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Erasmus+ Programme
of the European Union

Erasmus+ International Credit Mobility Grants:
Guide for Applicants

Closing Date: Friday, 1st April 2016

INTRODUCTION

Erasmus+ International Credit Mobility is a European Union-funded programme that supports the academic mobility of students and staff between Europe ('Programme Countries') and the rest of the world ('Partner Countries'). For over 25 years, the EU has funded the Erasmus programme, which has enabled 3 million European students to spend part of their studies in another higher education institution in Europe. Erasmus+ International Credit Mobility now opens up these opportunities to the rest of the world.

HOW DOES IT WORK?

In the current call for applications, Erasmus+ grants are available to:
- UCD undergraduate and doctoral students to study abroad at Erasmus+ partner institutions
- Undergraduate, masters and doctoral students in Erasmus+ partner institutions to come to UCD
- UCD teaching staff to spend a period of time teaching at Erasmus+ partner institutions
- Teaching staff and training staff from Erasmus+ partner institutions to come to UCD

Applicants must be enrolled as students or employed as academic staff at University College Dublin, and plan to travel overseas in further development of their education or teaching experience. Candidates should make their case by explaining their motivation to study/work abroad and how this proposed study/teaching period abroad will benefit both the candidate and UCD. Preference will be given to those who provide the most convincing demonstration of the above.

What is the definition of "staff mobility for teaching"?

Teaching assignments can come in various forms and take place as seminars, lectures and tutorials, for example. Actual teaching in this context should require the teacher to be physically present with the students. Although e-mail tutoring or any other forms of distance learning as well as preparation are highly encouraged, they do not count in the minimum number of 8 hours of teaching.
However, higher education institutions have the flexibility to judge themselves which types of teaching should be funded by assessing the added value of the content proposed in the mobility agreement in terms of quality and impact on their internationalisation and modernisation strategy.

Application forms are available on the links below and must be returned by 4.00 pm on Friday, 1st April 2016.

Undergraduate student application form	PhD student application form	Teaching Staff application form

ELIGIBILITY CRITERIA FOR OUTGOING STUDENTS AND STAFF

Outgoing applicants from UCD must meet the following eligibility criteria:

Undergraduate students	PhD students	Teaching Staff
✓ Must have completed at least one year of study at the time of application	✓ Must be enrolled on a full time PhD programme at the time of application	✓ Must have an employment contract with UCD for the 2016-2017 academic year
✓ Must have a UCD e-mail address and UCD Connect accessibility	✓ Must have a UCD e-mail address and UCD Connect accessibility	✓ Must have approval from their Head of School to fulfil mobility period
✓ The proposed mobility period must fit into the student's undergraduate programme of study	✓ The proposed mobility period must fit into the PhD student's programme of study/research	✓ Must have identified an academic willing to host them at the institution
✓ Must have a GPA of minimum 3.0	✓ Must be a student of good standing at UCD	✓ Must be engaged in 8 hours of teaching activities per week at the host institution
✓ Must have sufficient knowledge of the language of instruction at the host university	✓ Must have sufficient knowledge of the language of instruction at the host university	
✓ Must meet the academic requirements of the host university	✓ Must have identified a potential supervisor at the host institution	

OPPORTUNITIES FOR OUTGOING STUDENTS AND STAFF 2016/2017

Please see the below table for a list of our partner universities and mobility opportunities in the next academic year (2016-2017). Unfortunately there are no grants available for outgoing masters students or training staff (administrative staff) in the current call for applications. The deadline to apply for all institutions is the 1st of April 2016 with the exception of Australian National University, which has a deadline of 4th March 2016.

Undergraduate student opportunities (outgoing from UCD):

Number of grants	Host University	Location	Grant duration	Subject area
1	Australian National University	Canberra, Australia	9 months	All disciplines except Health Sciences
1	Ben Gurion University of the Negev	Be'er Sheva, Israel	9 months	Politics and International Relations
2	Hebrew University of Jerusalem	Jerusalem, Israel	10 months	Arts and Humanities – Priority given to History
1	National Research University - Higher School of Economics	Moscow, Russia	10 months	History

Early Deadline for ANU: 04/03/16!

