



## Before your Mobility

- Get in contact with your supervisor and agree on **date of stay** and inform your local coordinator at BOKU on it ([erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at)).
- Prepare a working plan in your **staff training or teacher mobility agreement** in accordance with your supervisor, let it sign by your sending and receiving institution and send it to [erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at) via e-mail.
- Don't forget to arrange **travel insurance** for your mobility period!

## After your arrival at BOKU

- Please come to BOKU-International Relations to sign your **arrival documents** and **grant award agreement for staff** and get your scholarship instalment.
- Please bring your **boarding pass** with you and also your flight ticket, you will get reimbursed with a flat rate according to distance. (Please notice that we need the originals!)

## End of Stay

- Please fill in all necessary info in the survey you get via the **Beneficiary Module** (notification via e-mail).
- Get your **confirmation of stay** from the BOKU local coordinator at BOKU-International Relations
- Ask **your supervisor** to give you a feedback of your stay and training/teaching activities. (Official Letter with Institute paper, stamp and signature.)
- After your arrival at home, do not forget to send your **boarding pass** via e-mail and then the original via postal services.

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