UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

Erasmus+ Outgoing Staff Mobility







Your Staff Mobility Checklist

Prepare **Travel** **Connect** **Return**

The Erasmus+ Projects Team is responsible for Erasmus+ Staff Mobility and Erasmus+ International Credit Mobility.

This checklist aims to support staff who have identified a host institution and confirmed with the Erasmus+ Projects Team that Erasmus+ funding is available to support their mobility activity.

For any questions or clarification, contact the Erasmus+ Projects Team at **staff.mobility@ul.ie**

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Enriching lives, opening minds.

Co-funded by the European Union

Before You Start

Complete these steps before making your travel arrangements

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01 Administration

Get your mobility approved and your documentation in place

- [ ] Check the **administrative requirements** of your host institution.
- [ ] If you require a **nomination letter** confirming that you will receive Erasmus+ funding for your host university, contact **staff.mobility@ul.ie**.
- [ ] Discuss the **aims and objectives** of your activity with your department and colleagues, identifying the key intended outcomes.
- [ ] Work with your host to complete your **Staff Mobility Agreement**, including a detailed description of your planned activities.
- [ ] If undertaking teaching activities, ensure a **teaching plan** is included.
- [ ] Sign your completed Staff Mobility Agreement.
- [ ] Send the agreement to your **line manager** for signature.
- [ ] Return the fully signed Staff Mobility Agreement to **staff.mobility@ul.ie.** UL will then sign it and issue your contract.
- [ ] **Review your contract carefully**, particularly the information relating to insurance.
- [ ] Sign and return your contract to **staff.mobility@ul.ie.** You will then receive a fully signed copy.

02 Visas and Vaccinations

Check entry and health requirements well in advance

- [ ] Ensure your passport has **at least six months** remaining from your intended return date to Ireland.
- [ ] Check whether you require a **visa** for your host country and/or transit visas for countries you will travel through.
- [ ] If you require a visa, request an **invitation letter** from your host institution.
- [ ] If required, contact **staff.mobility@ul.ie** for a letter confirming your Erasmus+ funding amount and source.
- [ ] Check whether **vaccinations** are required for your destination.
- [ ] Get any required vaccinations.
- [ ] Research whether countries you have previously visited could affect entry into your host country.

You should allow at least 12 weeks for a visa to be issued. It is not recommended that you book flights and accommodation until your visa is approved.

Plan Your Trip

Make your travel and accommodation arrangements and prepare for your destination

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03 Travel

- [ ] Get details from your host on the **most convenient airport or point of arrival** via green travel, such as by sea or train.
- [ ] **Research prices** and the most suitable arrival and departure times.
- [ ] If you require connecting flights, ensure there is **sufficient time between flights** to account for delays and transfers.
- [ ] Make your travel arrangements through a **reputable reservation site.**
- [ ] **Hold onto your boarding cards/travel tickets** to submit to UL Global upon your return.
- [ ] Plan your travel from your arrival point to your accommodation.
- [ ] Where possible, book this transport in advance using **official booking sites** and use only official transport providers.
- [ ] Ensure you have a **European Health Insurance Card (EHIC).**
- [ ] Register your travel through the **Citizens Registration service** on the **Department of Foreign Affairs website.**
- [ ] Take note of the **nearest consular service** in your host country.
- [ ] Follow **DFA TravelWise** on social media.
- [ ] Read all information provided in the **Travel Advice section** of the Department of Foreign Affairs website for your host country.
- [ ] Read the Department of Foreign Affairs **Know Before You Go information**.
- [ ] Download a copy of the **UL Insurance Policy.**

04 Accommodation

- [ ] Ask your host for accommodation **recommendations**.
- [ ] Check accommodation **reviews, pricing and location**, taking **safety** into account.
- [ ] When selecting a hotel, check for reliable access to Wi-Fi.
- [ ] Only book accommodation using a **reputable reservation site.**
- [ ] Inform your hotel of your expected arrival time, particularly when arriving late.
- [ ] Confirm that someone will be available to check you in and provide a key to your room if you are arriving late.
- [ ] Plan your travel from your accommodation to your host institution.

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05 Cultural Preparation

- [ ] Become familiar with local cultural etiquette and customs, including **eating, alcohol, tipping, transportation, appearance and punctuality.**
- [ ] Consider the **expected dress codes** for the activities you are undertaking.
- [ ] Review your agenda and bring clothes suitable for all required occasions and activities.
- [ ] **Familiarise yourself with expected greetings** in a business setting, particularly handshakes, body language and how people are addressed.
- [ ] **Learn standard key phrases** in the local language, such as Thank you, Good evening, Good morning, Can you help me please? and Do you speak English?
- [ ] Download a **translation app** such as Google Translate.
- [ ] **Cross-reference your travel dates** with major festivals/events in your host country and comply with local requirements.
- [ ] If undertaking **teaching abroad**, discuss your teaching plan with your host institution to ensure it is pitched at the correct level and is culturally appropriate.



Get Travel-Ready

Take care of the practical details before you leave.

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06 Mobile Phones and Laptops

- [ ] If you intend to take a **work laptop**, bring it to **ITD** to have it encrypted and deemed secure and compliant with ITD policy for use off-campus and abroad.
- [ ] Check that your mobile phone will work in your destination country.
- [ ] Check the charges associated with using your phone abroad. **Costs for personal use will not be reimbursed.**
- [ ] If your mobile is a work mobile, check with **ITD** that it is activated for roaming.
- [ ] If you are bringing any devices belonging to UL, inform **staff.mobility@ul.ie** and provide an email from ITD confirming that the devices comply with policy for travel. These details will be updated with the person responsible for insurance at UL.
- [ ] Bring the correct **adaptor** to charge your electronic devices.
- [ ] To keep mobile phone costs down, turn off automatic data connections for email, social media, etc.

