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](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.chubbinsurance.ie/travel/willistowerswatson](http://www.chubbinsurance.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:
    1. First payment Nov. of €1000
    2. Second Payment Feb. 80% of the remaining funds based on the actual end of study dates
    3. 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:
    1. First payment Nov. of €500
    2. 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:
    1. First payment Feb. of €500
    2. 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.

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**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.
Guidelines on how to use the Learning Agreement for Studies

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

This template is applicable to Erasmus+ mobility for studies between Programme Countries (KA1), between Programme and Partner Countries (KA1), and for Higher Education Capacity Building projects involving Partner Countries (KA2). It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

BEFORE THE MOBILITY

Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the student, the Sending and the Receiving Institutions. The three parties have to agree on this section to be completed before the mobility.

In case some administrative data is already available to the three parties, there is no need to repeat it in this template.

On page 1, most of the information related to the student, Sending and Receiving Institutions will have to be encoded in the Mobility Tool+ (for Capacity Building projects, in the EACEA Mobility Tool).

Educational components (Tables A and B)

The study programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include all the educational components to be carried out by the student at the Receiving Institution (in Table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the Sending Institution (in Table B) upon successful completion of the study programme abroad. It is necessary to fill in Tables A and B thoroughly before the mobility. Additional rows and columns can be added as needed. However, the two Tables A and B must be kept separated. The objective is to make clear that there is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution.

In countries belonging to the European Higher Education Area (EHEA) an academic year of full-time study is normally made up of educational components totalling 60 ECTS credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits (or equivalent units in countries outside the EHEA). In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.
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The Sending Institution should indicate in Table B the group of educational components counting towards the student’s degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for a discrepancy in the total number of ECTS credits (or equivalent) between Table A and Table B: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

The group of components can be included in Table B as follows:

| Table B Before the mobility | Recognition at the Sending Institution | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Semester | Number of ECTS credits (or equivalent) to be recognised the Sending Institution |
|-----------------------------|----------------------------------------|-------------------------|--------------------------------------------------------------------------------|----------| Adam
| Course X                    |                                        |                         |                                                                                |          | 10
| Module Y                    |                                        |                         |                                                                                |          | 10
| Laboratory Work             |                                        |                         |                                                                                |          | 10
| Total: 30                   |                                        |                         |                                                                                |          |

The European Commission encourages institutions to embed mobility windows in their curricula. Where all credits in Table A are automatically recognised as forming part of the programme at the Sending Institution, typically in the case of mobility windows, Table B is simplified and reduced to one single line, as described below:

| Table B Before the mobility | Recognition at the Sending Institution | Component code (if any) | Component title at the Sending Institution (as indicated in the course catalogue) | Semester | Number of ECTS credits (or equivalent) to be recognised the Sending Institution |
|-----------------------------|----------------------------------------|-------------------------|--------------------------------------------------------------------------------|----------| Adam
| Mobility window             |                                        |                         |                                                                                |          | Total: 30

The Sending Institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad, by providing a web link.

**Language competence**

A recommended level in the main language of instruction has been agreed between the Sending and Receiving Institutions in their Inter-Institutional Agreement. The Sending Institution is responsible for providing support to its selected candidates so that they can have the recommended language skills at the start of the study period.

The level of language competence in the main language of instruction, which the student already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement for Studies or, alternatively, in the grant agreement.

In case the level of the selected student is below the recommended one when signing the Learning Agreement (or grant agreement), the Sending Institution and the student should agree that he/she will reach the recommended level by the start of the mobility. They should also discuss and decide the type of support to be provided to the student by the Sending or Receiving Institution.

The Erasmus+ Online Linguistic Support (OLS) has been designed to assist Erasmus+ students in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.
For mobility between Programme Countries, and for the languages covered by the OLS, the student must carry out an OLS language assessment before the mobility, and a final assessment at the end of the mobility, except for native speakers and in duly justified cases (e.g. special needs students).

The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the student is selected, before signing the Learning Agreement or, alternatively, the grant agreement.

Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the students who wish to improve their language competences. Mobility participants with a level B2 or higher at the first language assessment in their main language of instruction have the opportunity to follow an OLS language course either in that language or in the local language of the country, provided it is available in the OLS. It is up to the Sending Institution to indicate this choice directly in the OLS.

More opportunities for participants following the OLS language courses (OLS Live Coaching: MOOCs, Forum and Tutoring sessions) are available at http://erasmusplusols.eu.

**Signing the Learning Agreement**

All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

**DURING THE MOBILITY**

**Exceptional Changes to the Study Programme**

Changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, based on the course catalogue that the Receiving Institution has committed to publish well in advance of the mobility period and to update regularly.

Any party can request changes to the study programme within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request.

In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

All changes should be indicated in Tables A2 and B2, while Tables A and B should not be modified. All Tables (A, B, A2 and B2) should be kept together in all communications. Changes to the study programme abroad should be listed in Table A2. Please refer to endnote 12 to indicate the reason for change.

For example:

<table>
<thead>
<tr>
<th>Table A2 During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Choose an item.</td>
<td>5</td>
</tr>
<tr>
<td>YYY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Choose an item.</td>
<td>8</td>
</tr>
</tbody>
</table>

Table B2 should be completed only if the changes described in Table A2 affect the group of educational components agreed in Table B.
Erasmus+

Changes of the Responsible person(s)

In case of changes of the responsible person(s), the information below should be inserted by the Sending or Receiving Institution, where applicable.

<table>
<thead>
<tr>
<th>Changes of the Responsible person(s)</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Responsible person at the Sending Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Responsible person at the Receiving Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents and it is therefore accepted to exchange information electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box should be added where needed.

Erasmus+

\[ \text{Mobility window: a period of time reserved for student credit mobility that is embedded into the curriculum of a study programme.} \]

\[ \text{Reasons for exceptional changes to study programme abroad (choose an item number from the table below):} \]

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

\[ \text{Recognition: all the credits (or equivalent units) that the student has earned during the mobility and that were specified in the final version of the Learning Agreement as counting towards his/her degree (Table B and, if applicable, B2 of the official template) are recognised by the Sending Institution and count towards the student’s degree without the need to take any further courses or exams.} \]

\[ \text{ECTS Users' Guide: } \text{http://ec.europa.eu/education/tools/ects_en.htm} \]

\[ \text{EGRACONS Grade Conversion Tool: } \text{https://tool.egracons.eu/} \]
# Learning Agreement

**Student Mobility for Studies**

## Before the Mobility

### Table A: Before the Mobility

<table>
<thead>
<tr>
<th>Component code</th>
<th>Component title at the Receiving Institution</th>
<th>Semester</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01234</td>
<td>Test Systems</td>
<td>Semester 1</td>
<td>5 ECTS</td>
</tr>
<tr>
<td>B02345</td>
<td>Blue Print Business</td>
<td>Semester 2</td>
<td>10 ECTS</td>
</tr>
<tr>
<td>C00063</td>
<td>Planet Process</td>
<td>Semester 1</td>
<td>10 ECTS</td>
</tr>
<tr>
<td>D02123</td>
<td>French Linguistics</td>
<td>Semester 2</td>
<td>10 ECTS</td>
</tr>
</tbody>
</table>

Total: 60 ECTS

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**Web link to the course catalogue at the Receiving Institution describing the learning outcomes:** [web link to the relevant information]

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**The level of language competence** in [**] (indicate here the main language of instruction) that the student already has or agrees to acquire by the start of the study period:

- A1
- A2
- B1
- B2
- C1
- C2
- Native speaker

## Recognition at the Sending Institution

### Table B: Before the Mobility

<table>
<thead>
<tr>
<th>Component code</th>
<th>Component title at the Sending Institution</th>
<th>Semester</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01234</td>
<td>INTB Course Criteria</td>
<td>Full Year</td>
<td>60 ECTS</td>
</tr>
</tbody>
</table>

