

Erasmus+ grantees: What to do before and after a visit or a study period

This applies to University of Iceland staff/students going on Erasmus visits/studies as well as staff /students from UI's international partners coming to Iceland.

1. **Bilateral Erasmus+ inter-institutional agreement** between the University of Iceland and the host/partner university must be made before the exchanges take place.
2. **a. Mobility agreement** for staff applying for an Erasmus+ grant. The agreement should include dates for the visits, information on the applicant, information of the sending and receiving institutions, proposed mobility programme, the objective and expected outcome of the visit. The agreement should be signed by the applicant, his/her next superior, the responsible person at the host institution and lastly a project manager at the University of Iceland. Minimum stay on a staff visit abroad is **5 days** and additional 2 travel days if needed.
b. Learning agreement for students, should include dates of study period abroad, a study plan for the study period abroad approved by home and host university. The minimum study period abroad for students is **3 months**. The minimum stay for traineeship students is **2 months**.
3. Mobility agreements and learning agreements should be sent to International Office of the University of Iceland, email: erasmus.international@hi.is
4. **Copy of flight tickets**, should be sent to the International Office of The University of Iceland erasmus.international@hi.is
5. **Grant agreement with the University of Iceland**. A grantee shall provide information on personal ID number or passport number, home address, phone number and information on the bank account that the grant should be transferred to. The grant agreement states the dates of the visit and the amount of the grant. The agreement is made in two copies and signed by the grantee and a representative of The University of Iceland.
6. **Payment of grant**. Grant is paid when all documents have been handed in and grant agreement signed by both partners. Visitors to Iceland get their grant paid upon their arrival to Iceland. Students will get their grant paid in instalments and last payment when final report have been delivered.
7. **Confirmation of visit/study period**. This document should be sent to the International Office at the University of Iceland. This is a document confirming the visit/study period with name of the guest/student, his/her home university, dates and signed and stamped by the host.
8. **Final report**. When the visit is about to end, the grantee will receive an e-mail containing a questionnaire that the grantee is obliged to answer. The final report contains questions about the Erasmus grant. *„If relevant, how much did you receive from sending/receiving institution for travel costs?“* *„If relevant, how much did you receive from sending/receiving institution for daily subsistence costs?“* Here grantees should report the amount of the Erasmus+ international grant that they received, the amount that is stated in the grant agreement (see nr 4.)
9. **Tax return**. Residents of Iceland are obliged to report the Erasmus+ grant in the annual tax return. You should list costs in relation to the Erasmus visit and then you should not have to pay tax of the grant. We recommend that you preserve receipts of costs in relation to the Erasmus visit.