

**Limerick Institute of Technology**  
**Outgoing Erasmus Student Procedure**



1. The student is supplied with the list of Bilateral Agreements in place between LIT and European partners and must then research these institutes to find an appropriate destination for their Erasmus Study Mobility period. New Bilateral Agreements may be drawn up, if requested. New Bilateral Agreements may only be put in place if both institutes involved are happy to proceed and the arrangement is a suitable one. Students are encouraged to research prospective institutes thoroughly. Students are also encouraged to speak to other students and lecturers who may have travelled to various institutes on Erasmus in the past.
2. The student must then complete the preliminary Erasmus application form for Limerick Institute of Technology. This form must be submitted to the Head of Department of Art & Design at LIT, before the given deadline. This deadline will be set out by the Head of Department of Art & Design and will be circulated to students. Please note that this form is for LIT purposes only and will not be issued to the institutes listed. No forms submitted after the deadline date will be accepted. There will be no exceptions made in this case.
3. Students, who are deemed eligible to apply for Erasmus mobility by LIT, must apply to their chosen institute themselves. All partner institutes have application deadlines on their websites, which students must adhere to. They will also have relevant application forms and application procedures outlined. The spreadsheet of bilateral partners has contact names and contact details for relevant persons in our partner institutes, who deal with Erasmus and International activities. Students should make contact with these persons outlined if they have queries regarding application submissions.
4. Once an application has been submitted by a student to a partner institute, they must make both the Head of Department of Art & Design and the Erasmus Office aware of this. Before any student commences an Erasmus study period his/her home institution shall check itself that the programme of study which will be followed at the host institution proposed is acceptable for the purposes of the degree or diploma he/she is currently working toward, and that the Erasmus study will therefore be recognised following its satisfactory completion.
5. If a student is successful in their application and have been officially notified of this by their chosen institute, they must immediately forward this information to both the Head of Department of Art & Design and the Erasmus Office at LIT. Students must provide the exact dates of their proposed study period. Study periods must be between 3 and 12 months in duration.
6. A study agreement will then be drawn up by the Erasmus Office, which the student must sign in duplicate. The documents will be counter-signed by the External Services Manager of LIT. One copy will be retained by the Erasmus Office and one copy will be issued to the student for their records.
7. Each student shall be issued with a Learning Agreement in advance of the study period. The Learning Agreement shall be agreed by the host institution, the home institution (LSAD), and the student. Any revision to a Learning Agreement found to be necessary shall be finalised and formalised within one month of the student's arrival at the host institution. Any subsequent changes to the Learning Agreement which become necessary shall be formally agreed by all three parties and executed promptly.
8. The student will be issued with a copy of the Erasmus Student Charter.
9. The student will then be issued with the Erasmus grant. This will be paid directly to a designated bank account. The student must then sign a receipt to confirm that they

## LIT Erasmus Study Procedure

have received the grant payment to their account. This will be emailed to the student by the Erasmus Office.

10. The student should be aware that it is their own responsibility to organise accommodation in their host country. Most institutes will have an accommodation office similar to LIT and students are strongly advised to utilise these services if they are available. Students are advised that they must have accommodation in place before they travel.
11. On arrival in your host institute, students must organise for the Erasmus/International Office in the host institute, to issue a 'Certificate of Arrival' to the Erasmus Office at LIT. Similarly, when the student is leaving they must organise for the Erasmus Office there, to issue a 'Certificate of Departure'.
12. On satisfactory completion of the mobility period, the host institution shall provide the student with a transcript of work completed in accordance with the Learning Agreement. The home institution shall give full recognition for the period spent abroad. Credit for, or recognition of, studies undertaken by the student at the host institution may be withheld only if the student fails to achieve the level of academic attainment required by the host institution or otherwise fails to satisfy the agreed conditions required by the participating institutions for recognition.
13. The failure of the Beneficiary to fulfil the course requirements of his/her study period abroad may also justify a request for the reimbursement of the individual grant. This provision shall not apply to any Beneficiary who has been prevented from completing his/her planned course of study abroad because of force majeure or extenuating circumstances reported by the National Agency (HEA).
14. The student must complete an Erasmus student report and submit this completed report to the Erasmus Office within one month of their return from their study period abroad.