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## ERASMUS+ PROGRAMME 2017-18 INTERNATIONAL MOBILITY

### GUIDELINES

#### A) Prior to departure

The International Relations Department is responsible of providing the grant to all participants. As completing and signing the relevant documents is a bureaucratic procedure that takes a lot of time, participants are kindly requested to submit the required documents (signed mobility agreement, signed grant agreement in 2 copies, tickets and invoices) at least 1,5- 2 months prior to departure.

Additionally, according to articles 6.1, 6.2 and 6.3 of the grant agreement, it is required by the participant to submit an English copy of the insurance contract with the obligatory requirements for each type of mobility.

#### Visa requirements:

Participants are kindly requested to examine whether it is necessary to apply for visa by visiting the relevant website of the Greek Ministry of Foreign Affairs or at: <http://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/countries-requiring-or-not-requiring-visa.html>

#### B) After the Mobility

1. After the end of each mobility, participants need to submit to our International Relations Department: 1. a certificate of teaching/training, 2. original tickets (boarding cards, bus tickets



etc.) and 3. relevant material that was produced during this mobility, or a short report on the activities that took place, as soon as possible.

2. Participants will receive an e-mail from the European Commission (by: [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)), which has to be completed within 30 calendar days.

3. Participants are asked to fill in form 10 of the Special Account for Research Funds of the University of Crete ( <http://www.elke.uoc.gr/management/forms.aspx> )

Participants will receive 70% of the grant prior to their mobility and provided that all documents have been duly prepared and mobility, as well as the grant agreements, have been and signed by all parties, within 30 calendar days.

Finally, participants will receive the rest 30% of their grant once the aforementioned steps have been completed and within 45 calendar days after the online EU Survey submission.