



STEPS FOR AN ERASMUS STUDENT MOBILITY FOR STUDIES (SMS) OR TRAINEESHIPS (SMP) FROM PARTNER COUNTRIES TO THE UNIVERSITY OF CORDOBA, SPAIN

Before the mobility

<u>What?</u>	<u>Who?</u>
☺ Selection and nomination of participant/s.	→ Sending Institution to UCO IRO.
✉ Information and documents to the participant.	→ UCO IRO.
📄 Complete and sign Erasmus documents: - Grant Agreement - Learning Agreement	→ Participant (<i>with UCO IRO* support</i>).
📄 Provide passport to UCO IRO.	→ Participant
📄 Travel insurance and invitation letter for participant.	→ UCO IRO.
📄 Visa application (if required).	→ Participant (<i>sending IRO and UCO IRO to support</i>).
🏠 Register at the UCO.	→ Participant.
➔ Organisation of travel: - Flight/train tickets. - Accommodation in Cordoba	→ Participant. → Participant (<i>UCO international buddies support</i>).
☺ Welcome!	→ UCO IRO.

During the mobility

€ 1 st Grant payment (upon arrival).	→ UCO IRO.
☹ Request changes to study programme within 5 weeks after start of semester.	→ Participant / Sending institution/ Host institution.
☺ Agreement within 2 weeks after request.	→ Participant / Sending institution/ Host institution.
€ 2 nd Grant payment (after monitoring).	→ UCO IRO.
📄 Completion of EU-survey.	→ Participant.
€ 3 rd Grant payment (after monitoring).	→ UCO IRO.

After the mobility

📄 Mobility Certificate for the participant on the last day of stay.	→ UCO Mobility Coordinator (<i>cc IRO</i>).
📄 Transcript of Records for the participant.	→ UCO Faculty (<i>cc IRO</i>).
👉 Recognition of mobility results.	→ Sending Institution informs <i>UCO IRO</i> .