

## **When Participating in Mobility Activities - During Mobility**

### **External Applicants:**

- We assist interested students and teachers wanting to come on an exchange by considering the following points: we help our colleague/s in the partner institutions by giving information on our deadlines, our selection requirements, and our study programmes for individual students and our teaching activities for individual teachers.
- We start the internal procedure for the selection and admission of the applicant. We contact also teaching and administrative staff regarding the application and urge them to give an answer relatively soon.
- We keep track of the application of the incoming student during the selection process at our own institution.
- Once we have received an answer from the internal procedure for selection and admissions, including an offer of subjects confirmed on the learning agreement form and signed by the responsible authority of our institution, immediately we notify our partner institution of the result.
- If a student is accepted, we write a letter of acceptance to the home institution (and copy it to the applicant) or we send the letter of acceptance to the student (and copy it to the sending institution).
- If a student is accepted, we send him/her a welcome package with general information, giving a deadline until when the applicant must definitively confirm whether he/she wants to accept the offered study place within the ERASMUS exchange.
- We start the internal procedure for the necessary formalities (enrolment/registration procedure) and make (preliminary) practical arrangements such as housing by Sassa ([www.sassa.org](http://www.sassa.org).) or by Easystanza (<http://www.easystanza.it/veneto/padova/Stanze-padova/annunci/>).

### **If a proposal for an incoming teaching visit arrives:**

- We collect details on the achievements of the teacher (e.g. curriculum vitae, recordings), discussing with the responsible senior management the extent to which the proposal fits the need of the institution in terms of subject area and timing. Normally, short-term visits should not take place at the same time when other important projects are scheduled (unless the teacher visit is planned to be part of such projects) or during an examination period.

- Once the proposal is accepted, we develop a clear division of responsibilities between the Erasmus Coordinator and whoever in our institution is responsible for projects and other similar activities, planning the contents of the teaching visit and its connection to the existing study programme.

We coordinate teaching rooms and teaching hours, completing the Teaching Programme signed by home and host institution.

- We advert the teaching visit with the help of the public relations or event office (if available), planning a final concert or extra activities if required.

- We arrange for accommodation and meals, organizing transportation and other logistic details such as airport transportation, informing guest teachers in time about all practical arrangements (accommodation, transfers, visiting address of the institution, etc), contacting persons (including their availability) and her/his time schedule.

- During the visit, we discuss future cooperation projects, organizing meetings with senior management and with other teaching staff, providing guest teacher with all required confirmations beyond arrival.

- At the end of every visit, we confirm the Completion of Teaching Assignment by writing a confirmation document.

**If a proposal for an incoming staff training visit arrives:**

- We collect details on the planned training period of the visiting staff member (e.g. main topics and expected outcomes, suggested time table, dates of the visit).

- We contact the responsible senior management for their approval. Once the proposal is accepted, we develop the visit by a clear division of responsibilities between whoever in our institution is involved. We coordinate training activities, making contacts with the staff responsible at our institution.

- We meet for an evaluation of the training activity and discussion on the future cooperation plans, helping with all practical arrangements.

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