PhD student opportunities (outgoing from UCD):

Number of grants	Host University	Location	Grant duration	Subject area
1	Ben Gurion University of the Negev	Be'er Sheva, Israel	6 months	Politics and International Relations
2	Hebrew University of Jerusalem	Jerusalem, Israel	6 months	Arts and Humanities – Priority given to History
1	University of Belgrade	Belgrade, Serbia	6 months	Arts and Humanities – Priority given to History

Teaching Staff opportunities (outgoing from UCD):

Number of grants	Host University	Location	Grant duration	Subject area
1	University of New South Wales	Sydney, Australia	12 days	All disciplines
1	Pontificia Universidad Católica de Chile	Santiago, Chile	12 days	All disciplines
3	Peking University	Beijing, China	7 days	Priority given to staff who will teach at the European University Centre at Peking University
1	Peking University	Beijing, China	6 days	
1	Ben Gurion University of the Negev	Be'er Sheva, Israel	12 days	Politics and International Relations
2	Hebrew University of Jerusalem	Jerusalem, Israel	14 days	History
1	University of Malaya	Kuala Lumpur, Malaysia	12 days	Science
1	National Research University - Higher School of Economics	Moscow, Russia	20 days	History
2	University of Belgrade	Belgrade, Serbia	5 days	History
1	University of Mahidol	Bangkok, Thailand	12 days	Public Health, Physiotherapy and Sports Science
1	University of California - UC Davis	Davis, California, USA	12 days	Agriculture, Food Science, Public Health

HOW DO I APPLY?

Outgoing students and staff must fill out the online application before the deadline of **Friday, 1st April 2016**. Applications must be fully complete to qualify for selection. Each application is specific to the level of the applicant (undergraduate, PhD, staff) so please make sure you complete the correct application form.

The online application forms can be accessed by clicking on the following links:

Undergraduate student application form	PhD student application form	Teaching Staff application form

Student and staff applicants are required to:
- Enter their contact details (name, student number / academic unit);
- Identify the host university(ies) they are applying to in order of preference;
- Write a motivational statement explaining how the proposed study/teaching period abroad will benefit both the candidate (staff: demonstrate impact) and UCD.

In addition PhD students and Teaching Staff must attach the following:
- A proposed mobility plan, which has been approved and signed by the host university and the applicant's academic supervisor or Head of School. (See **Appendix 1 & 2**)

HOW WILL MY APPLICATION BE ASSESSED?

Applications will be evaluated by a selection committee made up of senior university personnel, both academic and administrative. The selection committee will be asked to score each application on the criteria described below. With the exception of (a), all other criteria will be scored according to a numeric value. The applicants with the highest overall score will be offered the grants.

Assessment criteria for undergraduate students:	Score
(a) **Eligibility**: The student meets the eligibility criteria for the proposed mobility period. (See page 2 of this document).	Yes / No
(b) **Motivation**: The student clearly demonstrates how he/she will benefit academically and personally from the proposed mobility period.	0 to 5 points
(c) **Academic merit**: The student has a strong academic record at UCD and will be a good ambassador for UCD at the host university.	0 to 5 points
Maximum score	10 points

Assessment criteria for PhD students:	Score
(a) **Eligibility**: The student meets the eligibility criteria for the proposed mobility period. (See page 2 of this document).	Yes / No
(b) **Motivation**: The student clearly demonstrates how he/she will benefit academically and personally from the proposed mobility period.	0 to 5 points
(c) **Academic merit**: The student has a strong academic record at UCD and will be a good ambassador for UCD at the host university.	0 to 5 points
(d) **Mobility plan**: The application includes a strong study/research plan that has been approved by the student's academic supervisor in UCD and at the host university.	0 to 5 points
Maximum score	15 points

