



GUIDELINES for participants

Dear participant,
you have now received a formal communication as beneficiary of an EMECW grant
These are the main steps to start the BTG mobility

Before leaving

1. Contact the host university to check local admission procedures
2. If you are Undergraduate and Master student the Learning agreement with the list of courses you will attend at the host university needs to be finalised before your departure.
3. If you are a Phd or Post doc beneficiary you have to finalise with your academic supervisor the study/research activity abroad.
4. Define a possible starting date and verify if it fits with the start date of related semester at the hosting university.
5. Inform us and your home/host university about the selected date(s) of departure by means of the travel form, available on line for the project coordinators, and an electronic ticket will be then issued and transmitted by e-mail.
6. The Coordination will send a letter of acceptance of the grant that you must sign and return back together with some additional forms requested by the Accountancy Division to enable them to pay the grants
7. A Mobility contract will define term and conditions ruling the grant assignment and disbursement.
8. Your personal insurance will be immediately activated.
9. The hosting institution will provide you with incoming services and accommodation facilities but your subsistence costs/ housing and stay are to be covered by your EMECW grant.

Upon arrival

10. Upon arrival contact the EMECW /Admission Officer and punctually follow the instructions for incoming guests, Admission checks and Police procedures to obtain the permits of stay.
11. Accommodation costs, advance and deposits are to be covered by you upon arrival,
12. The host University will receive from the coordination and advance to you the first month instalment, if formerly agreed.
13. Please do not forget to keep your the boarding pass stub(s) of your flight(s) and deliver them to the EM ECW coordinator at your host institution. Please also send them as scanned image to the Coordination Unit in Trento
14. The host institution will fill the notice of arrival and will transmit it with the boarding cards and signed contracts and finalised LA to the coordinator.
15. Check whether all the courses listed in your learning agreement are still available and with no overlaps.
16. In case you need to change some of the foreseen courses immediately contact the EMECW officers at the sending and hosting institutions.

17. Language courses, Guidance and orientation meetings are usually planned, do not underestimate their relevance and ask to your referent at the international offices.
18. You will experience and fill adaptation gaps. This is part of the international experience but do not forget you are not alone: please consult with the international officers and EMECW local and international coordinators. Probably they have already met some of your problems and found jointly with your colleagues some solution you can consider or jointly investigate with you new perspectives in order to effectively cope with the problem without breaching the European terms ruling the EMECW projects.

RETURN

19. At the end of your stay abroad, one week before the departure to return back to your home institution there are some necessary “departure procedures” which require you get in contact with the international offices or the EM ECW coordination at the hosting University.
20. Each university may have different rules concerning the procedures to follow at end of a mobility
21. Please make sure that all the procedures requested by the host university have been completed, and if is there any requirements concerning
 - pending exams to be registered for transcript of records
 - documents and records to be signed
 - keys to be returned and any additional request
22. check if is there any
 - pending payments or reimbursements you still have to do or receive.
23. A questionnaire concerning the mobility and scholarship programme will be delivered, lease kindly fill and sign it.

Before confirming your flight back home

24. Please check whether
 - the number of months you spent abroad corresponds to the planned stay at your hosting institution as agreed and stated on the Mobility contract and to the exact number of months for which you receive the grant.
25. REMEMBER that scholarships can't consider part of months.

When you are back home

26. Please keep the boarding pass stub(s) of your return flight(s) and to send them to the EM ECW coordinator at your home institution. Please also send them as scanned image to the Coordination Unit in Trento.
27. If you already received the transcript of records abroad you should deliver them to the EMECW coordination at home for recognition procedures and send them as scanned image to the Coordination Unit in Trento.
28. Are you already an Alumni? If not, please join and share with the BTG Community experience and further opportunities.

REPORTS

Reports and periodic meetings with your academic supervisor and Monitoring questionnaires are periodically requested

You can download here the reporting forms

29. Beneficiaries of Undergraduate and Master Mobility
30. Beneficiaries of PhD Mobility
31. Beneficiaries of Post Doc Mobility
32. Beneficiaries of Academic Staff Mobility

ACADEMIC STAFF

The mobility of Academic staff has a significant role in building sustainable academic cooperation , and further Erasmus Mundus ECW spin-offs, therefore beneficiaries feedback are relevant and they are kindly invited to complete a report about the coordination, teaching and research activities they performed during their stay and, whenever possible, any relevance concerning the sustainable development.

The report needs to be signed by the representative at the hosting institution and should bear the signatures of the head of the hosting department or by the local Erasmus Mundus ECW coordinator where you spent your secondment thus it is preferable to complete it shortly before the end of your stay abroad.

Please kindly send or handle it to the Erasmus Mundus ECW coordinator at your home institution and return a scanned version of the same to the University of Trento e-mail address.

EMECW referents are kindly asked to keep the original reports to be delivered together with the other EMECW reporting files.

We thank you All in advance for the commitment and the participation in Bridging the Gap.

The BTG coordination.