

INTERNATIONAL RELATIONS OFFICE
TUKE

BEFORE mobility

Instructions for staff



Please note

- Preparing for mobility is a complex process consisting of a series of administrative steps in a precise time sequence.
- Due to the great interest in Erasmus+ mobility on the part of students and staff of TUKE, the Department of International Relations and Mobility is extremely busy during the academic year, therefore it is necessary to schedule the amount of administrative workload correctly.
- If you are interested in going on mobility, please follow the instructions in this presentation.

**INTERNATIONAL RELATIONS OFFICE
TUKE**

4 weeks

before the planned date of departure

- Contact the Department of International Relations and Mobility of TUKE (ÚZVaM) by e-mail (michaela.blaskova@tuke.sk) and provide the following information:
 - **The call** for which you have been awarded a nomination (e.g. "October 2022")
 - **Date of mobility**
(Your stay at the foreign university from-to)
 - **Place of mobility**
(country, host institution - ERASMUS+ code)

3 weeks before the planned departure

- Send the required documents by email (michaela.blaskova@tuke.sk)
(FILLED OUT !)
 - **Completed TO Preparation Background table** (you will find the table attached to the email informing you of your nomination)
 - A document confirming your **travel insurance** from the moment you go on mobility (start of your work trip) to the day you return from mobility (end of your work trip)
 - Attach a **STAFF MOBILITY AGREEMENT** related to your planned mobility **with the signatures of all 3 parties** (you, the receiving university and your faculty coordinator)

2 weeks

before the planned departure

- You will receive your **Erasmus+ Contract and Travel Order** by email (pdf file) from the Department of International Relations and Mobility
- **Print the contract twice and sign it** (3rd page next to your name)
- **Print out the travel order and sign it** (middle right = employee) **and ask for your supervisor's signature** (bottom right)

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2 weeks

**Before the planned departure
travelling by car**

- In case you are travelling by car on mobility:
- **Fill in the Application to use a private car for a business trip**
- **Sign the application form**
 - **Ask your supervisor for signature (approval)**
 - Attach to the application a copy of the technical licence and proof of valid insurance (statutory and accident insurance)

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2 weeks

before the planned departure

- Please deliver the following to the International Relations and Mobility Office:
 - 1) Both originals of the signed Contract
 - 2) Original of the signed travel order
 - 3) In case you plan to travel by car on mobility:
 - **Original of a signed Application for use of a private vehicle for a business trip, together with supporting documents**

Mobility Planning

please keep the following documents from your mobility planning process:

Proof of purchase of travel insurance for the period of travel and mobility

- Insurance contract
- Assistance card
- Proof of payment of the insurance fee (in case of payment by card, proof of transaction from Internet Banking, in case of payment in cash, cash receipt)

Proof of purchase of travel tickets

- Invoice
- Proof of payment (in case of payment by card, proof of transaction from Internet Banking, in case of payment in cash, cash receipt)

Proof of purchase of accommodation

- Invoice
- Proof of payment (in case of payment by card, proof of transaction from Internet Banking, in case of payment in cash, cash receipt)

Please note: The documents listed above are essential for your business trip. The mobility cannot be concluded without their submission.

We look forward to preparing your mobility!

Team
International Relations Office TUKE