Assessment criteria for teaching staff:	Score
(a) **Eligibility**: The teaching staff meets the eligibility criteria for the proposed mobility period. (See page 2 of this document).	Yes / No
(b) **Motivation**: The teaching staff clearly demonstrates how he/she will benefit academically and personally from the proposed mobility period.	0 to 5 points
(c) **Mobility plan**: The application includes a strong teaching plan that has been approved by the applicant's HoS and by the host university.	0 to 5 points
(d) **Potential impact:** The application clearly outlines the expected outputs of the proposed mobility period e.g. future plans for collaboration, internationalisation of the curriculum, etc.	0 to 5 points
Maximum score	15 points

SELECTION RESULTS

All applicants will be notified of the result of their application no later than Friday, 22nd April 2016. Applications should not make any travel arrangements until they are notified by the Erasmus+ ICM coordinator in UCD International. If you have any further questions, please email erasmusicm@ucd.ie.

FUNDING AND SUPPORT PAYMENTS

Stipendiary support

- UCD students are entitled to receive a monthly stipend of €650 while on mobility.
- Individual support for staff is €160 per day for the first 14 days – for 15 to 60 days it is 70% (€112) of the daily rate. This incorporates daily expenses and accommodation costs.

Travel Support

All participants will receive a contribution toward the cost of flights. The contribution is calculated with reference to the European Commission Distance Calculator. Occasionally, the cost of flights will exceed the travel support provided. Any costs which exceed the maximum amount allowed for the distance in question must be met by the participant. The breakdown of travel support is as follows:

Travel distances	Amount
Between 100 and 499 KM	Maximum €180 per participant
Between 500 and 1999 KM	Maximum €275 per participant
Between 2000 and 2999 KM	Maximum €360 per participant
Between 3000 and 3999 KM	Maximum €530 per participant
Between 4000 and 7999 KM	Maximum €820 per participant
8000 KM or more	Maximum €1,100 per participant

Financial Assistance for students with disabilities

Financial assistance and special needs provision is available to those whose mobility would not be possible without extra support. Under the terms of the Erasmus+ ICM programme, the request for additional financial assistance must be made in a separate application and adequately justified **once the participant has been selected**. For more information, email erasmusicm@ucd.ie.

QUESTIONS ABOUT ERASMUS+ INTERNATIONAL CREDIT MOBILITY?

The UCD International Office is responsible for managing Erasmus+ International Credit Mobility. If you have any questions about the application process, please contact us: erasmusicm@ucd.ie

For more information, please visit:

UCD International website: http://www.ucd.ie/international/going-abroad-with-ucd/funded-opportunities/
Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm
Erasmus+ ICM FAQ: http://ec.europa.eu/education/opportunities/international-cooperation/documents/mobility-faqs_en.pdf

Mobility Plan for PHD Students

Information on the applicant:

Name of student:	
Student contact details:	
Home institution, department/faculty:	
Programme of study:	

Information on the host higher education institution, department/faculty:

Name of School/Department:	
Name of the contact person:	
Position of the contact person:	

Duration of the mobility:

From:	To:

Overall aim and objectives of the mobility:

Activities to be carried out (Please list any modules and/or research activities you wish to undertake)**:**

Expected outcomes (for the participant, the home institution, the host institution):

Home institution: We confirm that this proposed work programme has been approved.	**Host institution:** We confirm that this proposed work programme has been approved.
Date:	Date:
Name and signature of academic supervisor or Head of Department/Faculty:	Signature of proposed academic supervisor:
Stamp:	Stamp:

Mobility Plan for Teaching Staff

Information on the applicant:

Name of staff member:	
Position of the staff member:	
Home institution, department/faculty:	
Programme of study:	

Information on the host higher education institution, department/faculty:

Name of School/Department:	
Name of the contact person:	
Position of the contact person:	

Duration of the mobility:

From:	To:

Overall aim and objectives of the mobility:

Teaching activities to be carried out (Teaching mobilities must involve 8 hours of teaching per week)**:**

Expected outcomes (for the participant, the home institution, the host institution):

Home institution: We confirm that this proposed work programme has been approved.	**Host institution:** We confirm that this proposed work programme has been approved.
Date:	Date:
Name and signature of line manager or Head of Department/Faculty:	Name and signature of proposed host the receiving institution:
Stamp:	Stamp: