

	Name	Date	Initials
Drawn up by	Claire-Lise Meyenberg	March 2009	CLM
Checked by	Françoise Bonvallat	April 2009	FB
Approved by	Marc Vassant	April 2009	MV
Updated by	C.-L. Meyenberg	July 2009	CLM

Procedures for teaching staff arriving at the HEdS Genève

Name of the staff member and the course:	Details of partner institution:
Subject, aim:	Attendance from:to:
Support person:	Project accepted by Erasmus / HES-SO support yes / no Date:

Coordinator: claire-lise.meyenberg@hesge.ch - +4122 388 34 83
 Contacts: Nutrition and Dietetics: ludivine.soguel@hesge.ch - +4122 388 34 54
 Physiotherapy: jacques.dunand@hesge.ch - +4122 388 34 77
 Midwifery: dominique.bidet-dazin@hesge.ch - +4122 388 56 78
 Nursing: christine.maupetit@hesge.ch - +4122 388 56 83
 Radiologic Medical Imaging Technology: mario.gianferrari@hesge.ch - +4122 388 34 09

Initials	Timescale	Person responsible	Description of the activity
	End of December of the preceding academic year	Contact	For Erasmus Provide the national and international external mobility coordinator with the numbers of INWARD mobility teaching staff together with their contact details
	Mid-May of the preceding academic year	Contact	For the HES-SO Notify the national and international external mobility coordinator of the intended INWARD mobility of one or more members of teaching staff.
		Contact + national and international external mobility coordinator	Search for accommodation if needed Evaluation of accommodation and moving costs
	1 month before arrival	Contact	<ul style="list-style-type: none"> – Confirm the arrival date and terms of the attendance with the national and international external mobility coordinator – Specify to persons on INWARD mobility that on their return they must send an invoice to the HEdS in respect of their costs, with receipts (quote ref. no.: G70ECINTER) – Ask persons on INWARD mobility to bring with them a brochure of their institution, and any relevant information on their other health degree courses.

	1 week before arrival	Coordinator	Announce the arrival of the INWARD teaching staff
	During the stay	Contact	For an exploratory visit (PV): Ensure that a visiting card is completed by INWARD persons (in French or English) + that a brochure of this partner institution is received + any relevant information on their other health degree courses. Signature or promise of signature of the Bilateral Agreement <i>Documents available on the intranet / Collaborateurs / Relations Internationales</i>
	At the end of the stay	Contact and INWARD member of teaching staff	Complete the Erasmus and/or HES-SO report(s) Draw up an invoice of the financial costs + provide receipts, quoting ref. no. G70ECINTER Send them to the national and international external mobility coordinator