FREE PLANNING RESOURCE / 2026 EDITION

Erasmus+ Mobility Planning Checklist

A practical, editable guide for schools and Erasmus+ coordinators.
Review each task, confirm responsibilities and adapt this document to your mobility.

INSTITUTION	ACTIVITY / DESTINATION
COORDINATOR	**TRAVEL DATES**

01 BEFORE THE MOBILITY

7 TASKS

- ☐ 01 **Identify the Erasmus+ action and mobility format**
  Confirm the activity format with the beneficiary and, where needed, the National Agency.
- ☐ 02 **Define learning outcomes and participant needs**
  Connect the mobility to your institution's priorities and participant profiles.
- ☐ 03 **Check the programme, language and duration**
  For staff courses, review published objectives, content, format and training language.
- ☐ 04 **Verify dates, status and destination**
  Confirm the edition before booking non-refundable travel or accommodation.
- ☐ 05 **Agree fees, inclusions and cancellation conditions**
  Keep written confirmations of bookings and any separately arranged services.
- ☐ 06 **Confirm learning agreement or accepted programme**
  The required document depends on the activity. Eligible staff courses may use the programme.
- ☐ 07 **Clarify responsibilities for learning records**
  Agree what the sending organisation, host and participant must prepare or retain.

BEFORE YOU COMMIT

Check your grant agreement and National Agency instructions. Course availability, service inclusions and documentation should be confirmed before making non-refundable commitments.

CONTINUE YOUR MOBILITY CHECKLIST

During and after the mobility

02 DURING THE MOBILITY — 2 TASKS

- [ ] 08 **Maintain appropriate participation evidence**
  Record attendance or activity evidence suited to the mobility and grant requirements.
- [ ] 09 **Document significant changes or issues**
  Communicate with the relevant partner and retain agreed amendments.

03 AFTER THE MOBILITY — 3 TASKS

- [ ] 10 **Verify certificate and participation details**
  Ensure dates, course/activity details and participant information match the actual mobility.
- [ ] 11 **Arrange learning-outcome recognition**
  Use Europass Mobility or a comparable document where applicable to the activity.
- [ ] 12 **Share and apply learning at the institution**
  Plan reflection, internal sharing and practical use of learning outcomes.

WHO IS RESPONSIBLE?

Sending organisation: Grant management, project reporting and beneficiary records.
Course / receiving provider: Programme, actual attendance and agreed service documents.
Partners and participants: Learning evidence and recognition arrangements, as applicable.

OFFICIAL GUIDANCE

Erasmus+ Programme Guide ↗ | Erasmus Quality Standards ↗

Important: This independent planning resource is not an official Erasmus+ form and does not provide legal, financial or compliance advice. Requirements depend on the action, grant agreement and National Agency guidance. The sending beneficiary remains responsible for its project decisions, records and reporting. Any Learning Together service obligations agreed separately remain unaffected.