



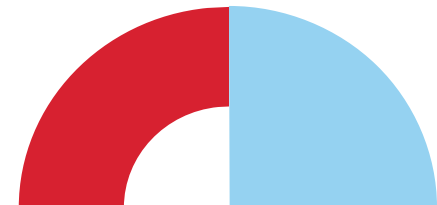
***Staff Mobility Program* 2024**

*La Salle Mexico International Office*



## **Program objective**

- To offer administrative staff the opportunity to carry out an exchange mobility with partner institutions that contributes to the development of their global perspective, professional competencies and personal development.



## **Program Benefits**

- Promotes internationalization in a reciprocal manner with partner universities.
- The beneficiary of the program learns best practices for his or her area of work.
- New collaboration projects between institutions arise from these mobilities.
- The horizon of the collaborators is broadened, awakening their interest in developing new skills and getting to know other parts of the world.
- It positions La Salle University Mexico and partner universities among other universities worldwide.





## ***Program specifications***

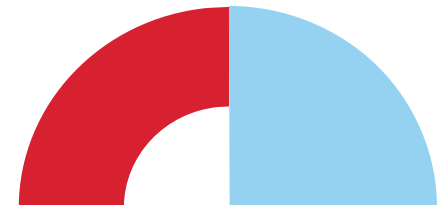
1. The program has a duration of 7 days.

2. Airfare, accommodation, meals and medical insurance are paid on a reciprocal basis:

-The university sending the staff member pays for airfare and medical insurance.

- The university that receives the staff member pays for lodging and meals.

3. The selection of each mobility recipient is done internally at each university.



# Steps prior to the mobility program

## 1<sup>st</sup> Step

- Contact between universities.

The areas/units that will participate in each internal call are defined.

Dates for the mobilities are defined

## 2<sup>nd</sup> Step

Internal calls are published



## 3<sup>rd</sup> Step

Internal selection process and definition of the mobility beneficiary

## 4<sup>th</sup> Step

Design of the Work Plan by the host university.

\*It is recommended that the creditor meets virtually with the host university prior to departure so that they can get to know each other and define activities of interest.

# Steps prior to the mobility program

## IMPORTANT

The receiving university must send the mobility recipient:

- Work plan per day
- Invitation letter signed by authorities of the receiving university
- Indications and specific immigration documentation requirements if required.
- Arrival and departure instructions regarding accommodation.

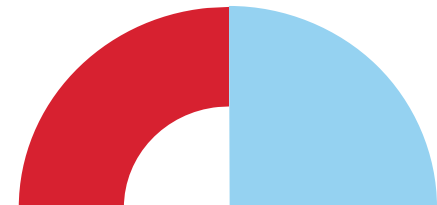


***If you want to start a Staff Mobility Program with us please contact us***

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