Total: 60 ECTS

---

**Provisions applying if the student does not complete successfully some educational components:** [web link to the relevant information]
### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for Institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student’s degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>KATHLEEN GORDON</td>
<td><a href="mailto:katherine.gordon@upb.ac.uk">katherine.gordon@upb.ac.uk</a></td>
<td>Student</td>
<td>12/02/20</td>
<td>Gordon, Kathleen</td>
</tr>
<tr>
<td>Responsible person as the Sending Institution</td>
<td>DCU ACADEMIC NAME</td>
<td><a href="mailto:dcu.acad@email.com">dcu.acad@email.com</a></td>
<td>DCU Academic Coordinator</td>
<td>date</td>
<td>Signature of DCU Academic Coordinator</td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution</td>
<td>HOST ACADEMIC NAME</td>
<td><a href="mailto:host.academic@email.com">host.academic@email.com</a></td>
<td>Host Academic Coordinator</td>
<td>date</td>
<td>Signature of Host Academic Coordinator</td>
</tr>
</tbody>
</table>

Once completed, please return the signed document to the Exchange Office by email or before travelling.

### During the Mobility

AFTER YOU ARRIVE AT HOST UNIV., YOU MUST LIKELY WILL MAKE CHANGES.

### Exceptional changes to Table A

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of ECTS credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC1234</td>
<td>Test Systems</td>
<td>☐</td>
<td>☑</td>
<td>Choose an item.</td>
<td>5 ECTS</td>
</tr>
<tr>
<td>NEWS67</td>
<td>New Speech Prog.</td>
<td>☑</td>
<td>☐</td>
<td>Choose an item.</td>
<td>5 ECTS</td>
</tr>
</tbody>
</table>

### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for Institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A2 are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student’s degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person as the Sending Institution</td>
<td>DCU ACADEMIC NAME</td>
<td><a href="mailto:dcu.acad@email.com">dcu.acad@email.com</a></td>
<td>DCU Academic Coordinator</td>
<td>date</td>
<td>Signature of DCU Academic Coordinator</td>
</tr>
<tr>
<td>Responsible person at the Receiving Institution</td>
<td>HOST ACADEMIC NAME</td>
<td><a href="mailto:host.academic@email.com">host.academic@email.com</a></td>
<td>Host Academic Coordinator</td>
<td>date</td>
<td>Signature of Host Academic Coordinator</td>
</tr>
</tbody>
</table>

Once changes complete + signed return this doc in full back to Exchange office within 3 weeks of arrival.

### Exceptional changes to Table B (if applicable)

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Sending Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Number of ECTS credits (or equivalent)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>
### After the Mobility

**Transcript of Records at the Receiving Institution**

Start and end dates of the study period: from [day/month/year] .......... to [day/month/year] ..........  

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Receiving Institution (as indicated in the course catalogue)</th>
<th>Was the component successfully completed by the student? (Yes/No)</th>
<th>Number of ECTS credits (or equivalent)</th>
<th>Grades received at the Receiving Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total: ...

**Transcript of Records and Recognition at the Sending Institution**

Start and end dates of the study period: from [day/month/year] .......... to [day/month/year] ..........  

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Title of recognised component at the Sending Institution (as indicated in the course catalogue)</th>
<th>Number of ECTS credits (or equivalent) recognised</th>
<th>Grades registered at the Sending Institution (if applicable)</th>
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Total: ...

