**Information and Checklists for Erasmus+ International Credit Mobility Incoming Staff**

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1. **Contact at the University of Limerick:**

The contact for Erasmus+ International Credit Mobility is Ivanna D’Arcy, [Ivanna.Darcy@ul.ie](mailto:Ivanna.Darcy@ul.ie) . While at the University of Limerick, the UL Global office hours are Monday to Friday 09.30-12.30 and 14.30-16.30.

Please ensure that you arrange and confirm dates with your academic contact. 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](mailto:staff.mobility@ul.ie). A minimum of six weeks’ notice should be respected.

1. **Erasmus+ International Credit Mobility 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.

1. **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.

1. **Teaching/Training Agreement:**

The minimum number of teaching hours is 8 hours per week excluding preparation time. The agreement should be filled in detail, respecting what was originally agreed in the application form. This agreement should provide as much information as possible including an outline of a timetable of activities. Please ensure that you liaise with your academic contact to ensure the activities are in line with what you originally agreed.

Before signing the agreement the draft agreement should be sent to [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) to ensure all details have been complete before having it signed. No staff member should have identical training/teaching agreements.

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 International office requires a scanned copy of your passport and a copy of your current staff identification card related to your home university.

1. **Staff Activity Plan**

A draft staff activity plan should be complete and sent to [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie). This plan should be updated throughout the

mobility activity. The final version should be given to the International Office on the last day of your activity.

1. **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 your home HEI’s insurance, please provide a letter 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 must sign your contract and send a copy to [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie).

1. **Grant and Payment of the Grant**

The minimum number of activity days 5 and the maximum is 60 days. The individual support grant is €180 per day of activity plus two days travel.

The grant will be paid within 30 days of the last signature on your contract.

You are required to complete your bank details on your contract and an international bank transfer request form, which will be sent with your contract. Please note that it can take up to two weeks depending on your bank for the grant to be transferred.

Depending on your bank account type, sometimes it may not be possible to transfer the grant directly to your account. In these cases, you will be issued with a bank draft when you arrive at the University of Limerick, which can be cashed at the bank on campus. This also avoids bank charges and currency conversion costs.

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.

1. **Visas and Visa Letters:**

The International Office provide visa letters for incoming staff 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. The visa office is extremely busy from May to September; we recommend that you allow a minimum of 12 weeks for your visa to be processed. Details on visa applications can be found at the following [link](http://www.inis.gov.ie/en/INIS/pages/study)

Please note that visa applications are processed in the order that they are received by the visa office.

You will also need to check if you require a transit visa for any changes of plane, stopovers including refuelling.

The following information is required for a visa letter to be issued:

* Full name as on your passport
* Date of birth
* Permanent home address
* Full title and position at your home university

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

1. **Accommodation**

There is a high demand for accommodation in the area of the University of Limerick and we suggest that it is booked as soon as possible. There are a number of accommodation options available within the vicinity of the University of Limerick. These include hotels such as the Castletroy Park Hotel <http://www.castletroypark.ie/?gclid=CNWR-J6679ICFaW77QodyEcAtg> and the Kilmurry Lodge Hotel <http://www.kilmurrylodge.com/>.

There is also on campus accommodation available at Brennan’s Court Guesthouse <http://www.visitorservices.ul.ie/index.jsp?p=103&n=297>.

There are privately owned guesthouses within the vicinity of the university. Details regarding these may be found at <http://www.discoverireland.ie/where-to-stay/>

1. **Arrival notice and boarding cards**

When you arrive at the University, you will need to complete an arrival notice and present your boarding cards and all travel receipts.

1. **Staff Identification Card**

The Human Resources division issue staff ID cards between 12.00 and 13.00 each weekday. It is important that you come to the UL Global office, where your contact will complete the staff ID form and bring you to Human Resources.

1. **Certificate of Attendance/Departure Notice**

Before leaving the University of Limerick, you will need to come to the International Education Division to obtain your certificate of attendance. 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.

1. **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.

1. **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.

1. **Directions from the Airports**

The nearest airport to the University of Limerick is Shannon Airport. It is important to note that the majority of flights come from the UK and USA. It is important that you check the requirements for transit visas should you opt to fly from the UK to Shannon.

**Dublin Airport:**

Dublin Airport is approximately 3 hours (120km) from the University of Limerick. The most economical transport is bus at a cost of €15. Tickets can be purchased online in advance. You take one bus to the Red Cow Roundabout from Dublin Airport N7 Service and then change here for the next bus M7 Express which will bring you directly to the University of Limerick. Details can be found <http://www.dublincoach.ie/services/dublin-coach-journey-planner.php>

**Shannon Airport:** Shannon Airport is approximately 30km from the University of Limerick. There are taxis at the arrival area should you opt to take a taxi which will cost approximately €50 or you can book an airport cab at [airport cab website](http://www.shannonairportcab.com/) .

