AMERICAN UNIVERSITY OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

OUTGOING ERASMUS+ OUTGOING CONFIRMATION FORM

This section is for the candidate:

I, the undersigned, hereby confirm that:

- I am currently not on leave during this term
- I attended the ERASMUS+ info session on_____
- I have read and understood all the related ERASMUS+ mobility information on the OIP website.
- I have read and understood the ERASMUS+ Frequently Asked Questions page on the OIP website.
- I understand that it is fully my responsibility to ensure that I have obtained all information regarding ERASMUS+ mobility and all that it involves before I apply; which includes, but may not be limited to, all travel arrangements, money transfer, mobility schedule, mobility dates, and all other related issues.
- I acknowledge and agree that if my application is incomplete, my application will not be considered. It is my responsibility to ensure that my application is complete.
- I have informed my supervisors/directors/all relevant parties that I am applying for ERASMUS+ mobility and I have obtained their approval.
- I acknowledge and agree that the standard mobility period (as recommended by AUB) is **exactly 5 working days** (even if the host suggests more). Mobility less than 5 days is not allowed by ERASMUS policies.
- I acknowledge and agree that my acceptance is pending the decision of the host university to find a suitable host for me.
- I acknowledge and agree that if I don't get accepted at my first-choice university, OIP will try to place me in my second choice and if that is also not possible then they will try other available options.
- I acknowledge and agree that if I am accepted, I am willing to cover extra expenses (if any) from my own account. Neither AUB nor OIP are liable to cover any extra expenses.
- I acknowledge and agree that if I am accepted, I am willing to obtain and pay for my visa (if I need one) myself.

- I acknowledge and agree that the grant money allocated for the mobility varies from one university to another and I have seen the table of the grants allocated per university on the OIP website.
- I acknowledge and agree that the host university may deliver my grant money using bank transfer, cash upon arrival or any other method they deem appropriate. I also understand that in some cases, bank transfer fees (or other fees) may be deducted. I have discussed this with my family and planned for my absence. I am aware that money transfer may take a long time.
- I acknowledge and agree that, once accepted and put in contact with the host university, I am responsible for following up and finalizing the details of my mobility with the host university.
- I acknowledge and agree that if accepted, I am willing to send all needed information and documents as requested.
- I acknowledge and agree that if accepted, and once the dates of my mobility have been finalized, I will get the approval of my supervisors/directors/all relevant parties for the agreed dates.
- I acknowledge and agree that if I get accepted and I decline the opportunity, this might decrease my chances of being accepted in the future.
- I am aware that priority is given to employees who have not yet benefitted from Erasmus+
- I acknowledge and agree that by submitting my full application to OIP, I certify that I fully accept all the terms and conditions of my host university and the ERASMUS+ program.
- I certify that I have voluntarily chosen to apply/participate in the ERASMUS+ mobility.
- I acknowledge and agree that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the program prior to its completion no matter what the reasons are. I am ready to fully reimburse the grant amount to the Host University or AUB if needed.
- I acknowledge that the Office of International Programs and AUB are not liable to provide medical or repatriation assistance in case the need arises.
- I acknowledge and agree that American University of Beirut shall have no responsibility for, nor any liability in connection with my independent traveling prior to the mobility start, or after the conclusion of the mobility. I acknowledge that all

independent travel is made at my own risk and expense, and that American University of Beirut is not responsible for me while I am traveling independently from my mobility.

Note: all communication takes place directly between the candidate and OIP. It is the responsibility of the candidate to inform their supervisor(s) of plans to benefit from Erasmus+ mobility and all related matters.

Applicant Name:_____ Signature:_____

Date:_____

This section is for the supervisor:

I, the undersigned, hereby confirm that I have read and understood all of the above as well as all the related ERASMUS+ mobility information on the OIP website and I endorse this application.

Supervisor Name:_____ Signature:_____

Date:_____