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1. **Nationality**: country to which the person belongs administratively and that issues the ID card and/or passport.
2. **Study cycle**: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
3. **Field of education**: The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/ised-f_en.htm](http://ec.europa.eu/education/tools/ised-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
5. **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
6. An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
7. **Course catalogue**: detailed, user-friendly and up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
8. **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
9 Level of language competence: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

10 Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

11 Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

12 Reasons for exceptional changes to study programme abroad (choose an item number from the table below):

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

13 Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

14 Responsible person at the Receiving Institution: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
Grant agreement for Erasmus+ Higher Education studies and/or traineeships

[Key Action 1 – HIGHER EDUCATION]

FULL OFFICIAL NAME OF THE SENDING INSTITUTION AND ERASMUS+ CODE

Address:

Home Institution: Dublin City University
Full Address: Collins Avenue, Dublin 9, Ireland
Telephone Number: 00353 1 7008693
Fax Number: n/a
Email address: exchange@dcu.ie

Erasmus+ Code: IRL DUBLIN04

Called hereafter "the institution", represented by (legal representative)

Name: Macraith Forename: Brian, Prof Function: President

Signature

STUDENT DETAILS

Mr/Ms [Student name and forename] «First_Name» «Family_Name»

Date of birth: «Date_of_Birth» Nationality: «Nationality»

Address: [official address in full] «Full_Address»

Phone: «Phone_Number» E-mail: «Email»

Sex: [M/F]: «Sex» Academic year: 2017/2018

Study cycle: [First cycle/Second cycle/Third cycle/Short cycle] «Study_Cycle»

Subject area: [degree in sending institution] «Subject_Area»
Code: [ISCED-F code] «ISCED_Code»

Number of completed higher education study years:
«Number_of_completed_higher_education_stu»
Student with:  
- a financial support from Erasmus+EU funds  
- a zero-grant from EU funds  
- a financial support from Erasmus+EU combined with zero grant

The financial support includes:  
- Special needs support

Financial Support to student with disadvantaged background [NA will provide definition in subsequent communication]

For all participants receiving financial support from EU funds, except those receiving ONLY a zero-grant from EU funds. Please complete below

<table>
<thead>
<tr>
<th>Bank account where the financial support should be paid: (Please update your DCU Student Page with your Bank details only – please DO NOT LIST BELOW)</th>
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</thead>
<tbody>
<tr>
<td>Bank account holder (if different than student):</td>
</tr>
<tr>
<td>Bank name:</td>
</tr>
<tr>
<td>Clearing/BIC/SWIFT number:</td>
</tr>
<tr>
<td>Account/IBAN number:</td>
</tr>
</tbody>
</table>

Called hereafter “the participant” of the other part, have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):  

**[Key Action 1 – HIGHER EDUCATION]**

**Annex I**  
**Institution to select:**

- Learning Agreement for Erasmus+ mobility for studies
- Learning Agreement for Erasmus+ mobility for traineeships
- Learning Agreement for Erasmus+ mobility for studies and for traineeships

**Annex II**  
General Conditions

**Annex III**  
Erasmus Student Charter

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures will be accepted.]
SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The Higher Education Institution shall provide support to the participant for undertaking a mobility activity for [studies/traineeships/studies and traineeship] under the Erasmus+ Programme.

1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity for [studies/traineeships/studies and traineeship] as described in Annex I.

1.3 Amendments to the agreement, including to the start & end dates, shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The mobility period shall start approximately [START_DATE_of_Mobility] (The start date shall be the first day that the participant needs to be present at the receiving organisation. Where a participant needs to attend a language course provided by another organisation other than the receiving organisation, this will be the start date of the mobility) will be the start of the at the earliest and approximately [END_DATE_of_Mobility] The end date of the period abroad shall be the last day the participant needs to be present at the receiving organisation.

2.3 The participant shall receive a financial support from EU funds for

- if the participant has a financial support from EU funds: this number of days shall be equal to the duration of the mobility period;
- if the participant has a financial support from EU funds combined with zero-grant days: this number of days shall correspond to the days covered by a financial support from EU funds, which shall be provided at least for the minimum duration of the period abroad, 2 months for traineeships and 3 months for studies;
- if the participant is a zero-grant participant for the entire period: this number of days should be 0] days.

2.4 The total duration of the mobility period, including previous participation in the Lifelong Learning Programme Erasmus sub-programme, shall not exceed 12 months for a study cycle.

2.5 Demands to the institution to extend the period of stay should be introduced at least one month before the end of the mobility period.

