

Erasmus+ Student Study Mobility Process & Checklist:

Before Mobility:

- **DCU Faculty Nominations:** Students are nominated by their Faculty Academic Coordinators to the International Exchange Office for Erasmus+ Student Study Mobility.
- **Host Nominations:** The Exchange office nominate the students to the relevant Host Institutions
- **Host Applications:** Students make their Applications directly to the Host Institutions once they receive the links from them (provide all documentation required to be sent to the Host by the relevant Host Application deadline date)
- **Learning Agreement Pre-mobility Table A & B:** Students complete their pre-mobility section of their Learning Agreement (*to download word doc. <http://www.dcu.ie/international/ects.shtml>*). This L.Agreement must have 3 signatures at the end of this section completed, the Students signature, DCU Academic Signature & Host Academic Signature, this completed copy must then be sent by email to exchange@dcu.ie
 - See attached “Guidelines on how to Complete the Learning Agreement for Studies”
- **Google Form:** Students will be sent an email requesting they complete their details in a Google Form this is automatically submitted to the Exchange Office. The information collected in this Form will be used to create the Students’ Grant Agreement and used to calculate their funding.
- **Insurance:** Students are also required to purchase their own, Travel, Medical & Repatriation Insurance. DCU Finance have provided the following link that you can use to purchase this Insurance: <http://www.chubbinsure.ie/travel/willistowerswatson>. **The HEA insist that you have Repatriation Insurance cover and you will be required to provide the Insurance Policy number on the Google Form.**
- **Grant Agreement:** The Grant Agreement is a legal document that has all the students’ information, dates of study (provisional term dates provided by the Host) and also the amount of funding they will receive based on these provisional dates. This document will be sent to each student by email from the Exchange office. The student must print and sign the last page of this document and must submit it in person to the Exchange Office **or** send it to the Exchange office by POST. This original signed Grant Agreement must be submitted to the Exchange Office before the student leaves the country to start their Study mobility or funding will not be provided.
- **Funding:** Students’ funding is calculated on a daily rate, dependent on the country you will study in & duration. Therefore, it is really important that during your mobility that you provide the Exchange office with your official, actual end of study date so that your funding is calculated accordingly. Failure to provide the actual end of study date could result in under payment or over payment of funding. Where overpayment occurs students will be required to reimburse DCU for overpaid funds.
 - **Full Year** students receive 3 payment instalments, providing all documents have been submitted correctly & on time:
 - First payment Nov. of €1000
 - Second Payment Feb. 80% of remaining based on original dates

- Final payment remainder of funds at the end based on the actual end of study dates.
- **Semester 1** students receive 2 payment instalments, providing all documents have been submitted correctly & on time:
 - First payment Nov. of €500
- Final payment remainder of funds at the end based on the actual end of study dates.
- **Semester 2** students receive 2 payment instalments, providing all documents have been submitted correctly & on time:
 - First payment Feb. of €500
 - Final payment remainder of funds at the end based on the actual end of study dates.

During Mobility:

- **Certificate of Attendance Start** (*can include Orientation dates*): Each student must ensure to return the Cert of Attendance Form (top section) signed & stamped by their Host, to exchange@dcu.ie within 2 weeks of their start date. The Cert of Attendance Form can be downloaded from <http://www.dcu.ie/international/ects.shtml>.
- **Learning Agreement Changes Table A2**: Most of the time students will need to make changes to their module choices for various reasons (*timetable conflicts, courses no longer available etc.*). All Changes made in Table A2, need to be signed & approved by both the DCU Acad. Coordinator & the Host Acad. Coordinator and then complete copy sent by email to exchange@dcu.ie
- **Online Language Support (OLS)**: For students that will be studying in French, German or Spanish, you will be provided with information to conduct an Online Language Assessment at the beginning of your studies abroad and also again at the end. This is purely to support you in languages and there are tutorials available online throughout your study period abroad. The HEA insist students take part in this OLS during your study but you are not rated and it doesn't affect your credits in any way it is more for the European commission to see what level you are at before leaving and what level you are at before returning, but it must be done.
- **Actual Completion of Studies Date**: All students must provide the Exchange office with their Actual End of Studies Date (*last date of their personal exams/assignments where they must attend the Host Institution*). Without this actual date the student risks being underpaid or overpaid funding.

End of Mobility:

- **Certificate of Attendance Finish**: Students need to use the original copy that you had signed & stamped Top section and get the bottom section signed & stamped by your Host with your end of studies date (last exam or assignment submission that you will be in the Host Institute). Please note the HEA will only accept signed & stamped copy of your finish Cert a maximum of 3 working days before the finish date.

- **Final Report:** The European Commission will email each student directly requesting that you complete the Online Final Report Survey based on your finish date. This must be completed as we cannot release the last funding until it has been submitted.
- **Transcript of Results:** All students are required to get their Transcript of Results from the Host Institution and they must provide this copy to the Exchange office. If this is not provided to the Exchange office before the Programme Awards Board, students cannot pass through to their next year of studies in DCU.
- **Grant Acknowledgement Receipt Form:** Once everything has been completed and your last payment has been made, the Exchange office will send students a Grant Acknowledgement Form by email, students must sign it as acknowledgement of the full Erasmus+ funding payments they received and must return the signed copy back to the exchange@dcu.ie by email.