

SWISS APPROVAL INSTITUTE

ERASMUS +

ACTION KA1



The 5 steps of preparing the application
to the National Unit ERASMUS + (by the
stakeholder)



1. Selection of training object



2. Selection of host Institution (Institution-State-City)



3. Selection of services from host organization (Training/education-cultural and educational visits, internship, travel, accommodation and food services, additional benefits, tips for preparing the application)



4. Request for offer for the services provided



5. Concluding a preliminary cooperation agreement with the host institution (services provided, commitments, costs, benefits).

The 6 steps

After the approval of application

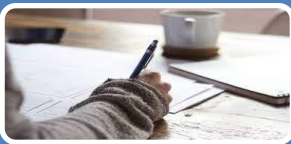
Mobility preparation



1. Signing a contract of your organization with the National Unit ERASMUS and credit to your account 80%)



2. Signing a contract between your carrier and those on the move.



3. Drawing up a contract with the host institution stating in detail the terms that have been agreed.



4. Signing by both Quality Commitment and Work Schedule (ERASMUS + forms).



5. Commitment to provide Europass to trainees.



6. Ongoing communication between the parties and preparation of mobility.

The 2 steps After Mobility



1. Supply with the necessary documents for the movers



2. Welcoming in Greece according to the agreements



3. Education/training cultural visits, internship, as agreed



4. Providing 24- hours service to travelers



5. Provision of Certificate of attendance and certification to the movers

The 2 steps Of Mobility



Reporting of activities



Participate online in
dispatch events of the
sender's results