**International Credit Mobility Student Check List**

**o Fully signed Learning Agreement:**

* The student, the host university and the academic coordinator at the sending university should sign this.
* Scanned/digital signatures are acceptable
* Send the fully complete document to ErasmusProjects@ul.ie and your contract will be drawn up.

**o** **Contract:**

* UL Global issues your contract, which you should read carefully to ensure all details are correct.
* You must sign your contract and send a copy to ErasmusProjects@ul.ie

**o 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 10 weeks.

**o 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.

 **o 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: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

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 | €1500 |

* Individual support is a rate of €900 per month for students coming to the University of Limerick and €700 per month for students studying at one of the international partner universities. The minimum duration is one full semester for undergraduate students and 3 months for PhD students. The maximum duration is one year.

**o Acknowledgement of Receipt of Grant:**

* Sign the acknowledgement of receipt of the grant when you receive the grant amount and return a signed copy to ErasmusProjects@ul.ie

**o Arrival notice:**

* On arrival at the host HEI, the arrival notice should be signed and stamped by the International Office or a designated contact.

**o Certificate of Attendance:**

* The relevant certificate of attendance should be signed and stamped by the host university prior to departure.

**o Boarding cards and travel receipts:**

* Keep all boarding cards and travel receipts. These should be returned to UL Global at ErasmusProjects@ul.ie

 **o Final Report:**

* You will receive an email asking you to complete a short questionnaire 30 days before the end of your mobility. You are contractually obliged to complete this report.

 **o Transcript of results and Completion of Learning Agreement:**

* A transcript of results from the host university should be sent to the international office of both the hosting and sending university along with the complete After Mobility Section of the learning agreement.

 **o 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.

**o Follow up questionnaires**:

* The Higher Education Authority, the European Commission and the UL Global 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.