07 Medication and Health

- [ ] If you take daily medication, bring enough for your trip as well as a **letter from your doctor** verifying the need to carry the medication.
- [ ] Your supply should cover the **full duration of the activity plus a few extra days** in case of delays.
- [ ] Check with your host country's embassy/consulate to ensure your medication is **legal** and can be safely carried through **customs**. This also applies to non-prescription medication.
- [ ] If you have a pre-existing medical condition, insurance at the University of Limerick should be informed to check compliance with the insurance policy. This should be done by the participant to retain confidentiality.
- [ ] If you have a pre-existing medical condition or severe allergy, it is highly recommended that you wear a **medical alert bracelet.**
- [ ] Ensure the medical alert bracelet displays the international medical alert symbol with the medical need clearly printed.
- [ ] Plan for addressing **dietary restrictions or food allergies** while travelling.

Get Travel-Ready

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08 Local Currency and Credit/Debit Cards

- [ ] Inform your bank of your destination and duration of travel if you intend to use your credit card abroad. Many companies now allow you to do this online.
- [ ] If your destination does not use euro, become familiar with the **exchange rate**.
- [ ] Ensure you have enough local currency to pay for **transport from the airport, a visa on arrival if required, and travel on the first morning of your activity.**
- [ ] If required, order currency from the bank in advance. Allow at least five working days' notice.
- [ ] Carefully review information about withdrawing cash abroad.
- [ ] Check whether there is a daily cash limit and any associated charges.
- [ ] Follow advice from the **Department of Foreign Affairs** and your **credit/debit card company** relating to your host country.



Get Travel–Ready

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09 Final Checks Prior to Travel

- [ ] **Check in online** in advance and download or print all boarding cards.
- [ ] If it is too early to check in for your return flight, check whether your hotel will be able to print your return boarding cards.
- [ ] Ensure you have your passport and visa documentation for **all countries on your itinerary.**
- [ ] Store copies of your passport and travel documentation securely.
- [ ] Leave a photo/copy of your passport and travel documentation with someone you trust in case the originals are lost during travel.
- [ ] Ensure you have contact numbers for your **host, accommodation, travel agent and local Irish Embassy/designated DFA contact.**
- [ ] Ensure you have registered on the **DFA website**.
- [ ] Ensure **UL Insurance** has been informed of your travel.
- [ ] Confirm all appointments and review your itinerary.
- [ ] Share your itinerary with colleagues and/or a family member.
- [ ] Arrange to send a check-in email/text upon arrival in your host country.
- [ ] Check for any airline or travel updates.
- [ ] Ensure you have all materials required for your activities, such as presentations and teaching materials.



During Your Mobility

Stay organised, connected and prepared while abroad.

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10 During Your Mobility

- [ ] Keep a note of all **meetings and outcomes.**
- [ ] Bring a notebook and record notes as soon as possible after meetings, including any **key actions for follow-up**, if it is not appropriate to take notes during the meeting.
- [ ] Categorise business cards or contact details you receive each evening.
- [ ] Provide updates on social media, tagging **@ULGlobal** and using **#Erasmus**.

If Something Goes Wrong

- [ ] In the event of **loss or theft of personal items or an accident**, obtain a police report. This is required by the insurance company.
- [ ] If your **passport is lost,** contact the local Irish Embassy or your passport-issuing country's Embassy immediately.
- [ ] If an **emergency is declared**, contact the local Irish Embassy.
- [ ] If there is no Irish Embassy and you are an EU citizen, contact another European Member State's embassy. Details are available on the **DFA website**.

University of Limerick Emergency Number: +353 61 213333
Where possible, contact UL using this number in an emergency

While You're There

- [ ] Keep up to date with **local media and events** within the city.
- [ ] Obtain a signed **Erasmus+ Certificate of Attendance** verifying your activity.

Before You Leave Your Host Institution

Don't forget to obtain your *signed Erasmus+ Certificate of Attendance*. You'll need to submit this to UL after your mobility.

After Your Mobility

Complete the final steps, follow up on your mobility and share your experience.

11 After Your Mobility

- [ ] Complete the **Erasmus+ Final Report**. This will be sent to you automatically from an **EACEA email address**. Check your junk/spam folder if you do not receive it.
- [ ] Follow up on any **agreed actions** arising from your meetings and mobility activity.
- [ ] Arrange a **debriefing meeting with your Head of Department and UL Global** to provide an update on key developments and potential future plans.
- [ ] Submit your **boarding cards/travel tickets** and signed **Erasmus+ Certificate of Attendance** to **staff.mobility@ul.ie.**
- [ ] Consider volunteering to write a short **article or blog**, or participate in a video for the UL Global website and/or newsletter.





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Notes for a Successful Mobility

Visas & Vaccinations

- Allow at least **12 weeks** for a visa to be issued.
- Only book flights once you have secured the **necessary travel documentation.**
- Arrange vaccination appointments well in advance. Costs can vary, so consider obtaining a few quotes.
- Remember that it is **your responsibility** to check whether you require transit visas for any airports or countries on your journey.

Travel

- Download the **relevant airport app** or map and allow sufficient time to travel between terminals, including time for customs and immigration.
- Check your **baggage allowance**. Where possible, consider travelling with hand luggage only to reduce delays when transferring or collecting baggage.
- **UL Insurance only applies when travelling on University business under Erasmus+ and within the dates specified in your Mobility Agreement and contract.**

Security

- Never carry sensitive data on a USB key or in printed format. If you are unsure, check with your departmental GDPR steward before travelling.
- Do not leave personal belongings, work equipment or debit/credit cards **unattended**, particularly in restaurants and shops.

Questions after your mobility?
Contact the Erasmus+ Projects Team at
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