**INCOMING STAFF FOR TRAINING**

**Steps before the mobility**

1. If you are interested to visit AUA within the framework of Erasmus+ for training, you should contact the European Programmes’ Office at European\_pr@aua.gr. A description of your job interests, the intended period of visit together with a short CV are necessary information. Usually a visit lasts up to 5 working days.

The European Programmes’ Office will check availability among the most relevant departments and let you know if you are accepted or not within 2 weeks.

1. If your request is approved, you will be informed who will be your contact person in AUA. Then you will be asked to fill in, sign and send to European\_pr@aua.gr the Mobility Agreement for training. It has to be completed in collaboration with the receiving person in AUA.
2. The European Programmes’ Office will get the Mobility Agreement duly signed/stamped by the University authorities. It will also issue an official Invitation Letter. Both documents will be sent to you by email. Scanned signatures are accepted according to Erasmus+ rules.
3. If your University approves your mobility, the Mobility Agreement for training should be returned to European\_pr@aua.gr duly signed/stamped by your authorities. The Mobility Agreement for training must be signed by all three parts (you, your University, AUA) in order to consider the mobility valid.
4. AUA has no dormitory halls. The European Programmes’ Office will send to you a list of accommodation options that maybe helpful.
5. AUA will not cover any expenses for travel, accommodation and insurance during the mobility period. Although Health Insurance Coverageis not compulsory, we suggest that you hold at least European Health Insurance Card valid for the period of your stay. Also a complementary private insurance might be useful especially in case of repatriation and specific medical intervention
6. One week ahead of arrival, you should contact both the European Programmes’ Office at European\_pr@aua.gr and your contact person in AUA to confirm date/time of arrival at AUA.

**Steps upon arrival in AUA:**

1. Register at the European Programmes’ Office. It is located on the ground floor of the Administration Building. Passport or ID will be needed for the registration.
2. Inform the European Programmes’ Office if your University requires any particular document to confirm the mobility.

**Steps after your Departure from AUA:**

1. Send to European\_pr@aua.gr a short activities report **within 30 days** after the end of the mobility. Your feedback is always important for us to improve.