

HEA

An tÚdarás um Ard-Oideachas  
The Higher Education Authority

# Erasmus+ Inclusion Support- International Officer FAQs

## **INCLUSION SUPPORT FAQs for International Officers**

Inclusion Support is intended to assist with the additional costs incurred by those with physical, mental or health-related conditions while undertaking an Erasmus+ mobility. This is managed on a case-by-case basis where additional funding and support is provided by the HEA. It can be used to cover the extra expenses incurred to engage in the mobility programme, such as carer or study-aid support, accessible accommodation or return consultancy visits.

### **What is inclusion support intended for?**

- Including, but not limited to cost of adapted accommodation, travel assistance, attending medical appointments, supportive equipment, learning material, preparatory visits or an accompanying person for students and staff with disabilities.
- Costs should be demonstrable and justified.

### **How does it work?**

- The International Officer completes the application for inclusion support in conjunction with the student and, if necessary, the disability officer. The Inclusion Support application form will be distributed by the HEA to International Officers periodically and is also available on request at any time.
- The International Officer checks that the form is completed correctly and in full.
- Once the International Officer is satisfied that the form has been completed, they sign the form verifying that the details are correct, and they then submit the form to the HEA.
- If the application is approved, the HEA will issue a grant agreement amendment. Once countersigned, the HEA will pay the additional funds to the HEI who in turn will make the payment to the participant.
- Funds are awarded to the student based on real costs. The student should retain all relevant receipts relating to the Inclusion Support and submit them to the International Officer at the conclusion of their mobility. Receipts are checked and the HEI pays the support to the student.

### **What documentation does the HEA need?**

- Completed application form for Inclusion Support signed by the International Officer.  
(*Note: Supporting documentation is not required by the HEA.*)

### **As an International Officer, what do I need to ensure?**

- That the form is completed in conjunction with the student, i.e. that the student does not submit the form directly to the HEA. Please note that as the International Office will be overseeing the payment to the participants, the application needs to be submitted by an International Officer and not another office in the institution.
- That the costs are well-justified, and that the student has provided a detailed cost estimate.

- That the application is submitted well in advance of the mobility taking place.
- The receipts from the student have been submitted by the student on completion of the mobility.

**Is there a deadline to apply?**

No, this is available on a rolling basis throughout the duration of the project. It is recommended that the application for Inclusion Support must be made in advance of the mobility.

**Where should applications be sent to?**

Applications should be sent to [erasmus@hea.ie](mailto:erasmus@hea.ie). **Please indicate the project code to which the funds should be applied.**