

Guide for ICM Incoming Staff

Before Mobility

Mobility period

The dates for the teaching/training program must be agreed between the grant's holder, the host institution and the home institution, within the Erasmus grant agreement. An **invitation letter** is issued by host institution as soon as the period is agreed. Those dates will be used as reference for the grant's payment.

Mobility agreement for teaching or training

The teacher/member of staff should send the mobility agreement for teaching or training to UPT's international relations office (IRO), by email, after the approval and signature of sending institution.

For teachers, it is mandatory to lecture at least 8 hours per week.

Health, Accident and Travel Insurance

The teacher/member of staff is responsible for getting his/her insurance. A copy of receipt/invoice of the insurance arranged by the teacher/member of staff must be given to host institution upon arrival.

VISA

In order to obtain the Visa, the teacher/member of staff will need the insurance and the invitation letter provided by UPT. Reimbursement will be conditioned to presentation of copy of receipt/invoice of the Visa arranged by the teacher/member of staff.

Travel Expenses

The financial support allocated for travel expenses consists of a unit cost that will be paid along with the scholarship and intends to contribute to the round trip back between the home and host institutions. The teacher/member of staff is responsible for arranging the travel ticket. Payment will be conditioned to presentation of copy of receipt/invoice of the ticket arranged by the teacher/member of staff.

Travel distance	Amount	Partner country
Between 4000 and 7999 Km	820€ per participant	U.S.A.
8000 Km or more	1500€ per participant	China

Subsistence allowance

USA-Scholarship for teaching/training outgoing mobility is 1920€ *for approx.10 days, plus 2 for travel.*

The payment of the scholarship shall be made to the participant upon arrival to UPT representing 100% of the financial support from Erasmus+ (1920€ + 820€ = 2740€). The grant's agreement will be signed by that time.

Mandatory documentation

To be sent to UPT:

- Teaching/training agreement

To be asked to UPT:

- Invitation letter (for the visa process) stating that the teacher/member of staff has been accepted at the host institution for a determined period of mobility, under Erasmus+ ICM programme.

End of mobility

The original certificate of attendance will be given to the teacher/member of staff with the dates of the days of mobility.

The mobility dates within the certificate of attendance must be in line with the ones established in the grant agreement.

The teacher/member of staff in mobility shall receive an invitation to complete the online EU Survey after the mobility abroad within 30 calendar days.

Incoming ICM teacher/member of staff must also fill the UPT's questionnaire for monitoring his/her mobility at UPT.