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| BEFORE MOBILITY PERIOD |  | Hand in application form to the ERASMUS KA107 project coordinator |
| DU project steering committee evaluates application forms, decides on the budget allocation and approves mobility participants |
| Grant agreement is signed |
| Receive the Erasmus mobility grant. This grant is a lump sum allocation of money from the European Commission or State Budget intended to contribute towards the travel and subsistence costs for your mobility period abroad |
| Coordinate your programme with host institution and submit it to the project coordinator at Daugavpils University |
| Arrange your travel, accommodation, visa if needed and insurance. Contact your host coordinator/sending coordinator in good time before you depart for advice and keep updated information available for your sending coordinator for prompt help in case of emergency |
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| DURING MOBILITY PERIOD |  | Notify the sending coordinator about any changes of your mobility programme or duration by an informative e-mail to ssad@du.lv |
| Fulfill the mobility programme objectives, implement all foreseen actions |
| Before you return ensure you have original signatures of the host university representative on your training / teaching programme |
| Get signed “Certificate of Attendance” |
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| AFTER MOBILITY PERIOD |  | Complete and submit your ERASMUS evaluation survey |
| Hand in to the DU project coordinator training / teaching programme with original signatures of all involved parties and signed “Certificate of Attendance” |
| Submit your mobility report within 3 weeks after concluding your exchange programme. |