You can take the bus either <http://jjkavanagh.ie/airport/shannon-airport> which costs approximately €10 return or you can take the Bus Eireann bus number 51 to Limerick Bus Station (€5.50) and walk 5 minutes to Upper William Street where there are buses available to the University of Limerick. Details of the bus routes that serve the university can be seen at <http://www.ul.ie/ee/uploads/files/3-%20Bus%20Route%20Map%20.pdf>.

1. **Electrical Requirements**

The electrical supply in Ireland is 230v 50hz. The plugs and sockets may be different from your country involving a three-pronged formation, the same as those used in the United Kingdom. If your appliances operate on a different current you will need a power converter and plug adapter. A plug adaptor does not change the electricity supplied to the appliance, only allows it to be plugged into a different type of wall socket. If the appliance you are using supports dual voltage and dual frequency then a plate/tag will be located on the item stating “120/240v, 50/60Hz”. Most laptop computer and battery chargers are dual voltage, so all you will need to use them with a different supply is a plug adaptor. Power converters step down the voltage from 240v to 120v, allowing equipment which is not dual voltage to operate at the voltage for which it was designed. Converters do not alter the frequency at which electricity is delivered and should be used a maximum of 1-2 hours at a time. Converters can be purchased at travel shops, some discount shops, electronics shops and airports. Make sure that you select a converter that will accommodate the wattage of the appliances you wish to operate. Some laptop computers, electric razors and hair dryers have built-in power converters. However, an adapter plug will be required.

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| **Pre-Departure Checklist** | |
| **X When Complete** |  |
|  | Contact [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) when you have agreed dates with your academic contact |
|  | Complete Teaching/Training Agreement sending a draft to [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) before having it fully signed |
|  | Request a visa letter from [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) |
|  | Check your passport is in date make sure that your passport will not expire during your mobility |
|  | Send a scanned version of your staff identification and passport to [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) |
|  | Complete a draft staff activity plan |
|  | Obtain all relevant signatures on your teaching/training agreement |
|  | When you receive your contract, sign this and send a copy to [staff.mobility@ul.ie](mailto:staff.mobility@ul.ie) |
|  | Book accommodation |
|  | Obtain Insurance and verification letter from your university |
|  | Apply for a visa |
|  | Ensure you have photocopies of all the important documents (visa, travel details, passport, identification, important telephone numbers, credit cards, insurance, letter from the University of Limerick etc.) |
|  | Scan important documents and email them to yourself |
|  | Take some passport size photos in case you need them during the mobility |
|  | Make your travel arrangements |
|  | Check to see if you need a transit visa for any stop-over, plane changes or refuelling stops |
|  | Maintain communication with your academic contact to prepare for the mobility |
|  | Check the baggage allowance for the airline ensuring you do not incur additional charges |
|  | When packing remember climate differences, you will need a waterproof coat and comfortable shoes for walking |
|  | If you take medication, make sure that you bring enough with you for the duration of your mobility or check that it can be purchased in Ireland with your prescription |
|  | Check you have chargers for electronic devices and the correct adapters to be able to charge them in  Ireland |
|  | Meet with colleagues and discuss your planned activities and how information used can be gained to create a sustainable partnership |
| **Day of Departure** | |
|  | Pack important documents in your hand luggage (visa, passport, flight tickets, emergency numbers, credit cards etc.) |
|  | Check the airlines for any changes to your flights |
|  | Make sure you have the address of your accommodation |
|  | Include directions for travel to the University of Limerick |
|  | Local currency for airports where you will be stopping and Euros for when you arrive in Ireland |
|  | Pack any medications in your hand luggage |

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| **Arrival at the University of Limerick** | |
|  | Meet with your academic contact |
|  | Meet with Ivanna D’Arcy on your first day between 12.00 and 12.30 to obtain your staff ID and complete relevant documents |
|  | Complete Arrival notice |
|  | Give your boarding cards and travel receipts (bus, taxis, flights) to the international office |
|  | Sign your grant acknowledgement form |
|  | Constantly update your staff activity plan |
|  | Prior to departure visit the UL Global office to obtain your certification of participation/departure notice |
|  | Complete your staff activity plan and hand it into UL Global |
|  | Develop plans to sustain the cooperation and identify future opportunities |
| A**fter your Mobility Activity** | |
|  | Write case studies for inclusion on the website |
|  | Carry out activities described in the impact section of your agreement |
|  | Complete the EU Commission final report |