

Erasmus+/Exchange Student Study Mobility Process & Checklist:

(* Applicable to EU & Non-EU Students)

Before Mobility:

- *** Step 1: DCU Faculty Nominations:** Students are nominated by their Faculty Academic Coordinators to the International Exchange Office for Erasmus+ Student Study Mobility.
- *** Step 2: Host Nominations:** The Exchange Office nominate the students to the relevant Host Institutions
- *** Step 3: Host Applications:** Students make their Applications directly to the Host Institutions once they receive the links from them (students provide all documentation required to be sent to the Host by the relevant Host Application deadline date)
- *** Step 4: 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 section of the 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. (note if you are only listing modules for one semester only this needs to be clearly indicated at the Top of Table A).

- See attached “Guidelines on how to Complete the Learning Agreement for Studies”
- **Step 5: Google Form:** Students will be sent an email requesting they complete their details in FULL on a Google Form link. The information entered by the student will automatically be submitted to the Exchange Office. The information collected in this Form, will be used by the Exchange Office to create the Students’ **Grant Agreement** and used to calculate their funding.
- *** Step 6: Insurance:** Students travelling within Europe MUST have a minimum of their EHIC card (valid for dates of your full term abroad). They are also required to purchase their own, Travel, Medical & Repatriation Insurance, students must provide the Insurance policy number within the Google Form; this information is also used to enter on your **Grant Agreement**.
 - Students going to Non-EU Universities will need to purchase their Insurance as instructed by the Host University.
 - DCU Finance has provided the following link that you can use to purchase this Insurance or you can purchase your own: <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.**
- **Step 7: 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 then print and sign the last page of this document and must **submit the Full Document in person to the Exchange Office or send it to the Exchange office by POST**. The student must also ensure to update their DCU student page to ensure their correct Bank Account details are listed; as these will be used to make payments directly to their Bank Account. **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.

- **Step 8: Funding (not to be used for Living Expenses!):** 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 immediately, as this money must be returned to the HEA.
 - **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 the remaining funds based on the actual end of study dates
 - Final payment remainder of funds will be paid at the end, based on the actual end of study dates provided by means of your Cert of Attendance Form of completion.
 - **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 will be paid at the end, based on the actual end of study dates provided by means of your Cert of Attendance Form of completion.
 - **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 will be paid at the end, based on the actual end of study dates provided by means of your Cert of Attendance Form of completion.

During Mobility:

- **Step 9: 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>.
- ***Step 10: 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* (note if you are only making changes for one semester only this needs to be clearly indicated at the Top of Table A2) *and then complete copy sent by email to exchange@dcu.ie*
- **Step 11: Online Language Support (OLS):** For students that will be studying in French, German or Spanish, you will be provided with information (by email) 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!

- **Step 12: 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. Where overpayment occurs students will be required to reimburse DCU for overpaid funds immediately, as this money must be returned to the HEA.

End of Mobility:

- **Step 13: Certificate of Attendance Completion:** Students need to use the original copy that you had signed & stamped at the beginning (Top section) and get the bottom section signed & stamped by your Host with your end of studies date (i.e. date of your last exam or assignment submission where you must be physically in attendance at 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 completion date.
- **Step 14: 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.
- ***Step 15: Transcript of Results:** All students are required to get their official signed & stamped copy of 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.
- **Step 16: 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.

Failure to complete ALL of the above steps as instructed will result in non-payment of funding or you may be requested to re-imburse DCU for any funds that you may have received, to be returned to the HEA.