

## Teachers Education Academy

[www.teacherseducationacademy.com](http://www.teacherseducationacademy.com) [info@teacherseducationacademy.com](mailto:info@teacherseducationacademy.com)

Harju maakond, Tallinn, Lasnamäe linnaosa, Lõõtsa tn 2a, 11415  
Tallinn/Estonia WhatsApp. +372 58316839 OID :E10280402

### Erasmus+ Mobility Planning Timeline

*A Step-by-Step Planning Guide for Schools and Project Coordinators*

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#### 6–12 Months Before Mobility

- Project approved
  - Participants selected
  - Partner organisation confirmed
  - Preliminary budget prepared
  - Mobility objectives defined
  - Internal school approval received
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#### 3–6 Months Before Mobility

- Flights researched
- Accommodation arranged
- Invitation Letter received
- Insurance arranged
- Learning Agreements prepared
- Special needs identified

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Participants informed

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### 1 Month Before Mobility

- Flights booked
  - Accommodation confirmed
  - Emergency contacts collected
  - Travel documents checked
  - Dissemination plan prepared
  - Mobility documents printed
  - Participant briefing completed
- 

### 1 Week Before Departure

- Passport / ID checked
- Boarding passes downloaded
- Currency/payment cards prepared
- Packing completed
- Local weather checked
- WhatsApp group created

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School informed

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### During Mobility

- Attend all activities
  - Collect attendance records
  - Take photos/videos
  - Network with participants
  - Share good practices
  - Keep receipts (if required)
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### After Mobility

- Certificates collected
- EU Survey completed
- Dissemination event organised
- School presentation delivered
- Website & social media updated
- Learning outcomes shared
- Project documentation archived

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### Final Checklist

Task	Completed
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Documents	<input type="checkbox"/>
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Travel	<input type="checkbox"/>
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Accommodation	<input type="checkbox"/>
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Insurance	<input type="checkbox"/>
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Learning Activities	<input type="checkbox"/>
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Dissemination	<input type="checkbox"/>
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Final Report	<input type="checkbox"/>
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