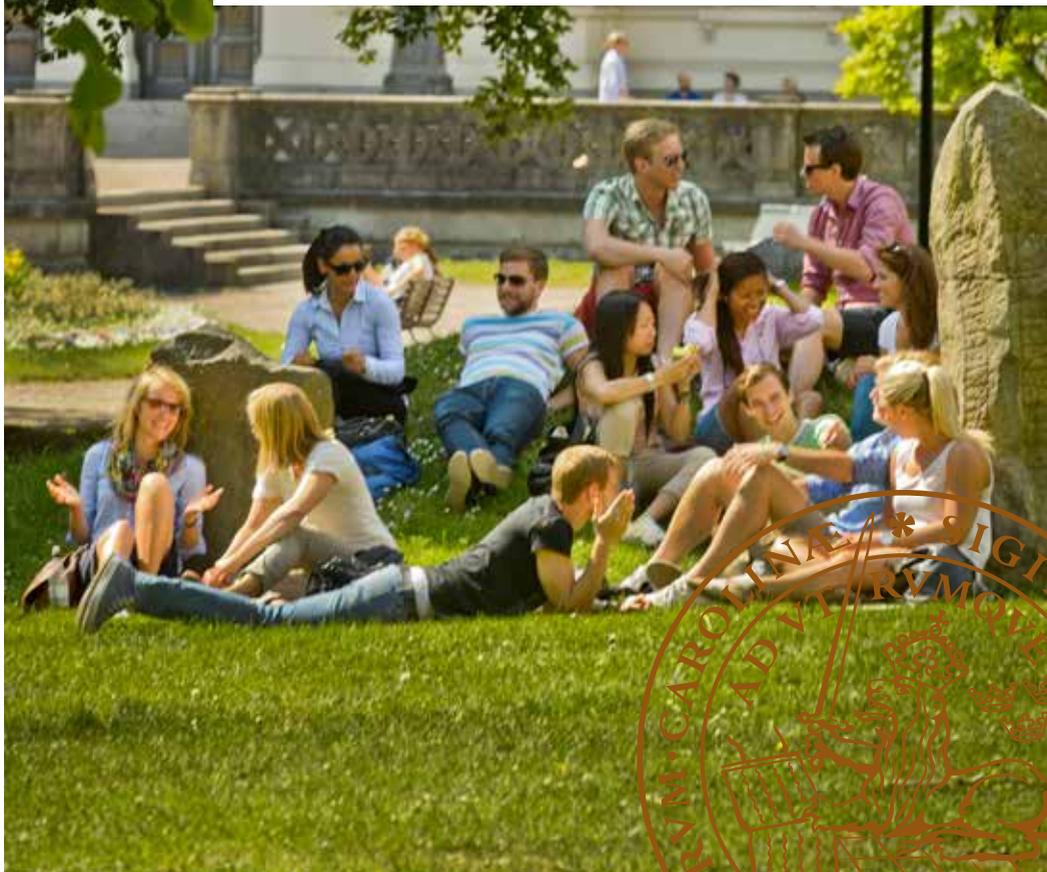




LUND
UNIVERSITY

International Credit Mobility

INFORMATION FOR OUTGOING GRANTEES | 1/2016





To the ICM grantee

This brochure is a collection of essential information and regulations common to all grantees from Lund University going abroad with an ERASMUS+ International Credit Mobility (ICM) grant.

We hope that your stay and academic activity at your host university will be an enriching experience that you will benefit from in the future. The ICM team is here to support you during your mobility period abroad.

ICM team at Lund University

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CONTACT INFORMATION AND ASSISTANCE

The information provided in this brochure only gives you an overview of essential ICM programme information for your mobility at your host university but should not be considered a comprehensive guide to the ICM programme, nor to your stay at your host university. Please contact us for more information.

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About Erasmus+ ICM

Erasmus+ International Credit Mobility (ICM) is a European Union mobility programme in the field of higher education. The programme runs for seven years, from 2014 to 2020, with European organisations invited to apply for funding each year for student and staff exchange. The objective is to achieve better understanding and mutual enrichment between the participating universities in the field of higher education by promoting the exchange of people, knowledge and skills at a higher education level. For students and staff participating in this program the expected outcomes are amongst others enhanced employability and improved career prospects, improved foreign language competences and enhanced intercultural awareness.

ICM strives to improve transparency and comparability and to facilitate academic recognition of studies and qualifications to overcome barriers such as the differentiation of degree systems.



Eligibility criteria

To be eligible for an ICM grant the following conditions apply:

FOR STUDENTS

- Students have to be enrolled at Lund University at the time of application.
- The mobility activity has to be compatible with the student's degree-related learning and personal development needs.
- The student must be enrolled at least in the second year of higher education studies.
- The study period abroad must be part of the student's study programme to complete a Bachelor or equivalent, Master's or equivalent or doctoral degree at Lund University.
- A three party Learning Agreement has to be signed by Lund University, the

host university and the student before the mobility starts.

- Students must have sufficient knowledge of the language of the course/programme at the host university.
- The minimum duration of a mobility period per study cycle is 3 months; the maximum duration is 12 months.

FOR STAFF (TEACHING OR TRAINING)

- Staff must be employed at Lund University.
- The individual staff, home and host university must agree on a programme (Mobility Agreement) to be carried out during the mobility.
- The minimum duration of a mobility period is 5 days (excluding travel); the maximum duration is 2 months.

Nomination

Once you have been nominated for an ICM grant, you will receive a nomination email in which all necessary documents will be enclosed. The enclosed documents have to be filled out correctly, signed and sent back promptly to the ICM Mobility Coordinator (icm@er.lu.se, scanned copies by email are preferred).

Learning Agreement/Mobility Agreement

Once you have been nominated for the grant and accepted at your host department, there are quite a few practical matters that need to be dealt with prior to your departure.

LEARNING AGREEMENT FOR EXCHANGE STUDENTS

A Learning Agreement is mandatory for students on undergraduate, Master's and PhD level. It is a contract between the grantee, the home university and the host university to facilitate the transfer of credits when the student returns home from the mobility period. The exchange student is responsible for obtaining all signatures. The issue of credit recognition has to be considered before the applicant accepts the grant, and the home university must be able transfer the obtained credits. To facilitate the transfer of credits, a Transcript of Records (ToR) or a similar document has to be issued by the host university to all grantees on undergraduate and Master's level. On the doctoral level a document describing the work undertaken during the mobility needs to be compiled by the grantee and signed by the host department upon completion of the mobility period.

The Learning Agreement states the courses that the grantee has agreed to study at the host university or the academic activity that

will be undertaken (PhD students). As an ICM grantee, you are exempt from paying any tuition fees at your host university.

MOBILITY AGREEMENT FOR TEACHING AND TRAINING

A Mobility Agreement has to be jointly formulated and signed by the home university, the host university and the grantee. It is the responsibility of the staff grantee to obtain all required signatures for the Mobility Agreement. The agreement must include the dates of the planned mobility, the content of the teaching programme/training activities to be carried out, overall objectives and added value of the mobility and expected outcomes. The signed Mobility Agreement and the Appendix to Mobility Agreement for Staff must be submitted to the ICM Mobility Coordinator at least two months before the start of the mobility.





Grant Agreement

Once the ICM Mobility Coordinator has received the correctly filled in documents, a Grant Agreement will be issued by the ICM Mobility Coordinator. The Grant Agreement is the contract between you and Lund University specifying the rules and regulations of the mobility including the financial rights and obligations of the grantee. Only after you have received the signed Grant Agreement from the ICM Mobility Coordinator is your ICM grant approved.

Letter of acceptance/invitation letter, visa application, accommodation, travel arrangements, etc.

You have to contact your host university to receive the necessary information for the mobility, e.g. letter of acceptance (students)/invitation letter (staff), information about visa, accommodation. You are responsible for applying for a visa/residence permit in time and to make all necessary arrangements, including your travel arrangements.

When you have bought your ticket, please double-check the regulations regarding weight/dimensions for baggage and carry-on-baggage. You can find this information on the website of the airline you are travelling with. Note that it is your responsibility to check and follow the airline regulations.

Subsistence allowance and travel grant

As an ICM grantee you have been awarded a grant for a specific period of time (mobility period). The mobility period is stated in the Grant Agreement that you receive from Lund University. The mobility period may be changed under certain circumstances, provided that the change is in accordance with EACEA regulations and is approved by Lund University/home department, your host department and the ICM Mobility Coordinator.

The ICM grant consists of two parts: the subsistence allowance and a travel grant.

STUDENTS - SUBSISTENCE ALLOWANCE

ICM grantees on undergraduate, Master's or PhD level will receive a subsistence allowance of 650 Euro per month and 21,66 Euro per additional day. 70 % of the eligible subsistence allowance and the travel contribution will be paid to the grantee before departure if all obligatory documents have been submitted in time. The remaining 30 % will be paid upon return under the condition that all mandatory documents including a Confirmation of Study Period document have been submitted and an online evaluation report filled in in time. Submitting the Confirmation of Study Period document and filling in the online evaluation report are considered as the formal request for the final payment.

The subsistence allowance is calculated per month/days spent at your host university. The start date equals the start of academic activities at your host university and the end date is the last day of official academic activities at your host university. Travel days and time spent before or after academic activities, as well as interruptions of the mobility, will not be covered.

To receive the grant before the beginning

of the mobility, you need to submit the requested documents in good time. Hand in your documents as soon as possible once you have received the nomination email and no later than two month before the beginning of the mobility. Your signed Grant Agreement must have been returned to the ICM Mobility Coordinator no later than the 15th of the month before you will receive the first payment. The payments are made on the 25th every month. To make sure that you get the first payment before you leave, you must submit the signed Grant Agreement no later than the 15th, two months before you leave. Example: If you begin your mobility on 20 October, we must have received your signed grant agreement by 15 August, in order to have time to transfer the money before you leave, in which case, you will receive the money on 25 September. Exceptions to this rule may apply during holiday periods and/or if Lund University does not receive money from the Swedish Council for Higher Education in time. Students who go on exchange in August or September normally receive their first payment on 25 September.

STAFF - SUBSISTENCE ALLOWANCE

The subsistence allowance is equivalent to 160 Euro per day for the first 14 days, then 112 Euro per day, for longer stays. Travel days (max 2) are included in the calculation of the subsistence allowance. The travel grant and the eligible subsistence allowance will be paid to the home department of the grantee upon return. The payment will only be done under the condition that all mandatory documents including a Certificate of Attendance have been submitted to the ICM Mobility Coordinator and an online evaluation report filled in

in time by the grantee. Submitting the Certificate of Attendance document and filling in the online evaluation report are considered as the formal request for the final payment. To receive reimbursement for the incurred costs the grantee has to submit a travel expense request to the home department through Primula Web.

The start date of the mobility period shall be the first day that the grantee needs to be present at the host department and the end date shall be the last day the grantee needs to be present at the host department. One day for travel before the first day of the activity abroad and one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support. At the end of the mobility period, it is mandatory for the grantee to fill in the online survey and to submit the Certificate of At-

Insurance

UNDERGRADUATE AND MASTER'S STUDENTS

The grantee will be covered by the Swedish State's Insurance during Education Abroad, Student UT, through Kammarkollegiet. The insurance applies during direct travel between Sweden and the country of study, and 24 hours a day in the country during the mobility period, as well as two weeks prior to the start of studies and two weeks after the end of studies. The insurance is also applicable during holidays, as long as the insured person remains in the country where the studies are conducted and the studies continue after the holidays. The insurance is also applicable during direct travel from one country where studies are undertaken to another, for continued exchange studies in that country. There is no deductible to the insurance regarding

tendance. Should there be other activities not related to the grant between the travel days, these days will not be covered by the grant.

TRAVEL GRANT

The ICM travel grant is a contribution to travel and visa costs in connection with the grantees mobility, but is not guaranteed to fully cover all costs. The grant is calculated based on the distance between the grantee's host university and Lund University. Tickets have to be purchased by the grantee him/herself.

