order for the remaining 30% of the financial support to be deposited, participants should send to the UOWM's IRO the following documents:

1. Tickets Receipt
2. The boarding passes and/or tickets

3. Accommodation Invoice, where the name of the participant as well as the check-in and check-out dates should be indicated (only for teaching and training mobility).

All participants will receive an email in order to submit the ERASMUS+ EU Survey. This is **obligatory**, in order for the 30% of the remaining grant to be deposited.