



GUIDELINES ERASMUS+ ENGLISH LANGUAGE COURSE IN DCU, IRELAND

The Erasmus+ English Language Training in DCU (Dublin City University) is organised by the International Office in cooperation with the Human Resources Department and the PMU partner university Dublin City University in Ireland. It is part of the PMU's measures to support its employees in implementing the university's internationalisation strategy in the various organisational units. Participation in the PMU's internal English language course for staff and/or the English as Medium of Instruction course before participating in this programme is strongly recommended. Participants must clarify all financial issues with their respective head of department before registering for the programme. It is recommended to include this programme in the staff's career and training plan and in the institute or department's training budget.

Location:

Language Center
Dublin City University (DCU)
Glasnevin Campus
Dublin 9
Ireland

Time period:

- **Spring:** 23rd to 30th Mai 2027
- **Autumn:** 11th to 18th October 2026

The course is offered annually in May/June and October. The dates for the next cohorts are determined by the DCU and announced accordingly.

Organisation:

- Arrival: Sunday
- Course duration: Monday to Friday (20 hours of lessons)
- Departure: Saturday or Sunday
- Arrival and departure count as free time.
- For the duration of the course: The university provides 2/3 of the weekly working time. 1/3 of the weekly working time must be taken as holiday.
- Excursions on Saturday can be booked. However, Saturday is open to all leisure activities and therefore counts as free time.
- Participants are not entitled to overtime.
- The International Office is responsible for course coordination.
- Participation must be authorised by the head of department and recorded as staff mobility in the BMD time system.



Registration:

- Binding registration through the International Office via email using the Erasmus+ application form within the specified deadlines.
- The DCU cancellation conditions apply. The cancellation conditions will be announced at the time of registration.

Language level:

- The level and group allocation are determined by an online test from DCU.
- If the PMU participants are homogeneous in their level, they can remain in the same group.

Stay:

For the course dates in October

- In October, the halls of residence in DCU are fully booked. This means that participants must organize their own accommodation and local public transportation.
- The Erasmus+ grant covers the costs of accommodation and the statutory daily allowances/per diems (travel expenses abroad).
- The per diem rates for travelling abroad are determined by the Austrian Federal Economic Chamber:
<https://www.wko.at/service/steuern/auslandsreisenkostensaetze.html>

Calculation of the grant:

$$\begin{array}{r} \text{Euro } 152.00 \text{ maximum grant per day (based on Erasmus+ grant 2026/27)} \\ - \text{ Euro } 36.80 \text{ current WKO daily allowance/per diem in Ireland} \\ \hline = \text{ Euro } 115.20 \text{ maximum grant for accommodation and local public transport in Dublin} \end{array}$$

For the course dates in May/June

- Accommodation on the DCU campus (DCU Glasnevin Residences) is automatically booked. Course participants will be accommodated in a single or twin room with en-suite facilities. For a virtual tour of DCU Glasnevin Residences:
<https://english.dcu.ie/accommodation/dcu-glasnevin/>
- The per diems and costs for the local public transportation (Leap Visitor Card) are included in the accommodation costs.
- Exception: Participants who wish stay in the city centre must organise their own accommodation and public transport from their accommodation to the campus and vice-versa.

Calculation of the grant if the participant organises the accommodation by themselves:

$$\begin{array}{r} \text{Euro } 152.00 \text{ maximum grant per day (based on Erasmus+ grant 2026/27)} \\ - \text{ Euro } 36.80 \text{ current WKO daily allowance/per diem in Ireland} \\ \hline = \text{ Euro } 115.20 \text{ maximum grant for accommodation and local/public transport in Dublin} \end{array}$$



Travel:

- Participants are responsible for their own flight and travel arrangements.
- See point 9 for the Erasmus+ conditions.

Costs:

- The course fees of € 490.00 are paid by the respective faculty/institute or department. The continuing education budget can be used for the course fees.¹
- Travel and accommodation costs are partly subsidised by Erasmus+.
- The grant is paid through the business travel reimbursement request. The current regulations for business trips from Human Resources and Accounting apply.
- The following costs are to be paid for by the participants:
 - Difference between the actual travel and subsistence costs and the maximum Erasmus+ grant.
 - Exception: there is a written agreement between the participant and the respective head of department that stipulates how the difference will be covered.
 - Other additional costs during the trip and stay, e.g. excursions, etc.
- The Erasmus+ grant does not cover travel insurance and cancellation costs.

Erasmus+ grant:

- The grant amounts stated here are only valid for the academic year 2026/2027. The Erasmus+ grant is a lump sum amount determined annually by the EU Commission. The current applicable grant amounts are communicated by the International Office as part of the call for applications.

9.1. Travel costs

- Euro 309,00 includes the flights to and from Dublin, as well as travels to and from the airport. The starting point of the travel is PMU Campus Salzburg or Campus Nuremberg, and not the place of residence.
- Only economy class flights can be eligible for reimbursement.
- Parking fees are not eligible for reimbursement.

9.2. Subsistence costs

- Eur 152,00 per day from Monday to Friday or Saturday (maximum 5 or 6 days).
- The Erasmus+ grant is calculated per day and not per night; the grant does not fund travel days.

Extension

- Participants who wish to extend their language course to two weeks or more must organise the extension themselves and obtain the approval of their respective head of department before registering. The Erasmus+ grant does not cover the extension period.
- An extension period of maximum 2 days for holiday or vacation purposes is permitted.

These guidelines take effect immediately.

¹ The course fee of € 490.00 is valid for 2026/27. The current course fees will be announced by the International Office as part of the call for applications.