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## Erasmus funding for student exchanges

### Eligibility

UCD students who are selected to go on an exchange to an Erasmus partner institution may apply for an Erasmus+ grant. There are eligibility criteria, but in general, almost all students qualify for the grant. Please note that students who are on the Erlangen and DAAD scholarships, or other funding, or who are going to Switzerland, are not eligible for an EU grant. Any queries in relation to eligibility should be directed to UCD Global at outgoing.erasmus@ucd.ie.

To avail of funding, the student must complete an exchange of **at least 2 months (60 days)**. Your study mobility can also include a complementary traineeship period in the same country and the same rate of funding will apply. A student is entitled to a **maximum of 12 months (365 days)** of funding at each cycle of their studies. Therefore, they can receive a grant for a second – or even third – exchange, as long as the **total** funding is for no more than 12 months.
For example, a student goes on exchange for 5 months in the 2nd year of their programme. They then have an option to do a second exchange in 4th year. If the 2nd exchange is 7 months or less, they will be fully funded.  If it is more than 7 months, the student will receive funding for the first 7 months only.

Additional funding is available for students with physical, mental health or other conditions to help cover extra financial costs that may occur. Please contact outgoing.erasmus@ucd.ie for further information.

### Rates and Payment

Erasmus grants are calculated based on a monthly rate (€330 or €385 depending on the destination country – see table below – **per 30 days**), and initially calculated on the basis of the dates stated in the Grant Agreement. At the end of the exchange, the exact rate is calculated on the basis of the actual dates as stated on the Arrival and Completion Certificates.

Erasmus+ grants are paid based on the following process being completed and returned by each student:
- **Original** completed and signed Erasmus Grant Agreement scanned and emailed to outgoing.erasmus@ucd.ie
- Arrival Certificate - signed and stamped by host university - after start of exchange
- Online Learning Agreement (OLA), signed by both home and host university
- Completion Certificate - signed and stamped by host university
- Participation Report – sent to the student's UCD email address at the end of their exchange

**For 2024/25, the breakdown in receiving the grant is as follows:**

| 80% paid at the start of your exchange | 20% paid at the end of your exchange |
|---|---|
| The first payment will be made once all these documents have been submitted:<br>• Grant Agreement<br>• Arrival Certificate<br>• OLA | The final payment will be made once all these documents have been submitted:<br>• Completion Certificate<br>• Participation Report |

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The template for the Erasmus+ Grant Agreement will be emailed directly to you to start the application process.

Complete the Erasmus+ Grant document with your details. Each page has data you need to complete. Please make sure to carefully review all these fields, which are as follows:

Page 1 – Fill in all sections with your personal and study details,
Page 2 – Complete the details of your exchange, including start and end dates. If you are unsure of the exact start/end date of your time abroad, please list the first day of the month you expect to start/finish.
Page 3 – If applicable, please give the details of any previous Erasmus mobility in section 3.
Page 4 – Please review Article 5 regarding insurance cover.
Page 5 – Complete with your name, and UCD student number. Please remember to enter the place (city) and date below the signature field.

**Important:**
Once you have filled out your grant agreement and ensured that all is in order, then **print** all six pages and **manually** **sign and date** the agreement.
Scan the **ORIGINAL** copy of the Grant Agreement and send it to outgoing.erasmus@ucd.ie.

It must consist of **pages 1 to 6**, with a written signature **(not a digital or scanned one)**. Typed names or scanned signatures are not acceptable, and incomplete agreements will be rejected.
The deadline for return of this agreement is stated above. You must return this agreement in order to receive your Erasmus grant.

**\* Erasmus+ Grant rates for 2024/2025**

| | | |
|---|---|---|
| **Group 1** | **Monthly rate of €385** | Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden |
| **Group 2** | **Monthly rate of €330** | Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain |
| **Group 3** | **Monthly rate of €330** | Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Poland, Romania, Serbia,  Turkey |
| | **External funding** | Switzerland (CHF380 per month - approx. €350) |

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## Arrival Certificate
### Deadline: 2 weeks after arrival

The template will be available to you through the Exchange Application system on SISWeb. The contact person at your host university has to confirm that you have arrived and started your period abroad. This should be confirmed through the Arrival Certificate, which has to be returned to us within two weeks of your arrival. It should be uploaded through the Exchange Application System on SISWeb.

## Online Learning Agreement
### Deadline: 4 weeks after arrival

Your academic coordinator must approve the modules that you will be taking abroad. This will have to be done through the Online Learning Agreement. Please review the separate step-by-step guide on how to complete this Online Learning Agreement.
If your host university does not use the Online Learning Agreement, the alternative is to complete the Learning Agreement template.

The OLA has to be completed as soon as possible, but no later than four weeks after your arrival. By then you should have confirmed and registered for all your modules for the coming semester.

Once we have received all the relevant documentation, the first part of your Erasmus+ Grant will be transferred to your bank account. Make sure that your account details are up to date on SISWeb*.

## Completion Certificate and Final Details
### Deadline: 31 August 2025

The template will be available to you through the Exchange Application system on SISWeb. The contact person at your host university has to confirm the end date of the semester / year through the Completion Certificate. Please note that the end date of your Erasmus is the final day you are completing any studies/exams. Any days after a final class/exam are not funded.

Based on this end date of your studies, we can calculate the final grant amount that you should receive. It should not be signed more than two weeks before your departure date and should be uploaded through the Exchange Application System on SISWeb.

At the end of the time abroad, students are also asked to complete the Erasmus+ Participant Report.

Once all these documents have been received, we will finalise the Erasmus+ Grant Procedure. Students who are due an additional amount will receive it upon completion of all these documents. Students who received too much grant (due to an incorrect end date on the Grant Agreement), will be requested to refund any excess grant amount received.

Upon return to UCD, students are requested to sign a Grant Receipt, confirming that the total Erasmus+ Grant amount has been received by them.

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**\* Review/update your bank details as follows:**
- *Log in to SISWeb*
- *Select the Campus tab*
- *Select the My Electronic Payments*
- *Click the button on the top right-hand side 'View/Update my bank details'*
- *Enter your bank account details **accurately**. Please complete all fields, even if they are not marked as compulsory (You can enter the details of non-Irish accounts as well as Irish ones)*
- *Click 'Save'*
- *Click 'Return to previous screen'*
- *Make sure your account status is showing as 'Available'*

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