Travel distances	Travel grant
100-499km	EUR 180
500-1999km	EUR 275
2000-2999km	EUR 360
3000-3999km	EUR 530
4000-7999km	EUR 820
8000 km or more	EUR 1100

medical care, dental care, repatriation of remains, expenses associated with medical evacuation, emergency mental health care, in/out patient. For more information please visit Kammarkollegiet's website at: <http://www.kammarkollegiet.se/english/insurance>

Look for the following documents:

- Terms and conditions 2015 Student UT insurance.pdf
- Claim Application Form Student IN and Student UT.pdf

PHD AND STAFF

For staff and PhD students employed by Lund University: the grantee will be covered by the Swedish State Business Travel Insurance through Kammarkollegiet. The insurance policy cover applies to all domestic and in-

ternational business travel on behalf of the State authority. The cover applies during the entire period of absence from the place of employment or home or other place where the business journey begins or ends. The insurance policy cover shall also apply in areas to which the Ministry for Foreign Affairs advises against travel. No deductibles shall apply to this insurance. For more information please visit Kammarkollegiet's website at: <http://www.kammarkollegiet.se>

For PhD students not employed by Lund University: Also PhD students that are not employed by Lund University, but have a sti-

pend, are covered by the Swedish State Business Travel Insurance (rules and regulations see above) if sent on mobility by his/her home department. The PhD student has to obtain the blue insurance card (the Swedish state business travel insurance certificate) which is only valid for the mobility period. For more information please visit Kammarkollegiet's website at: <http://www.kammarkollegiet.se/english/insurance>

Look for the following document:

- Terms and conditions - Swedish State Business Travel Insurance.pdf

Rights and obligations of the grantee

It is mandatory for all grantees to deliver the below mentioned documents to the ICM Mobility Coordinator at Lund University before departure or after returning home. This is a formal requirement that applies to all.



Mandatory documents to be sent to the ICM Mobility Coordinator

STUDENTS

Before departure

Learning Agreement: The Learning Agreement is the document stating the courses/academic activities you are going to attend/carry out at your host university. The Learning Agreement has to be signed by you, your host university and by the department where you study at Lund University before the start of your mobility.

Grant Agreement: The signed Grant Agreement has to be returned.

After returning home

Transcript of records: All students should receive a transcript of records showing the courses taken and credits earned at the end of their mobility period. These documents will facilitate the assessment and recognition of course work during the mobility period abroad once they return to their home university. For PhD students or research Master's students a document that confirms the academic activities undertaken should be issued by the host department.

Final report: After the mobility period you have to evaluate the time spent at your host university. An online survey will automatically be generated by a database used for reporting the project to the European Commission and sent to you 30 days before the mobility has come to an end (students). Submission of the online survey is obligatory.

Confirmation of Study Period: After the mobility period you have to hand in a document called "Confirmation of Study period" to the ICM Mobility Coordinator. The document has to be signed by the host department.

STAFF

Before departure

Mobility Agreement: The Mobility Agreement document specifies and describes the activities that will be undertaken at your host university and states the start and end date of your mobility period. The Mobility Agreement must be jointly formulated and signed by the home university, the host university and the grantee. The staff grantee is responsible for obtaining the required signatures for the Mobility Agreement. The Mobility Agreement has to include the content of the teaching programme/training activities to be carried out, overall objectives and added value of the mobility, and expected outcomes.

Grant Agreement: The signed Grant Agreement has to be returned.

After returning home

Final report: After the mobility period you have to evaluate the time spent at your host university. An online survey will automatically be generated by a database, used for reporting the project to the European Commission, before the mobility has come to an end. Submission of the online survey within 30 days of receipt is obligatory.

Certificate of Attendance

The Certificate of Attendance has to be sent to the ICM Mobility Coordinator by all staff immediately after their return home.

Checklists

CHECKLIST FOR STUDENTS

Before the mobility

- Send Learning Agreement with all required signatures to ICM Mobility Coordinator
- Send signed Grant Agreement to ICM Mobility Coordinator
- Follow instructions from host university regarding visa, accommodation, etc.
- Book travel

After the mobility

- Answer online survey at the end or directly after your mobility
- Submit final Confirmation of Study Period document to ICM Mobility Coordinator upon returning home
- Submit transcript of records from host university and if possible documents regarding credit recognition to ICM Mobility Coordinator

CHECKLIST FOR STAFF

Before the mobility

- Send Mobility Agreement including appendix to Mobility Agreement with all required signatures to ICM Mobility Coordinator
- Send signed Grant Agreement to ICM Mobility Coordinator
- Follow instructions from host university regarding visa, accommodation, etc.
- Book travel

After the mobility

- Answer online survey at the end or directly after your mobility
- Submit Certificate of Attendance document to ICM Mobility Coordinator upon returning home
- Submit your travel expense request to your home department



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to understand, explain and improve
our world and the human condition.



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