2.6 The Transcript of Records or Traineeship Certificate (or statement attached to these documents) shall provide the confirmed start and end dates of duration of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

[Key Action 1 – HIGHER EDUCATION]

3.1 The financial support for the mobility period has an approximate amount of EUR [Funding] corresponding to EUR [...] per 30 days.

3.2 The final amount for the mobility period shall be determined by multiplying the number of days/months of the mobility specified in article 2.3 with the rate applicable per
day/month for the receiving country concerned. In the case of incomplete months, the financial support is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

3.3 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.

3.4 The financial support may not be used to cover similar costs already funded by Union funds.

3.5 Notwithstanding article 3.4, the grant is compatible with any other source of funding including revenue that the participant could receive working beyond its studies/traineeship as long as he or she carries the activities foreseen in Annex I.

3.6 The financial support or part thereof shall be repaid if the participant does not comply with the terms of the agreement. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the sending institution and accepted by the NA.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 Within 30 calendar days following the signature of the agreement by both parties, and no later than the start date of the mobility period or upon receipt of confirmation of arrival, a pre-financing payment shall be made to the participant representing [Full Year students will receive €1000 & Semester students will receive €500] of the amount specified in Article 3. In case the participant did not provide the supporting documents in time, according to the sending institution timeline, a later payment of the pre-financing can be exceptionally accepted.

4.2 If the payment under article 4.1 is lower than 100% of the maximum grant amount, the submission of the on-line EU survey shall be considered as the participant’s request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due and provided all relevant documentation has been submitted by participants.

ARTICLE 5 – INSURANCE

5.1 The participant shall have adequate insurance coverage. [The higher education institution shall ensure that students are clearly informed about issues related to insurances, it shall in every case highlight what is mandatory. For mandatory insurances, the responsible who takes the insurance (for studies: institution or participant and for traineeships: receiving organisation, sending institution or student) must be stated. The following information is recommended: the insurance number/reference and the insurance company. This depends highly on the legal and administrative provisions in the sending and receiving country.] The participant takes responsibility for Insurance covering repatriation.

Name of Insurer: «Name_of_Insurance_Company»
Policy Ref. Number: «Policy_Reference_Number»

5.2 [For studies and traineeships] Acknowledgement that health insurance coverage has been organised shall be included in this agreement. [Usually basic coverage is provided by the national health insurance of the participant as well during his/her stay in another EU country through the European Health Insurance Card. However, the coverage of the European Health Insurance Card or private insurance may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a
complementary private insurance might be useful. It is the responsibility of the sending institution of the student to ensure that the participant is aware of health insurance issues.

5.3 [At least for traineeships] Acknowledgement that liability insurance coverage (covering damages caused by the student at the workplace [study place if foreseen for studies]) has been organised and of how it has been organised shall be included in this agreement.

[A liability insurance covers damages caused by the student during his/her stay abroad (independently whether he/she is at work or not). Varying arrangements with respect to liability insurance are in place in different countries engaged in transnational learning mobility for traineeships. Trainees therefore run the risk of not being covered. Therefore it is the responsibility of the sending institution to check that there is liability insurance covering in a mandatory way at least damages caused by the participant at the work place. Annex 1 provides clarity if this is covered by the receiving organisation or not. If not made compulsory by the national regulation of the receiving country, this might not be imposed on the receiving organisation.]

5.4 [At least for traineeships] Acknowledgement accident insurance coverage related to the student's tasks (covering at least damages caused to the student at the workplace [study place if foreseen for studies]) has been organised and of how it has been organised shall be included in this agreement.

[This insurance covers damages to employees resulting from accidents at work. In many countries employees are covered against such accidents at work. However, the extent to which transnational trainees are covered within the same insurance may vary across the countries engaged in transnational learning mobility programmes. It is the responsibility of the sending institution to check that insurance against accidents at work has been organised. Annex 1 provides clarity if this is covered by the host organisation or not. If the receiving organisation does not provide such a coverage (which cannot be imposed if not made compulsory by the national regulation of the receiving country), the sending institution shall ensure that the student is covered by such an insurance (taken either by the sending institution (on a voluntary basis as part of its quality management) or by the participant herself or himself)].

