



Erasmus Mundus

Checklist Post-Doc mobility



Before Arrival

- ✓ Get in contact with your supervisor and agree on **date of stay**.
- ✓ Prepare a **research plan**, let it sign by your supervisor at BOKU and send it to the local coordinator (erasmus.mundus2@boku.ac.at) via e-mail. (Hand over the original Mobility Target Agreement later on – documents differ between the different EM projects)
- ✓ Inform the local coordinator of your date of arrival

Arrival

- ✓ Please come to the Center for International Relations (ZIB) to sign your **Arrival papers**
- ✓ Please bring your **Boarding Pass** with you and also your flight ticket, if you want to get the cost back. (Please notice that for all reimbursements the original ticket/invoice is necessary) *For some projects the flights will be bought directly by the project coordinators.*
- ✓ Please come to the ZIB to sign your **Acceptance of scholarship**
- ✓ Please bring me your Bank account data (we can only transfer your scholarship on an Austrian Bank account)
- ✓ Get **your Insurance** letter from the ZIB *For some projects, the insurance is managed directly by the project coordinators.*

End of Stay

- ✓ Please bring your **Flight ticket** early enough to get the reimbursement of your flight cost on your Austrian account before you close it. (Please do not forget to send your boarding pass per e-mail and then per post as soon as you are back home.)
- ✓ Please come to the ZIB to get your **Attendance Certificate**
- ✓ Please ask **your supervisor** at BOKU to give you a **feedback** of your stay here. (Official Letter with Institute paper, stamp and signature.)
- ✓ Please fill in the **Staff satisfactory survey/Final report etc.**
- ✓ After your arrival at home, do not forget to send your boarding pass per e-mail and then per mail.

Contact Person: **Katrin Hasenhündl**
International Office (ZIB)
Peter Jordan Straße 82a
1190 WIEN

Tel: (+43-1) 47654-32014
Fax: (+43-1) 47654-32009
erasmus.mundus2@boku.ac.at