



Checklist for International Mobility for Teachers and Staff – and Practical Tips

Before submitting your application

- Discuss your interest in applying for an exchange with your direct supervisor or manager. How could it fit into your professional development plan?
- What is the purpose and objective of your mobility?
- Write down your areas of responsibility and work tasks.
- Write down the expected outcomes of the potential mobility.
- The application should be submitted directly to the International Office via email.

Before departure

- Once the hosting institution has confirmed your placement, review a plan for how the purpose and goals of your mobility can be achieved.
- A written agreement (Mobility Agreement) regarding the mobility must be signed between the participant, the sending institution, and the host institution, and submitted to the International Office before the mobility begins.
- You can download your Mobility Agreement from the Staff Intranet. Contact the International Office if you have any questions.
- Review your plans with your direct supervisor or manager. Feel free to bring an assignment or something specific that your workplace would like to learn more about.
- Check with the host university if they have any requests or expectations—for example, if you are expected to give a presentation about your workplace or the university.
- You can read more about the travel policy and how to book your trip on the Staff Intranet.
- Remember that you are an ambassador for Södertörn University. Feel free to bring materials in English if available; otherwise, contact us at the International Office.
- Make sure the host university signs your Confirmation of Stay before you return home. The document will be sent to you by the International Office before your departure.

After returning home

- Did you make any expenses during your trip? Information about how to report your expenses and travel claim in Primula can be found on the Staff Intranet.
- Submit your signed Confirmation of Stay to the International Office.
- Report your exchange through the link you will receive by email from EU Survey.
- Feel free to send an email or postcard to the host university to thank them for the reception.
- Share your experiences with your colleagues through a presentation or similar. For example, the presentation can be based on your goals and a description of how you can make use of your experiences in your daily work.