



UNIVERSITY OF
LIMERICK
OLLSCOIL LUIMNIGH



University of Limerick

Outgoing Staff Mobility For Training

Erasmus+ Staff Mobility

UL has been an active participant in the European Union's Erasmus Programme since 1988. UL has over 300 University partners in Europe where staff mobility can take place.

The Erasmus+ Programme offers funded opportunities for academic and administrative staff to job shadow/observe or attend training events (excluding conferences) at partner institutions.

Benefits of Erasmus+ Staff Mobility include the opportunity to:

- Acquire knowledge, practical skills and expertise from training abroad, which is relevant to your current job and supports your professional development;
- Discover best practices and generate new ideas to bring back to UL;
- Obtain inspiration through working with colleagues and gain new perspectives;
- Exchange expertise and experience;
- Explore new tools and technologies in your field;
- Learn about another European education system;
- Develop your international network;
- Open up possibilities for future collaborations and partnerships;
- Explore a new culture/language.

Eligible Countries

UL staff can complete an Erasmus+ Staff Mobility for Training at a suitable Higher Education Institution or public/private organisation in any of the **26 EU Member States** or alternatively in one of the 6 States designated as **third countries associated to the Erasmus+ Programme**.

EU Member States

★ Austria	★ Estonia	★ Latvia	★ Romania
★ Belgium	★ Finland	★ Lithuania	★ Slovakia
★ Bulgaria	★ France	★ Luxembourg	★ Slovenia
★ Croatia	★ Germany	★ Malta	★ Spain
★ Republic of Cyprus	★ Greece	★ Netherlands	★ Sweden
★ Czech Republic	★ Hungary	★ Poland	
★ Denmark	★ Italy	★ Portugal	

Third countries associated to the Erasmus+ Programme

★ North Macedonia	★ Liechtenstein
★ Serbia	★ Norway
★ Iceland	★ Turkey



Eligible Duration and Activities

UL staff partaking in Erasmus+ Staff Mobility for Training must ensure that the receiving institution is either a University awarded with an **Erasmus Charter for Higher Education** or any **public** or **private organisation** such as:

- A small, medium or large enterprise (including social enterprises);
- A public body at local, regional or national level;
- A social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
- A research institute; a foundation; a school/institute/educational centre;
- A non-profit organisation, association or NGO;
- A body providing career guidance, professional counselling and information services.

Please note that as UL aims to ensure as many staff members as possible are afforded the opportunity to avail of staff mobility, an average funded duration for staff mobility cannot exceed **7 days** (including travel) at present.

UL faculty undertaking both teaching and training activities must fulfil a minimum of **4 hours teaching hours during their mobility**.

Staff Mobility for Training

Participation in Erasmus+ Staff Mobility for Training:

- Allows UL teaching and non-teaching staff to undertake job shadowing/observation or attend training events (excluding conferences) at a partner university or at another relevant organisation abroad.
- A period abroad can combine teaching and training activities.

When choosing a destination for your Erasmus+ Staff Mobility for Training, consider the following questions:

- Do you already have contacts at or an interest in a particular European institution?
- Is there a particular aspect of your role that you would like to develop through training/job-shadowing?
- Is there an institution with a specialism relevant to your role?



Erasmus Grant Support

Travel Grant

Travel distance

Grant amount

For travel distances between 10 and 99KM:	20 EUR per participant
For travel distances between 100 and 499KM:	180 EUR per participant
For travel distances between 500 and 1999KM:	275 EUR per participant
For travel distances between 2000 and 2999KM:	360 EUR per participant
For travel distances between 3000 and 3999KM:	530 EUR per participant
For travel distances between 4000 and 7999KM:	820 EUR per participant
For travel distances of 8000KM or more:	1500 EUR per participant

** Travel distance is calculated using the distance calculator supported by the European Commission (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). The distance of a one-way travel must be used to calculate the amount of the EU grant that will support the round trip.

Subsistence Grant

Receiving Country

Grant amount

Norway; Denmark; Luxembourg; Iceland; Sweden; Ireland; Finland; Liechtenstein.	180 EUR per day
Netherlands; Austria; Belgium; France; Germany; Italy; Spain; Cyprus; Greece; Malta; Portugal.	160 EUR per day
Slovenia; Estonia; Latvia; Croatia; Slovakia; Czech Republic; Lithuania; Turkey; Hungary; Poland; Romania; Bulgaria; North Macedonia.	140 EUR per day

