**Information for Erasmus+ International Credit Mobility Outgoing Staff**

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|  | **Documents Required for Erasmus+ International Credit Mobility** |
|  | Teaching/Training Mobility Agreement  |
|  | Staff Activity Plan  |
|  | Contract |
|  | Insurance  |
|  | Grant Acknowledgement  |
|  | Arrival Notice |
|  | Boarding Cards |
|  | Flight Receipts  |
|  | Certificate of attendance |
|  | EU Final Report |
|  | Case Study |

* **Contact at the University of Limerick**

The contact for International Credit Mobility at the University of Limerick is Ivanna D’Arcy, Ivanna.Darcy@ul.ie. The International Education Division office hours are Monday to Friday 09.30-12.30 and 14.30-16.30.

* **Erasmus+ ICM Programme Regulations**

There are a specific set of requirements, which need to be fulfilled for Erasmus+ International Credit Mobility Grant. These documents are required for reporting purposes and to prove the validity of the mobility activity in line with the approved application. Failure to produce the required documentation may result in the grant being reclaimed.

* **Inter-Institutional Agreement**

An Inter-Institutional Agreement specifically related to International Credit Mobility should be signed between the participating HEIs prior to any mobility activities taking place. Please ensure that this has been signed before undertaking any mobility activity.

* **Teaching/Training Agreement**

Please ensure that you arrange and confirm dates with your academic contact at your host university prior to completing the documentation. It is important to have ongoing communication with your academic contact to prepare for your mobility in terms of exchanging knowledge, ideas and developing a strong mobility plan.

As soon as mobility dates have been agreed please inform staff.mobility@ul.ie. A minimum of three weeks’ notice should be respected in order to allow the completion of the required documents.

The draft agreement should be sent to staff.mobility@ul.ie to ensure all details have been complete before having it signed. No staff member should have identical training/teaching agreements if conducting a mobility activity with other staff members.

This agreement should be signed by:

* The participant
* The Head of Department. If the participant is the Head of Department, the agreement must be signed by the Dean of the Faculty or their deputy
* The Hosting HEI academic contact

**Note:** In the event the staff member has Emeritus status. The HEA have indicated that this is primarily a decision for the HEI. The activity plan and teaching/training agreement in this case should be signed by the Dean of the Faculty. The Dean of the Faculty will need to ensure that the mobility is:

* In line with the objectives of the Faculty and the University in terms of internationalisation
* Beneficial to the host and sending HEI
* Relevant to the staff member and faculty
* Capable of producing sustainable impact for UL
* realistically resulting in a long term partnership, which can be maintained

The decision will also be made on the basis that:

* The staff member has been granted Emeritus status
* The staff member is committed to undertaking dissemination activities on return and will contribute to the sustainability of results by conducting these activities without further funding or financial support from the programme or the relevant HEI
* Since granted this status the staff member has continued to contribute to the faculty in terms of research activities etc.
* No other staff member is in a position to conduct the proposed activity

The Dean will also consult with the Assistant Dean – International. Each decision is made on a case by case basis. Should the Dean of the Faculty decide not to sign the teaching/training agreement reasons will be provided on the basis of the criteria outlined and another staff member will be selected to participate in the programme through an open call within the relevant department.

Please note that if you are participating in a mobility where Saturday and Sunday form part of the total number of days, particularly for mobility activity of less than 15 days. It is expected that training or teaching activities take place on these days and should be reflected in your timetable and staff activity plan.

* **Staff Activity Plan**

Please complete and submit your draft staff activity plan to staff.mobility@ul.ie along with your signed training agreement outlining what you will do on a daily basis. Please submit a final version of your plan including any amendments as well as your reflections after your mobility activity.

* **Contract and Insurance**

When the teaching/training agreement has been approved and signed your contract will be issued. Please read your contract carefully before signing. Original signatures are required on the contracts.

Please note that insurance is mandatory covering all eventualities, including illness, travel, accidents and repatriation. It is your responsibility to ensure that you are fully covered. By signing your contract you are confirming this.

If you are covered under UL’s insurance, please provide an email from the relevant officer confirming that you are fully covered for all eventualities.

The contract requires details on the policy number and the insurance provider.

You will need to sign your contract and send a copy to staff.mobility@ul.ie.

You should register your travel dates with the Department of Foreign Affairs at the following website: <https://www.dfa.ie/travel/citizens-registration/>

It is recommended that you read all the available material on the Department of Foreign Affairs website as well as the travel advice: <https://www.dfa.ie/travel/know-before-you-go/>

* **Payment of the Grant and Grant Acknowledgement**

The minimum number of activity days is 5 and the maximum is 60 days. The individual support grant is €180 per day of activity plus two days travel. The grant is reduced from 15th day of activity. Please refer to your contract for details.

The grant will be paid within 30 days of the last signature on your contract into the bank account details provided on your contract.

Please also provide your staff ID number as this is required for accounts to make the payment.

When you receive the grant payment, you are required to complete an acknowledgement of receipt to confirm that you received the full grant as outlined in your contract.

* **Visas and visa letters**

The host HEI will issue visa letters for incoming staff. UL Global at the University of Limerick will provide a supporting letter, which includes an outline of the funding and funding source.

It is your responsibility to apply for a visa in good time and provide all the relevant details and documents required for the visa office. We recommend that you allow a minimum of 8 weeks for your visa to be processed. The Host HEI will provide you with details on how to apply for a visa.

Visa letters can only be issued once mobility dates have been agreed.

Please also check if you require a transit visa for any airport you may stop at or change planes.

* **Accommodation**

The host HEI will provide you with accommodation details and suggest the most convenient places to stay.

* **Arrival notice and Boarding Cards**

You will need to have an arrival notice signed on your first day at the host university. You must keep this notice along with your boarding cards and travel receipts and return them to UL Global.

* **Certificate of Attendance/Departure notice**

Before leaving your host university, you will need your certificate of attendance signed. If you have undertaken staff mobility for teaching your total teaching hours will be included on this certificate. You must also submit the final version of your staff activity plan, which include initial reflections on the mobility activity.

* **Final Report**

The European Commission will email you a link to complete a final report. This report must be filled in within two weeks of the end of your mobility. Failure to complete this report can result in the process of reclaiming the grant awarded.

* **Dissemination and sustainability**

A key feature of the Erasmus+ programme is dissemination and sustainability of results. It is important to undertake dissemination activities of your participation of the programme and develop a plan with your academic contact to ensure the sustainability of results. You will also be expected to write case studies and participate in follow up surveys.

 **General notes from other Participants:**

* Check the electrical requirement so you can charge your phone and laptop
* Pack medication in your hand luggage
* Write all contact details down in the event you can’t retrieve them on your phone
* Print directions and transport means to your accommodation
* Talk to other colleagues in other departments who may have worked with the university
* Check with the international education division to see if there are other projects and partnerships with your host HEI
* Decide on dates and book your flights early to get the best value
* Bring a gift for your host
* Update your activity plan on a daily basis
* Bring a folder to keep all the required reporting documents
* Promote your participation within
* Make concrete plans for future cooperation with your host university
* Plan a follow up Skype meeting with your hosts

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