



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 manager 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.

1 Location:

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

2 Time period:

- 21. – 26. October 2024
- 12. – 17. May 2025

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

3 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 manager and recorded as staff mobility in the BMD time system.

4 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.

5 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.

6 Stay:

6.1 For the course dates in October

- In October, the halls of residence in DCU are fully booked. This means that participants must book accommodation near DCU or in the city centre.
- The Erasmus+ funding will be used to cover the costs of accommodation and the statutory daily allowances/per diems (travel expenses abroad).
- The cost rates for travelling abroad are determined by the Austrian Federal Economic Chamber: <https://www.wko.at/service/steuern/auslandsreisenkostensaetze.html>
- The costs for the Leap Visitor Card and other local travel (taxi from/to the airport/DCU/hotel) can only be covered if the total costs for accommodation, per diems/diets, Leap Visitor Card and other local travel costs do not exceed the maximum amount of Erasmus+ funding (see also point 9).

Calculation of the grant:

Euro 152.00 maximum subsistence allowance per day (based on Erasmus+ subsistence allowances 2024/25)

— Euro 36.80 foreign travel cost rate (daily allowances/per diems) per day in Ireland (based on WKO foreign travel cost rates 2024/25)

= Euro 115.20 maximum funding for accommodation and public transport (Leap Card, taxi journeys, etc.)

6.2 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 Leap Visitor Card are included in the accommodation costs.
- - Exception: Participants who wish to be accommodated in the city centre must organise their own accommodation.



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

Euro 152.00 maximum subsistence allowance per day (based on Erasmus+ subsistence allowances 2024/25)

— Euro 36.80 International travel expense rate (daily allowances/per diems) per day in Ireland (based on WKO international travel expense rates 2024/25)

— Eur 32,00 Leap Visitor Card for 7 days (rate for 2024)

= Euro 83,20 maximum subsidy for accommodation and taxi journeys, etc.

7 Travel:

- Participants are responsible for their own flight and travel arrangements.
- The provisions of the Erasmus+ programme apply. The maximum Erasmus+ funding must be taken into account (see point 9).

8 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 costs are settled using Erasmus+ business trip accounting. The current regulations for business trips and settlements from Human Resources and Accounting apply.
- The following costs are to be borne by the participants themselves:
 - Differences between the actual travel costs and the maximum Erasmus+ funding for travel costs, as well as between the actual subsistence costs and the maximum Erasmus+ funding for subsistence costs.
 - Exception: there is a written agreement between the participants and their supervisor that stipulates how the difference is to be borne.
 - Other additional costs during the trip and stay, e.g. excursions, etc.

9 Erasmus+ grant:

- The grant amounts stated here are only valid for the academic year 2024/2025. The Erasmus+ funding amounts are lump sums that are determined annually by the EU Commission. The currently applicable lump sums are communicated by the International Office as part of the call for applications.

9.1. Travel costs

- Eur 309,00 includes the journey from the PMU Campus Salzburg / Nuremberg to the airport and back as well as the flights (there and back).

¹ The course fee of € 490.00 is valid for 2024/25. The current course fees will be announced by the International Office as part of the call for applications.



- Only economy class flights are fundable.
- The distances are calculated according to the EU Distance Calculator from the campus location (Salzburg or Nuremberg), not from the place of residence.
- The mileage allowance can only be paid for the journey from the PMU Campus Salzburg / Nuremberg to the airport and vice versa.
- Parking fees are not fundable.

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 of stay and not per night.
- Travel days are not fundable.

10 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 supervisor before registering. In this case, Erasmus+ funding is not applicable to the extension.
- An extension of the stay by more than 2 days for holiday purposes is not permitted.

These guidelines come into force immediately. It applies for an indefinite period.