Application Process for Erasmus+ Staff Mobility for Training

- Identify the **organisation** you will visit and obtain permission. Discuss the **type of activities** you wish to undertake as well as the benefits of the activity.
- Complete the **Staff Mobility for Training Agreement** included on **pages 9 - 12** of this PDF document, or which is available for download from the **UL Global Erasmus+ Staff Mobility webpage** [here](#). Answer all questions in full, including a **detailed programme of activities**.
- A **short document to assist in the completion of this Mobility Agreement** was sent as an additional attachment to the email in which you received this PDF, and can also be downloaded from the above-linked **UL Global Erasmus+ Staff Mobility webpage**.
- Your **host organisation** will help you with the programme of activities.
- The **partner institution** will sign your agreement, your **line manager** signs off on the quality and **UL Global** signs off on the administration aspects.
- Submit your **fully signed agreement** to staff.mobility@ul.ie.
- Allow **20 working days** for your contract to be issued.
- **Sign your contract** and submit a copy to staff.mobility@ul.ie.
- 80% of your grant payment will be made within **10 working days** of receipt of your signed contract.
- Keep your **boarding cards** and submit copies of these, along with a **signed and stamped Certificate of Attendance** from your host (an example Certificate of Attendance is provided on **page 13** of this PDF document), to staff.mobility@ul.ie within **2 weeks** of your return from training. **Screenshots of boarding cards** will suffice if no physical boarding cards were received.
- Complete the **final report** which you will receive via email from a Europa.eu email address.
- Your final grant payment will be made within **10 working days** of receipt of all documentation.
- Once your final grant payment is made you must complete the **Grant Acknowledgement form** included on **page 14** of this PDF document, and which can also be downloaded from the above-linked **Erasmus+ Staff Mobility webpage**, and return to staff.mobility@ul.ie.



Note regarding insurance

You must register your travel as part of the Erasmus+ Staff Mobility for Training programme at the following website:

<https://www.dfa.ie/travel/citizens-registration/>

You should also read the travel advice for your destination at the below link and follow all advice given:

<https://www.dfa.ie/travel/travel-advice/>

In the event of an accident/theft, you must obtain a police report in order to file a claim.

Information related to travel insurance is available at the following link:

<https://www.ul.ie/buildings/services/insurance>

Failure to register on the DFA website and follow the advice provided may result in difficulties in the event of an incident.



Erasmus+

Higher Education:
Mobility Agreement form
Participant's name



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

Mobility Agreement

Staff Mobility For Training¹

Planned period of physical training activity:

Start Date: [day/month/year] to

End Date: [day/month/year]

Travel Dates:

Outbound [day/month/year]

Inbound [day/month/year]

Duration of physical mobility (days) – excluding travel days:

If applicable, planned period(s) of virtual training activity: from [day/month/year] to [day/month/year]

The Staff Member

Last name (s)		First name (s)	
Seniority ²		Nationality ³	
Gender [Male/Female/Undefined]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Faculty/Department	
Erasmus code ⁴ (if applicable)			
Address		Country/ Country code ⁵	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise⁶

Name	
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**Erasmus+****Higher Education:
Mobility Agreement form
Participant's name**

Erasmus code (if applicable)		Faculty/Department	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input type="checkbox"/> >250 employees

For guidelines, please look at the end notes on page 3.

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Language of training:

Is the mobility a part of a blended mobility programme? ☐ Yes ☐ No

Overall objectives of the mobility:
Training activity to develop pedagogical and/or curriculum design skills: Yes <input type="checkbox"/> No <input type="checkbox"/>
Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):
Activities to be carried out:



Expected outcomes and impact (e.g. on the professional development of the staff member and on both institutions):

II. COMMITMENT OF THE THREE PARTIES

By signing¹ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The staff member and the receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

Signatures:

Staff Member:

Name:

Signature:

Date:

Line Manager of staff Member

Name:

Signature:

Date:

The receiving institution

Name of the responsible person:

Signature:

Date:

UL Global

Name of the responsible person:

Signature:

Date:

¹ Adaptations of this template:

- In case the mobility combines teaching and training activities, **the mobility agreement for teaching template** should be used and adjusted to fit both activity types.
- In the case of **mobility between Programme and Partner Countries**, this agreement must be always signed by the staff member, the Programme Country HEI as beneficiary and the Partner Country HEI as sending or receiving organisation. In case



of mobility from Partner Country HEIs to Programme Country enterprises the last box should be duplicated to include the signature of the Programme Country HEI (the beneficiary) and the receiving organisation (four signatures in total).

² **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

³ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

⁴ **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁶ Any Programme Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth (training of staff members from Programme Country HEIs in Partner Country non-academic partners is not eligible).

⁷ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.

Certificate of Attendance
Erasmus+ International Credit Mobility for Staff Training
2021-22

This certificate confirms that

Your Name

Participated in Erasmus + International Credit Mobility for Staff Training at *Host Institution Name*
from

Mobility Dates (Excluding Travel)

Signed on behalf of the host university:

Name of Signatory

Date: *Concluding Date of Mobility*



Acknowledgement of Receipt of Grant Form: Staff Mobility Grant

Name of Staff Member:

Home Institution:

Host Institution:

Activity dates:

Duration of period to be covered by the grant (in days including travel days if applicable) :

I acknowledge the receipt of the following Staff Mobility Grant amount funded through the Erasmus+ Programme.

Amount €

Signature: _____ Date: _____