



Application for Erasmus+ Staff Mobility/ English Language Training at Dublin City University

Please tick-off for which cohort you are registering for:

8-15 October 2023

26 May – 02 June 2024

Personal details			
Last name:		First name:	
Social Security No.:		Academic Degree:	
Sex:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Diverse
	<input type="checkbox"/> do not want to provide information		
Nationality:			
Date of birth			
Address of main residence:			
Organisational unit:			
Faculty/Institute:			
Date of employment in the PMU:			
Type of employment	<input type="checkbox"/> full time	<input type="checkbox"/> part time	
Participation in the courses:	<input type="checkbox"/> EMI – English as Medium of Instruction <input type="checkbox"/> English for Staff B1/B2/Business English <input type="checkbox"/> No		
Receiving institution			
Name (official name in the national language):	Dublin City University (DCU)		
Adress:	Glasnevin Campus Dublin 9 Ireland		
Country:	X Programme Country		
Erasmus Code:	IRL DUBLIN04		
Type of mobility:	X Training		
Department where the mobility is carried out:	Language Center		
Contact person (name, position):	Ms Niamh O'Mahony, Head of Business Unit		
Estimated travel costs:	Eur 275,00		
Estimated subsistence costs:	Eur 810,00		
Travel dates:	To Dublin:	From Dublin:	
Duration of stay:	Begin: (Date of the first day of the program)	End: (Date of the last day of the program)	



1) General terms and conditions of registration and participation:

By signing and submitting this form, I am officially registering bindingly for the English Language Training at Dublin City University. I also confirm that I have read and understood the guidelines for this program.

2) Cancellation Policy/ Course Withdrawal:

The cancellation policy of Dublin City University applies and will be announced with the registration.

3) Costs

I confirm that:

- I will pay for the difference between the actual travel and subsistence costs and the Erasmus funding as described in the guidelines.
- I am not entitled to overtime pay.
- I will pay for other costs that I incur during the mobility.
- I will inform the International Office in writing of any other payment arrangement I have with my department / institute.

4) Erasmus+ Funding

I confirm that I am not entitled to any excess amounts. The final grant will be paid based on the real costs incurred and declared in the travel expense report (see the provisions under Article 3.4 option 2 in the Grant Agreement).

5) Extension of mobility

Early arrival and/or late departure can only be allowed under certain conditions and must be approved by the International Office prior to mobility.

Important information:

- 1) Please take into account the most recent PMU travel guidelines (see the document Policy Dienstreisen, Einladungen/ Kontaktpflege) when planning the mobility, especially as regards the means of travel and accommodation.
- 2) Prior to the mobility, an individual financing agreement must be made between the applicant and the responsible department/institute/study programme to clarify how extra costs (or costs above the approved grant amount) will be settled.
- 3) At least four weeks prior to departure, you must record your mobility in the BMD system: Zeiterfassung > Antrag auf Abwesenheit > Personalmobilität. In the box "Zusatztext", you must Erasmus+ English Language Training Program in DCU. Only three days are considered working day, the rest of the days are considered free time.
- 4) Prior to your departure, you must request the form "Entsendungsbescheinigung" from the Human Resource Department. You are required to carry this form with you for the whole duration of your mobility.
- 5) A travel expense report must be submitted to the Accounting Department immediately after the mobility. Please observe the applicable PMU guidelines. Only original receipts will be accepted.
- 6) Double financing is prohibited. This means that Erasmus+ funding and funding from other sources supported by the European Union is not allowed (for ex. mobilities already funded through Horizon Europe projects).



6) Recording of mobility in the time recording system (Zeitsystem)

BA-Nr*	Buchungsart	von Datum*	Bis Datum	Von	Bis	Zusatztext	Genehmigt	Soll
20	Urlaub	12.10.2023	13.10.2023			E+ English Language Training DCU		16:00
52	Personal Mobilität	09.10.2023	11.10.2023			E+ English Language Training DCU		24:00

Course fee:

The course fee of EUR 449,00 will be covered by the department/ institute/ study programme.

Financing agreement for extra costs of the mobility

Extra costs are costs that are above the approved Erasmus+ grant amounts:

- will be covered by the applicant.
- will be covered by the responsible department/ institute (KST:).

Further details of the agreement:

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I understand and accept the terms and conditions as well as the guidelines for the Erasmus+ English Language Training at Dublin City University. With my signature, I confirm the correctness and completeness of all information and agree that in case of approval the content and duration of the stay will be made public in the PMU Website.

.....
Applicant's signature

Place, Date

I support the application and agree to the terms and conditions.

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Name and Signature of Head of Department/Institute

Place, Date