ARTICLE 6 – ONLINE LINGUISTIC SUPPORT [Only applicable for mobilities starting after 1 October 2014 for the languages available in the on-line tool]

6.1. The participant shall carry out an online assessment of linguistic competences before and at the end of the mobility period if the main language of instruction or work is English, French, German, Italian, or Spanish, or whenever agreed with the sending institution, with the exception of native speakers. The participant shall immediately inform the institution if he/she is unable to carry out the online assessment.

6.2 The participant shall follow the online [Language] language course (unless otherwise specified it will be English, in order to prepare for the mobility period abroad, using the licence. The participant shall immediately inform the institution if he/she is unable to carry out the online course.

6.3 The payment of the final instalment of the financial support is subject to the submission of the compulsory online assessment at the end of the mobility. The participant shall immediately inform the institution if he/she is unable to carry out the online assessment.

ARTICLE 7 – EU SURVEY
7.1. The participant shall complete and submit the on-line EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it. Participants who fail to complete and submit the on-line EU Survey may be required by their institution to partially or fully reimburse the financial support received.

7.2 A complementary on-line survey may be sent to the participant allowing for full reporting on recognition issues.

ARTICLE 8 – LAW APPLICABLE AND COMPETENT COURT

8.1 The Agreement is governed by the laws of Ireland.

8.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant
[name / forename]
«First_Name», «Family_Name»

[signature]

Done at [place], [date]

For the [institution/organisation]
[MacCraith, Brian, Prof: President]

[signature]

Done at [place], [date]
Annex I

[Key Action 1 - HIGHER EDUCATION]
Learning Agreement for Erasmus+ mobility for studies and for traineeships
Learning Agreement for Erasmus+ mobility for traineeships
Annex II

GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The National Agency of Ireland, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the National Agency of Ireland or the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

Article 2: Termination of the agreement

In the event of failure by the participant to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law, the institution is legally entitled to terminate or cancel the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

If the participant terminates the agreement before its agreement ends or if he/she fails to follow the agreement in accordance with the rules, he/she shall have to refund the amount of the grant already paid.

In case of termination by the participant due to “force majeure”, i.e. an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part, the participant shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period as defined in article 2.2. Any remaining funds shall have to be refunded, except if agreed differently with the sending organisation.

Article 3: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the sending institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Anti-fraud Office (OLAF)).

The participant may, on written request, gain access to his personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the sending institution and/or the National Agency. The participant may lodge a complaint against the processing of his personal data with the [national supervising body for data protection] with regard to the use of these data by the sending institution, the National Agency, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

Article 4: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission, the National Agency of Ireland or by any other outside body authorised by the European Commission or the National Agency of Ireland to check that the mobility period and the provisions of the agreement are being properly implemented.
ERASMUS+ Certificate of Attendance

2018/2019

(To be completed at the beginning & end of the study period abroad)

This certificate confirms that:

(Name of DCU Student) ____________________________

(Name of Host University) ____________________________

(Commencement of Study Date*) ___ / ___ / 2018

*The date the student began his/her studies or attended an induction/orientation programme, not the date of arrival. To be signed & stamped by the Host office and returned to exchange@dcu.ie within 2 weeks of the Start of Study.

Signed: ____________________________

Name and function: ____________________________

Date: ____________________________

Stamp of Host University:

__________________________

(completion of Study Date)* ___ / ___ / 2019

*The date the student finished his/her studies or exams; please do not include an extended stay for leisure purposes.

This Cert can only be signed & stamped by the Host University up to a maximum of 3 days before the students’ official end of study date (i.e., last date equates to the students’ last exam or submission of assignments in person at the Host University).

Signed: ____________________________

Name and function: ____________________________

Date: ____________________________

Stamp of Host University:

__________________________

Please return by email to: exchange@dcu.ie