

International Credit Mobility Staff Check List

- **Fully signed Staff Training or Teaching agreement:**
 - The staff member, the host university and the Head of Department at the sending university should sign this. If the staff member is the Head of Department, the Dean of the Faculty should sign the agreement.
 - Scanned/digital signatures are acceptable
 - Staff mobility for teaching includes a minimum of 8 hours per week teaching. This excludes preparation time.
 - Send the completed document to Ivanna.Darcy@ul.ie and your contract will be drawn up.

- **Contract**
 - The International Education Division issues your contract, which you should read carefully to ensure all details are correct.
 - Two signed hard copies of your contract must be returned to IED with original signatures
 - You must complete the bank details on page one as well as signing on page three
 - The contract will be counter signed by IED and one fully signed contract will be returned to you

- **Visa**
 - If you require a visa the visa letter will be issued by the International Office at the host University. In the case of the University of Limerick, the contact is Ivanna.Darcy@ul.ie
 - Please allow plenty of time for a visa to be issued. Check the embassy website of the host country for approximate waiting times. For Ireland visa waiting times can be 8 weeks.

- **Grant**
 - The grant is divided into a lump sum for travel based on travel bands and individual support.
 - The travel band is a contribution towards a return journey with the distance calculated by the European Distance Calculator available [HERE](#) The travel bands are calculated as follows:

Travel Distance	Amount
500km-1999km	€275
2000km-2999km	€360
3000km-3999km	€530
4000km-7999km	€820
8000km or more	€1100

- Individual support is a flat daily rate of €160 per day for up to 14 days and reduced on 15th day. The minimum duration is 5 days excluding travel and maximum duration is 60 days.
- **Insurance**
 - The participant is responsible for ensuring that they have mandatory health and travel insurance to cover the period of the activity and ensure it is valid in the country of the activity.
- **Acknowledgement of Receipt of Grant:**
 - Sign the acknowledgement of receipt of the grant when you receive the grant amount and return the original version to the International Office at the University of Limerick
- **Arrival notice:**
 - On arrival at the host HEI, the arrival notice should be signed and stamped by the International Office or a designated contact.
- **Certificate of Attendance for Staff Teaching/Training Mobility**
 - The relevant certificate of attendance should be signed and stamped by the host university prior to departure.
 - If the activity is staff mobility for teaching the number of hours should be noted on the certificate and in line with the hours outlined in the contract and the teaching agreement
- **Boarding cards and travel receipts**

Keep all boarding cards and travel receipts. These should be returned to the International Education Division University of Limerick.
- **Final Report**

You will receive an email asking you to complete a short questionnaire after your mobility. You are contractually obliged to complete this report.
- **Dissemination**

All participants are expected to disseminate their experience of the mobility activity. Case studies should be written by participants and information should be shared as outlined in the teaching/training mobility agreement.
- **Follow up questionnaires**

The Higher Education Authority, the European Commission and the International Education Division may send follow up questionnaires or request additional details regarding your mobility activity. It is expected that participants will complete the required information. The information provided may contribute to European, National and University of Limerick reports and studies.