

## 1.1. Erasmus+ English Language Training in Dublin City University (DCU)

### **TARGET GROUP:**

PMU staff in teaching, research, and administration / services.

### **GOALS:**

English has become the language for global communication. University staff in particular are expected to be knowledgeable in the use of English in their everyday work and in dealing with international colleagues, students, and guests. This program is thus part of the PMU's measures to support its staff in the implementation of its internationalization strategy. The main goal of this training program is to improve the participant's English language competency through an immersive experience with an international group of learners in an English-speaking country. By the end of the program, participants should be able to confidently apply their English skills in their area of work.

### **LANGUAGE REQUIREMENTS:**

Participants are required to take DCU's online assessment test. The link will be sent after the registration. The results of the online assessment test will be used to determine the participant's course level.

### **SCHEDULE:**

This is a 20-hour, one-week immersive program.

- First cohort: 8. – 15. October 2023
- Second cohort: 26. May – 02. June 2024
- Further cohorts from October 2024 onwards

The program is offered annually in May/June and in October. The schedule for the next cohorts will be determined together with the DCU and will be announced accordingly.

Lessons include social and cultural activities. Participants have the option to book a day trip to other sites in Ireland. See the attached schedule for details.

### **ORGANIZATION:**

- Arrival: Sunday
- Course duration: Monday to Friday (20 hours of lessons)
- Departure: Saturday or Sunday
- Arrival and departure are considered free time.
- For the course duration: 3 days are considered working time, 2 days are considered free time.
- Saturday excursions can be booked at the time of registration. However, Saturday is open to all recreational activities and therefore counts as free time.
- Participants are not entitled to overtime.
- The trip must be recorded as staff mobility in the BMD time system.
- Participants are responsible for their own travel arrangements.
- Participants in the October cohorts are responsible for arranging their accommodation.
- For further details, please refer to the guidelines in Sharepoint > International Office > Erasmus+ Documents.

**COSTS:**

The course fee of Eur 449,00 also includes a one-time registration and the course book. The fees can be covered by the department's or institute's budget for further education.

**ERASMUS+ GRANT:**

The Erasmus+ grants partially cover the travel and subsistence costs. The grant of Eur 275,00 for the travel costs include travel to the PMU campus to airport (and vice versa) and flights to/from Dublin. The grant of Eur 135,00 per day for the subsistence costs include costs of accommodation, per diem / food, and the Leap Visitor Card for local travels in Dublin. These grant amounts apply to the cohort in October 2023. For the cohort in May/June 2024, the Erasmus+ grant of Eur 144,00 per day for the subsistence costs applies.

**TO BE PAID BY THE PARTICIPANTS:**

The participants pay for the difference between the Erasmus+ grants and the actual travel and subsistence costs, as well as the fees for the optional day trip and other costs.

Other payment modality is possible, provided that there is a written agreement between the staff and the head of department that specifies who is responsible for the expenses.

**LECTURER(S):**

Native speakers and certified English language teachers in DCU.

**TEACHING METHODS:**

Pair/group works, interactive lectures, and online tasks. Participants are expected to be actively engaged and to put the learned skills into practice.

**COMPLETION:**

A certificate of completion will be awarded at the last day of class.

**REGISTRATION:**

Obligatory and binding registration within the following deadlines is required:

- 01. July 2023 for the cohort in October 2023
- 15. September 2023 for the cohort in May/June 2024
- Annually on the 15. January 2024 for the cohort in October 2024 and other cohorts thereafter

Application form can be downloaded from <https://international.pmu.ac.at> under the rubric 'Staff Mobility for Erasmus+ English Training in DCU.' Applications will be ranked according to date of registration. Please email your application to [international.office@pmu.ac.at](mailto:international.office@pmu.ac.at).

**CANCELLATION:**

DCU's cancellation policy applies.

**PROGRAM COORDINATION:**

The International Office is responsible for the program coordination. This program is organized in cooperation with the Human Resources Department and PMU's partner university Dublin City University.