REQUIRED DOCUMENTS FOR STAFF MOBILITIES FOR TEACHING (STA) / TRAINING (STT)

APPPLICATION DOCUMENTS:

- CV – written in Romanian, English or French
- Language certificate (if the language of the mobility is different from the working language at your institution)
- Summary of prior cooperation activities with UPT (max. 1 page) – if any
- Draft teaching / training programme (free hand) - only teaching / training mobilities in the fields mentioned in the interinstituional agreement can be approved

Originals of these documents will be asked for upon arrival of the staff member in UPT: language certificate if issued by the university, summary of previous cooperation and draft of the teaching/training programme

POST-SELECTION DOCUMENTS:

- Copy of personal ID card or passport (document that mentions the official address of the participant)
- Copy of bank account statement for a bank account in Eur
- Copies of insurances for health, accident and civil liability valid for the duration of the participant's stay
- Copy of visa once obtained – if it is the case (the application for visa can be done online http://evisa.mae.ro/)
- Teaching/ Training Agreement in UPT format (found in the zip folder) signed by the participant and your university; 2 originals will be required upon arrival of the staff member
- Proof of transportation means for the days of travel (both arrival and departure) on which subsistence funds are requested (fuel receipt, bus/ train ticket, etc) – two or more people cannot use the same fuel receipt
- Financial contract – can only be issued once the above documents have been sent to us via e-mail; the staff member must sign 2 copies of the contract which he/ she must bring in original ; a scanned copy will be required via e-mail beforehand

DOCUMENTS TO BE PRESENTED AT THE END OF THE MOBILITY:

- Teaching/ Training Agreement signed by all parties (you will receive an original)
- Certificate of attendance (issued by us; you will receive an original)
- Online questionnaire from the European Commission filled in by the participant (only relevant to UPT)