

Universities across and between the Three Seas: How universities can shape the future of Europe's global cities

COME WITH AN ERASMUS + STAFF MOBILITY FOR TRAINING ! INSTRUCTIONS

The Forum “Universities across and between the Three Seas” has been designed as an opportunity of practice exchanges and inputs for high-level staff involved in the definition and implementation of Universities strategic plans. It is therefore considered as a training session, eligible to Erasmus + Staff Mobility for Training (STT) grant.

If you want to come to the Forum with an Erasmus + Staff Mobility for Training (STT) grant from your University, please follow the steps below.

BEFORE THE EVENT

1 . Contact your International Relation Office to know your University application process for an Erasmus+ staff mobility for training grant. (calendar, eligibility, sequences for mobility agreement signatures).

2. Prepare your **Mobility agreement** thanks to the [Mobility Agreement Data Sheet](#)
It contains all the required information concerning Université Lyon 3; training activities and suggestions to fill-in the various sections required for an eligible Erasmus+ training mobility.
Reminder: an Erasmus Staff mobility requires a minimum of 2 days presence and effective activities. The grants only cover the days of your effective participation to the training activities and travel days (up to 2 days with plane; 6 days with sustainable means of transport)

3. Following the sequence requested by your University, sign your **Erasmus Mobility Agreement**, send it to **our** Erasmus staff mobility contact person (staffmobility@univ-lyon3.fr) to obtain Lyon 3 signature and make it signed by the responsible person at your University . She can also provide you an invitation letter if required.

4. Just before leaving: please fill-in with your data, print and bring with you the **certificate of attendance** that will be signed the last day of your stay and will be asked by your International Affair Office. Your university may have its own template.
Alternatively, you can use [this template](#)

DURING THE EVENT

1. Sign the presence sheet during the various sessions
2. The last day of your stay: please get in touch with the Lyon 3 team to make your Certificate of attendance signed.

AFTER THE EVENT

You will receive an automatic e-mail from Erasmus+ inviting you to fill-in the participant report form. Don't forget to submit it ! It is compulsory for you and your University!

Welcome to Université Jean Moulin Lyon 3!